



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

**January 25, 2022, 10:00 a.m.  
Council Chambers/Virtual  
Township Administration Offices  
177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5**

**Members Present:** Mayor Dwight Burley  
Deputy Mayor Sue Carleton  
Mayor Barb Clumpus (Municipality of Meaford)  
Councillor Steve Bartley (Municipality of Meaford)

**Members Absent:** Councillor Paul Sutherland

**Staff Present:** Brittany Drury, Clerk  
Samantha Buchanan, Acting Treasurer  
Carly Craig, Deputy Clerk  
Cynthia Fletcher, Chief Administrative Officer  
Jeff Gautreau, Acting ITFD Fire Chief  
Andy Redmond, Acting Deputy ITFD Fire Chief  
Courtney Allen, Fire Chief (Municipality of Meaford)

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**1. Call to Order**

Mayor Dwight Burley called the meeting to order at 10:00 a.m.

**2. Land Acknowledgement Statement**

Mayor Dwight Burley opened the meeting with the land acknowledgement statement.

**3. Approval of Agenda**

Moved By: Mayor Barb Clumpus

Seconded By: Councillor Steve Bartley

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

Carried

**4. Declaration of Pecuniary Interest**

None declared.

**5. Staff Reports**

5.1 2022 Inter Township Fire Department Budget

5.1.1 10-Year Capital Plan

The Acting Treasurer provided a brief presentation on the proposed 2022 budget, including:

- Recap of expenditures, challenges, and accomplishments, and call volumes in 2021
- 2022 summary of budget expenses
- 2022 budget expense details broken down by categories of administration, management, volunteers, Fire Board Administration, communications, employee safety, Fire Hall, education and training, fleet (fuel, insurance and repairs), and other.
- Recap of 2021 capital projects and contributions
- Proposed 2022 capital including the purchase of a new fire truck
- Summary of 2022 revenue
- 2022 goals and objectives

Board questions and comments included:

- Clarification of COLA increase for management staff and volunteer collective agreement.
- Clarification on Meaford's contribution to capital and if it is enough
- Sale proceeds for the two trucks being sold and if this money will go into the reserve for future capital.
- Support to approve with option 2 as long as we can revisit the 3.77% increase for staff wages

The Chief Administrative Officer commented that the completion of the fire master plan will inform the discussions about capital expenses going forward. She also commented that discussion about capital contributions awaiting budget discussions at each respective municipality.

Moved By: Councillor Steve Bartley  
Seconded: Deputy Mayor Sue Carleton

**That the 2022 Inter Township Fire Department Joint Board of Management annual budget is hereby approved,**

**With Option 2 for funding of the truck purchase, subject to further discussions regarding COLA as included in the draft budget, and**

**That the budget be referred to both ownership Councils for final ratification.**

Carried

**6. Public Question Period**

The Clerk noted that no public questions had been received for consideration of the Board.

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

The Board will meet again as regularly scheduled on February 8, 2022, at 2:00 p.m.

Moved By: Deputy Mayor Sue Carleton  
Seconded By: Mayor Barb Clumpus

**That the meeting be adjourned at 10:38 a.m.**

Carried

Mayor, Dwight Burley



Clerk, Brittany Drury