

## **Mountain Fire Protection District**

### **Trustee Meeting**

**August 18, 2020**

**In Attendance:** Trustees Tony Wright, Neil Nelson, Mike de Wit and John Gregson. Clem Remillard 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 @ 7:01 pm by Neil Nelson. Second by Mike de Wit. MSC.

#### **Correspondence:**

- Via email, Clem reported a street light out on Balance Road.

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

- List of bills noted.
- Discussion of bills and how they are paid. PO's to be used going forward.

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

- 1 call in July.

#### **Old Business:**

- EWFD have written a book of SOGs and a new constitution for the firemen. The SOGs are all signed by the fireman. They have copies with all the training materials. The board will need to review and decide on what policies to go forward on.
- As soon as work completed on water tank installation Mike de Wit is ready to have new propane provider put in place. 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.
- The water tank installation is almost finalized.
- Russ McMann still waiting for information from underwriter regarding the shuttle service.
- Russ McMann continues to discuss the automatic aid agreement with Lantzville fire department. Russ McMann got more clarity on the expectations. Firemen will be moving forward on training. Once automatic aid agreement is in place and signed the shuttle service can be challenged.
- Russ McCallum stated that there is an error in the pricing of the new replacement truck for 903 and they are still waiting for a correct quote on a new truck that will fit the needs of the fire department.
- Dave LeNeveu provided quotes for the hats and shirts. Pictures have been completed for the member wall/board
- Dave LeNeveu provided a sample of the badges they are asking to purchase. Board to discuss further. The badges are estimated to cost \$2,500 for 35. Board will discuss.
- Dave LeNeveu is suggesting that if we have automatic aid, a call or an emergency, the fire chief can approve the removal of the fire trucks. The bylaw needs to be updated by the board.
- Russ McMann asked if Sarah Zubkowski can track the criminal record checks and driver abstract annual requirements. Sarah Zubkowski will do this.

- Dave LeNeveu is proposing an Indemnification Bylaw be adopted by the board and provided a sample. Board will review.
- 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.
- Dave LeNeveu provided an updated budget for the board. Firefighter budget was discussed. Board to review and provide numbers to fire department by September meeting. Drone information provided to the board for review. John Gregson asked about privacy issues with flying drones over personal property. Darcy Morgan was asked to attend the meeting and answer this question. Information provided regarding the drone operator course and requirements to obtain licensing.

**New Business:**

- Fire department now doing 2 practices a week in order to get the numbers down due to COVID-19.
- Nadine Rosvold the cleaner made a note that the switch in the women's bathroom doesn't work and large garbage bags are needed.

**Questions:** No residents in attendance.

**Motions Adopted by E-Mail:**

- Motion to pay Fournier Excavating by John Gregson July 31, 2020. Second by Neil Nelson July 31, 2020.
- Motion to pay Sarah Zubkowski made by Tony Wright Aug 3, 2020. Second by Neil Nelson Aug 3, 2020.
- Motion to pay bills made by Neil Nelson Aug 4, 2020. Second by Mike de Wit Aug 4, 2020.
- Motion to pay bills made by Neil Nelson Aug 14, 2020. Second by Tony Wright Aug 14, 2020.

Motion to adjourn meeting @ 8:41 pm made by John Gregson. Second by Tony Wright. MSC.

Next meeting September 17 @ 7 pm.