

## **Mountain Fire Protection District**

### **Trustee Meeting**

**January 21, 2021**

**In Attendance:** Trustees Tony Wright, Neil Nelson, Mike de Wit, Clem Remillard and John Gregson absent. Administrator/Financial Officer Sarah Zubkowski. Fire Chief Russ McMann and Assistant Fire Chief Russ McCallum and Deputy Fire Chief Dave LeNeveu.

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

#### **Correspondence:**

- Clem Remillard received correspondence from the government regarding COVID-19 restrictions.
- Clem Remillard received a call from Maureen Young regarding grants available to the District for COVID-19 expenses.
- Clem Remillard received a call from Maureen Young regarding a potential new school in the District.
- Clem Remillard received a letter from the Provincial government stating that we have been approved and will receive the \$25,000 Community Emergency Preparedness Fund grant for expenses incurred in 2020.
- Russ McMann stated that there is a street light out on Creekside. John Gregson also stated that the street light at his house corner has been out. Tony Wright to follow up on this.
- John Gregson received an email from JE Anderson regarding the holdback payout for the water tank installation. Sarah Zubkowski to email information about payments to JE Anderson.
- Sarah Zubkowski received correspondence from KMA Chartered Professional Accountants regarding the audit for 2020.

**Financial Report:** presented by Sarah Zubkowski.

- List of bills noted.

**Fire Department Report:** presented by Russ McMann.

- 4 calls in September – 1 structural, 1 alarm activated, 1 burning complaint and 1 mutual aid.
- 3 calls in October – burning complaints
- 3 calls in November – 1 burning complaint, 1 alarm activated and 1 hydro line.
- 4 calls in December – 1 motor vehicle accident and 3 alarms activated.
- Russ McMann has been approached by 2 potential fire man to join the hall. One was a fire man in Alberta and is certified to train the firefighters. The other potential fire man also has experience however cannot train. There is turnout gear available to fit both of them therefore no added cost to the District other than WCB coverage which is minimal. Dave LeNeveu stated that due to the experience level of these two applicants they would be a great asset to the hall. Neil Nelson motions to increase the roster by two to 34 fire men in order to accommodate adding these two applicants. John Gregson seconds the motion. MSC.

- Russ McMann is still following up on a replacement truck for 903. They are having problems finding a truck to work with the pump. Russ McCallum stated that there is a new Ford truck coming out which may work but they need to follow up on pump compatibility.

#### **Old Business:**

- Dave LeNeveu brought up the fact that the District does not have an Indemnification Bylaw and stated that the RDN has recommended that a bylaw of this nature be in place. Clem Remillard stated that as an Improvement District we are not the same as the RDN and therefore we are not required to have one in the District. Clem Remillard also stated that he followed up with other Improvement Districts and most of the Districts do not have an Indemnification Bylaw. Clem Remillard stated that we have the choice of adopting an Indemnification Bylaw or the Board can vote on separate Bylaw. Clem Remillard stated that this will require the District to potentially payout additional funds on top of the insurance payouts. Our insurance agent provided confirmation that the board, firefighters, and volunteers are all covered if there is ever a lawsuit. Dave LeNeveu asked if there was an Indemnification Bylaw what is the insurance policy on payout if a problem arises? Clem Remillard stated that the insurance agency would require the District to payout first. This is a problem and is why the District has chosen not to adopt an Indemnification Bylaw.
- Russ McMann stated that Wade Pile's gift has been purchased and asked that the board reimburse the EWVFFA the \$1,000 approved previously.
- Russ McMann asked what the status of the AGM is. Clem Remillard stated that there is no AGM scheduled currently. The 2021 AGM will most likely cover the 2020 and 2019 financial statements.
- Russ McMann provided a quote from Mosaic for office assets for the fire department. Dave LeNeveu stated Mosaic has an ongoing lease program where the office assets are leased and then a low buyout at the end. This would allow us to have the cost over a few years and not have to have a large outlay in one year. John Gregson asked how old the desktop was in the fire department office? Dave LeNeveu stated that the desktop is outdated and needs to be updated. John Gregson asked what happens if a computer under lease stops working – is this replaced by Mosaic? Or is the District out the money. Neil Nelson stated the lease cost would fall under the parameters of the 2021 budget. Clem Remillard asked Dave LeNeveu to follow up regarding the breakdown of the equipment and how that affects the lease costs. Board will review via email after this is followed up on.
- Russ McMann has followed up with other accountants at other fire departments regarding the allocation of the budget monies. They are more flexible regarding the budget and are asking the board to review the policy on how the District allocates the monies when areas are over and under spent. Russ McMann has asked that the board to re-examine this issue going forward. The board will review and get back to the fire department on this issue. Russ McMann wants to be able to use training monies when not spent on more equipment for example. The budget is in place for a reason and the board wants to budget correctly and try to spend money in the areas budgeted each year.
- Neil Nelson asked about the propane tanks. Superior Propane removed the old tank and credited the District for the propane not used. Clem Remillard to follow up on getting this credit paid out to the District. Mike de Wit stated that the concrete still needs to be completed at the propane tank. John Gregson stated that he will follow up with Fournier Excavating on getting this completed.

- Neil Nelson asked about the drivers abstracts. Sarah Zubkowski noted that the drivers abstracts have mostly been received and noted the fire men that have not provided a copy.
- Neil Nelson asked about the bill for the chemical spill. Clem Remillard stated that there is a new ICBC agent on the file and he has resubmitted the paperwork. Clem Remillard has been in contact with Nucor Environmental to ensure they know that we are still following up with ICBC.
- Neil Nelson asked about the bay doors. Clem Remillard stated that painter would not paint the doors as it is too cold. Russ McCallum stated that they can be painted in his heated shop. Clem Remillard to follow up with this.
- Neil Nelson stated that he received numerous phone calls regarding the alarm going off due to the tower door. This needs to be pinned after every practice so that the alarm is not triggered.
- Neil Nelson wants to personally thank Dale Fulton and GenTech Distributors for fixing and donating the soffits at the fire hall.

#### **New Business:**

- Clem Remillard stated that the District has applied for a COVID-19 grant to cover expenses with regards to outfitting the hall for requirements due to COVID-19.
- Clem Remillard asked for input from the fire department regarding the updated website and online burn permits. Russ McMann stated that the website looks good and just noted an issue with the vent indexing on the website and changing the wording on this. They discussed the numbering of the burn permits.
- Clem Remillard asked Island Electric for a quote to upgrade the lights in the hall to the new LED lights . BC Hydro does have a grant system in place however they require you to buy a certain light to qualify which are significantly more expensive. The board will discuss how to fund this and possibly going forward with this.
- Clem Remillard stated that the water needs to be tested again and VIHA requires a UV light for the water which we don't have. Clem Remillard got a quote for the UV light.. The board will need to discuss this.
- Clem Remillard had the generator serviced and it will go on every Monday at 2 pm and run its cycle for about 20 minutes. This will ensure that the generator is working going forward. Russ McCallum asked who monitors the fuel in the generator. Clem Remillard stated that he does.

**Questions:** No residents in attendance.

#### **Motions Adopted by E-Mail:**

- Motion to pay bills made by Neil Nelson Oct 22, 2020. Second by Mike de Wit Oct 22, 2020.
- Motion to pay bills made by Neil Nelson Oct 28, 2020. Second by Mike de Wit Oct 28, 2020.
- Motion to pay Sarah Zubkowski made by John Gregson Nov 2, 2020. Second by Neil Nelson Nov 2, 2020.
- Motion to pay bills made by Mike de Wit Nov 4, 2020. Second by Neil Nelson Nov 4, 2020.
- Motion to approve snow removal bid from Six Point Contracting made by John Gregson Nov 4, 2020. Second by Neil Nelson Nov 4, 2020.

- Motion to pay bills made by Neil Nelson Nov 10, 2020. Second by Clem Remillard Nov 10, 2020.
- Motion to pay Sarah Zubkowski made by Clem Remillard Nov 17, 2020. Second by Neil Nelson Nov 17, 2020.
- Motion to pay bills made by Tony Wright Dec 1, 2020. Second by Mike de Wit Dec 1, 2020.
- Motion to pay Sarah Zubkowski made by John Gregson Nov 30, 2020. Second by Tony Wright Nov 30, 2020.
- Motion to pay JE Anderson made by John Gregson Dec 4, 2020. Second by Neil Nelson Dec 4, 2020.
- Motion to pay bills made by Neil Nelson Dec 7, 2020. Second by Mike de Wit Dec 7, 2020.
- Motion to pay bills made by Tony Wright Dec 10, 2020. Second by Clem Remillard Dec 10, 2020.
- Motion to pay bills made by Mike de Wit Dec 15, 2020. Second by Neil Nelson Dec 15, 2020.
- Motion to pay Sarah Zubkowski made by Neil Nelson Dec 16, 2020. Second by John Gregson Dec 16, 2020.
- Motion to pay bills made by Neil Nelson Dec 22, 2020. Second by Mike de Wit Dec 22, 2020.
- Motion to pay bills made by Neil Nelson Dec 29, 2020. Second by Tony Wright Dec 29, 2020.
- Motion to pay Sarah Zubkowski made by Tony Wright Dec 31, 2020. Second by John Gregson Jan 1, 2021.
- Motion to pay bills made by Neil Nelson Jan 6, 2021. Second by Tony Wright Jan 6, 2021.
- Motion to pay bills made by Mike de Wit Jan 12, 2021. Second by Tony Wright Jan 12, 2021.
- Motion to pay bills made by Neil Nelson Jan 18, 2021. Second by Tony Wright Jan 18, 2021.
- Motion to pay Sarah Zubkowski made by Mike de Wit Jan 19, 2021. Second by Clem Remillard Jan 19, 2021.

Motion to adjourn meeting @ 8:22 pm made by Neil Nelson. Second by Mike de Wit. MSC.

Next meeting is February 18, 2021 @ 7 pm.