



## **SHELburne & DISTRICT FIRE BOARD**

June 1, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 849 3208 3679) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

#### 1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:01 pm.

#### 2. **Additions or Deletions**

None.

#### 3. **Approval of Agenda**

##### 3.1 **Resolution # 1**

Moved by F. Nix – Seconded by J. Horner

#### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

#### 4. **Approval of Minutes**

##### 4.1 **Resolution # 2**

Moved by S. Hall – Seconded by W. Hannon

#### **BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of May 4, 2021 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 Update – Captain Position Recruitment

The Chief advised the Board of the process used for the Captain and Acting Captain positions.

**Resolution # 3**

Moved by J. Horner – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management promote the following firefighter to the role of Captain effective June 1, 2021:

- 1) Steve Monds

The Shelburne & District Fire Board of Management promote the following firefighter to the role of Acting Captain effective June 1, 2021:

- 1) Kevin Rideout

**Carried**

9. **New Business**

9.1 **Auditor's RFP**

**Resolution # 4**

Moved by J. Horner – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management direct the Secretary-Treasurer to begin the process of procuring an Auditor for the Year Ends of 2021 to 2023 following the process laid out in the Shelburne & District Fire Board's Purchasing Policy and Procedure.

AND THAT five firms be contacted.

**Carried**

9.2 **Mulmur-Melancthon Fire Department Sub-Committee**

The Board Chairs and Fire Chiefs from Shelburne, Mulmur-Melancthon and Rosemont met to see if there are any efficiencies that can be made between the departments.

10. **Chief's Report**

10.1 **Monthly Reports (April 2021)**

There was a total of 15 incidents for the month of May.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 5 inspections in progress. Firefighters participated in 19 training sessions, which includes the recruits attending Forcible Entry in Orangeville. The department participated in fire extinguisher training at Dufferin Oaks.

The Chief has enrolled in Fire Services Management Certificate program through Humber College. The Chief applied for and received a free shipment of N95's from Ministry of Government and Consumer Services.

11. **Future Business:**

11.1 **Fire Chief's Performance Appraisal.**

12. **Accounts & Payroll – February & March 2021**

12.1 **Resolution # 5**

Moved by H. Foster – Seconded by S. Hall

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$26,053.20 for the period of April 29,2021 to May 27, 2021 as presented and attached be approved for payment.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 6**

Moved by F. Nix – Seconded by E. Hawkins

**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 # 7**

Moved by E. Hawkins – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:40 pm to meet again on at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of June 1, 2021

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer		X
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	