

Mountain Fire Protection District

Trustee Meeting

May 15, 2014

In Attendance: Trustees Charles Pinker, Anne Judson, Clem Remillard, and Dale Fulton. Administrator/Financial Officer Sarah Zubkowski. Trustee Dean Kauwell was sick. No firefighters were in attendance.

Meeting called to order @ 7:10 pm by Charles Pinker.

Nomination: Anne Judson nominated Charles Pinker as chairman of the board. Second by Dale Fulton. Charles Pinker accepts the nomination. No other nominations were made therefore Charles Pinker is chairman by acclamation. MSC.

1st Order: Minutes from March 20th trustee meeting reviewed prior to meeting, no changes required. Motion to adopt made by Charles Pinker. Second by Anne Judson. MSC.

Correspondence:

- Gord Shoquist, former trustee, has been removed from the security system. Dale Fulton will provide Sarah Zubkowski with a 4 digit passcode which will be entered into the system.
- Sarah Zubkowski received the GST rebate adjustment from July – December 2013 which was deposited to the bank account.

Financial Report: presented by Sarah Zubkowski.

- Clem Remillard followed up on bill from Ridgeview regarding an irrigation charge. Bill was coded incorrectly, the charge for the initial season cleanup.
- List of bills noted. Motion to pay bills made by Anne Judson. Second by Clem Remillard. MSC.

Fire Department Report: no firefighters in attendance therefore no report.

Old Business:

- Sarah Zubkowski is still waiting on FOB and key list from the firefighters. Anne Judson will email the firefighters requesting the FOB information by June.
- The purchasing policy has been updated from changes discussed at a meeting with the firefighters. Charles Pinker stated that Steve Ellis, fire chief, enquired about using a purchase order system as part of the purchasing policies. Anne Judson wonders if a PO system is not adding an extra layer of administration that may not be necessary. Anne Judson will email Steve Ellie regarding his suggestion for a PO system and attach the new Draft Purchasing Policy to see if that addresses Steve Ellis' s concerns.
- Charles Pinker replaced the lights in the tower that were burned out and also purchased a spare in the precious month. The light is now burnt out again and therefore will require some repairs. Charles Pinker and Dale Fulton to complete repairs.
- Charles Pinker followed up with Maureen Young, Electoral Area C representative on the Regional District of Nanaimo Board of Directors, regarding the bus service in the district. They have requested that a head count be performed on the people getting on and off of the bus at the 3 stops in the District.

- Charles Pinker noted that the fire hazard sign has yet to be completed. He will follow up with the fire fighters and request that this be completed in June. If this is not possible the trustees will follow up on this.

New Business:

- Anne Judson suggested that at future Annual General Meeting's that all business of the District be presented and concluded prior to Maureen Young making her presentation as it is outside of the District's business. There is no requirement to take the minutes of her presentation and therefore we could keep these as an addendum to the annual general meeting minutes.
- Anne Judson questioned whether the easements on the District's and Dale Fulton's property have been completed. Clem Remillard stated they have not been resolved however he will follow up with Les Hunter the District's lawyer.

At 8:12 pm the meeting was in camera to discuss a personnel matter.

At 8:29 pm the in camera session was completed.

- Dale Fulton moved that Charles Pinker, Clem Remillard, and Anne Judson be cheque signers. Second by Charles Pinker. All three accept the role. MSC. Sarah Zubkowski will ensure this is completed at the bank.
- Clem Remillard received a call from Greg Gow regarding burning permits. He has tried to obtain a burning permit 3 times and found it challenging to reach the fire department. Anne Judson stated that she has also received a call from a District resident enquiring about a burning permit. Charles Pinker has also received calls from District residents who have not been able to get a hold of the fire department to obtain a burning permit. Charles Pinker will follow up with the fire department regarding the burning permit issuer list, whether this can be posted on the website, and request that a record of the calls granted, denied and complaints be sent to the board each month.
- Clem Remillard noted that Jack Van Doorn made no claim to ICBC regarding his crash on the ice in the fire hall parking lot and therefore did not have to pay his deductible. He has made no claim to the District about his deductible regarding his truck accident and Charles Pinker explained that this was because of the fact that ICBC had written his truck off.
- Charles Pinker mentioned that the in camera minutes should not be provided to anyone including the auditors. Anne Judson suggested that we only provide to the auditors if there are financial matters discussed.
- Sarah Zubkowski noted that a letter was received from the government addressed to Gord Shoquist thanking him for his service to the District. Charles Pinker will deliver this to Gord Shoquist in person.
- Sarah Zubkowski noted that we should appoint the auditors for the 2014 year end. Anne Judson appoints KMA Accountants Ltd. as the auditors for the 2014 year end. Second by Clem Remillard. MSC.

Motion to adjourn meeting @ 8:59 pm made by Anne Judson. Second by Clem Remillard. MSC.

Next trustee meeting is June 26th.

