

Lucknow and District Fire Board



September 17, 2020

Minutes

The Lucknow and District Fire Board met on September 17, 2020 at 7:00 pm through Zoom, an online video conferencing platform.

Members Present:

Township of Ashfield-Colborne-Wawanosh
Township of Ashfield-Colborne-Wawanosh
Township of Huron-Kinloss
Township of Huron-Kinloss
Township of Huron-Kinloss

Bill Vanstone
Glen McNeil
Don Murray
Jim Hanna
Carl Sloetjes

Staff and Others Present:

Board Secretary
Secretary

Florence Witherspoon
Steve Bushell

1. Call to Order

Chair Don Murray called the meeting to order.

2. Disclosure of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes

Moved by: Glen McNeil
Resolution Seconded by: Jim Hanna
No. 1 THAT the Minutes dated August 26, 2020 and September 2, 2020 of the
Lucknow and District Fire Board be adopted as circulated.

CARRIED

4. Business Arising from the Minutes

None.

5. Budget to Actual Report

The Board reviewed the Actual vs. Budget Statement from January to August 17, 2020.

6. Fire Services Agreement

As a follow-up from the Closed Session discussions, staff provided the Board with the Fire Services Agreement for the Board's review and consideration.

Moved by: Bill Vanstone
Seconded by: Jim Hanna
Resolution THAT the Lucknow and District Fire Board accept the Fire Services Agreement
No. 2 as presented;
AND FURTHER THAT it be recommended to the Councils of Huron-Kinloss
and Ashfield-Colborne-Wawanosh that the Agreement be adopted.

CARRIED

7. New Business

At the next Fire Board meeting, the secretary will bring a report forward outlining options for recognizing Peter Steer’s retirement and years of service, considering COVID-19 restrictions.

8. Next Meeting

October 15, 2020 at 7:00 pm or at the call of the Chair.

9. Adjournment

| | |
|------------|---|
| Resolution | Moved by: Bill Vanstone |
| No. 3 | Seconded by: Carl Sloetjes |
| | THAT the Lucknow and District Fire Board adjourn 7:30 pm. |

CARRIED

| |
|---------------------------------|
| _____ |
| Chair, Don Murray |
| _____ |
| Secretary, Florence Witherspoon |

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 10 Ending OCT 31,2020

| Account | Description | Previous Year Total | Current Year To Date Actual | Total Budget |
|---------|-------------|---------------------|-----------------------------|--------------|
|---------|-------------|---------------------|-----------------------------|--------------|

Fund: 01 Township General Account
Category: 2???
2010 Lucknow & District Fire Department
Revenue

| | | | |
|----------------------|--------------------------------------|------------------|-------------------|
| 01-2010-3014 | Fire Inspection Fees | 110.00 | 0.00 |
| 01-2010-3015 | Donations | 1,000.00 | 0.00 |
| 01-2010-3030 | Fire Calls - Ashfield-Colborne-Wawa | 5,000.00 | 0.00 |
| 01-2010-3035 | Fire Calls - Huron-Kinloss | 7,800.00 | 0.00 |
| 01-2010-3040 | Contributions - Ashfield-Colborne-Wa | 17,109.74 | 139,075.00 |
| 01-2010-3045 | Contributions - Huron-Kinloss | 17,109.74 | 139,075.00 |
| 01-2010-3059 | Sale of Vehciles | 0.00 | 0.00 |
| 01-2010-3400 | Modified First Response - County of | 5,000.00 | 5,000.00 |
| 01-2010-3500 | Transfer from Reserve | 0.00 | 0.00 |
| Total Revenue | | 53,129.48 | 283,150.00 |

Expense

| | | | |
|--------------|-------------------------------|-----------|------------|
| 01-2010-7100 | Wages | 0.00 | 150,000.00 |
| 01-2010-7200 | Benefits | 5,366.23 | 10,000.00 |
| 01-2010-7254 | Office Supplies | 2,229.59 | 2,000.00 |
| 01-2010-7255 | Administration Fee | 0.00 | 2,500.00 |
| 01-2010-7260 | Telephone | 1,849.00 | 2,400.00 |
| 01-2010-7265 | Association Memberships | 400.00 | 550.00 |
| 01-2010-7266 | Insurance | 0.00 | 7,500.00 |
| 01-2010-7268 | Audit | 0.00 | 800.00 |
| 01-2010-7269 | Radio Licences | 0.00 | 600.00 |
| 01-2010-7271 | Meetings - Travel | 0.00 | 1,500.00 |
| 01-2010-7272 | Meetings - Meals | 84.02 | 300.00 |
| 01-2010-7275 | Miscellaneous | 494.50 | 4,000.00 |
| 01-2010-7276 | Small Tools | 0.00 | 500.00 |
| 01-2010-7282 | Mutual Aid - Meals | 0.00 | 100.00 |
| 01-2010-7284 | Hydrant Repairs & Maintenance | 3,960.00 | 3,500.00 |
| 01-2010-7285 | Dispatch Services | 6,820.97 | 13,000.00 |
| 01-2010-7305 | Training - Registration | 2,859.46 | 20,000.00 |
| 01-2010-7308 | Training - Meals | 61.65 | 600.00 |
| 01-2010-7309 | Training - Supplies | 714.89 | 500.00 |
| 01-2010-7318 | Building - Propane | 2,634.25 | 6,500.00 |
| 01-2010-7320 | Utiilities - Hydro | 2,777.14 | 4,500.00 |
| 01-2010-7321 | Utilities - Water | 705.00 | 700.00 |
| 01-2010-7322 | Utilities - Sewage | 450.00 | 450.00 |
| 01-2010-7323 | Building - R & M - Services | 1,913.43 | 2,500.00 |
| 01-2010-7324 | Building - R & M - Supplies | 964.16 | 2,000.00 |
| 01-2010-7326 | Snow Removal | 3,008.29 | 3,100.00 |
| 01-2010-7327 | Building - Cleaning | 700.00 | 1,200.00 |
| 01-2010-7350 | Depreciation Expense | 0.00 | 0.00 |
| 01-2010-7353 | Vehicle - R & M - Supplies | 505.80 | 1,600.00 |
| 01-2010-7354 | Vehicle - R & M - Services | 1,928.47 | 2,500.00 |
| 01-2010-7355 | Vehicle - Diesel | 1,631.82 | 3,300.00 |
| 01-2010-7356 | Vehicle - Gas | 14.90 | 50.00 |
| 01-2010-7357 | Equipment - R & M - Services | 5,514.99 | 5,000.00 |
| 01-2010-7358 | Equipment - R & M - Supplies | 4,311.55 | 8,000.00 |
| 01-2010-7359 | Equipment Purchases | 12,534.80 | 20,000.00 |
| 01-2010-7360 | Public Education | 0.00 | 1,400.00 |
| 01-2010-9030 | Capital - Computer Equipment | 0.00 | 0.00 |

General Ledger

Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 10 Ending OCT 31,2020

| Account | Description | Previous Year Total | Current Year To Date Actual | Total Budget |
|---|-------------|---------------------|-----------------------------|--------------|
| Total Expense | | | 64,434.91 | 283,150.00 |
| Dept Excess Revenue Over (Under) Expenditures | | | (11,305.43) | 0.00 |
| Category Excess Revenue Over (Under) Expenditures | | | (11,305.43) | 0.00 |

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 10 Ending OCT 31,2020

| Account | Description | Previous Year Total | Current Year To Date Actual | Total Budget |
|--|------------------------------------|---------------------|-----------------------------|--------------|
| REPORT SUMMARY | | | | |
| 01-2010 | Lucknow & District Fire Department | | 53,129.48 | 283,150.00 |
| Fund 01 Total Revenue | | | 53,129.48 | 283,150.00 |
| 01-2010 | Lucknow & District Fire Department | | 64,434.91 | 283,150.00 |
| Fund 01 Total Expenditure | | | 64,434.91 | 283,150.00 |
| Fund 01 Excess Revenue Over (Under) Expenditures | | | (11,305.43) | 0.00 |
| Report Total Revenue | | | 53,129.48 | 283,150.00 |
| Report Total Expenditure | | | 64,434.91 | 283,150.00 |
| Report Excess Revenue Over (Under) Expenditures | | | (11,305.43) | 0.00 |