



SHELburne & DISTRICT FIRE BOARD

February 7, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at 114 O'Flynn Street and electronically (Zoom ID 852 8210 0477) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Vice-Chair, Gail Little, called meeting to order at 7:01 pm.

2. **Additions or Deletions**

The following item(s) be added to the agenda:

9.2 Closed Session

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by B. Neilson – Seconded by M. Davie

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by D. White – Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of January 3, 2023 and January 20, 2023 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 Firefighter Narine asked questions of the Board regarding on-going legal matters.

The Vice-Chair advised FF Narine that he would receive a response from the Board within a week.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 **2023 Operating and Capital Budgets**

Resolution # 3

Moved by F. Nix – Seconded by W. Mills

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2023 Operating Budget in the amount of \$810,529.39 which represents a 37.97% increase over 2022; and further that this request be circulated to the participating municipalities.

Carried

Resolution # 4

Moved by W. Mills – Seconded by D. White

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2023 Capital Budget in the amount of \$350,000 as per option 1 and that this request be circulated to the participating municipalities.

Carried

9. **Unfinished Business**

9.1 HR Committee

Resolution # 5

Moved by: J. Horner – M. Davie

BE IT RESOLVED THAT:

The Shelburne & District Fire Board Joint Board of Management appoints the following members to the HR Sub-committee:

1. Shane Hall
2. Janet Horner
3. Gail Little
4. Melinda Davie

Carried

9.2 Procurement Committee

Deferred to next meeting.

9.3 RLB Review Engagement Letter

Resolution # 6

Moved by F. Nix – Seconded by B. Metzger

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Review Engagement Letter from RLB LLP;

AND THAT the Secretary-Treasurer be authorized to sign the letter.

Carried

9.4 OFM 30 Recommendations, Response and Recommendation # 6

The Chief will review for the next meeting.

9.5 Consulting Services for a Telecommunications Review Project

Provided for information for the Board. The Fire Department will need to upgrade their communication system in the future. The Chief would like to see the municipalities start exploring grant options.

10. **Chief's Report**

10.1 **Monthly Reports (January 2023)**

There was a total of 27 incidents for the month of January.

10.2 **Update from the Fire Chief - Verbal**

11. **Future Business:**

11.1 Nothing at this time.

12. **Accounts & Payroll – November & December 2022**

12.1 **Resolution # 7**

Moved by F. Nix – Seconded by D. White

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$43,634.92 for the period of December 29, 2022 to February 1, 2023 as presented and attached be approved for payment.

Carried

8.2 **Closed Session**

Resolution # 8

Moved by – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now do “in camera” to discuss the following:

Personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution # 9

Moved by B. Neilson – Seconded by W. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 9:44 p.m.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 10**

Moved by W. Mills – Seconded by B. Metzger

BE IT RESOLVED THAT:

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried

13.2 **Resolution # 11**

Moved by D. White – Seconded by W. Mills

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:46 pm to meet again on March 7, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Gail Little
Vice Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 7, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger	X	
Gail Little	X	
Town of Mono		
Melinda Davie	X(v)	
Fred Nix	X	
Township of Melancthon		
Darren White	X	
Bill Neilson	X	
Town of Shelburne		
Wade Mills	X	
Shane Hall		X
Township of Mulmur		
Earl Hawkins	X(v)	
Janet Horner	X(v)	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	