



## **SHELburne & DISTRICT FIRE BOARD**

November 2, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 840 2297 3352) 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 7:00 pm.

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

None.

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

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

Moved by G. Little – Seconded by S. Martin

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

The Board of Management approves the agenda as presented.

**Carried**

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

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

Moved by M. Mercer – Seconded by E. Hawkins

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

The Board of Management adopt the minutes under the date of October 5, 2021 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 **COVID-19 Vaccination Policy**

**Resolution # 3**

Moved by J. Horner – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management approves the COVID-19 Vaccination Policy as presented by the Fire Chief;

AND THAT the Fire Chief be directed to implement the COVID-19 Vaccination Policy effective December 1, 2021.

**Carried**

8.2 **SDFD Washroom Renovation RFP**

The Board discussed and reviewed the evaluation matrix.

**Resolution # 4**

Moved by F. Nix – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Shelburne and District Fire Board of Management receives the Chief Fire Hall Renovations Report:

AND THAT Creative Concepts Construction be awarded the contract for Fire Hall Renovations to meet RFP 2021-02 for construction price \$20,750.00 plus HST.

**Carried**

9. **New Business**

9.1 **Letter to Amend Communications Agreement**

The Board discussed and expressed concern for the possibility of Tillsonburg increasing prices every year.

**Resolution # 5**

Moved by F. Nix – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management receives the Letter to Amend Fire Communications Service Agreement from the Town of Tillsonburg;

AND THAT the Fire Chief be authorized to enter into negotiations with the Town of Tillsonburg.

**Carried**

8.3 **2022 Operating and Capital Budgets**

**Resolution # 6**

Moved by F. Nix – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2022 Operating Budget in the amount of \$587,475 which represents a 3.65% increase over 2021;

AND THAT \$35,000 from the operating reserve be used to offset the increase;

AND further that this request be circulated to the participating municipalities for approval.

**Carried**

The Chief reviewed the Fire Services Report # 21-03 with the Board. The Chief was notified by Dependable that it would be 2024 before we could get a chassis for the replacement of Rescue 26. The Chief recommended the following:

- Replace Pumper 27 now
- Replace Rescue 26 in 2024
- Refurbish Tanker 25 in 2025
- Re-certify Ladder 28 for 10 years for \$10,000 per year starting in 2027

The Board deferred the Capital budget until the December Board meeting.

**Resolution # 7**

Moved by F. Nix – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management receives the Chief's Supply and Delivery of One Walk Around Rescue Report;

AND THAT the Chief be authorized to sole source the purchase of a replacement for Pumper 27 from Dependable Emergency Vehicles instead of the replacement for Rescue 26;

AND THAT the Chief be authorized to negotiate a contract for the purchase of a new pumper up to a cost of \$575,000.00

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (October 2021)**

There was a total of 25 incidents for the month of October.

10.2 **Update from the Fire Chief**

The Chief advised that there were 4 inspections completed. A Fire Escape Plan exercise was completed with students in JK – 3 from 3 (741 students) elementary schools. The Chief attended the Little family "Mini-Boo" event at Fiddle Park.

We are entering into a Red Cross Training Partner agreement to do all First Aid training in-house.

The Chief participated in the Dufferin County Emergency Exercise "Autumn Chill."

11. **Future Business:**

11.1 SDFD & MMFD Boundary.

12. **Accounts & Payroll – September 2021**

12.1 **Resolution # 8**

Moved by J. Horner – Seconded by S. Martin

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$18,754.45 for the period of October 1, 2021 to October 28, 2021, as presented and attached be approved for payment.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 9**

Moved by H. Foster – 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 # 10**

Moved by W. Hannon – Seconded by M. Mercer

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:22 pm to meet again on December 7, 2021, at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of November 2, 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	