



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

**October 15, 2025, 4:00 p.m.
Grand Valley and District Fire Hall
2 Watson Road, Grand Valley**

Members Present: Chris Gerrits, Paul Latam, Chair, Lorne Dart, Sue Graham

Members Absent: Guy Gardhouse, Dave Halls, Co-Chair

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

1. Call To Order

2. Approval of the Agenda

Moved By: C. Gerrits

Seconded By: S. Graham

Resolution Number: 2025-10-01

BE IT RESOLVED THAT the October 15, 2025, regular meeting agenda be approved as amended, include OMERS Update under section 6. Unfinished Business.

CARRIED

3. Disclosure of Pecuniary Interest

4. Approval of the Minutes

4.a September 22, 2025 Meeting Minutes

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

Resolution Number: 2025-10-02

BE IT RESOLVED THAT the minutes of the September 22, 2025 meeting be approved as amended, the Board requested the July 2025 Bell Mobility phone bill which was not indicated on the minutes or provided to the Board.

CARRIED

5. Deputations

6. Unfinished Business

6.a 2024 Audit - HST Discrepancy

Staff informed the Board that the HST discrepancy is due to the Public Service Bodies Rebate. There are amounts not being included in the remittance after the closing period. RLB Auditors advised that prior to 2022 the amounts missed on the filing need to be written off. From 2022 on wards, the amount missed can be claimed. Board directed staff to reach back to RLB for process on filing the missed amounts.

6.b OMERS Update - Verbal

Staff informed the Board that OMERS will back date the resolution to July 28, 2025 for the full time employees. The retro amount will be split over two pay periods, employees are aware and agreed to this.

7. Financials

7.a Accounts Payable

The Board asked question pertaining to office phone line, do we need it? Chief informed the Board that is the number the residents and contractors call.

Moved By: L. Dart
Seconded By: C. Gerrits

Resolution Number: 2025-10-03

BE IT RESOLVED THAT the Bills and Accounts for September 2025 in the amount of \$221, 094.14 be approved and paid from the Operating Account.

CARRIED

7.b Accounts Receivable

The Board asked a question regarding invoice #481. Invoice is due October 25th.

7.c Response Report - Included in the Chief's Report

7.d Budget Variance Report

Overall the Department is doing well this year. The hourly remuneration is high, department did lose a few volunteers that we did not anticipate.

8. Fire Chief's Report

8.a Training/Prevention/Emergency Response

The candidate for the FPO position will start on November 3rd, they will need to be trained as a firefighter.

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

Resolution Number: 2025-10-04

BE IT RESOLVED THAT the Board receives the Chief's report for information.

CARRIED

9. Correspondence

10. New Business

10.a 2026 Payroll Changes - Verbal

Staff requested to issue bi-weekly payroll to the Chief and the Deputies, instead of issuing payroll monthly, this would align them with the full time staff and reduce the number of payrolls being processed in one month.

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

Resolution Number: 2025-10-05

BE IT RESOLVED THAT the Board receive the verbal request regarding the 2026 Payroll changes;
AND FURTHER THAT staff be directed to change payroll to bi-weekly starting in 2026, excluding volunteers.

CARRIED

10.b Cell Phone Use Policy

The Board has requested that a cell phone use policy be created. Staff was directed to look at the Town of Grand Valley's cell phone use policy and report back at the next meeting.

10.c RLB Audit - Review vs Audit

The Board has directed staff to request a quote from RLB Auditors for an audit instead of a review.

10.d Board Dissolution

The Board is requesting that M. Townsend, CAO/Clerk from Town of Grand Valley present the agreement to the Board before it is presented to the Municipalities Council.

11. Closed Session

Moved By: L. Dart

Seconded By: S. Graham

Resolution Number: 2025-10-06

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:

11.a Call to Order

11.b Agenda Approval

11.c Disclosure of Pecuniary Interest

11.d Closed Session Minutes

11.d.1 September 22, 2025 Closed Minutes

11.e Confidential Correspondence Ward & Uptigrove - Grand Valley & District Fire Department Staff

12. Rise and Report

The Board rose from closed meeting at 6:02pm to report as follows:

Moved By: C. Gerrits

Seconded By: L. Dart

Resolution Number: 2025-10-09

BE IT RESOLVED THAT the minutes of the September 22, 2025 closed meeting be adopted as amended, correct the spelling on the word "Board".

CARRIED

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

Resolution Number: 2025-10-08

BE IT RESOLVED THAT the Board receive the correspondence from Ward & Uptigrove;
AND FURTHER THAT staff proceed as discussed.

CARRIED

13. Confirming Resolution

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

Resolution Number: 2025-10-10

BE IT RESOLVED THAT leave be given to confirm the proceedings of the October 15, 2025, Grand Valley & District Fire Board meeting.

CARRIED

14. Adjournment

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

Resolution Number: 2025-10-11

BE IT RESOLVED THAT the Board adjourn to meet again on December 2, 2025 at 5:30pm or at the call of the Chair.

CARRIED

Paul Latam, Chair

Helena Snider,
Secretary/Treasurer