



SHELburne & DISTRICT FIRE BOARD

January 3, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held 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 Secretary-Treasurer, Nicole Hill, called meeting to order at 7:01 pm.

2. **Appointments of:**

2.1 **Resolution # 1**

Moved by J. Horner – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Chairperson: Shane Hall

Carried

2.2 **Resolution # 2**

Moved by W. Benotto – Seconded by E. Hawkins

BE IT RESOLVED THAT:

Although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Vice-Chairperson: Gail Little

Carried

2.3 **Resolution # 3**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Secretary-Treasurer: Nicole Hill

Carried

2.4 **Resolution # 4**

Moved by G. Little – Seconded by D. White

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Auditors: RLB, LLP

Carried

3. **Additions or Deletions**

Resolution # 5

Moved by F. Nix – Seconded by D. White

BE IT RESOLVED THAT:

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

- 9.2 Closed Session
- 10.2 Special Weather Event

Carried

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by J. Horner – Seconded by D. White

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by B. Neilson – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of November 1, 2022 and November 9, 2022 as circulated.

Carried

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No questions.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **Unfinished Business**

9.1 **2023 Operating and Capital Budgets**

Resolution # 8

Moved by D. White – Seconded by G. Little

BE IT RESOLVED THAT:

The Budget with amendments to wages and legal be distributed to the municipalities for review and comment.

Carried

Resolution # 9

Moved by D. White – Seconded by W. Benotto

BE IT RESOLVED THAT:

The Chief be directed to put together a report to the Board with Capital Budget options including the purchase of a used Rescue Truck.

Carried

10. **Unfinished Business**

10.1 Essentials of Municipal Fire Protection – A Decision Maker’s Guide

Board members will register themselves if interested.

10.2 Special Weather Event

The Board discussed the event and the challenges experienced by the municipalities.

11. **Chief’s Report**

11.1 **Monthly Reports (November & December 2022)**

There was a total of 37 incidents for the month of November and a total of 29 incidents for the month of December.

11.2 **Update from the Fire Chief**

The Chief advised that there were 8 inspections completed and 1 in progress.

Participated in the Remembrance Day services in Shelburne and Melancthon. Also participated in the Shelburne Santa Claus parade.

The Chief attended the OAFCA AGM.

The Chief will bring forward a standardized E&R By-Law for review.

Resolution # 10

Moved by J. Horner – Seconded by F. Nix

BE IT RESOLVED THAT:

The HR Committee be directed to work with the Chief on the Firefighter pay structure and report to the Board.

Carried

12. **Future Business:**

12.1 Annual Audit (RLB)

13. **Accounts & Payroll – November & December 2022**13.1 **Resolution # 11**

Moved by W. Benotto – Seconded by F. Nix

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$50,002.45 for the period of October 29, 2022 to December 28, 2022 as presented and attached be approved for payment.

Carried

9.2 **Closed Session****Resolution # 12**

Moved by J. Horner – 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 # 13

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

We do now rise and report progress at 9:24 p.m.

Carried

14. **Confirming and Adjournment**14.1 **Resolution # 14**

Moved by W. Benotto – Seconded by M. Davie

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

14.2 **Resolution # 15**

Moved by W. Benotto – Seconded by M. Davie

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:26 pm to meet again on February 7, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 3, 2023

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