



SHELburne & DISTRICT FIRE BOARD

January 7, 2025

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 Secretary-Treasurer, Nicole Hill, called meeting to order at 7:00 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. **Appointments of:**

2.1 **Resolution # 1**

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Chairperson: Shane Hall

Carried

2.2 **Resolution # 2**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

Although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Vice-Chairperson: Gail Little

Carried

2.3 **Resolution # 3**

Moved by G. Little – Seconded by A. Stirk

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Secretary-Treasurer: Nicole Hill

Carried

2.4 **Resolution # 4**

Moved by E. Hawkins – Seconded by B. Neilson

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Auditors: RLB, LLP

Carried

2.5 **Resolution # 5**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board Joint Board of Management appoints the following members to the HR Sub-committee:

1. G. Little
2. M. Davie
3. J. Horner
4. S. Hall

Carried

3. **Additions or Deletions**

None.

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by B. Neilson – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by A. Stirk – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the dates of December 3, 2024 as amended.

Carried

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No questions.

8. **Delegations / Deputations**

8.1 No delegations present.

The Board welcomed James McLean to the Board.

9. **Unfinished Business**

9.1 **Fire Service Review Update**

The Board discussed the various options available. The Chief advised that he has had a discussion with the Minto Chief and will be having a conversation with the Niagara West Chief. The Chief will provide the Board a report at the next Board meeting detailing the Minto/Lincoln models.

10. **New Business**

10.1 **JHSC Policy Statements**

Resolution # 8

Moved by W. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Health & Safety Policy Statement and Workplace Violence and Harassment Policy report;

AND THAT the Shelburne and District Fire Board of Management directs the Chair of the Board and the Fire Chief to sign the Health & Safety Policy Statement and the Workplace Violence and Harassment Prevention Policy.

Carried

10.2 **SDFD Organizational Chart**

Resolution # 9

Moved by F. Nix – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Organization Chart report;

AND THAT the Shelburne and District Fire Board of Management approves the Organizational Chart for the Shelburne & District Fire Department.

Carried

10.3 **SDFD Attendance Policy**

RESOLUTION # 10

Moved by J. Horner – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Attendance Expectations Report;

AND THAT the Shelburne and District Fire Board of Management approves the updated Shelburne & District Fire Department attendance policies as they relate to training and emergency response.

Carried

10.4 **SDFD All Wheel Drive Vehicle Report**

Resolution # 11

Moved by B. Neilson – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Vehicle Replacement report;

AND THAT Orangeville Chrysler be awarded the contract to supply one All Wheel Drive SUV to meet RFP # 2024-01-SDFD;

AND THAT the Shelburne & District Fire Board of Management approve the Shelburne & District Fire Department to keep the 2017 Ford Explorer as a third support vehicle to be used as a Fire Prevention / Training vehicle.

Carried

10.5 **SDFD Fire Station Expansion Report**

Resolution # 12

Moved by J. Horner – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Station Expansion/Replacement Study report;

AND THAT the Shelburne & District Fire Board of Management directs the Fire Chief to engage in conversation with the CAO from the Town of Shelburne to facilitate discussion with the Shelburne Agricultural Society to investigate the possibility of acquiring land for a potential fire station expansion;

AND THAT the Shelburne & District Fire Board of Management directs the Fire Chief to develop an RFP for a new Design and Project Management Services – Shelburne Fire Hall Expansion / Replacement Project.

Carried

11. **Chief's Report**

11.1 **Monthly Reports (December 2024)**

There was a total of 30 incidents for the month of December.

11.2 Update from the Fire Chief

The Chief advised that we were successful in receiving a provincial grant in the amount of approximately \$8200.00. We also received a grant from the Royal Canadian Legion for the purchase of two new defibrillators.

We've will have the Mobile Life Fire Training Unit for 4 days in July and our neighbours will be invited as well.

The Secretary-Treasurer will distribute the Chief's wage comparison to the Board for information.

The Chief provided a brief Radio Project update to the Board and advised that he attended the DMOA meeting and was asked to get a quote on getting a third digital radio channel. The Chief will prepare a report and share it with the Board.

We ended the year (2024) with 358 calls for service.

The contract with the Town of Tillsonburg for our dispatch services expires in July 2025.

Resolution # 13

Moved by J. McLean – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Fire Chief be authorized to extend the dispatch services contract with the Town of Tillsonburg to December 31, 2025 to allow for an RFP process.

Carried

12. **Future Business:**

12.1 None.

13. **Accounts & Payroll – December 2024**

13.1 **Resolution # 14**

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$107,346.87 for the period of November 29, 2024 to December 31, 2024 as presented and attached be approved for payment.

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 15**

Moved by W. Mills – 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

14.2 **Resolution # 13**

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:12 pm to meet again on February 4, 2025 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 January 7, 2025

Municipality / Member	Present	Absent
Township of Amaranth		
Andrew Stirk	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		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	