

PETROLIA NORTH ENNISKILLEN FIRE DEPARTMENT

FIRST MEETING

MINUTES

APRIL 24 2014

A meeting of the Management Committee of the Petrolia North Enniskillen Fire Department was held on Thursday April 24 2014 at 7:00 pm at the Fire Hall.

Present:

Town of Petrolia: Joel Field, Tim Brown, Rick Charlebois

Township of Enniskillen: John Phair, Christine Greydanus

Fire Department: Chief Lawrence Swift, Deputy Chief Dave Connor, Anson Racher, Ken Henry

The Secretary noted that at the first fire meeting of the year the committee appointed a chair.

Moved by Christine Greydanus

Seconded by Tim Brown

That Joel Field be appointed as Fire Committee Chair.

Moved by Christine Greydanus

Seconded by Tim Brown

That nominations for the position of committee chair be closed.

Carried.

Joel Field assumed the chair.

A. Minutes

Moved by Deputy Chief Connor

Seconded by Chief Swift

That the minutes of the meeting of December 5 2013 be adopted as circulated.

Carried.

B. Business Arising from the minutes

1. Update on 2014 Budget Approvals-verbal

It was noted that the 2014 fire budget had been approved at the Petrolia Council. It was noted that the Enniskillen annual budget would formally be discussed on May 6 2014.

Chief Swift reported on the final 2013 expenditures. He noted that the department had spent more money than budgeted due to equipment repair costs.

Chief Swift reported that the insurance for the department had been reviewed to clarify that not only vehicles but the associated equipment was covered on the Town's replacement cost insurance program.

2. Update on Hall Addition Fundraising- verbal

Chief Swift circulated an estimate of the cost of the hall addition. He reported that the current cost estimate for the project was \$170,500 an increase of \$20,000 from the 2013 estimate.

Chief Swift outlined the donations of material and services for the work. He reported that the association had \$75,000 in the bank for the project. An additional \$55,000 in material and labour donations were pledged for the project.

Chief Swift outlined the fund raising activities to take place over the course of the next four months. He expressed confidence that the remaining funds could be obtained during this period.

Chief Swift requested permission to proceed on the project with the Town and Township funding the remaining \$40,000 unfunded costs until the association had completed the fundraising.

Chief Swift was requested to provide a cash flow estimate for the project to be provided to the Town Treasurer.

Moved by Christine Greydanus

Seconded by Tim Brown

That the Petrolia North Enniskillen Fire Committee recommends that the Town of Petrolia and the Township of Enniskillen provide bridge funding to the Fire Association during the construction of the new fire hall structure to permit the Fire Association to proceed with the building project.
Carried.

The committee directed that weekly construction reports be provided to the Committee Chair who in turn would forward the reports to the committee members.

Chief Swift was directed to keep Joel Field informed on the building construction progress.

C. 2013 Annual Report

Chief Swift responded to questions concerning the 2013 annual report.

Deputy Chief Connor provided an overview of the 2013 training. He reported that the joint County training program had reduced the time commitment of the department officers for training of the department volunteers.

A discussion took place in regards to the format of the annual report. Chief Swift, Rick Charlebois and the secretary agreed to meet to discuss methods of simplifying the report.

D. Financial Report

Moved by Tim Brown

Seconded by Dave Connor

That Petrolia North Enniskillen Fire Department financial report be accepted.

Carried.

E. New Business

1. Automatic Aid

a. Aid Agreements

b. Draft Bylaws authorizing Automatic Aid Agreement

Chief Swift noted that the material circulated concerning automatic aid only affected the Township of Enniskillen.

The Secretary noted that discussions would take place with the Wyoming and Inwood Fire Departments concerning the preparation of an updated automatic aid agreement.

2. Testing and maintenance of Fire Equipment- to be distributed at meeting.

Moved by Christine Greydanus

Seconded by John Phair

That report concerning the testing and maintenance of fire department equipment be tabled to the next meeting.

Carried.

F. Other Business

1. Recommendation of appointment of Auxiliary fire fighter

Moved by Deputy Chief Connor

Seconded by Tim Brown

That Hunter Tyczinski be appointed as an auxiliary fire fighter for the Petrolia North Enniskillen Fire Department.

Carried.

2. Request for use of Fire Vehicle

Moved by Tim Brown

Seconded by Dave Connor

That the request for use of fire vehicle on June 10 2014 be approved by the committee.

Carried.

Moved by Deputy Chief Swift

Seconded by Christine Greydanus

That the Fire Department provide escort service for the Heart and Stroke big bike fundraiser.

Carried.

Chief Swift reviewed current staffing requests in regards to Deputy Chief Williams and Captain O'Hara.

A discussion took place in regards to a request for a leave for one of the probationary firefighters.

G. Adjournment

Moved by Tim Brown

Seconded by Deputy Chief Connor

That the meeting be adjourned.

Carried.

Chair

Secretary