



# **Inter Township Fire Department Joint Board of Management Minutes**

**November 12, 2019, 2:00 p.m.**

**Council Chambers**

**Township Administration Offices**

**177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5**

Members Present: Mayor Dwight Burley (Chair)  
Deputy Mayor Sue Carleton  
Councillor Steve Bartley  
Councillor Cathy Moore Coburn

Members Absent: Mayor Barb Clumpus

Staff Present: John Dehooge, Municipality of Meaford Fire Chief  
Brittany Drury, Deputy Clerk  
Jeff Gautreau, Inter Township Fire Department Acting Fire Chief  
Kassandra Rocca, Treasurer  
Rick Winters, CAO / Director of Operations

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## **1. Call to Order**

Chair Mayor Dwight Burley called the meeting to order at 2:00 p.m.

## **2. Approval of Agenda/Additions to the Agenda**

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Steve Bartley

**That the agenda be approved as presented.**

Carried

**3. Declaration of Pecuniary Interest**

None declared.

**4. Minutes of Previous Meetings**

4.1 October 8, 2019

ITFD2019-065

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

**That the minutes of the October 8, 2019 Board meeting be adopted.**

Carried

**5. Presentations**

Nil

**6. Delegations**

Nil

**7. Public Question Period**

Nil

**8. Correspondence**

Nil

**9. Staff Reports**

9.1 Fire Department

9.1.1 Emergency Responses

ITFD2019-066

Moved By: Councillor Steve Bartley

Seconded By: Councillor Cathy Moore Coburn

**That the October 2019 Emergency Response reports be received for information.**

Carried

### 9.1.2 Acting Fire Chief's Report

ITFD2019-067

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Steve Bartley

**That the October 2019 statistical report from the Acting Fire Chief be received for information.**

Carried

### 9.1.3 ITFD2019-12 - October 2019 Activity Report

ITFD2019-068

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Steve Bartley

**That the October 2019 Activity Report, from the Acting Fire Chief, be received for information.**

Carried

## 9.2 Treasury Department

### 9.2.1 2020 Draft Budget

The Treasurer outlined the proposed 2020 Budget, including operating expenses, capital expenses and revenues.

The Board moved through the operating expenses, capital expenses and revenues line by line, with the Treasurer highlighting the allocations of each item. There was discussion regarding:

- Operating Expenses, specifically budget allocations to volunteer wages, dispatch fees, insurance, training costs and safety equipment purchases.
- Capital Expenses, including floor repairs at the Inter Township Fire Hall and annual bunker gear replacements.
- Revenues, including those collected from the Grey County Fire Chiefs Association for storage of the Air Light Support Unit at the Inter Township Fire Hall.

The Board directed that the draft budget be presented to the Councils of the Municipality of Meaford and Township of Georgian Bluffs for approval.

ITFD2019-069

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Cathy Moore Coburn

**That the 2020 Draft budget be approved as presented.**

Carried

#### 9.2.2 Updated Financial Report

ITFD2019-070

Moved By: Councillor Steve Bartley

Seconded By: Deputy Mayor Sue Carleton

**That the updated financial report be received for information.**

Carried

#### 9.2.3 Voucher #9-2019

ITFD2019-071

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

**That Voucher #9-2019, in the amount of \$73,117.90 for the period from October 4, 2019 to November 8, 2019, be approved.**

Carried

### 10. Unfinished Business

Nil

### 11. New Business

Deputy Mayor Sue Carleton inquired regarding the status of the Fire Chief Coverage agreement, previously discussed and deferred by the Board.

The CAO / Director of Operations noted that the agreement had been forwarded to the City of Owen Sound with the amendments as proposed by the Municipality

of Meaford, as per direction of the Board at their October 8, 2019 meeting, and that discussions were still ongoing.

**12. Board Inquiries and Comments**

The Acting Fire Chief provided brief updates regarding:

- The annual Fire Fighter's Breakfast held in October.
- Attendance of the ITFD at the 2019 Owen Sound Santa Claus Parade.
- Success of mutual response efforts as a result of the 10th Street bridge closure.

**13. Closed Session**

Nil

**14. Date of Next Regular Meeting/Adjournment**

December 10, 2019 - 2:00 p.m.

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Cathy Moore Coburn

**That the meeting be adjourned at 2:30 p.m.**

Carried

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Mayor, Dwight Burley

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Deputy Clerk, Brittany Drury