



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

**July 23, 2025, 5:30 p.m.  
Grand Valley and District Fire Hall  
2 Watson Road, Grand Valley**

Members Present: Paul Latam, Chair, Dave Halls, Lorne Dart, Guy Gardhouse,  
Chris Gerrits, Sue Graham

Staff Present: Fire Chief Justin Foreman, Helena Snider

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**1. Call To Order**

**2. Approval of the Agenda**

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

**Resolution Number: 2025-07-01**

***BE IT RESOLVED THAT*** the July 23, 2025 regular meeting agenda be approved as circulated.

**CARRIED**

**3. Disclosure of Pecuniary Interest**

**4. Closed Session**

Moved By: D. Halls  
Seconded By: C. Gerrits

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

**BE IT RESOLVED THAT** the Board resolve itself into closed session under the provision of Section 239(2)(d) of the Municipal Act to discuss:

- labour relations or employee negotiations

**CARRIED**

The following items were discussed:

**4.a Call to Order**

**4.b Agenda Approval**

**4.c Disclosure of Pecuniary Interest**

**4.d Closed Session Minutes**

4.d.1 June 25, 2025 Closed Minutes

**4.e Grand Valley & District Fire Department Staff Hiring**

**4.f Chief Foreman Review**

**5. Rise and Report**

The Board rose from its closed meeting at 6:51pm to report as follows:

The Board discussed Chief Foreman's review and provided Chief Foreman with a request for further information to be discussed at the next Board meeting. Staff received direction in closed.

Moved By: C. Gerrits

Seconded By: S. Graham

**Resolution Number: 2025-07-04**

**BE IT RESOLVED THAT** the minutes of the June 25, 2025 closed meeting be adopted as circulated.

**CARRIED**

Moved By: C. Gerrits

Seconded By: S. Graham

**Resolution Number: 2025-07-05**

**BE IT RESOLVED THAT** the Board receive the requested amendment to the employment contract and that the Fire Chief and Staff proceed as directed.

**CARRIED**

Chair Latam left the meeting at 7pm and Vice-Chair Halls assumed the chair.

**6. Approval of the Minutes**

**6.a June 25, 2025 Meeting Minutes**

Moved By: C. Gerrits  
Seconded By: G. Gardhouse

**Resolution Number: 2025-07-08**

***BE IT RESOLVED THAT*** the minutes of the June 25, 2025 meeting be approved as circulated.

**CARRIED**

**7. Deputations**

**8. Unfinished Business**

**8.a GIC Re-Investment - Verbal Update**

Staff informed the Board that the GIC has been re-invested for a 1 year term, maturity date of July 21, 2026

**8.b RLB 2024 Draft Financials**

Moved By: C. Gerrits  
Seconded By: G. Gardhouse

**Resolution Number: 2025-07-09**

***BE IT RESOLVED THAT*** the Board receives the 2024 Draft Financials from RLB Chartered Professional Accountants;  
***AND FURTHER THAT*** they be approved.

**CARRIED**

**8.c Grand Valley & District Fire Department Employee Handbook**

The Board reviewed the Employee Handbook and asked what changes were made. Staff advised the Board of the changes, page 34 was amended to 1 hour call-in, pages 66-67 refer to the Fire Department's Operating Guidelines binder, pages 68-70 default to the Town of Grand Valley procedures.

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

**Resolution Number: 2025-07-10**

***BE IT RESOLVED THAT*** the Board receives the Grand Valley & District Fire Department Employee Handbook;  
***AND FURTHER THAT*** they approve the changes.

**CARRIED**

**9. Financials**

**9.a Accounts Payable**

The Board questioned the Truck repair line, this was for 2 vehicle safeties.

Moved By: C. Gerrits

Seconded By: S. Graham

**Resolution Number: 2025-07-11**

***BE IT RESOLVED THAT*** the Bills and Accounts for June 2025 in the amount of \$108,633.38 be approved and paid from the General Account.

**CARRIED**

**9.b Accounts Receivable**

**9.c Response Report**

Chief Foreman informed the Board that there have been 101 calls to date. There was discussion regarding a few calls.

**9.d Budget Variance Report**

The Board questioned the Insurance Line, this was paying back the Town of Grand Valley for the Fire Department's annual insurance.

**10. Fire Chief's Report**

The Chief informed the Board that the department is down to 35 firefighter's and will probably lose a few more in the coming weeks.

The Department will be posting for Captain and Lieutenant positions. Chief Foreman advised the Board that the department will be posting position openings in September with employment start date of January 2026.

The Board asked if residents are able to attend a training session, this was they can see first hand what the Fire Department does. Chief Foreman advised the Board that training is open to the public but advance notice would be appreciated. A potential for an Open House in the near future.

Chief Foreman informed the Board that he is going to revamp the Fire Prevention/Public Educator/Firefighter position and will be re-posting it.

**11. Correspondence**

**12. New Business**

**13. Confirming Resolution**

Moved By: L. Dart

Seconded By: C. Gerrits

**Resolution Number: 2025-07-12**

***BE IT RESOLVED THAT*** leave be given to confirm the proceedings of the July 23, 2025 Grand Valley & District Fire Board meeting.

**CARRIED**

**14. Adjournment**

Moved By: G. Gardhouse

Seconded By: C. Gerrits

**Resolution Number: 2025-07-13**

***BE IT RESOLVED THAT*** the Board adjourn to meet again on September 17, 2025 at 5:30pm.

**CARRIED**

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Paul Latam, Chair

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Helena Snider,  
Secretary/Treasurer