



# SHELBURNE & DISTRICT FIRE BOARD

## AGENDA

January 2, 2024

### 7:00 pm at the Fire Hall

1. Opening of Meeting
2. Appointments of:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Secretary-Treasurer
  - d) Auditors
3. Additions or Deletions to Agenda
4. Approval of Agenda
5. Approval of Minutes
  - a) Approval of Minutes – December 5, 2023
  - b) Approval of Minutes – December 18, 2023
6. Disclosure of Pecuniary Interest
7. Public Question Period (15 min)
8. **Delegations / Deputations:**
  - 8.1 No Delegations
9. **Unfinished Business:**
  - 9.1 Closed Session
10. **New Business:**
  - 10.1 Nothing at this time.
11. **Chief's Report:**
  - 11.1 Monthly Reports – (December 2023)
  - 11.2 Update from Fire Chief
12. **Future Business:**
  - 12.1 Annual Audit (RLB)
13. Accounts & Payroll – (December 2023)
14. Confirming Motion; Adjournment & Next Meeting Date



## **SHELburne & DISTRICT FIRE BOARD**

December 5, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne and District Fire Department on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called the meeting to order at 7:01 pm.

### **1.2 Land Acknowledgement**

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further educate oneself: <https://www.dccrc.ca/educational-links/>

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

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by F. Nix – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by D. White – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of November 7, 2023 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 2024 Capital Budget

The Board discussed the addition of the Simulcast Radio System Capital project; the Board would like to inquire about the possibility of County Emergency Services putting some money towards funding this project.

**Resolution # 3**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne and Distract Fire Department Joint Board of Management adopt the amended 2024 Capital Budget which includes the Simulcast Radio System Capital Project in the amount of \$80,000.00 and a Capital Levy of \$392,000.00 and that this request be circulated to the participating municipalities.

**Carried**

9. **New Business**

9.1 2022 Annual Report

**Resolution # 4**

Moved by J. Horner – Seconded by D. White

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Fire Chief's 2022 Annual Report;

AND THAT the Secretary-Treasurer send a copy of the report to the municipalities.

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (November 2023)**

There was a total of 29 incidents and approximately 213 staff hours for the month of November.

10.2 **Update from the Fire Chief (November 2023)**

Staff attended Remembrance Day services in Horning's Mills and Shelburne. Smoke/CO Alarms were delivered to Shepard's Cupboard Foodbank. The installation of the new SCBA Compressor and fill station was completed.

The Chief met with the new OFM Advisor, John Doucet, the Chief also attended the provincial mutual aid webinar. Preparing data for consultants on Community Risk Assessments.

11. **Future Business:**

11.1 Nothing at this time.

12. **Accounts & Payroll – November 2023**

12.1 **Resolution # 5**

Moved by E. Hawkins – Seconded by A. Stirk

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$75,395.90 for the period of November 4, 2023 to November 30, 2023 as presented and attached be approved for payment.

**Carried**

**8.2 Closed Session**

**Resolution # 6**

Moved by M. Davie– Seconded by A. Stirk

**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 # 7**

Moved by F. Nix – Seconded by G. Little

**BE IT RESOLVED THAT:**

We do now rise and report progress at 8:33 p.m.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 8**

Moved by D. White – Seconded by A. Stirk

**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 # 9**

Moved by F. Nix – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:34 pm to meet again on January 2, 2024 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of December 5, 2023

Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Andrew Stirk	X	
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Darren White	X	
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills		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	



## **SHELburne & DISTRICT FIRE BOARD**

December 18, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne and District Fire Department on the above mentioned date at 4:00 P.M.

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called the meeting to order at 4:00 pm.

### 1.2 **Land Acknowledgement**

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further educate oneself: <https://www.dccrc.ca/educational-links/>

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

None.



3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by G. Little – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

4. **Pecuniary Interest**

4.1 No pecuniary interest declared.

5. **Public Question Period**

No public present.

6. **Unfinished Business**

6.1 Closed Session

**Resolution # 2**

Moved by E. Hawkins – Seconded by A. Stirk

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Advice that is subject to Solicitor – Client privilege, including communications necessary for that purpose.

**Carried**

**Resolution # 3**

Moved by F. Nix – Seconded by M. Davie

**BE IT RESOLVED THAT:**

We do now rise and report progress at 4:19 p.m.

AND THAT the Board authorizes the Chair to take appropriate action as directed by the Board.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 4**

Moved by A. Stirk – 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**

**13.2 Resolution # 5**

Moved by E. Hawkins – Seconded by A. Stirk

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 4:21 pm to meet again on January 2, 2024 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of December 18, 2023

Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Andrew Stirk	X	
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Darren White	X	
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills	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	

# Accounts Payable

January 2, 2024 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/22/2023 Paid Invoices Cheque Date 12/01/2023 to 12/22/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001350	A.J. STONE COMPANY LIMITEI	179403	37 X GLOVES	006073	12/12/2023	12/12/2023	1,672.40
			01-4200-1860 37 X GLOVES				1,672.40
001350	A.J. STONE COMPANY LIMITEI	179407	PATCH KIT FOR PORTA TANK	006073	12/12/2023	12/12/2023	878.94
			01-4200-1810 PATCH KIT FOR PORTA TANK				878.94
001350	A.J. STONE COMPANY LIMITEI	179395	GLOVES X 6	006073	12/12/2023	12/12/2023	271.20
			01-4200-0500 GLOVES X 6				271.20
Vendor Total							2,822.54
002300	BELL 5199255111	5199255111-12-2023	Telephone	000759	12/20/2023	12/20/2023	126.94
			01-4200-1500 Telephone				126.94
003740	ENBRIDGE CONSUMERS GAS 122174110005-12-2023		GAS BILL	000761	12/20/2023	12/20/2023	952.89
			01-4200-1300 GAS BILL				952.89
004200	DECKERS' TIRE SERVICE	105120	FLAT REPAIR	006074	12/12/2023	12/12/2023	226.00
			01-4200-1040 FLAT REPAIR				226.00
004200	DECKERS' TIRE SERVICE	105058	4 TIRES	006094	12/19/2023	12/19/2023	4,026.19
			01-4200-1020 4 TIRES				4,026.19
Vendor Total							4,252.19
006350	SHELBURNE HOME HARDWAF396586/1		KEYS	000754	12/12/2023	12/12/2023	11.25
			01-4200-1980 KEYS				11.25
006350	SHELBURNE HOME HARDWAF397923/1		CNCTR 3WRE 20A	000763	12/19/2023	12/19/2023	39.54
			01-4200-1050 CNCTR 3WRE 20A				39.54
006500	FIRE MARSHAL'S PUBLIC FIREIN164269		FIRE PREVENTION SUPPLIES	006076	12/12/2023	12/12/2023	67.66
			01-4100-1300 FIRE PREVENTION SUPPLIES				67.66
008970	HYDRO ONE NETWORKS INC 200064490621-12-2023		HYDRO BILL	000752	12/12/2023	12/12/2023	795.36
			01-4200-1300 HYDRO BILL				795.36
009300	IDEAL SUPPLY COMPANY LIM 21884		CREDIT-CORD CONN	000762	12/19/2023	12/19/2023	-7.54
			01-4200-1050 CREDIT-CORD CONN				-7.54
009300	IDEAL SUPPLY COMPANY LIM 29814		CORD CONN 20A	000762	12/19/2023	12/19/2023	54.23
			01-4200-1050 CORD CONN 20A				54.23
009300	IDEAL SUPPLY COMPANY LIM 5996562		CORD CAP/CORD CONN	000762	12/19/2023	12/19/2023	11.65
			01-4200-1050 CORD CAP/CORD CONN				11.65
009300	IDEAL SUPPLY COMPANY LIM 5997751		EXTENSION CORD	000762	12/21/2023	12/21/2023	62.90
			01-4200-1980 EXTENSION CORD				62.90
Vendor Total							121.24
013125	M & L SUPPLY	019379	SCBA TESTING/FIT TESTING	006082	12/12/2023	12/12/2023	2,616.71
			01-4200-0800 SCBA TESTING/FIT TESTING				2,616.71

# Accounts Payable

January 2, 2024 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/22/2023 Paid Invoices Cheque Date 12/01/2023 to 12/22/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
013530	MINISTER OF FINANCE	302311230722055	OFC REGISTRATION FEES	006084	12/12/2023	12/12/2023	260.00
			01-4100-1500 OFC REGISTRATION FEES				260.00
015755	ORANGEVILLE FIRE EQUIPME	103941	EXTINGUISHER & ERERG LIGHT SVC	006086	12/12/2023	12/12/2023	1,127.74
			01-4200-1980 EXTINGUISHER & EMERG LIGHT SVC				1,127.74
020650	TOWN OF SHELBURNE	0547869	HEALTH BENEFITS FOR DECEMBER	006091	12/12/2023	12/12/2023	932.56
			01-4200-0200 HEALTH BENEFITS FOR DECEMBER				932.56
020650	TOWN OF SHELBURNE	0541047	HEALTH BENEFITS FOR SEPTEMBER	006091	12/12/2023	12/12/2023	896.54
			01-4200-0200 HEALTH BENEFITS FOR SEPTEMBER				896.54
020650	TOWN OF SHELBURNE	0546431	HEALTH BENEFITS FOR NOVEMBER	006091	12/12/2023	12/12/2023	896.54
			01-4200-0200 HEALTH BENEFITS FOR NOVEMBER				896.54
Vendor Total							2,725.64
090016	MIKE MORRELL	2023-06	CYLINDER TEST REIMBURSEMENT	006083	12/12/2023	12/12/2023	169.50
			01-4200-0800 CYLINDER TEST REIMBURSEMENT				169.50
090502	BELL MOBILITY	500168303-12-2023	MOBILE PHONE BILL	000760	12/19/2023	12/19/2023	126.56
			01-4200-1550 MOBILE PHONE BILL				126.56
090521	SHELBURNE FIREFIGHTERS A	2023-01	ASSOCIATION DUES	006097	12/21/2023	12/21/2023	2,760.00
			01-2900-6210 ASSOCIATION DUES				2,760.00
090538	TD CANADA TRUST	2023-12	MONTHLY VISA STMT	000756	12/12/2023	12/12/2023	3,439.54
			01-4200-1060 FUEL				385.56
			01-4100-0550 OFFICE SUPPLIES				288.57
			01-4100-1500 CHAIRS				360.54
			01-4100-0900 LABOUR RELATIONS SEMINAR				2,034.00
			01-4200-1030 R26 SHELVING				29.10
			01-4200-1800 V-VAC STARTER KIT				306.76
			01-4200-1980 URINAL SPUD				10.72
			01-4100-0700 ZOOM				24.29
090544	WAYNE BIRD FUELS	789591	FUEL FOR TRUCKS	000757	12/12/2023	12/12/2023	392.12
			01-4200-1060 FUEL FOR TRUCKS				392.12
090573	SUNCOR ENERGY PRODUCTS	23 12 04	FUEL FOR TRUCKS	000755	12/12/2023	12/12/2023	571.55
			01-4200-1060 FUEL FOR TRUCKS				571.55
090585	EXCEL BUSINESS SYSTEMS	498885	METER READING FOR NOVEMBER	006075	12/12/2023	12/12/2023	256.94
			01-4100-0550 METER READING FOR NOVEMBER				256.94
090678	LARRY BYE MOBILE REPAIR	27711	SERVICE CALL-BATTERY	006080	12/12/2023	12/12/2023	900.55
			01-4200-1020 SERVICE CALL-BATTERY				900.55
090678	LARRY BYE MOBILE REPAIR	27717	ANNUAL INSPECTION	006080	12/12/2023	12/12/2023	1,955.69

# Accounts Payable

January 2, 2024 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/22/2023 Paid Invoices Cheque Date 12/01/2023 to 12/22/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-4200-1020 ANNUAL INSPECTION				1,955.69
090678	LARRY BYE MOBILE REPAIR	27731	ANNUAL INSPECTION	006096	12/19/2023	12/19/2023	693.31
			01-4200-1030 ANNUAL INSPECTION				693.31
Vendor Total							3,549.55
090723	CERIDIAN	2023-VFF-12	SERVICE CHARGE	000749	12/12/2023	12/12/2023	116.23
			01-4200-1750 SERVICE CHARGE				116.23
090723	CERIDIAN	2023-SAL-21	SERVICE CHARGE	000749	12/12/2023	12/12/2023	95.51
			01-4200-1750 SERVICE CHARGE				95.51
090723	CERIDIAN	2023-SAL-22	SERVICE CHARGE	000749	12/12/2023	12/12/2023	38.67
			01-4200-1750 SERVICE CHARGE				38.67
090723	CERIDIAN	2023-SAL-23	SERVICE CHARGE	000749	12/12/2023	12/12/2023	38.67
			01-4200-1750 SERVICE CHARGE				38.67
Vendor Total							289.08
090743	EXCEL LEASING	282729	COPIER LEASE PAYMENT	000750	12/12/2023	12/12/2023	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
090750	PPE SOLUTIONS INC	PPE11337	BUNKER GEAR SET	006088	12/12/2023	12/12/2023	3,501.87
			01-4200-0500 BUNKER GEAR SET				3,501.87
090753	OMERS	2023-SAL-21	OMERS PREMIUMS	000753	12/12/2023	12/12/2023	1,588.38
			01-2900-6250 OMERS PREMIUMS				1,588.38
090753	OMERS	2023-SAL-22	OMERS PREMIUMS	000753	12/12/2023	12/12/2023	1,569.66
			01-2900-6250 OMERS PREMIUMS				1,569.66
Vendor Total							3,158.04
090766	GORD DAVENPORT AUTO INC 14417-310203		HAND TOWELS/TOILET TISSUE	000751	12/12/2023	12/12/2023	98.49
			01-4200-1980 HAND TOWELS/TOILET TISSUE				98.49
090766	GORD DAVENPORT AUTO INC 14417-310204		TOILET TISSUE	000751	12/12/2023	12/12/2023	12.59
			01-4200-1980 TOILET TISSUE				12.59
090766	GORD DAVENPORT AUTO INC 14417-310387		WINTER BLADE/3 X TARPS	000751	12/12/2023	12/12/2023	152.12
			01-4200-1010 WINTER BLADES				45.09
			01-4100-0600 6 X TARPS				107.03
090766	GORD DAVENPORT AUTO INC 14417-310194		HAND TOWELS	000751	12/12/2023	12/12/2023	29.27
			01-4200-1980 HAND TOWELS				29.27
Vendor Total							292.47
090779	FIREHOUSE CLOTHING CO	23_181	MORRELL - PANTS X 2	006078	12/12/2023	12/12/2023	241.24
			01-4200-1860 MORRELL - PANTS X 2				200.21
			01-4200-0500 T-SHIRT SHIPPING				41.03
090783	BELL 5199253431	5199253431-12-2023	Dispatch Line	000758	12/20/2023	12/20/2023	98.31
			01-4200-1400 Dispatch Line				98.31

# Accounts Payable

January 2, 2024 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/22/2023 Paid Invoices Cheque Date 12/01/2023 to 12/22/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090796	SANIGEAR	14587	NOVEMBER BUNKER SUIT RENT X 2	006089	12/12/2023	12/12/2023	282.50
			01-4200-0500 NOVEMBER BUNKER SUIT RENT X 2				282.50
090796	SANIGEAR	14530	BUNKER GEAR CLEANING	006089	12/12/2023	12/12/2023	140.09
			01-4100-1200 BUNKER GEAR CLEANING				140.09
Vendor Total							422.59
090824	LUST FOR DUST	2023-11	MONTHLY CLEANING INVOICE	006081	12/12/2023	12/12/2023	406.80
			01-4200-1980 MONTHLY CLEANING INVOICE				406.80
090829	FLUENT IMS	INV-8421	WHO'S RESPONDING	006079	12/12/2023	12/12/2023	1,243.00
			01-4100-1800 WHO'S RESPONDING				1,243.00
090832	PAUL DOWNEY ELECTRIC LTD 2552		LABOUR TO HOOK UP COMPRESSOR	006087	12/12/2023	12/12/2023	1,740.20
			01-4200-1800 LABOUR TO HOOK UP COMPRESSOR				1,740.20
090836	DEPENDABLE EMERGENCY V INV000847		VACUUM REPAIR	006095	12/19/2023	12/19/2023	3,755.75
			01-4200-1005 VACUUM REPAIR				3,755.75
090840	STILLWATER CONSULTING LII4835		FLMS-DECEMBER	006090	12/12/2023	12/12/2023	415.11
			01-4100-1500 FLMS-DECEMBER				415.11
090878	GREY COUNTY TRUCK TRAIN 0188		D TRAINING X 5	006092	12/13/2023	12/13/2023	2,825.00
			01-4100-1500 D TRAINING X 5				2,825.00
090889	FIRECHEK PROTECTION SER 8476		BREATHING AIR COMPRESSOR	006077	12/12/2023	12/12/2023	73,423.09
			01-4200-1800 BREATHING AIR COMPRESSOR				73,423.09
090890	MUNICIPALITY OF GREY HIGH RTC-23-011		1072 HAZMAT OPS X 3	006085	12/12/2023	12/12/2023	750.00
			01-4100-1500 1072 HAZMAT OPS X 3				750.00
090891	ZACKARY KRUGER	2023-01	FUEL	006098	12/19/2023	12/19/2023	80.00
			01-4200-1060 FUEL				80.00
090892	CHRIS GARRETT	2023-01	DRIVER MEDICAL	006093	12/20/2023	12/20/2023	150.00
			01-4200-1600 DRIVER MEDICAL				150.00
090892	CHRIS GARRETT	2023-02	D LICENSE	006093	12/20/2023	12/20/2023	122.75
			01-4100-1500 D LICENSE				122.75
Unpaid Invoices							0.00
Paid Invoices							120,212.63
Invoices Total							120,212.63
Selected G/L Account Total							120,212.63