

Mountain Fire Protection District

Trustee Meeting

November 21, 2013

In Attendance: Trustees Charles Pinker, Anne Judson, Clem Remillard, Gord Shoquist, and Dean Kauwell. Administrator/Financial Officer Sarah Zubkowski. Steve Ellis, and Russ McCallum attended from the fire department. Wade Pile arrived later in the meeting.

Meeting called to order @ 7:05 pm by Charles Pinker.

1st Order: Reading of previous minutes: no changes required. Motion to adopt made by Anne Judson. Second by Clem Remillard. MSC.

Correspondence: Clem Remillard received a letter from a resident in the district requesting a receipt for the donation given for the fireworks at Guy Fawkes Night. Letter passed to Steve Ellis and he will provide.

Financial Report: presented by Sarah Zubkowski.

- Chequing account balance \$211,261.00 at October 31, 2013.
- Capital Works and Renewal Reserve Fund balance \$204,616.61 as at November 5, 2013.
- List of bills noted. Motion to pay bills made by Gord Shoquist. Second by Clem Remillard. MSC.
- Steve Ellis questioned the bill for foam and whether the unit price is still under \$110 which it is therefore he will continue to get foam from this supplier.

Fire Department Report:

- Steve Ellis presented bills requiring payment; decals were purchased for gear and the trucks, ladder was purchased, repairs were done to 901.
- Steve Ellis requested that a km allowance be paid to some volunteers in order to cover gas costs as this has been done in the past. Steve proposed \$500 for himself and \$250 for Jack Van Doorn, Wade Pile, Russ McCallum, Dean Kauwell, and Scott Lawson. To be paid once Sarah Zubkowski is provided with full names of volunteers.
- Steve Ellis enquired about the cell phone allowances. Board advised that the approved firefighters have to provide a cell phone bill to Sarah Zubkowski prior to the end of 2013 to get payment for October – December 2013 and then again in June 2014 and December 2014.
- E-Dispatch is being used on a one month free trial basis. Allows pages to be relayed to cell phones and therefore the volunteers without pagers will still be notified of a fire call. Steve Ellis requested that they continue to use this until 2014 budget time and then discuss the merits of continuing with the service then. There is a \$300/setup fee and then a monthly fee of \$80 which can be invoiced annually or bi-annually.
- Steve Ellis requested that training for live burns be completed in April 2014 and then again the fall of 2014 as the current training is full and Steve Ellis would like to complete when the weather is nicer. Steve Ellis to enroll volunteers for this.
- No further information on the potential fire truck acquisition. Steve Ellis continues to pursue quotes from 3 different suppliers; E1, Fort Garry, and Spartan. Steve Ellis will be meeting the rep from Fort Garry next week.

- Steve Ellis requested that stools be purchased for the island in the main room of the hall. They cost \$75/stool at Costco and they require 6. Steve Ellis to follow up on this.
- Steve Ellis requested a new desk and wireless printer be purchased for the main office.
- Clem Remillard enquired about the sign for the fire hall and reminded Steve Ellis to get this done.
- Some of the policies and procedures need to be discussed with Steve Ellis which will be arranged at a later date.

Old Business:

- Policies have been discussed however not yet finalized. It is still hopeful that these will be completed for the AGM in 2014.
- By-law 87 for the 2014 budget for the MFPD completed and received back from the government. To be forwarded to Dean Kauwell for posting on the website.
- Anne Judson to complete letter she prepared to the residents of the District regarding participation in the District's management. Clem Remillard to arrange to have this mailed out.

New Business:

- Charles Pinker, Anne Judson, and Clem Remillard provided some draft policies and procedures. These have yet to be finalized.
- Motion by Clem Remillard to appoint KMA Chartered Accountants Ltd as auditors for the 2013 year end. Second by Charles Pinker. MSC.
- Sarah Zubkowski proposed the change of the passcodes and an update of the security list with Securco be done. Steve Ellis to provide a list of the firefighters names, phone numbers, email, new passcode, and FOB information. Sarah Zubkowski to acquire the information from trustees and then compile list and make changes with Securco.
- Bank requires updated trustee list. Sarah Zubkowski to provide. In order to change cheque signers adopted minutes are required. To be done in the spring after AGM and trustees are established going forward.
- Calendar of events provided by Sarah Zubkowski to trustees.
- Sarah Zubkowski brought up the public sector accounting issues and relayed the information that we are required to comply by 2014. Sarah Zubkowski stated that she will require firefighter help to compile listing. To be started in the spring after the audit.
- Clem Remillard is concerned about the zoning for the hall. He will be looking into the zoning as it is believed to be currently only zoned for firefighter training and meetings.

Motion to adjourn meeting @ 9:45 pm made by Gord Shoquist. Second by Anne Judson. MSC.

Next meeting December 19, 2013.