

## **Mountain Fire Protection District**

### **Trustee Meeting**

**August 16, 2018**

**In Attendance:** Trustees Neil Nelson, Mike deWit, Clem Remillard, John Gregson, and Tony Wright. Administrator/Financial Officer Sarah Zubkowski. Fire Chief Russ McMann.

Meeting called to order @ 6:59 pm by Neil Nelson.

#### **Correspondence:**

- Neil Nelson received a phone call from RDN about the new properties in the District and will email the new listings.

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

- List of bills noted.

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

- 2 calls in July – 1 MVA and 1 wildfire.

#### **Old Business:**

- The retractable lanyard is to be installed in the tower. Wade Pile to follow up on getting this installed.
- The fire department have a material list for the dry hydrants at Witchcraft and will provide a quote to the board.
- The fire department had the water tanks repaired. Russ McMann stated that the District will need to get permission from the RDN as they will be partially on RDN's property. A geotechnical survey needs to be completed.
- The fire department will complete the dry hydrant at Witchcraft prior to installing at the bridges.
- Clem Remillard discussed the property easement with Dale Fulton. Clem Remillard to get this completed with the lawyer.
- Russ McMann still to obtain a quote for the ropes.
- The burning permit is ready to go online. Tony Wright asked about the venting index. Wade Pile stated that the index is online as well as information on how to read the index.

#### **New Business:**

- Russ McMann asked for additional fobs and keys for firefighters. Also security codes a required for a couple of firefighters. Sarah Zubkowski will update these.
- Wade Pile stated that he has a mutual aid meeting with City of Nanaimo Fire Chief Karen Fry on Sept 5<sup>th</sup> @ 9:30 am and asked if any board members would like to attend. Clem Remillard stated that he will attend.
- The flag has been flying at half mass for different members of the community in the past weeks. Russ McMann stated that there needs to be a standard for who they lower the flag to half mass for and for how long. The board agreed that 3-4 days is appropriate and that the issue of lowering the flag should be discussed amongst the board and fire department.

- Wade Pile asked Clem Remillard to have Sally Burnett gain access to making changes on the website. Clem Remillard to set this up.

**2019 Budget:**

- Russ McMann provided the firefighter budget.
- Sarah Zubkowski provided a draft District budget.

**Motions Adopted by E-Mail:**

- Motion to pay bills by Neil Nelson July 27, 2018. Second by Mike deWit July 27, 2018. MSC.
- Motion to pay Sarah Zubkowski made by Neil Nelson July 31, 2018. Second by John Gregson July 31, 2018. MSC.
- Motion to pay bills by Neil Nelson Aug 2, 2018. Second by Mike deWit Aug 2, 2018. MSC.
- Motion to pay bills by Neil Nelson Aug 8, 2018. Second by Clem Remillard Aug 9, 2018. MSC.
- Motion to pay Sarah Zubkowski made by John Gregson Aug 16, 2018. Second by Clem Remillard Aug 16, 2018. MSC.

Motion to adjourn meeting @ 8:34 pm made by Neil Nelson. Second by John Gregson. MSC.

Next meeting is on September 20, 2018 @ 7pm.