

THE CORPORATION OF THE TOWNSHIP OF HORTON

FIRE COMMITTEE MEETING

AUGUST 27, 2007

There was a meeting of the Fire Committee held in the upstairs Meeting Room of the Fire Hall on Monday August 27, 2007. Present were Chair Dave Bennett, Fire Chief Randy Corbin, Deputy Chief Rick Rougier, Captain Alan Cole and Mackie McLaren CAO/Clerk. The meeting was called to order at 7:10 p.m.

1. SHARE CAPTAIN/TRAINER'S OFFICE WITH MUNICIPAL INFRASTRUCTURE MANAGER

Fire Captain Cole said he attended his office on the weekend and discovered that his computer and printer had been disconnected, his papers were moved around and the desk was a mess with papers that were not his. Chair Bennett said that he had requested that the office be shared with the Municipal Infrastructure Manager on a temporary basis. He asked if the office could be used totally by the Infrastructure Manager and if the Captain's office could be relocated to the Main Meeting Room where dividers will be purchased to divide off the office. File Cabinets will have to be locked. After discussion Captain Cole agreed with the suggestion, provided that there was security for his desk and files. The Fire Committee agreed that there would be a door installed at the top of the stairs with a lock. Locks will be secured on the file cabinet and the Fire Captain's desk. These costs are to be born by the General Administration Budget.

Deputy Chief Rougier recalled that the company now in the former Stemco Building are selling office furnishings, including dividers and desks. The Municipal Infrastructure Manager was requested to check this out.

2. MEETING ROOM ALTERATIONS

Chair Bennett informed the Committee that his arrangement with the Fire Chief for the use of the Office for the infrastructure Manager was that the Public Works Department would install flooring in the upstairs meeting room. It was agreed by the Committee that the floor color would be grey with white flecks. There is approximately 900 square feet to tile. The Municipal Infrastructure Manager, Jeff Schruder is to get two prices for review and authorization of the work.

Chair Bennett noted that there is ventilation required upstairs. An air exchange with heating and cooling, which will have to be wired into the building. Both Chair Bennett and Alan Cole are to check prices.

Chief Corbin said the Fire Department needs a key and access code for the Garage as the power was off last week and they needed to fuel their truck, they used the emergency generator but they needed to be inside the Public Works Garage to actually turn the power switch to generator. He added that there would also be a need for the Municipal Office key and the code so in the winter if the power is out they can access the building at night or on the weekend to turn the generation power on so there is heat. The Fire Committee agreed the key would be given for the Garage and the Municipal Office with the code by the CAO/Clerk.

3. GENERATOR SHED

The Committee agreed that there is still a need for an exhaust ventilation fan for the Generator Shed as it has no ventilation and the building gets very warm when the generator is running. The inlet would not have to be powered but the outlet would be powered with a 12 volt DC motor. The Municipal Infrastructure Manager is to make these arrangements.

4.     **ACCESS TO THE MUNICIPAL INFRASTRUCTURE MANAGER'S OFFICE**  
The Fire Committee noted that there is side door at the Fire Hall and it was recommended that there be a walkway built to this door for the Infrastructure Manager to use. Work by the Public Works Department is required to level the ground beside the Firehall to place a patio stone walkway. The Infrastructure Manager is to be responsible for this improvement to the walkway.
  
5.     **ADJOURNMENT**  
The meeting was adjourned by Chair Bennett at 8:00 p.m.

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Chair

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CAO/Clerk