

Mountain Fire Protection District

Trustee Meeting

July 14, 2020

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

Meeting called to order @ 7:03 pm by Neil Nelson. Second by Mike de Wit. MSC.

Correspondence:

- Clem Remillard received an email from the government regarding a course about excessive force in regard to bylaw officers.
- Sarah Zubkowski received an email from insurance agency to fill out a survey. Sent to Clem Remillard for completion.
- Russ McMann followed up with highways regarding the issue with parking at the end of Benson View Road.
- Fire department received a hazmat report from a call in June. Along with the report, a bill was issued to the District. Is this something the District should pay for? Clem Remillard suggested following up with ICBC to see if they will cover the cost of it. Clem Remillard will follow up with our property insurance agency. Sarah Zubkowski will follow up with our ICBC insurance agency. Clem Remillard will follow up with the RCMP as well.

Financial Report: presented by Sarah Zubkowski.

- List of bills noted.

Fire Department Report: presented by Russ McMann.

- 2 calls in June.

Old Business:

- Dave LeNeveu stated they are reviewing the draft policies and will get back to the Board after they update their Standard Operating Guidelines (SOG).
- Mike de Wit provided a quote from Ready Propane for the potential tank replacement, installation and propane. The current tank will need to be pumped out, we should get a credit for the propane not used as well as the tank rental charge. Mike de Wit will continue to follow up on this.
- John Gregson still to follow up on changes to water tanks and cost for Fournier to complete.
- Sarah Zubkowski sent the financial statements to Joshua Craig. No further information on the AGM date.
- Clem Remillard is still working on the website upgrade with Ben Friday.
- Clem Remillard stated there are more birds in the soffits and this needs to be dealt with again.
- Clem Remillard is still arranging to have the door to bay 3 repaired.
- Russ McMann still waiting for information from underwriter regarding the shuttle service.

- Clem Remillard stated that there was damage to the bay door when the electrical repair was completed. Will need to get this fixed and billed to the company that repaired the door.
- Russ McMann continues to discuss the automatic aid agreement with the Lantzville fire department.
- Russ McMann stated that the fire department is still waiting for information on pricing for a truck replacement for 903.

New Business:

- Russ McMann provided firefighters budget which was discussed. Board will discuss and provide numbers for discussion at August meeting.
- Dave LeNeveu is proposing an Indemnification Bylaw be adopted by the board and provided a sample. Board will review.
- Dave LeNeveu is proposing another bylaw regarding taking the fire trucks outside the District for activities that do not include callouts. Activities include training, fueling, responding to calls, mutual aid calls, etc. Clem Remillard stated that the firefighters are to contact the Chairman of the Board every time the trucks leave the District. Dave LeNeveu is suggesting that the Chairman doesn't need to be contacted for certain things. The Board will need to discuss this and determine how a bylaw should be worded and what needs to be included.
- Dave LeNeveu is requesting the insurance for the directors and officers insurance. Clem Remillard stated that he believes that the Directors and Officers insurance only covers trustees. Dave LeNeveu pointed out that an officer is defined in the bylaws to include volunteer firefighters. Clem Remillard will follow up with our insurance agency. Mike de Wit asked whether there is a conflict of interest due to the fact that Dave LeNeveu sells insurance. Dave LeNeveu stated that he is not licensed for that type of insurance.
- Russ McMann asked if Sarah Zubkowski can track the criminal record checks and driver abstract annual requirements. Sarah Zubkowski will do this.
- Russ McMann asked whether the District can provide 75 year memorabilia (hats, shirts, etc.) since we cannot have a party. Hats are estimated to cost about \$1,000 (50 hats).
- Dave LeNeveu asked whether the board will approve a past and current member wall/board. Photographer and frames are estimated to cost about \$1,000-\$1,500. Neil makes motions \$2500 photographer, frames, hats. Clem seconds. MSC.
- Russ McMann is requesting the board to consider purchasing badges for the fire department. The badges are estimated to cost \$2,500 for 35. Board will discuss.
- Fire department Christmas party is December 5th. Golf tournament is September 12th.
- Clem Remillard brought up the purchasing policy to remind the fire department of the perimeters. In particular, the chief is the only person to be reimbursed. The board will look at updating the policy to include other officers. Russ McMann stated that it is too cumbersome for him to have all expenses go through him and suggested that the policy be updated. Dave LeNeveu suggested that the officers be included in the update of the policy.

Questions: No residents in attendance.

Motions Adopted by E-Mail:

- Motion to pay bills and approve minutes made by Neil Nelson June 22, 2020. Second by Tony Wright June 22, 2020.

- Motion to pay JE Anderson by John Gregson June 24, 2020. Second by Clem Remillard June 24, 2020.
- Motion to pay Fournier Excavating by John Gregson June 24, 2020. Second by Neil Nelson June 24, 2020.
- Motion to pay Sarah Zubkowski made by Clem Remillard July 1, 2020. Second by Neil Nelson July 1, 2020.
- Motion to pay bills made by Neil Nelson July 3, 2020. Second by Clem Remillard July 3, 2020.
- Motion to pay Sarah Zubkowski made by Clem Remillard July 17, 2020. Second by Neil Nelson July 17, 2020.

Motion to adjourn meeting @ 8:52 pm made by Neil Nelson. Second by Tony Wright. MSC.

Next meeting August 18 @ 7 pm.