



SHELburne & DISTRICT FIRE BOARD

April 6, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 884 8764 1984) 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**

Item 9.1 be moved to the beginning of the agenda.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by G. Little – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

7. **Delegations / Deputations**

7.1 Michelle Adams, Senior Accountant, RLB

9.1 **Draft Financial Statements – RLB**

Michelle Adams, Senior Accountant from RLB reviewed the statements with the Board. Michelle stated that on page 10, Contingencies could be removed.

Resolution # 2

Moved by G. Little - Seconded by S. Martin

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2020 prepared, amended and presented by RLB.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.

Carried

4. **Approval of Minutes**4.1 **Resolution # 3**

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of February 2, 2021 as circulated.

Carried

7. **Public Question Period**

7.1 No public present.

8. **Unfinished Business**8.1 **2019 Operating Budget Surplus****Resolution # 4**

Moved by S. Hall – Seconded by S. Martin

BE IT RESOLVED THAT:

The 2019 surplus of \$90,325.93 be transferred to the capital account.

Carried

9.2 **2020 Operating Budget Surplus**

Resolution # 5

Moved by G. Little – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2020 surplus of \$46,503.18, be transferred to the capital account and operating reserve account. The amount of \$26,500.00 to an operating reserve account and the balance of \$20,003.18 to the capital account.

Carried

8.2 **Township of Mulmur – Budget Approval**

Received.

8.3 **Closed Session**

Resolution # 6

Moved by E. Hawkins – Seconded by M. Mercer

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 M. Mercer – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 7:40 pm.

Carried

9. **New Business**

9.3 **Dufferin County Rescue Calls Policy**

The Board briefly discussed.

9.4 2021 Grant Applications

- OFM Grant of \$6600 to be used towards training
 - Auto Extrication Training
 - First Aid Training
 - FLMS Stillwater Software
 - Chromebooks
- FCC AgriSpirits
 - Applied for \$25,000 to be used towards the purchase of a breathing air cylinder filling station
- Legion Grant
 - Applied for \$9,788.13 for the purchase of a Thermal Imaging Camera, 2 AED's, an Airway Management Kit and an O² Regulator

9.5 Ontario Fire College Training Modernization

The Chief advised that he is currently exploring learning contracts with the college.

9.6 Set Up E-Transfer Payments

Resolution # 8

Moved by G. Little – Seconded by H. Foster

BE IT RESOLVED THAT:

The Secretary-Treasurer be authorized to work with TD Canada Trust to set up the Fire Department's ability to receive E-Transfer payments for Inspections and Fire Reports.

Carried

9.7 Town of Shelburne Resolution – Dufferin County Service Delivery Review

The Board had a lengthy discussion. The Board has stated that they would like to see the Town of Shelburne's report and be provided the opportunity to comment prior to the Town making a decision regarding dissolution of the Board.

10. Chief's Report

10.1 Monthly Reports (February & March 2021)

There was a total of 15 incidents for the month of February and 24 incidents for the month of March.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 10 inspections in progress or completed. Training has resumed with firefighters split into 3 groups training on Tuesday, Wednesday and Thursday. Recruit training is taking place on Mondays.

Rescue truck replacement committee is waiting on budgetary pricing from multiple vendors.

Promotional exams for the Captain's position will take place near the end of the month.

11. **Future Business:**

11.1 Annual Report

12. **Accounts & Payroll – February & March 2021**

12.1 **Resolution # 9**

Moved by F. Nix – Seconded by H. Foster

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$41,716.02 for the period of January 29, 2021 to March 31, 2021 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 10**

Moved by E. Hawkins – Seconded by W. Hannon

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 # 11**

Moved by F. Nix – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:55 pm to meet again on May 4, 2021 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 April 6, 2021

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		
Wayne Hannon	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	