



**Grand Valley & District Fire Board  
Meeting Minutes**

**February 19, 2025, 5:30 p.m.  
Grand Valley and District Fire Hall  
2 Watson Road, Grand Valley**

Members Present: Paul Latam, Chair, Lorne Dart, Guy Gardhouse, Sue Graham

Members Absent: Chris Geritts, Dave Halls

Staff Present: Fire Chief Justin Foreman, Helena Snider, Secretary/Treasurer

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**1. Call To Order**

**2. Approval of the Agenda**

Moved By: S. Graham

Seconded By: L. Dart

**Resolution Number: 2025-02-01**

***BE IT RESOLVED THAT*** the February 19, 2025 regular meeting agenda be approved as circulated.

**CARRIED**

**3. Disclosure of Pecuniary Interest**

**4. Approval of the Minutes**

**4.a January 7, 2025 Minutes**

Moved By: G. Gardhouse

Seconded By: S. Graham

**Resolution Number: 2025-02-02**

**BE IT RESOLVED THAT** the minutes of January 7, 2025 be approved as circulated.

**CARRIED**

**5. Deputations**

**6. Unfinished Business**

**6.a 2025 Draft Budget**

The Board discussed the budget as it was presented, it included the hiring of two full time staff. Chief Foreman provided a verbal update that if the Board approved the hiring of 3 full time staff, the budget would only have an increase of 1.6% instead of what was presented.

The Board asked for an update regarding the DC reimbursement from the Township of East Garafraxa and the Township of Amaranth. Staff informed the Board that reimbursement from the two Municipalities has not been received. There was confusion that the DC fees were included in the 2024 budget, it was not as the decision by the Board to hire the additional firefighters occurred after the 2024 budget was passed.

Chief Foreman informed the Board that a few more firefighter's have left the department.

Moved By: G. Gardhouse

Seconded By: S. Graham

A recorded vote was requested.

**Resolution Number: 2025-02-03**

**BE IT RESOLVED THAT** the Board receive the 2025 Draft Budget;  
**AND FURTHER THAT** the budget be amended to add a fire inspector and be adopted as amended.

**CARRIED**

For (3): S, Graham, L. Dart, G. Gardhouse

Against (1): P. Latam

Absent (2): D. Halls, C. Gerrits

**6.b Cleaning Services**

Chief Foreman informed the Board that Officer Sawyers was hired last week to clean the department.

**6.c DC Charges - Email from Township of Amaranth**

Moved By: L. Dart  
Seconded By: S. Graham

**Resolution Number: 2025-02-04**

**BE IT RESOLVED THAT** the Board receive the Email from Township of Amaranth;  
**AND FURTHER THAT** staff be directed to clarify.

**CARRIED**

**7. Financials**

**7.a Accounts Payable**

Chief Foreman informed the Board that he has reached out to Whispering Pines regarding removing the snow from the parking lot.

Moved By: G. Gardhouse  
Seconded By: L. Dart

**Resolution Number: 2025-02-05**

**BE IT RESOLVED THAT** the Bills and Accounts for January 2025 in the amount of \$53, 464.96 be approved and paid from the General Account.

**CARRIED**

**7.b Accounts Receivable**

**7.c Response Report**

There was discussion regarding a few of the calls. The Board has requested that future reports include personnel who responded.

**7.d Budget Variance Report**

The Board asked about Miscellaneous Revenue, this reflects all the invoices that were entered in January 2025.

The Board asked why GL 6-4-8000-1215 has a negative value. Staff to investigate and bring back to the March meeting.

**8. Fire Chief's Report**

Chief Foreman informed the Board that a new clothing rack was donated to the Fire Department.  
Chief Foreman also informed the Board that the 8 recruits have passed.

**9. Correspondence**

**9.a Amaranth Council Resolution**

Moved By: S. Graham  
Seconded By: G. Gardhouse  
A recorded vote was requested.

**Resolution Number: 2025-02-06**

**BE IT RESOLVED THAT** the Board receive the Amaranth Council Resolution;  
**AND FURTHER THAT** The Board writes off invoices 396 and 397 as to the former agreement;  
**AND FURTHER THAT** invoice 427 interest is on a current invoice under the current agreement;  
**AND FURTHER THAT** the Board writes the interest off.

**CARRIED**

For (3): S. Graham, G. Gardhouse, P. Latam  
Against: (1): L. Dart  
Absent (2): D. Halls, C. Gerrits

**10. New Business**

**10.a Chief's Personnel Review**

The Board discussed have a personnel review for Chief Foreman. Staff has been directed to get quotes from Ward & Uptigrove and RLB for their services to conduct the review.

**10.b Recruitment**

The Board directed Chief Foreman to bring the job descriptions for the 3 full time staff to come to the Board for the March meeting.

**11. Confirming Resolution**

Moved By: L. Dart  
Seconded By: G. Gardhouse

**Resolution Number: 2025-02-07**

**BE IT RESOLVED THAT** leave by given to confirm the proceedings of the February 19, 2025 Grand Valley & District Fire Board meeting.

**CARRIED**

**12. Adjournment**

Moved By: L. Dart  
Seconded By: G. Gardhouse

**Resolution Number: 2025-02-08**

**BE IT RESOLVED THAT** the Board adjourn to meet again on March 26 at 5:30pm.

**CARRIED**

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Paul Latam, Chair

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Helena Snider,  
Secretary/Treasurer