



## **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 15<sup>th</sup>, 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 15<sup>th</sup>, 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 15<sup>th</sup>, 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 15<sup>th</sup>, 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 RESVOLVED 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 OAFC 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

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Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 3, 2023
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Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Brad Metzger	X(v)	
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>		
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	