



# SHELBURNE & DISTRICT FIRE BOARD

## AGENDA

November 1, 2022

**7:00 pm at the Fire Hall or Electronic Meeting - Zoom ID 879 2382 8348**

1. Opening of Meeting
2. Additions or Deletions to Agenda
3. Approval of Agenda
4. Approval of Minutes – September 6, 2022
5. Disclosure of Pecuniary Interest
6. Public Question Period (15 min)
7. **Delegations / Deputations:**
  - 7.1 None.
8. **Unfinished Business:**
  - 8.1 None.
9. **New Business:**
  - 9.1 Attendance Policy
  - 9.2 Recognition Policy
  - 9.3 Closed Session
10. **Chief's Report:**
  - 10.1 Monthly Reports – (September & October 2022)
  - 10.2 Update from Fire Chief
11. **Future Business:**
  - 11.1 Firefighter Wage Review
12. Accounts & Payroll – (September & October 2022)
13. Confirming Motion; Adjournment & Next Meeting Date

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 No delegations.

8. **Unfinished Business**

8.1 Town of Shelburne Revised Land Acknowledgement

**Resolution # 3**

Moved by J. Horner – Seconded by S. Hall

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management adopts the Town of Shelburne's Revised Land Acknowledgement;

AND THAT this will become the Land Acknowledgement statement to be read during Fire Board meetings.

**Carried**

9. **New Business**

9.1 **2023 Draft Operating & Capital Budgets**

The Board briefly discussed.

9.2 **Closed Session**

**Resolution # 4**

Moved by G. Little – Seconded by E. Hawkins

BE IT RESOLVED THAT:

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

**Carried**

**Resolution # 5**

Moved by F. Nix – Seconded by G. Little

BE IT RESOLVED THAT:

We do now rise and report progress at 7:50p.m.

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (June, July & August 2022)**

There was a total of 32 incidents for the month of June, a total of 32 incidents for the month of July and a total of 26 incidents for the month of August.

10.2 **Update from the Fire Chief**

The Chief advised that there were 17 inspections completed and 1 in progress.

We received 2 new Thermal Imaging Cameras from a Legion Grant. Multiple Public Education events were attended/hosted

The Chief hosted the Dufferin County Chief's meeting. The Chief reviewed 4 site plans.

11. **Future Business:**

11.1 Firefighter Wage Review

12. **Accounts & Payroll – April & May 2022**

12.1 **Resolution # 6**

Moved by E. Hawkins – Seconded by M. Mercer

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$93,678.55 for the period of June 3, 2022 to August 31, 2022 as presented and attached be approved for payment.

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution # 7**

Moved by B. Neilson – Seconded by J. Horner

**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 # 8**

Moved by G. Little – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:00 pm to meet again on October 4, 2022 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**

September 6, 2022

The Shelburne & District Fire Department **Board of Management** meeting was held in person at 114 O'Flynn Street and electronically (Zoom ID 870 9765 7756) 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 7:02 pm.

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

None.

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

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

Moved by E. Hawkins – 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 F. Nix – Seconded by E. Hawkins

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

The Board of Management adopt the minutes under the date of June 7, 2022 as circulated.

**Carried**

#### 5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of September 6, 2022

<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>		
Bill Neilson	X (v)	
Margaret Mercer	X (v)	
<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	



# Shelburne & District Fire Department

## Attendance Policy

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### **A policy to outline the attendance requirements and expectations of all Shelburne & District Fire Department (SDFD) personnel.**

Under the requirements of Section 25 (2) (h) of the Occupational Health and Safety Act and more specifically, under Section 25 (2) (a) the employer (Fire Board) is responsible to:

- Provide information, instruction, and supervision to a worker to protect the health or safety of the worker.

To meet the requirements of this section, employers must ensure that the firefighters are trained to safely perform to a defined level of response as determined by the employer. The Shelburne and District Fire Department has minimum standards for firefighters to maintain training and experience levels.

All members shall attend a minimum of 30% of emergency responses over a 6-month period (Jan-Jun/July-Dec) and a minimum of 50% of all regular training meetings over a 6-month period (Jan-Jun/Jul-Dec). Members must notify the Training Officer or alternatively, Chief/Deputy Chief, prior to a training session if they will be late or cannot attend a training session. Failure to meet attendance requirements or continually being late for training will result in a meeting to discuss the reasons for non-compliance.

Since emergency responses are unscheduled events, attendance will be reviewed on a case-by-case basis.

Absence from training due to attendance at other sanctioned training activity or commitment to full-time employment will not be counted against the member when semi-annual attendance is calculated. Therefore, it is imperative that the training officer or designate record this on the training attendance sheet.

The following must be attained by all SDFD members to remain in good standing:

- Attendance to a minimum of 50% of all regular training sessions over a 6-month period (Jan-Jun/Jul-Dec)
- Attendance to at least 30% of emergency incidents over a 6-month period (Jan-Jun/Jul-Dec)
- Arriving on time for training sessions

The Shelburne and District Fire Department Attendance Discipline Procedure includes 4 levels of progressive discipline after each 6-month review:

1. **Written Warning.** If a firefighter's attendance comes within 10% of the minimum standard (without going below the standard), a letter will be issued to inform the firefighter that their attendance is approaching the minimum standard.
2. **Letter of Discipline.** If a firefighter's attendance falls below the minimum standard in either training or emergency responses a written letter will be issued, and a meeting will be scheduled with the Chief/Deputy Chief.
3. **Suspension.** If attendance remains an issue after the firefighter receives a letter of discipline, the firefighter will receive a suspension of up to 1 month (at the discretion of the Chief/Deputy Chief).
4. **Termination with Cause.**





## Shelburne & District Fire Department

### Recognition Policy

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This policy of the Shelburne & District Fire Department Joint Board of Management applies to the Paid per Call Firefighters of the Shelburne & District Fire Department.

It is the policy of the Shelburne & District Fire Department Joint Board of Management to recognize active continuous long term service with the Shelburne & District Fire Department.

The following shall apply to any Paid per Call firefighter of the Shelburne & District Fire Department:

5 Full Years of Service	<ul style="list-style-type: none"><li>• Certificate of Recognition from the Department</li><li>• 5 year pin from Department</li></ul>
10 Full Years of Service	<ul style="list-style-type: none"><li>• Certificate of Recognition from the Department</li><li>• 10 year pin from Department</li></ul>
15 Full Years of Service	<ul style="list-style-type: none"><li>• Certificate of Recognition from the Department</li><li>• 15 year pin from Department</li></ul>
20 Full Years of Service	<ul style="list-style-type: none"><li>• Certificates of Recognition</li><li>• 20 year pin from Department</li><li>• 20 year Exemplary Service Medal (Federal)</li></ul>
25 Full Years of Service	<ul style="list-style-type: none"><li>• Certificates of Recognition</li><li>• 25 year pin from the Department</li><li>• 25 Year Long Service Medal (Provincial)</li></ul>
30 Full Years of Service	<ul style="list-style-type: none"><li>• Certificates of Recognition</li><li>• 30 year pin from the Department</li><li>• 30 year Long Service Bar (Provincial)</li><li>• 30 year Long Service Bat (Federal)</li></ul>
Retirement Gift*	<ul style="list-style-type: none"><li>• \$25.00 for each full year of service not to exceed \$1000.00**</li></ul>

*\*Retirement gifts provided to firefighters that have completed a minimum of 10 years active continuous service with the Shelburne & District Fire Department.*

*\*\*This is a taxable benefit and will be reported on your T4.*

An annual event will be held for presentation of Recognition Certificates, Department pins and Federal/Provincial medals (if applicable). Notification of milestones shall be sent to the Fire Board and the participating municipalities in advance in order that municipal certificates of recognition can be obtained prior to the event.

Adopted by Motion of the Shelburne & District Fire Department Joint Board of Management at a meeting held November 1, 2022.

Date: November 1, 2022 Signed: \_\_\_\_\_  
Walter Benotto, Chairperson  
Shelburne & District Fire  
Department Joint Board of  
Management



## Shelburne & District Fire Department

			<b>Prepared for Board Meeting:</b>	<b>01-11-22</b>
<b>ACCOUNTS PAYABLE</b>			<b>2022</b>	<b>2022</b>
			<b>September</b>	<b>October</b>
<b>4100</b>	100-300	Secretarial/Treasurer Services	3,248.50	3,248.50
	400	Legal & Audit	14,246.40	
	500	Mutual Aid Contributions		
	550	Office Supplies	235.59	240.36
	600	Materials & Supplies	101.70	110.52
	700	Service & Rent	152.64	2204.31
	800	Subscriptions & Membership		159.41
	900	Conventions & Conferences		
	1000	Licence Renewal		
	1100	MTO/Aris Fees		
	1200	Health & Safety Expenses		
	1300	Fire Prevention/Public Education	123.87	1089.87
	1500	Training Courses/Training Expenses		1,852.46
	1800	Communication Equipment		
	1900	Dispatch Service		
<b>4200</b>	100	Firefighter Wages		19,814.91
	102	FT Staff Wages/Stautory Ded/Pension	11,635.31	12,358.51
	200	Benefits/WSIB/EHT	844.53	2,895.33
	150	Mileage & Meals	29.50	883.28
	500	Protective Clothing/Uniforms	-3,065.84	2210.02
	800	SCBA Maintenance	36.63	
	1000	Truck Operations & Maintenance	11,797.60	218.72
	1060	Fuel	1,483.13	679.62
	1100	Insurance		
	1200	Misc/Xmas Dinner/Plaque		215.83
	1300	Utilities (Heat/Hydro/Water)	1,987.07	1,503.26
	1400	Telephone	310.76	418.09
	1600	Vaccination & Medicals		
	1650	Computer & IT Support		
	1700	Service Charges		
	1750	Ceridian Payroll	64.42	148.48
	1800	New Equipment Acquisition	-3,359.18	127.20
	1810	Equipment Maintenance		
	1840	Purchases from Grants		
	1950	Purchase of Truck		
	1980	Building Maintenance	612.57	1738.55
	1990	Firehall Expansion-Engineer		
	2100	Fire Hydrant Maintenance		7500.00
		<b>GRAND TOTAL</b>	<b>\$ 40,485.20</b>	<b>\$ 59,617.23</b>

# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001350	A.J. STONE COMPANY LIMITEI	170236	4" STORZ X 4.5" F NH SWIVEL RL	005823	10/17/2022	10/17/2022	406.21
			01-4200-1800 4" STORZ X 4.5" F NH SWIVEL RL				406.21
090690	ANTHONY QUESNELLE	2022-02	FIRE OFFICER II MILEAGE	005824	10/17/2022	10/17/2022	109.80
			01-4200-0150 FIRE OFFICER II MILEAGE				109.80
090855	BARRIE SCUBA HOUSE	1597	HYDROSTATIC INSPECTION	005809	09/14/2022	09/14/2022	40.68
			01-4200-0800 HYDROSTATIC INSPECTION				40.68
090783	BELL 5199253431	5199253431-09-2022	Dispatch Line	000520	09/27/2022	09/27/2022	87.26
			01-4200-1400 Dispatch Line				87.26
090783	BELL 5199253431	5199253431-10-2022	Dispatch Line	000536	10/26/2022	10/26/2022	86.58
			01-4200-1400 Dispatch Line				86.58
Vendor Total							173.84
002300	BELL 5199255111	5199255111-09-2022	Telephone	000521	09/27/2022	09/27/2022	117.72
			01-4200-1500 Telephone				117.72
002300	BELL 5199255111	5199255111-10-2022	Telephone	000537	10/26/2022	10/26/2022	115.55
			01-4200-1500 Telephone				115.55
Vendor Total							233.27
090599	BELL CANADA (INTERNET)	504622880-09-2022	INTERNET ACCESS	000522	09/27/2022	09/27/2022	112.94
			01-4100-0600 INTERNET ACCESS				112.94
090599	BELL CANADA (INTERNET)	504622880-10-2022	INTERNET ACCESS	000538	10/26/2022	10/26/2022	112.94
			01-4100-0700 INTERNET ACCESS				112.94
Vendor Total							225.88
090502	BELL MOBILITY	500168303-09-2022	MOBILE PHONE BILL	000523	09/27/2022	09/27/2022	140.12
			01-4200-1550 MOBILE PHONE BILL				140.12
090502	BELL MOBILITY	500168303-10-2022	MOBILE PHONE BILL	000539	10/26/2022	10/26/2022	262.16
			01-4200-1550 MOBILE PHONE BILL				262.16
Vendor Total							402.28
090775	BIN THERE DUMP THAT	15891	DUMPSTER	005816	09/27/2022	09/27/2022	367.25
			01-4200-1980 DUMPSTER				367.25
090723	CERIDIAN	2022-SAL-17	SERVICE CHARGE	000524	09/27/2022	09/27/2022	35.76
			01-4200-1750 SERVICE CHARGE				35.76
090723	CERIDIAN	2022-SAL-18	SERVICE CHARGE	000524	09/29/2022	09/29/2022	35.76
			01-4200-1750 SERVICE CHARGE				35.76
090723	CERIDIAN	2022-VFF-10	SERVICE CHARGE	000527	10/17/2022	10/17/2022	93.35
			01-4200-1750 SERVICE CHARGE				93.35
090723	CERIDIAN	2022-SAL-19	SERVICE CHARGE	000540	10/26/2022	10/26/2022	35.76
			01-4200-1750 SERVICE CHARGE				35.76

# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090723	CERIDIAN	2022-SAL-20	SERVICE CHARGE	000540	10/26/2022	10/26/2022	35.76
			01-4200-1750 SERVICE CHARGE				35.76
Vendor Total							236.39
090624	COUNTY OF DUFFERIN	IN7823	LAPTOP/DOCK/MONITOR/ MOUSE	005825	10/17/2022	10/17/2022	1,933.44
			01-4200-1800 LAPTOP/DOCK/MONITOR/MOUSE				1,933.44
090856	DANNI CADIEUX	452	STUMP GRINDING	005810	09/14/2022	09/14/2022	282.50
			01-4200-1980 STUMP GRINDING				282.50
004125	DARCH FIRE	CI30005490	2 X YELLOW RUBBER HOSE	005826	10/17/2022	10/17/2022	2,055.09
			01-4200-1800 2 X YELLOW RUBBER HOSE				2,055.09
004125	DARCH FIRE	CI30005418	FLASHLIGHT/SHIPPING HOSE	005826	10/01/2022	10/17/2022	339.00
			01-4200-1800 FLASHLIGHT				141.25
			01-4200-1800 SHIPPING-HOSE				197.75
Vendor Total							2,394.09
090836	DEPENDABLE EMERGENCY V FS11534		L28 INSPECTION/SERVICE	005811	09/14/2022	09/14/2022	12,991.95
			01-4200-1050 L28 INSPECTION/SERVICE				12,991.95
003740	ENBRIDGE CONSUMERS GAS 122174110005-08-2022		GAS BILL	000513	09/14/2022	09/14/2022	96.63
			01-4200-1300 GAS BILL				96.63
003740	ENBRIDGE CONSUMERS GAS 122174110005-09-2022		GAS BILL	000528	10/17/2022	10/17/2022	98.08
			01-4200-1300 GAS BILL				98.08
Vendor Total							194.71
090585	EXCEL BUSINESS SYSTEMS	457467	METER READING FOR AUGUST 2022	005812	09/14/2022	09/14/2022	110.79
			01-4100-0550 METER READING FOR AUGUST 2022				110.79
090585	EXCEL BUSINESS SYSTEMS	460303	METER READING FOR SEPTEMBER	005827	10/17/2022	10/17/2022	97.42
			01-4100-0550 METER READING FOR SEPTEMBER				97.42
Vendor Total							208.21
090743	EXCEL LEASING	268707	COPIER LEASE PAYMENT	000514	09/14/2022	09/14/2022	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
090743	EXCEL LEASING	269620	COPIER LEASE PAYMENT	000529	10/17/2022	10/17/2022	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
Vendor Total							223.74
006500	FIRE MARSHAL'S PUBLIC FIRE IN160727		FIRE PREVENTION SUPPLIES	005817	09/27/2022	09/27/2022	125.25
			01-4100-1300 FIRE PREVENTION SUPPLIES				125.25
006500	FIRE MARSHAL'S PUBLIC FIRE IN161041		FIRE PREVENTION SUPPLIES	005828	10/17/2022	10/17/2022	1,210.25
			01-4100-1300 FIRE PREVENTION SUPPLIES				1,210.25

# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090779	FIREHOUSE CLOTHING CO	22_291	CUSTOM BALL CAPS	005818	09/27/2022	09/27/2022	1,766.09
			01-4200-1860 CUSTOM BALL CAPS				1,766.09
090779	FIREHOUSE CLOTHING CO	22_301	UNIFORMS/PATCHES/EPA ULETTES	005829	10/17/2022	10/17/2022	5,094.61
			01-4200-0500 UNIFORMS				2,508.66
			01-4200-0500 PATCHES/FLASHES				661.05
			01-4200-0500 EPAULETTES				1,638.50
			01-4200-1860 UPGRADES/FF EXPENSES				286.40
						Vendor Total	6,860.70
090766	GORD DAVENPORT AUTO INC 14417-283800		CLEANER	000530	10/17/2022	10/17/2022	71.60
			01-4100-0600 CLEANER				71.60
090766	GORD DAVENPORT AUTO INC 14417-284471		FHP BELT	000541	10/26/2022	10/26/2022	20.67
			01-4100-0600 FHP BELT				20.67
						Vendor Total	92.27
090858	GREY COUNTY FIRE TRAINING(NFPA 1021 - SDFD		3 X NFPA 1021 FIRE OFFICER II	005830	10/17/2022	10/17/2022	750.00
			01-4100-1500 3 X NFPA 1021 FIRE OFFICER II				750.00
008970	HYDRO ONE NETWORKS INC 200064490621-09-2022		HYDRO BILL	000515	09/14/2022	09/14/2022	1,530.38
			01-4200-1300 HYDRO BILL				1,530.38
008970	HYDRO ONE NETWORKS INC 200064490621-10-2022		HYDRO BILL	000531	10/17/2022	10/17/2022	1,602.42
			01-4200-1300 HYDRO BILL				1,602.42
						Vendor Total	3,132.80
090801	JEFF CLAYTON	2022-03	HEAVY RESCUE CONFERENCE MILEAG	005831	10/17/2022	10/17/2022	553.88
			01-4200-0150 HEAVY RESCUE CONFERENCE MILEAG				553.88
090688	KEVIN RIDEOUT	2022-01	FIRE OFFICER II MILEAGE	005832	10/17/2022	10/17/2022	109.80
			01-4200-0150 FIRE OFFICER II MILEAGE				109.80
090824	LUST FOR DUST	2022-08	MONTHLY CLEANING INVOICE	005833	10/17/2022	10/17/2022	305.10
			01-4200-1980 MONTHLY CLEANING INVOICE				305.10
090824	LUST FOR DUST	2022-09	MONTHLY CLEANING INVOICE	005833	10/17/2022	10/17/2022	101.70
			01-4200-1980 MONTHLY CLEANING INVOICE				101.70
						Vendor Total	406.80
090735	MATT GILES	2022-01	MILEAGE-FILLING CYLINDERS	005819	09/27/2022	09/27/2022	29.50
			01-4200-0150 MILEAGE-FILLING CYLINDERS				29.50
090860	MEDAL MOUNTING SERVICE 2595		20/25 YR MEDALS MOUNTED X 3	005840	10/26/2022	10/26/2022	117.52
			01-4200-1200 20/25 YR MEDALS MOUNTED X 3				117.52
090753	OMERS	2022-SAL-17	OMERS PREMIUMS	000525	09/27/2022	09/27/2022	1,235.18

# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-2900-6250	OMERS PREMIUMS			1,235.18
090753	OMERS	2022-SAL-18	OMERS PREMIUMS	000525	09/29/2022	09/29/2022	1,235.18
			01-2900-6250	OMERS PREMIUMS			1,235.18
090753	OMERS	2022-SAL-19	OMERS PREMIUMS	000542	10/26/2022	10/26/2022	1,212.78
			01-2900-6250	OMERS PREMIUMS			1,212.78
090753	OMERS	2022-SAL-20	OMERS PREMIUMS	000542	10/26/2022	10/26/2022	1,212.78
			01-2900-6250	OMERS PREMIUMS			1,212.78
Vendor Total							4,895.92
015755	ORANGEVILLE FIRE EQUIPME	97754	ANNUAL INSPECTION	005834	10/17/2022	10/17/2022	628.85
			01-4200-1980	ANNUAL INSPECTION			628.85
015750	ORANGEVILLE FIRE SERVICE	2022	ANNUAL AIR BOTTLE FILLING	005835	10/17/2022	10/17/2022	1,200.00
			01-4100-0700	ANNUAL AIR BOTTLE FILLING			1,200.00
090859	OTT'S TREE SERVICE INC	672	CHIPPER RENTAL	005836	10/17/2022	10/17/2022	508.50
			01-4200-1980	CHIPPER RENTAL			508.50
016900	PUROLATOR INC.	451553858	COURIER FEES	005820	09/27/2022	09/27/2022	35.03
			01-4100-0700	COURIER FEES			35.03
006350	SHELBURNE HOME HARDWAF	366144/1	KEYS	000526	09/27/2022	09/27/2022	5.63
			01-4200-1980	KEYS			5.63
006350	SHELBURNE HOME HARDWAF	366139/1	DOOR KNOB	000526	09/27/2022	09/27/2022	24.85
			01-4200-1980	DOOR KNOB			24.85
006350	SHELBURNE HOME HARDWAF	367790/1	SPRAY PAINT	000532	10/17/2022	10/17/2022	19.20
			01-4200-1980	SPRAY PAINT			19.20
006350	SHELBURNE HOME HARDWAF	367875/1	SMOKE-CO DETECT/BATTERIES	000543	10/26/2022	10/26/2022	232.68
			01-4100-0600	SMOKE-CO DETECT/BATTERIES			232.68
006350	SHELBURNE HOME HARDWAF	932520/1	RETURN SMOKE-CO DETECT	000543	10/26/2022	10/26/2022	-202.20
			01-4100-0600	RETURN SMOKE-CO DETECT			-202.20
019500	SHELBURNE LEGION POPPY F	2022	2 SMALL WREATHS	005841	10/26/2022	10/26/2022	110.00
			01-4200-1200	2 SMALL WREATHS			110.00
090857	STEP ONE	2022-01	PAINTING OF FIRE HALL	005822	10/17/2022	10/17/2022	7,345.00
			01-4200-1980	PAINTING OF FIRE HALL			7,345.00
090716	STEVE MONDS	2022-01	FOG JUICE	005821	09/27/2022	09/27/2022	12.20
			01-4100-1300	FOG JUICE			12.20
090716	STEVE MONDS	2022-02	FIRE OFFICER II MILEAGE	005837	10/17/2022	10/17/2022	109.80
			01-4200-0150	FIRE OFFICER II MILEAGE			109.80

# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total							122.00
090573	SUNCOR ENERGY PRODUCTS	22 09 05	FUEL FOR TRUCKS	000516	09/14/2022	09/14/2022	863.91
			01-4200-1060 FUEL FOR TRUCKS				863.91
090573	SUNCOR ENERGY PRODUCTS	22 10 03	FUEL FOR TRUCKS	000533	10/17/2022	10/17/2022	466.71
			01-4200-1060 FUEL FOR TRUCKS				466.71
Vendor Total							1,330.62
090538	TD CANADA TRUST	2022-09	MONTHLY VISA STATEMENT	000517	09/14/2022	09/14/2022	173.42
			01-4100-0700 ZOOM				22.60
			01-4100-0550 POSTAGE STAMPS				103.96
			01-4100-0550 SDFD STAMP				46.86
090538	TD CANADA TRUST	2022-10	MONTHLY VISA STMT	000544	10/26/2022	10/26/2022	2,706.65
			01-4100-0700 ZOOM				22.60
			01-4100-0700 MICROSOFT OFFICE ANNUAL				867.84
			01-4200-1980 BIN THERE DUMP THAT				367.25
			01-4100-1500 HOTEL ACCOM FOR HEAVY RESCUE C				1,102.46
			01-4100-0550 BLUETOOTH SPEAKERPHONE				169.49
			01-4100-0800 NAT ASSOC OF FIRE INVESTIGATOR				177.01
Vendor Total							2,880.07
020650	TOWN OF SHELBURNE	0509613	WATER & SEWER BILLING	000518	09/14/2022	09/14/2022	527.71
			01-4200-1300 WATER & SEWER BILLING				527.71
020650	TOWN OF SHELBURNE	0509616	WATER & SEWER BILLING	000518	09/14/2022	09/14/2022	21.16
			01-4200-1300 WATER & SEWER BILLING				21.16
020650	TOWN OF SHELBURNE	0509775	HEALTH BENEFITS FOR SEPTEMBER	005813	09/14/2022	09/14/2022	896.31
			01-4200-0200 HEALTH BENEFITS FOR SEPTEMBER				896.31
020650	TOWN OF SHELBURNE	0511209	HEALTH BENEFITS FOR OCTOBER	005838	10/17/2022	10/17/2022	896.31
			01-4200-0200 HEALTH BENEFITS FOR OCTOBER				896.31
020650	TOWN OF SHELBURNE	0511218	FIRE HYDRANT MAINT 2022	005842	10/26/2022	10/26/2022	7,500.00
			01-4200-2100 FIRE HYDRANT MAINT 2022				7,500.00
Vendor Total							9,841.49
090644	TRILLIUM FORD LINCOLN LTD RT23855		OIL CHANGE	005814	09/14/2022	09/14/2022	108.76
			01-4200-1010 OIL CHANGE				108.76
090644	TRILLIUM FORD LINCOLN LTD RT24676		ALIGNMENT/CHECK ENGINE LIGHT	005839	10/17/2022	10/17/2022	242.88
			01-4200-1010 ALIGNMENT/CHECK ENGINE LIGHT				242.88
Vendor Total							351.64
090730	WARD & UPTIGROVE CONSUL	85125	HR CONSULTING SERVICES	005815	09/14/2022	09/14/2022	15,820.00
			01-4100-0400 HR CONSULTING SERVICES				15,820.00
090544	WAYNE BIRD FUELS	718150	FUEL FOR TRUCKS	000519	09/14/2022	09/14/2022	783.03



# Accounts Payable

November 1, 2022 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2022 to 10/28/2022 Paid Invoices Cheque Date 09/01/2022 to 10/28/2022

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-4200-1060		FUEL FOR TRUCKS		783.03
090544 WAYNE BIRD FUELS	722763	FUEL FOR TRUCKS	000534	10/17/2022	10/17/2022	287.97
		01-4200-1060		FUEL FOR TRUCKS		287.97
				Vendor Total		1,071.00
023750 WORKPLACE SAFETY INSURANCE 2022-Q3		WSIB PREMIUMS	000535	10/17/2022	10/17/2022	2,050.80
		01-4200-0210		WSIB PREMIUMS		2,050.80
				Unpaid Invoices		0.00
				Paid Invoices		82,084.09
				Invoices Total		82,084.09
				Selected G/L Account Total		82,084.09

# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **OFFICE OF THE FIRE CHIEF:**

Fire Chief Ralph Snyder  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
Cell: 519-938-1609



[rsnyder@sdfd.ca](mailto:rsnyder@sdfd.ca)

***"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"***

## ***Fire Chief's Report for September/October 2022***

### **Department Activities**

- Inspections – 4 completed
- Training – 11 Training sessions
- Hall cleaned and renovated for painting
- Painting of training areas completed
- Annual pump tests completed successfully
- Fire Prevention week
  - Home Escape Plan contest at 4 elementary schools
  - Partnered with Domino's for home alarm inspections
  - FF Appreciation night – 2 x 20-year service, 2 x 25-year service medals awarded
  - Open House Oct 15 – well attended by public and ff's

### ***Chief's Activities for September/October 2022***

- Replacement fire hose ordered
- 2 weeks' vacation !
- Planning application review
- Received approval of \$5000 Project Assist grant
- Renewal of Canadian Red Cross Training Partner agreement
- Applied for OFM FF Certification funding grant
- New station wear uniforms ordered for 10 ff's
- Approved fire hall satellite office set-up with OPP
- Ministry of Labour field visit Oct 13. – 1 ordered issued – compliance met and reported Oct 27
- Dufferin Co. Fire Chiefs meeting Oct 19
- Attended OPP open house Oct 26



# Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 519-925-5111

## Totals by Geographic Location From Oct 1 22 to Oct 31 22

### Response Type

# of Incidents      Staff Hours

### Unclassified

Response Type	# of Incidents	Staff Hours
<b>2208 - TWP of Amaranth</b>		
910    Assisting Other FD: Mutual Aid	1	3 h 4 m
<b>Total For 2208 - TWP of Amaranth:</b>	<b>1</b>	<b>3 h 4 m</b>
<b>2210 - East Luther/GrandValley</b>		
910    Assisting Other FD: Mutual Aid	1	1 h 42 m
<b>Total For 2210 - East Luther/GrandValley:</b>	<b>1</b>	<b>1 h 42 m</b>
<b>2212 - Town of Mono</b>		
32    Alarm System Equipment - Accidental activation (exc. code 35)	1	8 h 48 m
<b>Total For 2212 - Town of Mono:</b>	<b>1</b>	<b>8 h 48 m</b>
<b>2221 - Shelburne and District Fire Department</b>		
22    Pot on Stove (no fire)	1	8 h 0 m
<b>Total For 2221 - Shelburne and District Fire Department:</b>	<b>1</b>	<b>8 h 0 m</b>
<b>Total For Unclassified:</b>	<b>4</b>	<b>21 h 34 m</b>

### Town

<b>2221 - Shelburne and District Fire Department</b>		
01    Fire	1	3 h 54 m
03    NO LOSS OUTDOOR fire (see exclusions)	1	10 h 50 m
23    Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	2 h 12 m
32    Alarm System Equipment - Accidental activation (exc. code 35)	2	1 h 44 m
34    Human - Perceived Emergency	1	4 h 48 m
41    Gas Leak - Natural Gas	2	21 h 56 m
49    Ruptured Water, Steam Pipe	1	4 h 5 m
62    Vehicle Collision	2	10 h 14 m
84    Medical Aid Not Required on Arrival	1	1 h 36 m
898    Medical/resuscitator call no action required	1	1 h 36 m
899    Medical/resuscitator call false alarm	1	1 h 28 m
96    Call cancelled on route	1	0 h 0 m

Totals by Geographic Location Continued  
From Oct 1 22 to Oct 31 22

Response Type	# of Incidents	Staff Hours
<b>Total For 2221 - Shelburne and District Fire Department:</b>	15	64 h 23 m
<hr/>		
<b>Total For Town:</b>	15	64 h 23 m
<b>Rural</b>		
<b>2208 - TWP of Amaranth</b>		
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	3 h 48 m
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	11 h 18 m
62 Vehicle Collision	1	4 h 33 m
701 Oxygen administered	1	4 h 0 m
910 Assisting Other FD: Mutual Aid	1	30 h 48 m
96 Call cancelled on route	1	1 h 30 m
<hr/>		
<b>Total For 2208 - TWP of Amaranth:</b>	6	55 h 57 m
<b>2212 - Town of Mono</b>		
33 Human - Malicious intent, prank	1	12 h 54 m
62 Vehicle Collision	1	3 h 36 m
910 Assisting Other FD: Mutual Aid	2	34 h 21 m
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<b>Total For 2212 - Town of Mono:</b>	4	50 h 51 m
<b>2216 - TWP of Mulmur</b>		
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	5 h 15 m
898 Medical/resuscitator call no action required	1	3 h 32 m
<hr/>		
<b>Total For 2216 - TWP of Mulmur:</b>	2	8 h 47 m
<b>2219 - TWP of Melancthon</b>		
01 Fire	1	29 h 24 m
03 NO LOSS OUTDOOR fire (see exclusions)	1	25 h 5 m
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	2 h 12 m
62 Vehicle Collision	2	14 h 35 m
910 Assisting Other FD: Mutual Aid	1	80 h 48 m
<hr/>		
<b>Total For 2219 - TWP of Melancthon:</b>	6	152 h 4 m
<b>2221 - Shelburne and District Fire Department</b>		
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	8 h 48 m
33 Human - Malicious intent, prank	1	3 h 25 m
<hr/>		
<b>Total For 2221 - Shelburne and District Fire</b>	2	12 h 13 m

Totals by Geographic Location Continued  
From Oct 1 22 to Oct 31 22

Response Type	# of Incidents	Staff Hours
Department:		
<hr/>		
Total For Rural:	20	279 h 52 m
Total Number of Responses	39	365 h 49 m



# Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 519-925-5111

## Totals by Geographic Location From Sep 1 22 to Sep 30 22

Response Type	# of Incidents	Staff Hours
<b>Unclassified</b>		
<b>2208 - TWP of Amaranth</b>		
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	5 h 10 m
<b>Total For 2208 - TWP of Amaranth:</b>	1	5 h 10 m
<b>2210 - East Luther/GrandValley</b>		
96 Call cancelled on route	1	1 h 52 m
<b>Total For 2210 - East Luther/GrandValley:</b>	1	1 h 52 m
<b>2219 - TWP of Melancthon</b>		
01 Fire	1	9 h 56 m
<b>Total For 2219 - TWP of Melancthon:</b>	1	9 h 56 m
<b>2221 - Shelburne and District Fire Department</b>		
31 Alarm System Equipment - Malfunction	1	7 h 3 m
<b>Total For 2221 - Shelburne and District Fire Department:</b>	1	7 h 3 m
<b>Total For Unclassified:</b>	4	24 h 1 m
<b>Town</b>		
<b>2208 - TWP of Amaranth</b>		
62 Vehicle Collision	1	3 h 15 m
<b>Total For 2208 - TWP of Amaranth:</b>	1	3 h 15 m
<b>2221 - Shelburne and District Fire Department</b>		
01 Fire	1	69 h 35 m
31 Alarm System Equipment - Malfunction	2	9 h 48 m
37 CO false alarm - perceived emergency (no CO present)	1	3 h 10 m
38 CO false alarm - equipment malfunction (no CO present)	1	3 h 4 m
39 Other False Fire Call	2	6 h 32 m
71 Asphyxia, Respiratory Condition	1	2 h 52 m
76 Chest pains or suspected heart attack	1	8 h 16 m

**Totals by Geographic Location Continued**

**From Sep 1 22 to Sep 30 22**

	<b>Response Type</b>	<b># of Incidents</b>	<b>Staff Hours</b>
85	Vital signs absent, DOA	1	4 h 44 m
<b>Total For 2221 - Shelburne and District Fire Department:</b>		10	108 h 1 m
<b>Total For Town:</b>		11	111 h 16 m
<b>Rural</b>			
<b>2212 - Town of Mono</b>			
62	Vehicle Collision	2	12 h 5 m
<b>Total For 2212 - Town of Mono:</b>		2	12 h 5 m
<b>2216 - TWP of Mulmur</b>			
62	Vehicle Collision	1	18 h 8 m
<b>Total For 2216 - TWP of Mulmur:</b>		1	18 h 8 m
<b>2219 - TWP of Melancthon</b>			
23	Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	7 h 14 m
36	Authorized controlled burning - complaint	1	12 h 27 m
85	Vital signs absent, DOA	1	2 h 15 m
<b>Total For 2219 - TWP of Melancthon:</b>		3	21 h 56 m
<b>2221 - Shelburne and District Fire Department</b>			
62	Vehicle Collision	2	18 h 56 m
<b>Total For 2221 - Shelburne and District Fire Department:</b>		2	18 h 56 m
<b>Total For Rural:</b>		8	71 h 5 m
<b>Total Number of Responses</b>		23	206 h 22 m