

Mountain Fire Protection District

Trustee Meeting

October 17, 2019

In Attendance: Trustees Mike deWit, Tony Wright, Neil Nelson and Clem Remillard. John Gregson arrived late. Administrator/Financial Officer Sarah Zubkowski. Chief Russ McMann, Assistant Fire Chief Russ McCallum, and firefighter Wayne Morgan. Resident Charles Pinker.

Meeting called to order @ 7:01 pm by Neil Nelson. Second by Mike de Wit. MSC.

Correspondence:

- Clem Remillard received an email regarding a street light out in the District at Longview Road.

Financial Report: presented by Sarah Zubkowski.

- List of bills noted.

Fire Department Report: presented by Russ McMann.

- 3 calls in August – 1 MVI, 1 medical assist, and 1 tree down.

Old Business:

- Sarah Zubkowski followed up on the insurance questions. Our insurance coverage includes medical malpractice insurance, there is also liability coverage for the firefighters, and the District has directors and officers insurance. ICBC requires a list of firefighters along with their drivers license numbers and date of births of anyone who will be driving the firetrucks. Sarah Zubkowski asked Russ McMann to provide this as the 2015 firetruck insurance renewal is due at the end of the month. If the fireman are going to drive a potential fire truck replacement back from the US there is insurance coverage required which costs about \$200. The District will also have to get in transit permits for every state that are driven through. Clem Remillard stated that we should not be providing the insurance paperwork to other insurance agencies and asked that this not be done going forward
- Bids came in over budget on tanks. Russ McMann stated that in his opinion the tanks are a priority over obtaining a replacement fire truck. The bids were too high and perhaps we can open up the bidding again and get more bids in. This will allow the bidders to rebid and this will get done by the next AGM. Clem Remillard stated that we were approved for \$100,000 for tanks and \$130,000 for a truck from the Province. So we may need to get a new number approved for the tanks. Wayne Morgan asked if the fire department can take care of the tanks themselves. Mike de Wit stated no. Wayne Morgan said that he has discussed with various contractors the tank installation and that it can be done under \$150,000 and if there is leftover monies it would be returned to the District. Wayne Morgan stated that in the past there has been a lot of work done for the District and it has saved money for the District. Mike de Wit stated that the board is concerned about conflict of interest for the District. Mike de Wit stated that if it seems like a conflict of interest then it is a conflict of interest. Russ McMann stated that many things could be construed as conflict of interest and that more people should be able to bid on jobs from within the board and firemen so that the price can be reduced. Russ McMann

stated that he doesn't think that there is a conflict of interest since there is an engineering firm choosing the bid arbitrarily. Mike de Wit stated that the lawyer advised that a conflict of interest can be perceived in this situation. Wayne Morgan stated that no one is complaining about a conflict of interest so there is no issue. Russ McCallum stated that he wants the tanks moved from his property after Guy Fawkes. Neil Nelson asked if we should open up the bidding again and have no time restraint which may bring in some lower bids. Russ McMann stated that we should open up the bidding to companies outside of the District. John Gregson stated that the tender should be revamped prior to reissue as well to ensure that we get more bids and hopefully lower bids with less stipulations and no time constraints. John Gregson stated that waiting until the New Year is not a bad idea. Russ McMann stated that he would like to get it out sooner so that we can have work started at least by the AGM. Russ McMann asked if Joe Mayzes can bid on the tank installation.

- Wayne Morgan stated that he has been searching around for truck and has talked to a salesman about getting a new Dodge cab and chassis for approximately \$60,000 and then upgrades on top of that. The total estimated is over the truck budget per Russ McMann. Wayne Morgan has talked to a few other people regarding the new truck and gathering more information. The fireman continue to look at older trucks in order to come in under budget. Clem Remillard to follow up with the Province regarding increasing the budget for the tanks.
- Clem Remillard has talked to some people in Victoria about coming up for the 75 year celebration. Agree that the weekend before May long weekend would be best. Russ McMann stated that a history panel can be done
- Neil Nelson asked if the firemen are up to date on new burning regulations. Clem Remillard asked if there is a new website that he can link to the District website. Russ McMann stated that the only people that can hand out tickets are the RDN bylaw officer and the conservation officer.
- Clem Remillard has the Shaw guy coming in and asked if there is anything we need to let the Shaw installer know while he is here. Russ McCallum asked about the rip and run printer. Clem Remillard stated that it runs from a different modem
- Russ McMann asked about Joe Mayzes getting paid. Tony Wright stated that Clem and himself talked to the District's lawyer regarding the drafted lease agreement. The District's lawyer advised that the District not enter into a lease agreement with Russ McMann and rather have an easement instead. This is more secure for the District as it is ever lasting as opposed to the lease. The District's lawyer will draft a letter for us discussing the issues with the lease agreement and payment. No action until receipt of letter.

New Business:

- Wayne Morgan stated that we may be able to move the tank closer to the hall to get the tank off the side of the property. There may be an issue with having a new line going to the new location of the tank. Russ McCallum stated that he doesn't want it to close to the hall.
- Budget 2020 read through. Charles Pinker asked what the increase is. Sarah Zubkowski stated that it is 2.23%. Motion by Tony Wright to accept the 2020 budget at \$186,625. Second by Neil Nelson. MSC.
- Budget 2020 read through 2nd time. Motion by Clem Remillard to accept the 2020 budget at \$186,625. Second by Mike de Wit. MSC.
- Grant application for firefighting equipment is being completed. Sarah Zubkowski provided 2020 budget and budget of items for grant application. Budget for grant

reviewed and agreed to with Russ McMann and Russ McCallum. Clem Remillard and Sarah Zubkowski will complete the application.

- Russ McMann asked if we can purchase some taller tables from Costco. Estimated price is about \$40/table. They would like to purchase 4 tables.
- Neil Nelson asked if the tables and chairs are tracked when they are taken from the hall. Russ McMann stated that they are not. Neil Nelson stated that we should track this going forward.
- Neil Nelson asked what the remuneration paid to the firefighters is spent on. Russ McMann said pop, chips, t-shirts, hats, fireworks if not enough donations, firefighter parties. Sally Burnet is now tracking this.
- Neil Nelson asked what the donation from Hazelwood was spent on. Russ McMann stated that it was spent on a tv and gym equipment.
- Neil Nelson stated that there is an event that is being held for charity purposes. The company is setting up catapults and chucking the pumpkins. They are getting their own insurance and have gotten permission from RDN. Board agreed that this is ok. It will be the weekend after Guy Fawkes.

Questions:

- Charles Pinker asked if the grant being applied for is part of the money that he mentioned a few months ago? Clem stated he does not know where the money is coming from.
- Charles Pinker asked what the new tax base is for the District? What is the money drawn in from the taxes in the District? Clem Remillard stated that he will follow up with Victoria. Tony Wright stated that as of 2018 it was 469 homes. Charles Pinker is concerned about the cost of the large jobs costing more than originally budgeted which will cost more to the residents.
- Maureen Young asked Charles Pinker if anything needed to be done. Charles Pinker asked if lines could be repainted on East Wellington Road. It was completed.
- Charles Pinker stated that there were complaints to the RDN about the gate behind the hall not being locked. There have been reported usage by residents and non-residents using this for illegal use of drugs.
- Charles Pinker asked what the status of burning permits for burning season. Russ McMann stated that they would like to continue to have burning permits issued. Can you issue permits for 6 months? Currently only issued for 3 weeks and possibly max for 1 month. John Gregson stated that on the website that category 1 fires you don't need a permit for. Russ McMann stated that with the new regulations we may want to change website and require permits for category 1 fires as well. The firemen would rather know about all fires in the District. John Gregson asked if the burning permits can be responded to online by the fire department. Russ McMann stated that they cannot. They can view and print and then a fireman will bring the permit in person. Russ McMann stated that he would like to view all fires. Wayne Morgan asked if the signs will be taken down in the District. Russ McMann said the fire department is debating this. Clem Remillard asked if Russ McMann wants the website updated so that a response is sent for a burning permit application. Clem Remillard stated that it is easy for him to change anything and the Board doesn't want too many people to have access to the website.

Motions Adopted by E-Mail:

- Motion to pay bills and approve minutes made by Tony Wright Sept 24, 2019. Second by Mike de Wit Sept 24, 2019.

- Motion to pay bills made by Neil Nelson Oct 1, 2019. Second by Clem Remillard Oct 1, 2019.
- Motion to pay Sarah Zubkowski made by Clem Remillard Oct 2, 2019. Second by Tony Wright Oct 2, 2019.
- Motion to pay bills made by Tony Wright Oct 8, 2019. Second by Neil Nelson Oct 8, 2019. MSC.
- Motion to pay bills made by Neil Nelson Oct 16, 2019. Second by Clem Remillard Oct 16 2019.
- Motion to pay Sarah Zubkowski made by Tony Wright Oct 17, 2019. Second by Mike De Wit Oct 17, 2019.
- Motion that we apply for the 2019 Volunteer and Composite Fire Departments Equipment and training grant for \$25,000, receive and manage the grant funding on their behalf, to enhance our fire fighting equipment to protect the Mountain Fire Protection District made by Clem Remillard Oct 22, 2019. Second by Tony Wright Oct 22, 2019.

Motion to adjourn meeting @ 8:38 pm made by Neil Nelson. Second by Mike de Wit. MSC.

Next meeting November 21 @ 7 pm.