

## **Mountain Fire Protection District**

### **Trustee Meeting**

**February 20, 2020**

**In Attendance:** Trustees Tony Wright, Neil Nelson, John Gregson and Clem Remillard. Mike de Wit absent. Administrator/Financial Officer Sarah Zubkowski. Fire Chief Russ McMann and Deputy Fire Chief Wade Pile. Resident Charles Pinker.

Meeting called to order @ 7:04 pm by Neil Nelson. Second by Mike de Wit. MSC.

#### **Correspondence:**

- Clem Remillard received an email from the Provincial government regarding the annual reporting requirements. Sarah Zubkowski and Clem Remillard to complete.
- Clem Remillard received an email from Charles Pinker regarding a Maxey Road streetlight being burnt out.
- Sarah Zubkowski received a recall notice for the Freightliner fire truck. Wade Pile stated that this has already been fixed.
- Sarah Zubkowski received a letter stating the grant was approved. Paperwork needs to be signed and sent back.

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

- List of bills noted.

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

- 2 calls in January.
- Attending search and rescue training.

#### **Old Business:**

- Policies have been updated by Sarah Zubkowski and sent to the board for review. Board to review and finalize before adoption. They will also be provided to the fire department for review.
- Clem Remillard has delayed the spring borrowing for water tanks and potential truck.

#### **New Business:**

- Clem Remillard stated that due to water tank installation, the 75 year celebration will be pushed to September 12, 2020. This will ensure the work is completed and no obstructions will be on the property.
- \*\*\*\$The firefighters would like the burning permit application to enable applicants to apply online through uploading photos. Clem talked to our website development company about doing this. He has proposed updating the website to make this easier and provided a quote. Board agrees that this is necessary to make the burning permit application process easier and more streamlined. Wade Pile asked if Sally Burnett can have access to updating the website. Clem Remillard stated that the website development company has advised against having multiple people with access. Russ McMann asked if we can enquire whether the firefighter portion of the website can be sectioned off with access available to Sally Burnett. Clem Remillard will follow up on this.

Clem Remillard makes a motion to update the website per quote. Neil Nelson second. MSC. John Gregson asked the board members to review the website prior to having it updated to ensure that we get everything we need completed.

- Fire department has updated their listing to include rookies who are firefighters that have completed the probationary period. They will remain rookies until the officers deem that they are ready. Neil Nelson enquired about the tracking of the training of the firefighters and how this is recorded. Russ McMann stated that the training is tracked on a master sheet as well as in the firefighter's individual binders. This is based off WCB standards and they use WCB's paperwork to track.
- Russ McMann asked if uniform blues can be ordered for the 5 new rookies that moved up. Sarah Zubkowski stated that we budgeted for this and board agreed to go ahead.
- Russ McMann presented a proposal for a replacement 903 truck. This proposal considers purchasing 2 wheel crewcab and chassis and using the pump and cabinets from the current 903 truck. John Gregson asked whether they still require a 4x4. Russ McMann stated yes this is the objective. John Gregson stated that the truck in the proposal may not be able to off road. John Gregson suggested they ask to drive the truck off road a bit. The firefighters stated that this truck is local, easy to drive, will give us warranty and a good option which doesn't rush us. The firefighters will follow up further truck options.

#### **Questions:**

- Charles Pinker asked if there are any areas of the District roads that the RDN should have looked at. Multiple locations were noted for Charles Pinker to take back to the RDN. Charles Pinker suggested the board and fire department draft a letter to provide as this may carry more weight in getting the problems fixed.
- Hazard Risk and Vulnerability Analysis which was completed by the RDN was provided by Charles Pinker which includes the District and the fire department in various sections of the assessment. He provided a copy for the Board and fire department to review.

#### **Motions Adopted by E-Mail:**

- Motion to pay Sarah Zubkowski made by Tony Wright Jan 21, 2020. Second by Neil Nelson Jan 21, 2020.
- Motion to pay bills made by Neil Nelson Jan 28, 2020. Second by Clem Remillard Jan 28, 2020. MSC.
- Motion to pay Sarah Zubkowski made by Tony Wright Feb 5, 2020. Second by Neil Nelson Feb 5, 2020.
- Motion to pay bills made by Neil Nelson Feb 6, 2020. Second by Mike de Wit Feb 6, 2020.
- Motion to pay Sarah Zubkowski made by John Gregson Feb 18, 2020. Second by Neil Nelson Feb 18, 2020.
- Motion to pay bills made by Clem Remillard Feb 20, 2020. Second by Mike de Wit Feb 20, 2020.

Motion to adjourn meeting @ 8:09 pm made by Neil Nelson. Second by John Gregson. MSC.

Next meeting March 12 @ 7 pm.