



SHELburne & DISTRICT FIRE BOARD

October 5, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 853 5597 6054) 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 F. Nix – Seconded by H. Foster

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. Grant – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of September 7, 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 **Closed Session**

Resolution # 3

Moved by E. Hawkins – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution # 4

Moved by W. Hannon – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 7:34 pm.

Carried

Resolution # 5

Moved by S. Martin – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management approves a 1.5% increase effective September 1st, 2021 for the Fire Chief.

Carried

Resolution # 6

Moved by F. Nix – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management approves a Cost of Living Increase effective January 1, 2022 based on the Ontario CPI for the Fire Chief and Secretary-Treasurer.

Carried

8.2 Firefighter Compensation Review

The Chief reviewed the report with the Board. The Board directed the Chief to review the hourly rate for probationary firefighters for the next budget and to look into benefits for the firefighters.

Resolution # 7

Moved by G. Little – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management receives the 2022 Wage Schedule:

AND THAT the following changes be approved:

- Change in title from Training Coordinator to Training Officer
- Change in title from Acting Captain to Lieutenant
- Change in annual stipend for Lieutenant from \$400 to \$500
- Removing Annual Stipend for Firefighters 1 to 4
- Change in Thursday Night Training pay from \$35/\$40 per night to hourly rate
- Change in Officer's Meeting pay from \$60 per meeting to hourly rate
- Change in Board meeting pay from \$100 per meeting to hourly rate
- Change "Loss of Days Pay" to "Approved Additional Training"
- Change Mileage expenses from \$0.50 per km to the Revenue Canada Rate; currently \$0.59 per km
- Cost of Living for every year forward started in 2023 for the firefighters.

Carried

8.3 2022 Operating and Capital Budgets

The Board briefly discussed.

9. **New Business**

9.1 **COVID-19 Vaccination Policy**

The Board directed the Chief to draft a policy similar to the County of Dufferin and bring it back to the November meeting.

9.2 **SDFD Washroom Renovation RFP**

The Chief advised the Board that the RFP closes on October 15th.

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

12.1 **Resolution # 8**

Moved by S. Grant – Seconded by G. Little

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$27,276.64 for the period of September 1, 2021 to September 30, 2021, as presented and attached be approved for payment.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (September 2021)**

There was a total of 22 incidents for the month of September.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 2 inspections in progress and 2 completed. Firefighters participated in 6 training sessions. We returned to regular Thursday night training.

The Chief issued the RFP for Washroom renovations. The Chief attended the OAFC annual conference and trade show virtually.

11. **Future Business:**

11.1 **SDFD & MMFD Boundary.**

13. **Confirming and Adjournment**

13.1 **Resolution # 9**

Moved by E. Hawkins – Seconded by M. Mercer

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 S. Martin – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:25 pm to meet again on November 2, 2021, at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of October 5, 2021

Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X	
Gail Little	X	
Town of Mono		
Sharon Martin	X	
Fred Nix	X	
Township of Melancthon		
Wayne Hannon	X	
Margaret Mercer	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	