

Mountain Fire Protection District

Trustee Meeting

February 12, 2015

In Attendance: Trustees Charles Pinker, Anne Judson, and Clem Remillard. Dale Fulton and Dean Kauwell were absent. Administrator/Financial Officer Sarah Zubkowski. Deputy Fire Chief Wade Pile, Captain Russ McCallum and Training Officer Jack Van Doorn from the fire department. Lieutenant Scott Lawson arrived late.

Meeting called to order @ 6:59 pm by Charles Pinker.

Correspondence:

- Email received from Wayne Morgan. To be put on file.

Financial Report: presented by Sarah Zubkowski.

- List of bills noted.
- Charles Pinker questioned bill to New Line Hose & Fittings. Sarah Zubkowski explained it was for camlock's for new truck.
- Anne Judson questioned what the total for tank transportation was. Sarah Zubkowski estimated it to be \$602.50 which is under the \$800 approved. Russ McCallum noted that the District has yet to receive a bill for the crane operation which he estimates to be about \$200.

Fire Department Report: presented by Wade Pile.

- 2 MVI's and 3 chief's pages (complaint calls that are not an emergency).
- 2015 Fire truck arrived on January 31st. There are some warranty repairs that are required and are being completed however they are small items.
- Steve Ellis, fire chief, has requested a price for the wiring diagram for truck.
- Justin Lynch, a firefighter, has been hired on at the City of Nanaimo and therefore is no longer part of the East Wellington Fire Department.
- Duty Officer this month is Scott Lawson.

Old Business:

- Steve Ellis requested \$250/day compensation for the days required to travel and inspect the 2015 fire truck. The Board had previously approved \$100/day. Charles Pinker looked back into the records from the purchase of the 2010 fire truck purchase and Steve Ellis was paid \$250/day. Anne Judson feels the board should go with the precedent and asked that in the future the firefighters request compensation prior to travelling. Anne Judson made a motion to amend the motion from the January 15th meeting to increase the compensation for Steve

Ellis and Russ McCallum to \$250/day for 3 days. Second Clem Remillard. MSC.

- Clem Remillard received an updated sign quote, now have quotes from The Sign Guy and Coast Signs. Clem Remillard stated that a mock up can be done for \$100. Scott Lawson mentioned that a slide letter sign is not very good from experience. Clem Remillard will request the mock up.
- Charles Pinker flood lights have yet to be changed.
- Charles Pinker stated that the door for the bottom of the stairs has been ordered.
- Wade Pile noted that the firefighters only sent 1 officer, Jack Van Doorn, to Train the Trainer Exterior Attack training January 24 and 25th.
- Firefighters are still looking into the gear storage.
- Jack Van Doorn provided computer quote and stated that he has obtained the sale price until Sarah Zubkowski can make the purchase. Estimated total purchase price for the computer tower and Microsoft Office software is \$1,300.
- Jack Van Doorn questioned whether a proper computer desk was in the plans for the building. Clem Remillard stated that they were not however they did have a cabinet maker draw something up in the past. Anne Judson suggested that they go back to the cabinet maker and try to obtain the drawings if possible. Jack Van Doorn has purchased a used desk for \$100 to be used now.
- Clem Remillard followed up with the website contractor and obtained instructions on how to make changes and update the website in order to make the website look more professional.
- Jack Van Doorn provided a quote for a new projector and stated that he has obtained the sale price until Sarah Zubkowski can make the purchase.
- Air Mation unit was installed. The firefighters have lowered some equipment on the truck so it fits in the 3rd bay.
- The clutch on 903 still needs to be replaced.
- The AED batteries were purchased by Steve Ellis.
- Dale Fulton provided via email that the estimated cost for panelling on the roof is \$400/panel. Dale Fulton will follow up further on a firm quote and a sample of the panels.

New Business:

- The overhead door in the 3rd bay was repaired over 3 days. The springs were changed and motor was moved up.
- 3 firefighters will be participating in an air brake course.
- Wade Pile requested that the fire department join the Firefighting Association of

BC. The cost is \$10/firefighter/year. Anne Judson questioned the benefits from being a member. Wade Pile stated that the firefighters would be updated on training, updates in the industry, etc.

- Wade Pile requested that the fire department join the BC Firefighter Trainer Association. This would provide trainer updates and the cost is \$100/year. Anne Judson questioned whether the department is a member of the association or whether an individual firefighter is member of the association. Wade Pile stated they were not sure and would find out.
- Air Motion fan in the main bay is running all the time. Clem Remillard stated that he ordered a sensor which will correct the problem.
- The heater in the 3rd bay is not working. The trustees will follow up on this.
- Wade Pile noted they need a new fuel card that covers gas and diesel for the 2015 fire truck. Sarah Zubkowski to contact Columbia Fuels about this.
- Jack Van Doorn made a presentation and provided documents with regards to training. The training requirements have increased due to WCB. This will require a significant investment in training for the firefighters. The fire department needs to increase documentation of training practices and completion by the individual firefighters. There is no time limit to complete the additional training however it must be completed in a reasonable amount of time and the fire department must show that they are working towards meeting the minimum requirements. Wade Pile noted that a lot of the training that is required is being completed already however it needs to be documented per the WCB standards. Jack Van Doorn requested approval to purchase 25 copies of The Essentials of Fire Fighting as this is the manual required for each fire fighter to follow for training purposes. The book is approximately \$100/book including tax and shipping. Charles Pinker made a motion that the fire fighters can spend up to \$2,600 to purchase 25 copies of the Essentials of Fire Fighting. Second by Anne Judson. MSC. The firefighters currently have 3 Justice Institute trained fire fighters. Jack Van Doorn noted that WHMIS is also a requirement and must be updated annually by all members which is about \$35/person. The firefighters are also required to have firefighter physicals completed which are different from the drivers physical. The NFP Standards collection of books that the fire department have are from 1995. To obtain a new set Jack Van Doorn estimates it to be \$3,000-\$4,000 and these are updated annually.
- Fire extinguishers training was completed. Jack Van Doorn obtained some old fire extinguishers and also had expired fire extinguishers refilled for training purposes at a fraction of the cost.
- Steve Ellis previously submitted a bill for a seat upgrade for his and Russ McCallum's flights to inspect the new fire truck. Fort Garry would not cover the cost and he is requesting the District to reimburse him for this.
- Clem Remillard wanted to thank everyone involved in getting the new fire truck.

Motions Adopted by E-Mail:

- Motion to pay bills presented by Sarah Zubkowski by Clem Remillard January 16, 2015. Second by Charles Pinker January 16, 2015. MSC.
- Motion to approve minutes from January 15, 2015 meeting January 17 by Anne Judson. Second by Clem Remillard January 17, 2015. MSC.
- Motion to pay Sarah Zubkowski, CA invoice as presented made by Anne Judson January 19, 2015. Second by Clem Remillard January 19, 2015. MSC.
- Motion to pay bills presented by Sarah Zubkowski by Anne Judson January 22, 2015. Second by Charles Pinker January 22, 2015. MSC.
- Motion to pay Overhead Island Doors quote by Anne Judson January 27, 2015. Second by Clem Remillard January 27, 2015.
- Motion to pay bills presented by Sarah Zubkowski by Charles Pinker January 29, 2015. Second by Clem Remillard January 30, 2015. MSC.
- Motion to pay ICBC insurance for 2015 fire truck by Clem Remillard January 31, 2015. Second by Charles Pinker January 31, 2015. MSC.
- Motion to pay Sarah Zubkowski, CA invoice as presented made by Charles Pinker February 1, 2015. Second by Anne Judson February 1, 2015. MSC.
- Motion to pay bills presented by Sarah Zubkowski by Charles Pinker February 6, 2015. Second by Anne Judson February 6, 2015. MSC.

Motion to adjourn meeting @ 10:15 pm made by Anne Judson. Second by Charles Pinker. MSC.

Next trustee meeting is March 19, 2015 @ 7:00 pm.