



SHELburne & DISTRICT FIRE BOARD

February 3, 2026

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 Vice Chair, Gail Little, called meeting to order at 7:02 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.

2. **Additions or Deletions**

Appointments of Chair, Vice-Chair, Secretary-Treasurer and Auditors deferred to the next meeting.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by M. Davie – Seconded by B. Metzger

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by B. Metzger – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the dates of December 2, 2025 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 present.

8. **Unfinished Business**

8.1 Nothing at this time.

9. **New Business**

9.1 **Town of Shelburne Resolutions**

Resolution # 3

Moved by W. Mills – Seconded by B. Neilson

BE IT RESOLVED THAT:

THE Shelburne & District Fire Board of Management acknowledges the resolutions distributed by the Town of Shelburne dated December 15, 2025 and January 26, 2026.

Carried

9.2 **Fire Chief's Monthly Operations Report**

Resolution # 4

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

THE Shelburne & District Fire Department Joint Board of Management receives the Chief's Monthly Operations Report;

AND THAT The Shelburne and District Fire Department Joint Board of Management receives the December 2025 Draft Operations report and directs the Fire Chief to continue providing monthly reports to the identified goals.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (December 2025 and January 2026)**

There are a total of 48 incidents for the month of December 2025 and a total of 41 incidents for the month of January 2026.

10.2 **Update from the Fire Chief**

The Chief advised the Board that we finished 2025 with 449 calls for service.

We have 6 recruits attending SFA (Southwest Fire Academy) for training.

The Chief asked the Board if we should include driver's abstract checks into the Criminal Record Check policy? Research what each municipality and the County does for their staff and bring it back to the next meeting.

11. **Future Business:**

11.1 Annual Audit (RLB)

12. **Accounts & Payroll – December 2025 - January 2026**

12.1 **Resolution # 5**

Moved by W. Mills – Seconded by B. Neilson

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$98,108.85 for the period of November 29, 2025 to January 30, 2026 as presented and attached be approved for payment.

Carried

Resolution # 6

Moved by F. Nix – Seconded by B. Metzger

BE IT RESOLVED THAT:

The following invoices related to MVC billing totalling \$27,445.00 be written off as uncollectable:

• 23-023	• 23-034
• 23-074	• 23-084
• 23-105	• 23-116
• 23-146	• 23-170
• 23-223	• 23-225
• 23-227	• 23-311
• 23-336	• 23-351
• 24-006	• 24-097
• 24-152	• 24-157
• 24-221	• 24-247

10.3 Closed Session

Resolution # 7

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “In Camera” to discuss the following:

Labour relations or employee negotiations and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose.

Carried

Resolution # 8

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

We do now rise and report progress at 8:00pm.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 9**

Moved by B. Metzger – 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

13.2 **Resolution # 9**

Moved by M. Davie – Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:01 pm to meet again on Tuesday, March 3, 2026 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Gail Little
Vice Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 3, 2026

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		
James McLean		X
Bill Neilson	X	
Town of Shelburne		
Wade Mills	X	
Shane Hall		X
Township of Mulmur		
Earl Hawkins		X
Janet Horner		X
Staff		
Dave Pratt – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	