



SHELburne & DISTRICT FIRE BOARD

November 1, 2022

The Shelburne & District Fire Department **Board of Management** meeting was held in person at 114 O'Flynn Street and electronically (Zoom ID 879 2382 8348) 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 7:06 pm.

2. **Additions or Deletions**

Resolution # 1

Moved by S. Hall – Seconded by S. Martin

BE IT RESOLVED THAT:

The following item be added to the agenda:

9.4 Procurement Committee

Carried

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by F. Nix – Seconded by S. Martin

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

3.2 **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 research and educate oneself:
<https://dccrc.ca/educational-links/>

4. **Approval of Minutes**

4.1 **Resolution # 3**

Moved by J. Horner – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of September 6, 2022 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 No delegations.

8. **Unfinished Business**

8.1 None.

9. **New Business**

9.1 **Attendance Policy**

Resolution # 4

Moved by H. Foster – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management adopts the Attendance Policy;

AND THAT the Policy become effective January 1, 2023.

Carried

9.2 **Recognition Policy**

Resolution # 5

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management adopts the Recognition Policy;

AND THAT this Policy become effective January 1, 2023.

Carried

9.3 **Closed Session**

Resolution # 6

Moved by S. Martin – Seconded by J. Horner

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 S. Martin – Seconded by B. Neilson

BE IT RESOLVED THAT:

We do now rise and report progress at 7:38p.m.

Carried

Resolution # 8

Moved by S. Martin – Seconded by F. Nix

BE IT RESOLVED THAT:

The HR Sub-committee be authorized to proceed with HR issues.

Carried

9.4 Procurement Committee

Resolution # 9

Moved by S. Hall – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management agrees to the creation of a Procurement Committee consisting of four (4) Board members.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (September & October 2022)**

There was a total of 23 incidents for the month of September and a total of 39 incidents for the month of October.

10.2 **Update from the Fire Chief**

The Chief advised that there were 4 inspections completed.

Multiple Fire Prevention Week activities such as a Home Escape Plan contest with the local 4 Elementary Schools, partnered with Dominos pizza for home smoke alarm inspections and Open House on October 15th that was well attended by the public and firefighters.

Received a \$5000.00 grant from Project Assist and applied for the OFM Firefighter Certification funding grant.

11. **Future Business:**

11.1 Firefighter Wage Review

12. **Accounts & Payroll – September & October 2022**

12.1 **Resolution # 10**

Moved by S. Martin – Seconded by S. Hall

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$82,084.09 for the period of September 1, 2022 to October 28, 2022 as presented and attached be approved for payment.

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 11**

Moved by E. Hawkins – Seconded by B. Neilson

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 7:54 pm to meet again on January 3, 2023 at 7:00 pm or at the call of the Chair.

Carried

The Chair thanked Sharon Martin, Heather Foster and Margaret Mercer (absent) for their time working on the Shelburne & District Fire Board of Management and wished them the best in their future endeavours.

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of November 1, 2022
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Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X (v)	
Gail Little	X	
Town of Mono		
Sharon Martin	X	
Fred Nix	X	
Township of Melancthon		
Bill Neilson	X (v)	
Margaret Mercer		X
Town of Shelburne		
Walter Benotto	X	
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X (v)	
Janet Horner	X (v)	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	



SHELBURNE & DISTRICT FIRE BOARD

November 9, 2022

The Shelburne & District Fire Department **Board of Management** special meeting was held electronically (Zoom ID 886 6948 4469) on the above mentioned date at 6:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 5:59 pm.

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Pecuniary Interest**

4.1 No pecuniary interest declared.

5. **Unfinished Business**

5.1 Closed Session

Resolution # 2

Moved by S. Hall – Seconded by G. Little

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;

AND advice that is subject to solicitor – client privilege, including communications necessary for that purpose.

Carried

Resolution # 3

Moved by B. Neilson – Seconded by J. Horner

BE IT RESOLVED THAT:

We do now rise and report progress at 6:25 p.m.

Carried

Resolution # 4

Moved by G. Little – Seconded by B. Neilson

BE IT RESOLVED THAT:

Staff be directed to carry out the legal direction provided to the Board.

Carried

6. **Confirming and Adjournment**

6.1 **Resolution # 5**

Moved by E. Hawkins – Seconded by B. Neilson

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

6.2 **Resolution # 6**

Moved by F. Nix – Seconded by S. Hall

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 6:25 pm to meet again on January 3, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Walter Benotto
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of November 9, 2022
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Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster		X
Gail Little	X	
Town of Mono		
Sharon Martin		X
Fred Nix	X	
Township of Melancthon		
Bill Neilson	X	
Margaret Mercer		X
Town of Shelburne		
Walter Benotto	X	
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief		X
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	