



SHELBURNE & DISTRICT FIRE BOARD

AGENDA

November 7, 2023

7:00 pm at the Fire Hall

- 1.1 Opening of Meeting
- 1.2 Land Acknowledgement
2. Additions or Deletions to Agenda
3. Approval of Agenda
4. Approval of Minutes – October 3, 2023
5. Disclosure of Pecuniary Interest
6. Public Question Period (15 min)
7. **Delegations / Deputations:**
 - 7.1 No delegations
8. **Unfinished Business:**
 - 8.1 2024 Draft Operating Budget
 - 8.2 Closed Session
9. **New Business:**
 - 9.1 Workplace Violence and Harassment Prevention Policy Review
10. **Chief's Report:**
 - 10.1 Monthly Reports – (October 2023)
 - 10.2 Update from Fire Chief
11. **Future Business:**
 - 11.1 Nothing at this time.
12. Accounts & Payroll – (October 2023)
13. Confirming Motion; Adjournment & Next Meeting Date



SHELburne & DISTRICT FIRE BOARD

October 3, 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 M. Davie – Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by E. Hawkins – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of September 5, 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 Draft Operating & Capital Budgets

The Operating budget does not include any COLA increases to wages. The discussed the operating budget but will defer the adoption until next meeting once a COLA has been decided upon.

The Board discussed the Capital budget and the need for a new fire hall.

Resolution # 3

Moved by E. Hawkins – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne Fire Board approach the Shelburne Ag Society regarding the purchase of land for expansion of the fire hall.

Carried

Resolution # 4

Moved by F. Nix – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne and District Fire Department Joint Board of Management adopt the 2024 Capital budget in the amount of \$392,000.00, Option 2, with the removal of \$10,500.00 for SCBA Cylinders and the addition of \$5000.00 for training grounds;

AND THAT this request be circulated to the participating municipalities.

Carried

9. **New Business**

9.1 Nothing at this time.

10. **Chief's Report**10.1 **Monthly Reports (September 2023)**

There was a total of 35 incidents and approximately 248 staff hours for the month of September.

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

6 firefighters completed Z endorsement for their driver's licenses. The new Rescue 26 was put into service. The Chief attended the Shelburne Agricultural Society Public Education Day and completed 3 planning/zoning reviews.

11. **Future Business:**

11.1 Nothing at this time.

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

12.1 **Resolution # 5**

Moved by B. Neilson – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$25,988.37 for the period of September 1, 2023 to September 29, 2023 as presented and attached be approved for payment.

Carried

8.2 **Closed Session**

Resolution # 6

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: litigation or potential litigation, including matters before administrative tribunals, affecting a municipality or local board.

Carried

Resolution # 7

Moved by F. Nix – Seconded by M. Davie

BE IT RESOLVED THAT:

We do now rise and report progress at 8:55 p.m.

Carried

HR Committee provided an update to the Board.

13. **Confirming and Adjournment**

13.1 **Resolution # 8**

Moved by M. Davie – 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 # 9**

Moved by M. Davie – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:56 pm to meet again on November 7, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of October 3, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger		X
Gail Little	X	
Town of Mono		
Melinda Davie	X	
Fred Nix	X	
Township of Melancthon		
Darren White		X
Bill Neilson	X	
Town of Shelburne		
Wade Mills		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	

SHELBURNE & DISTRICT FIRE BOARD

2024 OPERATING BUDGET

PRESENTED: November 7, 2023

ACCOUNT NUMBER	ACCOUNT NAME	2023 BUDGET	2023 TO DATE	2024 BUDGET	Variance	Comments
EXPENDITURES						
4100-0100	Treasurer	\$ 800.00	\$ 700.00	\$ -	\$ (800.00)	Eliminating PT Admin position
4100-0300	Secretarial Services	\$ 39,150.00	\$ 32,624.37	\$ -	\$ (39,150.00)	Eliminating PT Admin position
4100-0400	Legal & Audit & HR Services	\$ 19,150.00	\$ 28,913.58	\$ 25,000.00	\$ 5,850.00	
4100-0550	Office Supplies	\$ 3,000.00	\$ 2,384.70	\$ 3,000.00	\$ -	
4100-0600	Material & Supplies	\$ 2,500.00	\$ 2,685.33	\$ 3,500.00	\$ 1,000.00	Increase based on 2023 projected expense
4100-0700	Services & Rentals	\$ 8,750.00	\$ 6,629.99	\$ 8,750.00	\$ -	
4100-1100	MTO/ARIS Fees	\$ 850.00	\$ 560.00	\$ 850.00	\$ -	
4200-1650	IT Support Dufferin County	\$ 1,500.00	\$ 936.41	\$ 1,500.00	\$ -	
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 439.65	\$ 700.00	\$ -	
4100-0900	Conventions & Conferences	\$ 3,000.00	\$ 2,219.09	\$ 4,500.00	\$ 1,500.00	Increase based on 2023 projected expense
4100-1000	Licence Renewal	\$ 950.00	\$ 945.52	\$ 1,000.00	\$ 50.00	Estimated annual increase
4100-1200	Heath & Safety Expenses	\$ 2,500.00	\$ 1,391.14	\$ 2,500.00	\$ -	
4100-1300	Fire Prevention/Pub Ed	\$ 8,500.00	\$ 3,961.39	\$ 8,500.00	\$ -	
4100-1500	Training - Courses/Expense	\$ 46,800.00	\$ 27,906.82	\$ 46,800.00	\$ -	
4100-1800	Communication Equipment	\$ 1,000.00	\$ 2,435.32	\$ 3,500.00	\$ 2,500.00	Increase based on 2023 projected expense
4100-1900	Dispatch	\$ 48,000.00	\$ 33,750.00	\$ 50,400.00	\$ 2,400.00	5% Increase based on Contract
4200-0100	Fire Call Wages	\$ 135,000.00	\$ 144,815.87	\$ 172,854.00	\$ 37,854.00	Increase in call volume + 4.76% COLA
4200-0102	Full-time Staff Wages	\$ 130,000.00	\$ 104,645.40	\$ 194,408.00	\$ 64,408.00	Addition of FT Admin + 4.76% COLA
4200-0103	VFF Salaries/Meetings/Pub Ed/Inspecti	\$ 49,500.00	\$ 34,522.82	\$ 51,856.00	\$ 2,356.00	Increase DFC salary to \$15K per year + 4.76% COLA
4200-0105	Training Wages	\$ 72,000.00	\$ 58,821.64	\$ 75,427.00	\$ 3,427.00	4.76% COLA
4200-0110	Employers Portion - EI	\$ 2,500.00	\$ 2,163.96	\$ 2,972.00	\$ 472.00	Increase in staffing + 4.76% COLA
4200-0120	Employers Portion - CPP	\$ 13,500.00	\$ 15,379.13	\$ 22,588.00	\$ 9,088.00	Increase in staffing & increase in Fire Call Wages + 4.76% COLA
4200-0150	Mileage & Meals	\$ 500.00	\$ 652.70	\$ 1,000.00	\$ 500.00	
4200-0200	Benefits (Manulife & VFIS)	\$ 23,000.00	\$ 13,701.69	\$ 33,000.00	\$ 10,000.00	Addition of FT Admin & 10% premium increase

4200-0210	WSIB	\$ 17,500.00	\$ 13,943.92	\$ 20,742.00	\$ 3,242.00	Increase in wages + 4.76% COLA
4200-0220	Employer Health Tax	\$ 5,500.00	\$ 5,394.91	\$ 9,644.00	\$ 4,144.00	Increase in wages + 4.76% COLA
4200-0300	OMERS Pension Plan	\$ 19,000.00	\$ 15,655.29	\$ 22,022.00	\$ 3,022.00	Increase of Admin Staff + 4.76% COLA
4200-0400	Employee Assistance Program	\$ 750.00	\$ 708.25	\$ 915.00	\$ 165.00	Increase in membership
4200-0500	Protective Clothing/Uniforms	\$ 6,000.00	\$ 24,531.04	\$ 10,000.00	\$ 4,000.00	5 total station wear & 2 T-shirts per FF annually
4200-0800	SCBA Maintenance & Fit Testing	\$ 2,000.00		\$ 5,000.00	\$ 3,000.00	Fit testing & SCBA testing required by NFPA
4200-1005	Truck R&M - Pump 24	\$ 3,000.00	\$ 3,713.72	\$ 3,000.00	\$ -	
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 722.76	\$ 2,000.00	\$ -	
4200-1015	Truck R&M - Car 22	\$ 1,500.00	\$ 450.15	\$ 1,500.00	\$ -	
4200-1020	Truck R&M - Tanker 25	\$ 2,500.00	\$ 13,140.51	\$ 2,500.00	\$ -	
4200-1030	Truck R&M - Rescue 26	\$ 3,000.00	\$ 1,391.02	\$ 3,000.00	\$ -	
4200-1040	Truck R&M - Pump 27	\$ 3,000.00	\$ 1,763.87	\$ 3,000.00	\$ -	
4200-1050	Truck R&M - Ladder 28	\$ 3,000.00	\$ 4,183.55	\$ 3,000.00	\$ -	
4200-1060	Fuel for Trucks	\$ 18,000.00	\$ 12,420.27	\$ 18,000.00	\$ -	
4200-1100	Insurance Premium	\$ 59,000.00	\$ 58,467.68	\$ 64,900.00	\$ 5,900.00	10% premium increase
4200-1200	Miscellaneous/Recognition Night	\$ 3,000.00	\$ 1,798.42	\$ 3,000.00	\$ -	
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 30,000.00	\$ 16,160.49	\$ 30,000.00	\$ -	
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 836.63	\$ 1,000.00	\$ 50.00	Increase based on projected expense
4200-1500	Bell Canada (Admin Line)	\$ 1,600.00	\$ 1,221.26	\$ 1,600.00	\$ -	
4200-1550	Bell Mobility	\$ 1,700.00	\$ 1,140.72	\$ 1,700.00	\$ -	
4200-1600	Vaccination & Driver Medicals	\$ 800.00	\$ 280.00	\$ 800.00	\$ -	
4200-1700	Bank Service Charges	\$ 725.00	\$ 446.50	\$ 725.00	\$ -	
4200-1750	Ceridian Payroll	\$ 3,000.00	\$ 1,621.24	\$ 3,000.00	\$ -	
4200-1800	New Equipment Acquisition	\$ 5,000.00	\$ 650.39	\$ 5,000.00	\$ -	
4200-1810	Equipment Maintenance	\$ 4,000.00	\$ 862.99	\$ 4,000.00	\$ -	
4200-1860	FF Association Expenses	\$ -	\$ 7,407.74	\$ -	\$ -	
4200-1900	TSF Bell Tower Lease to Capital				\$ -	
4200-1950	Purchase of Truck		\$ 394,231.08		\$ -	
4200-1980	Building Maintenance	\$ 7,500.00	\$ 6,244.12	\$ 9,500.00	\$ 2,000.00	Addition of dumpster
4200-2000	Interest on Temporary Loans	\$ 600.00		\$ 600.00	\$ -	
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	
4200-2500	Uncollectible Accounts	\$ -		\$ -	\$ -	
	TOTAL EXPENSES	\$ 825,275.00	\$ 1,120,075.04	\$ 952,253.00		

Increase in Expenses over Previous Year 15.39%

REVENUES:

3000-0500	Interest on Current Account	\$ 500.00	\$ 5,561.03	\$ 5,000.00	\$ 4,500.00	
3000-0600	Inspection Revenue	\$ 4,000.00	\$ 2,700.00	\$ 4,000.00	\$ -	
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 10,165.29	\$ 40,000.00	\$ -	
3000-0850	Hydro / Enridge Revenue	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	
3000-0900	False Alarm / Fire Report / Misc. Revenue	\$ 500.00	\$ 3,150.00	\$ 500.00	\$ -	
	SUBTOTAL REVENUES	\$ 50,000.00	\$ 21,576.32	\$ 54,500.00		
	Operating Reserve					
2900-0000	Surplus/Deficit from Previous Year	\$ (8,925.14)				
	TOTAL REVENUES	\$ 41,074.86	\$ 21,576.32	\$ 54,500.00		

TOTAL OPERATING LEVY **\$ 784,200.14** **\$ 897,753.00**

Increase over Previous Year 9.00%

Increase over Previous Year 14.48%

Month	Year	Rate
October	2022	6.9
November	2022	6.8
December	2022	6.3
January	2023	5.9
February	2023	5.2
March	2023	4.3
April	2023	4.4
May	2023	3.4
June	2023	2.8
July	2023	3.3
August	2023	4.0
September	2023	3.8
	Average	4.76

SHELBURNE & DISTRICT FIRE DEPARTMENT
2024 Wage Schedule
Draft November 2023

Position or Item	2023		2024	
ANNUAL BASE PAY				
Deputy Fire Chief	\$	10,000.00	\$	15,000.00
HOURLY RATE - Call Out				
Officers	\$	30.93	\$	32.40 110%
Firefighter 1 - After 5 Full Years	\$	28.12	\$	29.46 100%
Firefighter 2 - After 3 Full Years	\$	25.31	\$	26.51 90%
Firefighter 3 - After 1 Full Year	\$	22.50	\$	23.57 80%
Firefighter 4 - Probationary 1st Year	\$	16.87	\$	17.68 60%
Reserve Firefighter				Minimum Wage Rate \$16.55
ON CALL WAGES				
Officer on Call (Regular) Weekend				
Officer on Call (Long) Weekend	Change to \$40 per day on call for all			
Firefighters on Call (Long) Weekend				
OTHER ITEMS				
Thursday Night Practice Night (Officers)		Hourly Rate		Hourly Rate
Thursday Night Practice Night (Firefighters)		Hourly Rate		Hourly Rate
Officer's Meeting		Hourly Rate		Hourly Rate
Board Meetings, Chief's Meetings etc		Hourly Rate		Hourly Rate
Approved Additional Training Pay		\$100 1/2 Day - \$200 Full Day		\$100 1/2 Day - \$200 Full Day
Mileage Expenses		Revenue Canada Rate \$0.68 per km		Revenue Canada Rate \$0.68 per km

****Reflect the areas that changed**

		2023		2024		\$ Increase	
Municipality	%	Operating	Capital	Operating	Capital	Operating	Capital
Amaranth	13.78	\$ 111,686.70	\$ 48,228.13	\$ 123,710.36	\$ 54,017.60	\$ 12,023.66	\$ 5,789.47
Melancthon	14.4	\$ 116,703.99	\$ 50,394.59	\$ 129,276.43	\$ 56,448.00	\$ 12,572.44	\$ 6,053.41
Mono	9.31	\$ 75,499.66	\$ 32,601.98	\$ 83,580.80	\$ 36,495.20	\$ 8,081.14	\$ 3,893.22
Mulmur	7.37	\$ 59,732.83	\$ 25,793.61	\$ 66,164.40	\$ 28,890.40	\$ 6,431.57	\$ 3,096.79
Shelburne	55.14	\$ 446,907.01	\$ 192,981.70	\$ 495,021.00	\$ 216,148.80	\$ 48,113.99	\$ 23,167.10
		\$ 810,530.19	\$ 350,000.01	\$ 897,753.00	\$ 392,000.00	\$ 87,222.81	\$ 41,999.99

Workplace Violence and Harassment Prevention Policy

The Shelburne and District Fire Board is committed to the prevention of workplace violence and harassment and is ultimately responsible for Worker health and safety. As such, the Board and its designates will take all reasonable steps to protect its Workers from workplace violence and harassment from all sources. Violence and harassment in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

This policy applies to all activities that occur while on Department premises or while engaging in work-related activities or social events. Any act of violence and harassment committed by or against any member of our Department or member of the public is unacceptable conduct that will not be tolerated. Everyone is expected to uphold this Policy and to work together to prevent workplace violence and harassment.

The Board will ensure that this Policy is implemented and maintained, and that all Workers and Fire Department Officers have the appropriate information and instruction to protect them from violence and harassment in the workplace.

All Workers and Board Members shall adhere to this Policy. Fire Department Officers are responsible for ensuring that measures and procedures are followed by Workers and that Workers have the information that they need to protect themselves.

All Workers, Officers, and Board members have a legal duty to report any incidents or threats of violence and harassment, of which they are aware. There shall be no reprisal against any individual who, in good faith, reports an incident of violence and harassment or participates in an investigation.

Workers and other individuals affiliated with this organization are prohibited from engaging in behaviour that threatens, intimidates, creates fear, discriminates, interferes with an employee's job duties, or creates an intimidating, hostile, or poisoned work environment or allowing or creating conditions that support workplace violence and harassment. Individuals in violation of this policy are accountable and subject to disciplinary action up to and including termination. External parties in violation of this policy may have their contract terminated and be refused access to the workplace.

The Board and the Fire Chief shall address all reports of violence, harassment, and discrimination and shall conduct investigations as deemed appropriate. Management action shall be fair, respectful, and timely, and shall not disclose information except as necessary to protect workers, to address or investigate reports, to take corrective action, or as otherwise required by law. The Board, or designate, shall assess the risk of violence in the workplace and inform all workers about potential workplace violence hazards.

This policy does not include the reasonable management of the Department and Workers and Officers, including disciplinary action or performance management; in accordance with the appropriate policies of the Department and generally accepted human resources best practices.

Chair of Shelburne and District Fire Board

Date

Workplace Violence and Harassment Prevention Procedure

Definitions

Workplace:

- a) any land, premises, location, or thing at, in or near which a worker works.
- b) Human rights law includes the notion of the “extended workplace” this could include behaviour or actions that occur away from the physical workplace but have implications or repercussions in the workplace.

Workplace violence is:

- a) the exercise of physical force by a person against a worker, (Firefighter, Fire Officer or Board Member) in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

If you are the victim of, or are a witness to, a violent incident in the workplace, contact your immediate supervisor, or dial 911.

Workplace harassment is:

- a) engaging in a course of vexatious comment or conduct against a worker that is known, or ought reasonably to be known to be unwelcome and includes workplace sexual harassment. It may include, but is not limited to, unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile, or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship and/or denying an individual dignity and respect. Workplace harassment or workplace sexual harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.
- b) sexual harassment may include but is not limited to any unwelcome sexual advances (oral, written or physical); requests for sexual favours; sexual and sexist jokes; racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts or suggestions about a person’s body, a person’s physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching, or hitting, patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; and physical or sexual assault.

Responsibilities

The Board:

- Address all reports of violence, harassment, discrimination, and misconduct
- Develop and implement corrective actions to reduce risk of violence, harassment, and discrimination

- Ensure workers abide by this policy and enact disciplinary measures as appropriate
- Train all employees in this policy and associated procedure
- Review this policy and program, **in consultation with the Joint Health and Safety Committee**, at least annually, and post in the workplace.

The Chief and Officers:

- Immediately contact the Board, as appropriate, upon receipt of a report of workplace harassment or violence
- Attempt to resolve reports of misconduct via informal means, as appropriate to the situation
- Request assistance of the Board or an external expert, as appropriate for complex situations that require formal resolutions
- Ensure workers abide by this policy and enact disciplinary measures as appropriate, with consultation from Management and external Human Resources experts as required

Workers and all workplace parties:

- Report all instances of workplace violence, harassment, or discrimination of which they are aware; immediately or within 24 hours of the incident, to ensure timely response and corrective action
- Cooperate with investigators, law enforcement, Officers, and the Board as required during the investigation and resolution of violence and harassment incidents
- Notify the Chief Fire Official of domestic violence and harassment; when the worker feels that the offender may pose a risk of violence to workers, including him/herself

Reporting Procedure

Step 1: Where appropriate, address the individual

Where possible, ask the individual to stop. Workers are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where workers feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct and witnesses, if any. Report the incident to the Chief Fire Official regardless of the outcome.

Step 2: Management Support and Intervention

Workers who are not confident or comfortable with Step 1 and who believe they are victims of a violent act, workplace harassment or discrimination, or become aware of situations where such conduct may be occurring but are not directly involved, shall report these matters to an their assigned Officer.

If an Officer is the alleged individual, the worker shall report to the next highest authority (Deputy Fire Chief, Fire Chief or to the **Chair** of Shelburne and District Fire Board).

The Officer to whom the report is made shall attempt to resolve the situation informally via coaching, documented discussion, mediation, or other commination with the involved parties. If the Officer deems that the situation requires more formal resolution and the decision and expertise of a higher authority or specialist, the Officer shall report the incident to the Chief Fire Official or the Board as appropriate.

Step 3: Formal Report

When informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a worker shall submit a formal report:

- a) Complete the Violence and Harassment Report form or provide a letter that contains a detailed account of the offensive incident (i.e.: when it occurred, the persons involved, and names of witnesses, if any).
- b) File the report with the Deputy Fire Chief, Fire Chief or to the **Chair** of Shelburne and District Fire Board;

If the alleged perpetrator is a member of the Board, individuals shall submit the report to:

- **Ward and Uptigrove Human Resources Solutions**
- Email: HRresults@w-u.on.ca

Investigation

The Board or their designate shall investigate all formal reports or appoint an external investigator as appropriate; and attempt to complete the investigation within 45 days, as dependent on the specific circumstances. The investigation process shall include:

- Interviews of the complainant, the respondent and any relevant witnesses..
- Review of related documentation and evidence
- A formal written report including findings and recommendations for resolution
- Written communication to the individual who reported the incident(s) and the alleged individual, stating the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation **within 30 days of receipt of the formal written report**. Note that this communication will only be provided to required individuals internal to the Department and Board members, not the public or other external parties.

Confidentiality

The Board and the Department shall maintain strict confidentiality of information relating to workplace violence and harassment to the extent possible; releasing only as much information as is necessary to address reports or investigations, or if required by law.

Management may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour and shall only release as much personal information as is reasonably necessary to protect employees.

All workplace parties shall maintain strict confidentiality of all information except for reporting, participating in an investigation, and providing information to law enforcement or other governing body as required; both throughout the investigation process and afterward.

Discipline and Reprisal

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violation and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice); as per the Department's disciplinary policy. Deliberate false accusations are of

equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause.

Note, however, that an unproven allegation does not mean there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe there was harassment; investigation has not borne out the complaint. Reports made in good faith without malice, regardless of the outcome, will not result in disciplinary action as a consequence of having made the report.

Reprisal or retaliations, including taunts or threats against anyone who reports misconduct, or participates in an investigation, will not be tolerated, and will result in disciplinary action up to and including termination.

Workplace Harassment and Violence Report Form

Section A: Reporting Details		
Report Date:	Report Filed By:	Reported to (Name):
Section B: Perpetrator Details		
Name of Alleged Perpetrator:	Relationship to the reporting worker:	
Section C: Incident Information		
Incident Date & Time:	Incident Location:	Immediate Action Taken:
Incident Details: (use additional sheets if necessary)		
Section D: Witness Information		
Name:	Department & Position:	Relationship to the involved workers:
Name:	Department & Position:	Relationship to the involved workers:
Name:	Department & Position:	Relationship to the involved workers:
Section E: Signatures		
Reporting Worker:		



Shelburne and District Fire Department

Fire Chief :Ralph Snyder
114 O'Flynn Street Shelburne ON
Shelburne ON L9V 2W9
PH : 519-925-5111

Date
Nov 2 23

Totals by Geographic Location From Oct 1 23 to Oct 31 23

Response Type	# of Incidents	Staff Hours
Town		
2221 - Shelburne and District Fire Department		
01 Fire	1	49 h 12 m
31 Alarm System Equipment - Malfunction	3	13 h 44 m
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	5 h 56 m
34 Human - Perceived Emergency	1	2 h 50 m
38 CO false alarm - equipment malfunction (no CO present)	2	8 h 36 m
41 Gas Leak - Natural Gas	3	38 h 5 m
62 Vehicle Collision	1	10 h 49 m
71 Asphyxia, Respiratory Condition	1	0 h 52 m
73 Seizure	1	3 h 5 m
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	3 h 26 m
92 Assistance to Police (exc 921 and 922)	1	1 h 32 m
94 Other Public Service	1	0 h 19 m
Total For 2221 - Shelburne and District Fire Department:	19	138 h 26 m
Total For Town:	19	138 h 26 m
Rural		
2208 - TWP of Amaranth		
39 Other False Fire Call	1	2 h 32 m
45 Spill - Gasoline or Fuel	1	7 h 49 m
62 Vehicle Collision	1	17 h 46 m
Total For 2208 - TWP of Amaranth:	3	28 h 7 m
2212 - Town of Mono		
62 Vehicle Collision	1	12 h 28 m
Total For 2212 - Town of Mono:	1	12 h 28 m
2216 - TWP of Mulmur		
53 CO incident, CO present (exc false alarms)	1	8 h 0 m
62 Vehicle Collision	2	14 h 1 m
698 Rescue no action required	1	0 h 0 m
96 Call cancelled on route	1	0 h 0 m

Totals by Geographic Location Continued
From Oct 1 23 to Oct 31 23

Response Type	# of Incidents	Staff Hours
Total For 2216 - TWP of Mulmur:	5	22 h 1 m
85 2219 - TWP of Melancthon Vital signs absent, DOA	1	4 h 40 m
Total For 2219 - TWP of Melancthon:	1	4 h 40 m
Total For Rural:	10	67 h 16 m
Total Number of Responses	29	205 h 42 m

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

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

Fire Chief's Report for October 2023

Department Activities

- Inspections – 2
- Training – 7 sessions
- Offsite training – 17 staff attended 4 courses Hazmat, ISO, Auto Ex, Fire Inspections
- Annual pump tests completed P24 & L28 require repairs and retest.
- Open House October 14

Chief's Activities

- Attended Dufferin Co. Housing tenant meetings (3)
- Attended Town of Shelburne Council meeting regarding approval of Fire Marque
- Zoning application review 1
- Planning approval for training containers completed
- Updates to:
 - SDFD Code of Ethics
 - Use of Intoxicating Beverages & Drugs Policy
 - Workplace Violence & Harassment Prevention Policy



Shelburne & District Fire Department

Prepared for Board Meeting:

07-11-23

ACCOUNTS PAYABLE

2023

October

4100	100-300	Secretarial/Treasurer Services	3,342.84
	400	Legal & Audit	3,836.35
	500	Mutual Aid Contributions	
	550	Office Supplies	226.06
	600	Materials & Supplies	61.22
	700	Service & Rent	2,152.97
	800	Subscriptions & Membership	
	900	Conventions & Conferences	
	1000	Licence Renewal	
	1100	MTO/Aris Fees	
	1200	Health & Safety Expenses	
	1300	Fire Prevention/Public Education	1,589.96
	1500	Training Courses/Training Expenses	8,215.90
	1800	Communication Equipment	
	1900	Dispatch Service	
	100	Firefighter Wages	29,468.47
	102	FT Staff Wages/Stautory Ded/Pension	13,516.92
	200	Benefits/WSIB/EHT	4,829.17
4200	150	Mileage & Meals	92.48
	500	Protective Clothing/Uniforms	17,639.08
	800	SCBA Maintenance	
	1000	Truck Operations & Maintenance	942.80
	1060	Fuel	1,071.39
	1100	Insurance	
	1200	Misc/Xmas Dinner/Plaque	
	1300	Utilities (Heat/Hydro/Water)	682.13
	1400	Telephone	308.38
	1600	Vaccination & Medicals	130.00
	1650	Computer & IT Support	
	1700	Service Charges	
	1750	Ceridian Payroll	267.79
	1800	New Equipment Acquisition	
	1810	Equipment Maintenance	
	1840	Purchases from Grants	
	1950	Purchase of Truck	4,937.39
	1980	Building Maintenance	484.84
	1990	Firehall Expansion-Engineer	
	2100	Fire Hydrant Maintenance	
		GRAND TOTAL	\$ 93,796.14

Accounts Payable

November 7, 2023 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/30/2023 to 11/03/2023 Paid Invoices Cheque Date 09/30/2023 to 11/03/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001600	ANNEX PUBLISHING & PRINTI	BK0015133	FIRE PUMPER DRIVER EXAM PREP	006039	10/24/2023	10/24/2023	482.38
			01-4100-1500 FIRE PUMPER DRIVER EXAM PREP				442.69
			01-4100-1500 SHIPPING				39.69
090783	BELL 5199253431	5199253431-10-2023	Dispatch Line	000723	10/24/2023	10/24/2023	98.31
			01-4200-1400 Dispatch Line				98.31
002300	BELL 5199255111	5199255111-10-2023	Telephone	000724	10/24/2023	10/24/2023	117.57
			01-4200-1500 Telephone				117.57
090502	BELL MOBILITY	500168303-10-2023	MOBILE PHONE BILL	000725	10/24/2023	10/24/2023	126.56
			01-4200-1550 MOBILE PHONE BILL				126.56
090723	CERIDIAN	2023-SAL-17	SERVICE CHARGE	000717	10/12/2023	10/12/2023	38.67
			01-4200-1750 SERVICE CHARGE				38.67
090723	CERIDIAN	2023-SAL-18	SERVICE CHARGE	000717	10/12/2023	10/12/2023	38.67
			01-4200-1750 SERVICE CHARGE				38.67
090723	CERIDIAN	2023-SAL-19	SERVICE CHARGE	000717	10/12/2023	10/12/2023	72.57
			01-4200-1750 SERVICE CHARGE				72.57
090723	CERIDIAN	2023-VFF-10	SERVICE CHARGE	000717	10/12/2023	10/12/2023	147.48
			01-4200-1750 SERVICE CHARGE				147.48
Vendor Total							297.39
090836	DEPENDABLE EMERGENCY V	INV23-107169	STEEL HUB ASSEMBLY	006027	10/12/2023	10/12/2023	1,813.65
			01-4200-1950 STEEL HUB ASSEMBLY				1,813.65
090836	DEPENDABLE EMERGENCY V	INV000054	SHELF FOR P27	006040	10/24/2023	10/24/2023	734.50
			01-4200-1040 SHELF FOR P27				734.50
Vendor Total							2,548.15
090882	EMISSION TESTING ON THE	€ 2015	HD EMISSION TEST	006028	10/12/2023	10/12/2023	135.60
			01-4200-1950 HD EMISSION TEST				135.60
003740	ENBRIDGE CONSUMERS GAS	122174110005-10-2023	GAS BILL	000726	10/24/2023	10/24/2023	103.50
			01-4200-1300 GAS BILL				103.50
090585	EXCEL BUSINESS SYSTEMS	493462	METER READING FOR SEPTEMBER	006029	10/12/2023	10/12/2023	147.07
			01-4100-0550 METER READING FOR SEPTEMBER				147.07
090743	EXCEL LEASING	280957	COPIER LEASE PAYMENT	000718	10/12/2023	10/12/2023	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
006500	FIRE MARSHAL'S PUBLIC FIRE	IN163958	FPW OPEN HOUSE SUPPLIES	006030	10/12/2023	10/12/2023	1,602.97
			01-4100-1300 FPW OPEN HOUSE SUPPLIES				1,602.97
090766	GORD DAVENPORT AUTO INC	14417-307155	TIREWASH	000727	10/24/2023	10/24/2023	53.87

Accounts Payable

November 7, 2023 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/30/2023 to 11/03/2023 Paid Invoices Cheque Date 09/30/2023 to 11/03/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-4100-0600 TIREWASH				53.87
090864 HICKS MORLEY HAMILTON ST665346		LEGAL FEES	006031	10/12/2023	10/12/2023	2,378.65
		01-4100-0400 LEGAL FEES				2,378.65
090864 HICKS MORLEY HAMILTON ST665347		LEGAL FEES	006031	10/12/2023	10/12/2023	1,627.20
		01-4100-0400 LEGAL FEES				1,627.20
090864 HICKS MORLEY HAMILTON ST665348		LEGAL FEES	006031	10/12/2023	10/12/2023	254.25
		01-4100-0400 LEGAL FEES				254.25
090883 HUDSON DUCK	2023-01	MTO DRIVE TEST "D" LICENSE	006041	10/24/2023	10/24/2023	122.75
		01-4100-1500 MTO DRIVE TEST "D" LICENSE				122.75
090883 HUDSON DUCK	2023-02	DRIVER MEDICAL	006041	10/24/2023	10/24/2023	130.00
		01-4200-1600 DRIVER MEDICAL				130.00
					Vendor Total	252.75
008970 HYDRO ONE NETWORKS INC 200064490621-10-2023		HYDRO BILL	000719	10/12/2023	10/12/2023	662.43
		01-4200-1300 HYDRO BILL				662.43
009300 IDEAL SUPPLY COMPANY LIM5700866		SWITCH SOLENOID X 2	000000	10/12/2023	10/12/2023	55.35
		01-4200-1005 SWITCH SOLENOID X 2				55.35
009300 IDEAL SUPPLY COMPANY LIM5718253		RETURN SOLENOID X 2	000000	10/12/2023	10/12/2023	-55.35
		01-4200-1005 RETURN SOLENOID X 2				-55.35
					Vendor Total	0.00
090678 LARRY BYE MOBILE REPAIR 27554		SERVICE CALL - FUEL LEAK	006032	10/12/2023	10/12/2023	299.45
		01-4200-1005 SERVICE CALL - FUEL LEAK				299.45
090881 LIVE2WRAP	E1095	50% DEPOSIT R26 WRAP	006026	10/05/2023	10/05/2023	3,415.43
		01-4200-1950 50% DEPOSIT R26 WRAP				3,415.43
090824 LUST FOR DUST	2023-09	MONTHLY CLEANING INVOICE	006033	10/12/2023	10/12/2023	203.40
		01-4200-1980 MONTHLY CLEANING INVOICE				203.40
090735 MATT GILES	2023-01	MILEAGE-HAZMAT TRAINING	006042	10/24/2023	10/24/2023	62.56
		01-4100-1500 MILEAGE-HAZMAT TRAINING				62.56
090016 MIKE MORRELL	2023-04	MILEAGE-OFMPOA MEETING	006034	10/12/2023	10/12/2023	92.48
		01-4200-0150 MILEAGE-OFMPOA MEETING				92.48
090016 MIKE MORRELL	2023-05	TIRE TUBE REPLACEMENT	006034	10/12/2023	10/12/2023	54.75
		01-4200-1980 TIRE TUBE REPLACEMENT				54.75
					Vendor Total	147.23
090753 OMERS	2023-SAL-17	OMERS PREMIUMS	000720	10/12/2023	10/12/2023	1,585.40

Accounts Payable

November 7, 2023 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/30/2023 to 11/03/2023 Paid Invoices Cheque Date 09/30/2023 to 11/03/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090753	OMERS	2023-SAL-18	01-2900-6250 OMERS PREMIUMS	000720	10/12/2023	10/12/2023	1,585.40
			01-2900-6250 OMERS PREMIUMS				1,585.40
Vendor Total							3,170.80
015755	ORANGEVILLE FIRE EQUIPME	103038	ANNUAL INSPECTIONS	006035	10/12/2023	10/12/2023	280.24
			01-4200-1980 ANNUAL INSPECTIONS				280.24
015750	ORANGEVILLE FIRE SERVICE	2023	AIR BOTTLE FILLING	006036	10/12/2023	10/12/2023	1,200.00
			01-4100-0700 AIR BOTTLE FILLING				1,200.00
090750	PPE SOLUTIONS INC	PPE11076	6 X TURNOUT GEAR	006037	10/12/2023	10/12/2023	19,587.42
			01-4200-0500 6 X TURNOUT GEAR				19,587.42
090813	R S RESCUE	1513	AUTO EX TRAINING	006043	10/24/2023	10/24/2023	6,215.00
			01-4100-1500 AUTO EX TRAINING				6,215.00
006350	SHELBURNE HOME HARDWAI	393634/1	INSECT FOAM	000728	10/24/2023	10/24/2023	14.11
			01-4100-0600 INSECT FOAM				14.11
006350	SHELBURNE HOME HARDWAI	393513/1	FIRE EXTINGUISHERS	000728	10/24/2023	10/24/2023	162.62
			01-4100-1300 FIRE EXTINGUISHERS				162.62
090716	STEVE MONDS	2023-08	POWER INVERTER	006044	10/24/2023	10/24/2023	118.09
			01-4200-1950 POWER INVERTER				118.09
090840	STILLWATER CONSULTING LI	4769	FLMS MONTHLY FEE	006038	10/12/2023	10/12/2023	415.11
			01-4100-1500 FLMS MONTHLY FEE				415.11
090573	SUNCOR ENERGY PRODUCT	23 10 03	FUEL FOR TRUCKS	000721	10/12/2023	10/12/2023	454.05
			01-4200-1060 FUEL FOR TRUCKS				454.05
090538	TD CANADA TRUST	2023-10	MONTHLY VISA STMT	000722	10/12/2023	10/12/2023	1,571.54
			01-4200-1060 FUEL				54.95
			01-4200-1060 FUEL				93.02
			01-4200-1010 CAR WASH				13.00
			01-4100-0700 ZOOM				24.28
			01-4100-0550 POSTAGE				103.96
			01-4200-1860 NFPA 855				118.44
			01-4100-0700 MICROSOFT ANNUAL LICENSE				922.08
			01-4200-1060 FUEL				44.06
			01-4100-1500 HICKS MORELEY SEMINAR				197.75
090884	TOWN OF INNISFIL	29803	NFPA 1521 ISO BLENDED X 4	006045	10/24/2023	10/24/2023	1,582.00
			01-4100-1500 NFPA 1521 ISO BLENDED X 4				1,582.00
020650	TOWN OF SHELBURNE	0542506	HEALTH BENEFITS FOR OCT 2023	006046	10/24/2023	10/24/2023	896.54

Accounts Payable

November 7, 2023 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 09/30/2023 to 11/03/2023 Paid Invoices Cheque Date 09/30/2023 to 11/03/2023

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-4200-0200		HEALTH BENEFITS FOR OCT 2023		896.54
090544	WAYNE BIRD FUELS	781292	FUEL FOR TRUCKS	000729	10/24/2023	10/24/2023	543.64
			01-4200-1060		FUEL FOR TRUCKS		543.64
023750	WORKPLACE SAFETY INSUR/2023-Q3		WSIB PREMIUMS	000730	10/25/2023	10/25/2023	3,984.43
			01-4200-0210		WSIB PREMIUMS		3,984.43
Unpaid Invoices							0.00
Paid Invoices							55,324.18
Invoices Total							55,324.18
Selected G/L Account Total							55,324.18