

Mountain Fire Protection District

Trustee Meeting

June 3, 2021

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

Meeting called to order @ 7:01 pm by Neil Nelson. Second by John Gregson. MSC.

Correspondence:

- Sarah Zubkowski received draft financial statements from auditors to be reviewed and approved.
- Sarah Zubkowski received an application for the fire department.
- Fire department is getting at least one application a week.
- Clem Remillard received information regarding the water in the District.
- Clem Remillard received questions about the insurance reduction due to the super shuttle accreditation.
- Clem Remillard received correspondence from a resident regarding a boat being washed at the hall.
- Neil Nelson continues to receive updates on the number of houses in the District.

Financial Report: presented by Sarah Zubkowski.

- List of bills noted.
- Clem Remillard stated that the insurance company was concerned about covering us for liability purposes.
- Clem Remillard brought up the monitor purchase made by the fire department. The purchasing policy states that the District cannot make cheques to the firefighter association. Clem Remillard stated that the firefighter needs to follow up with the Board regarding purchasing large items. Clem Remillard stated that he thinks it should have been budgeted for as part of the 2021 budget from the firefighters. Dave LeNeveu stated that he understood that they can purchase items under \$1,000 without approval. Clem Remillard stated that it needs to not be paid to the firefighter association. Clem Remillard stated that he would like the firefighters to request approval from the Board. Dave LeNeveu stated that the District has paid back the firefighter association prior but will stop this practice going forward. The monitor was required for the rip and run system and needed to be purchased. Neil Nelson motions to pay the monitor bill. Tony Wright seconds. MSC.

Fire Department Report: presented by Russ McMann.

- 3 calls in March – 1 MVI, 1 wildfire and 1 burning complaint.
- 2 calls in April – 1 wildfire and 1 burning complaint.
- 5 calls in May – 1 MVI, 1 alarm activated, and 3 hydro lines down.

Old Business:

- Clem Remillard to follow up with Friday Design regarding the website redesign. Clem Remillard is meeting with Ben Friday to get the website running smoother and the email as well. Pudge Pinker (resident) via email stated that he cannot find bylaws on the website.
- Clem Remillard stated that Mitchell Nelson is still updating the florescent lights to LED. The bay is yet to be done.
- The generator still needs to be manually tested. Clem Remillard has ordered new parts to fix this.
- Sarah Zubkowski has yet to receive the ICBC cheque to cover the Nucor Environmental bill.
- Dave LeNeveu stated that the printer had to be replaced as the wrong printer was originally installed.
- Clem Remillard got the data plans set up for the iPad's and we will receive a bill soon.
- Russ McMann received a quote for the replacement truck for 903. Building a truck will cost \$260,000 plus adding cabinets which will be over \$300,000. A new truck is \$348,000. The Ford as previously discussed will be the best option for the fire department. Russ McMann stated that this can be brought to the public. John Gregson asked if the District can purchase a used truck. Russ McMann stated that we can and it can be certified. John Gregson asked when the District would receive the truck if it was approved. Russ McMann stated that he will ask. John Gregson asked about the specifics of the quote as he feels it is high and suggests that the District wait until the economy slows down. John Gregson suggested sending the information to other companies to obtain quotes. Russ McMann asked what the approach is for presenting this to the public at the AGM.
- Dave LeNeveu has received the thermal imaging units, the hose clamps and inverters. The adapters were also purchased for the Lantzville fire department.
- Russ McMann stated that the turn out gear was donated.
- Russ McMann asked if the Board has discussed the water tank on Russ' property. Neil Nelson stated that they have not discussed this yet. Board to discuss separately and get back to Russ McMann.

New Business:

- Russ McMann stated that the fire comm will be changing soon and being run through Surrey. This required an update of rip and run. This was a decision by the RDN and the District had no input.
- Russ McMann received the Certificate of Accreditation in the mail. The District has yet to be registered however. Once registered this will be put on the website and board for the public.
- Firefighters have set up a new system for the firefighter list and a numbering system. This way the firefighters can retire numbers. The firefighters are hoping to get badges in next years budget with numbers.
- Clem Remillard stated that Maureen Young has been under the weather and is taking some personal time off. Clem Remillard made a motion to send her flowers since she has been a pillar of the community and has served the District well. Neil Nelson second. MSC.
- Clem Remillard stated the security system is old and is not working great. The new fobs are tied into the system and there are many mixed up. Clem Remillard asked that the firefighters ensure that the fobs are returned to the board so they can be reassigned. A

couple of readers needed to be replaced as well. Clem Remillard had Securco here and had everything updated.

- Clem Remillard spoke to Ridgeview Landscaping regarding the new area above the water tank. Eric Harding stated that there is debris which does not allow the mowers to access this area.
- John Gregson sent a thank you letter to Hub City Paving for patching the pavement near the propane tank. They generously provided the pavement and labour to get this done.
- Clem Remillard stated that he is proud of the fire department for the good job on the super shuttle accreditation. Also a thank you to the Lantzville fire department for assistance with this.
- Russ McMann was voted by the fire department as the Fire Chief for a 5 year term. Neil Nelson motions that Russ McMann is the fire chief for the next 5 year term. Tony Wright seconds. MSC.
- Financial statements were reviewed. Clem Remillard motions to approve the 2020 audited financial statements provided by KMA Chartered Professional Accountants. Neil seconds. MSC.

Questions: No residents in attendance.

Motions Adopted by E-Mail:

- Motion to pay bills made by Neil Nelson Mar 23, 2021. Second by Mike de Wit Mar 23, 2021.
- Motion to pay bills made by John Gregson Mar 30, 2021. Second by Neil Nelson Mar 30, 2021.
- Motion to pay Sarah Zubkowski made by John Gregson Apr 3, 2021. Second by Tony Wright Apr 3, 2021.
- Motion to pay bills made by Clem Remillard Apr 6, 2021. Second by Neil Nelson Apr 6, 2021.
- Motion to pay Six Point Contracting made by John Gregson Apr 13, 2021. Second by Clem Remillard Apr 13, 2021.
- Motion to pay bills made by Mike de Wit Apr 13, 2021. Second by Neil Nelson Apr 13, 2021.
- Motion to pay Sarah Zubkowski made by Neil Nelson Apr 18, 2021. Second by John Gregson Apr 18, 2021.
- Motion to pay bills made by Neil Nelson Apr 20, 2021. Second by Clem Remillard Apr 20, 2021.
- Motion to pay bills made by Neil Nelson Apr 27, 2021. Second by Mike de Wit Apr 27, 2021.
- Motion to pay Sarah Zubkowski made by Neil Nelson May 3, 2021. Second by Tony Wright May 3, 2021.
- Motion to pay bills made by Neil Nelson May 6, 2021. Second by Mike de Wit May 6, 2021.
- Motion to pay Sarah Zubkowski made by Neil Nelson May 17, 2021. Second by John Gregson May 17, 2021.
- Motion to pay bills made by Neil Nelson May 26, 2021. Second by Tony Wright May 26, 2021.
- Motion to pay bills made by Clem Remillard Jun 1, 2021. Second by Neil Nelson Jun 1, 2021.

Motion to adjourn meeting @ 8:39 pm made by Clem Remillard. Second by Mike de Wit. MSC.

Next meeting is the AGM June 22, 2021 @ 6 pm.

Next meeting July 15, 2021 @ 7 pm.