



Inter Township Fire Department Joint Board of Management Minutes

**March 10, 2020, 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
Deputy Mayor Sue Carleton
Councillor Cathy Moore Coburn
Mayor Barb Clumpus
Councillor Steve Bartley

Staff Present: Brittany Drury, Deputy Clerk
John Dehooge, Municipality of Meaford Fire Chief
Jeff Gautreau, Inter Township Fire Department Acting Fire Chief
Crystal Gunn, Human Resources Manager
Andy Redmond, Inter Township Fire Department Deputy Acting Fire Chief
Kassandra Rocca, Treasurer
Anne Marie Shaw, Interim CAO

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1. Call to Order

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

2. Approval of Agenda/Additions to the Agenda

Moved By: Deputy Mayor Sue Carleton
Seconded By: Councillor Cathy Moore Coburn

That the agenda be approved as presented.

Carried

3. Declaration of Pecuniary Interest

None declared.

4. Minutes of Previous Meetings

4.1 January 14, 2020

ITFD2020-07

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

That the minutes of the January 14, 2020 Board meeting be adopted.

Carried

5. Presentations

Nil

6. Delegations

Nil

7. Public Question Period

Nil

8. Correspondence

8.1 Ministry of the Solicitor General - Assigned Fire Protection Adviser

The correspondence was received for information.

8.2 BDO - Audit Planning Report

The Treasurer noted that BDO Auditors would attend a future meeting, most likely in April, to review the 2019 financial statements.

ITFD2020-08

Moved By: Mayor Barb Clumpus

Seconded By: Councillor Steve Bartley

That the Inter Township Joint Board of Management receive the audit planning report, from BDO, for information.

Carried

9. Staff Reports

9.1 Fire Department

9.1.1 Emergency Response Reports

There was a brief discussion regarding Mutual Aid charges.

9.1.1.1 January 2020

9.1.1.2 February 2020

ITFD2020-09

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

That the January and February 2020 Emergency Response Reports, be received for information.

Carried

9.1.2 Acting Fire Chief's Report

ITFD2020-010

Moved By: Councillor Steve Bartley

Seconded By: Mayor Barb Clumpus

That the January and February 2020 Acting Fire Chief's Report, be received for information purposes.

Carried

9.1.3 ITFD2020-02 - Year in Review

ITFD2020-011

Moved By: Councillor Cathy Moore Coburn

Seconded By: Deputy Mayor Sue Carleton

That the report from the Acting Fire Chief, regarding a review of actions taken in 2019, be received for information.

Carried

9.1.4 ITFD2020-03 - Replacement Flooring for Office Area

The Acting Fire Chief outlined the report and provided a brief overview of the three quotes submitted for completion of the flooring work.

ITFD2020-012

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Steve Bartley

That report ITFD2020-03, from the Acting Fire Chief, be received for information, and

That the Board approve replacement of the office area flooring at the Inter Township Fire Hall, to be completed by Greyfair Flooring at \$17247.05 including GST, for materials and installation.

Carried

9.2 Treasury Department

9.2.1 Voucher 2-2020

ITFD2020-013

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Steve Bartley

That Voucher #2-2020, in the amount of \$101, 579.11 for the period from January 9, 2020 to March 5, 2020, be approved.

Carried

9.2.2 Updated Financial Report

ITFD2020-014

Moved By: Mayor Barb Clumpus

Seconded By: Councillor Steve Bartley

That the Updated Financial Report be received for information.

10. Unfinished Business

Nil

11. New Business

11.1 At the request of the Board Secretary, discussion regarding re-scheduling the May 12, 2020 Board meeting.

The Deputy Clerk noted that the Public Open Houses for the Community Safety and Well Being Plan had been scheduled for 1:00 p.m. and 5:30 p.m. on May 12th, and would therefore conflict with the regularly scheduled Board meeting.

The Board directed that the meeting commence at 3:00 p.m. on May 12th, rather than the regularly scheduled 2:00 p.m.

The Treasurer provided a brief update regarding ongoing negotiations with the Municipality of Meaford regarding ownership of the Inter Township Fire Department.

12. Board Inquiries and Comments

Verbal updates from the Acting Fire Chief and inquiries from Board members

The Acting Fire Chief provided verbal updates regarding:

- Discussions at the January 14th Board meeting, including clarification of response times as included in the December fire call package.
- Methods of prevention and proactive approaches to combating COVID-19 and its associated risks to hall members.
- A recent rescue of a dog, as publicized in local news mediums.

13. Closed Session

ITFD2020-015

Moved By: Councillor Steve Bartley

Seconded By: Mayor Barb Clumpus

That the Joint Board of Management for the Inter-Township Fire Department does now go into closed session at 2:15 p.m. in the Council Chambers with the Secretary, Treasurer, Township of Georgian Bluffs Interim CAO and HR manager remaining in the room to discuss:

a) Minutes of previous closed session: June 11, 2019 and October 8, 2019

b) Personal matters about an identifiable individual.

Carried

The Board moved back into open session at 2:40 p.m.

14. Date of Next Regular Meeting/Adjournment

Due to a scheduling conflict, Mayor Barb Clumpus and Mayor Dwight Burley requested that the April Board meeting be rescheduled to April 15, 2020 at 3:00 p.m.

The Board directed the Secretary to circulate a reschedule notice.

Moved By: Councillor Steve Bartley

Seconded By: Deputy Mayor Sue Carleton

That the meeting be adjourned at 2:45 p.m.

Carried

Mayor, Dwight Burley

Clerk, Wendi Hunter