



Township of

North Dundas

COUNCIL REPORT

To:	Mayor and Members of Council
From:	Angela Rutley
Date of Meeting:	January 15, 2013
Subject:	Administration Report

1) Fire Training:

- a) Staff organized a Fire Trainer/ Facilitator Training Session at our office on January 4-6th. We had a full course with seven North Dundas Fire Fighters completing the training. Chelsea prepared the required binders and made the arrangements so that it ran smoothly.
- b) Chelsea has completed one set of training manuals and has been requested to prepare a complete set of training manuals for each fire station.
- c) The International Fire Safety Training Association (IFSTA) is currently updating their training guide. When the new guide is available, copies will be ordered for all fire fighters.

2) Office Server:

We have experienced numerous glitches with the office server in the last couple of months. We have had a computer technician address the problem and it was recommended that our six year old server should be replaced. This was included in the capital budgeted for computers in 2013. I have received three quotations for a new server and asked Todd Underwood, the County Network Administrator to review the quotations and make a recommendation.

3) December Activities/Meetings:

- Dec. 6 – Dept. head meeting
- Dec. 10 – Meeting with Mayor and WDMH representatives
- Dec. 12 – Dept. head meeting
- Dec. 14 – CAO's meeting at the County building
- Dec. 18 – MNR pits and quarries training at North Grenville
- Dec. 21 – Chesterville Lagoon kickoff meeting

Prepared by: Angela Rutley, CAO

