



Minutes
Village of Chester Commission
Regular Monthly Meeting
September 10, 2014

Present: Brenda Mulrooney, Commissioner; Wynand Baerken, Commissioner; Bill Nauss, Commissioner; William Zinck Jr, Chair; Michael Heisler, Vice Chair; Dave Richardson, Fire Chief

Regrets: Iris Tolliver, Clerk Treasurer; Everett Hiltz, Deputy Fire Chief; Morgan Stevens, Assistant Deputy Fire Chief

1.0 Call to Order

Chair Zinck called the monthly meeting to order at 6:59 pm.

Chair Zinck stated the Agenda was adjusted

- 3. Business Arising from Minutes

- (a) In Camera meeting of August 19, 2014 will become 3 (b) and then Conflict will be 3 (a)

- 4 Old Business (a) is Fire Hall Roof and under 7 (a) New Business is Fire Hall Roof and renovations – the Old Business item is eliminated and then one agenda item under 7 (a) Fire Hall roof and renovations

- 7 (b) Village Citizens group re sewer agenda item has been withdrawn.

2.0 Minutes from August 13, 2014

MOTION: Brenda Mulrooney moved, Wynand Baerken seconded, the acceptance of the Aug 13, 2014 minutes. Carried.

3.0 Business Arising from the Minutes

a) Conflict

Chair Bill Zinck Jr. read the following:

Conflict of Interest, September 10, 2014

To Whom It Concerns:

Under the Municipal Government Act of the Province Conflict of Interest Act I was declare when I feel I could be in Conflict!

I William Zinck am declaring conflict of interest in the matter of the Fire Department position the Village Commissioner's is making for several different function, not sure of them all and I don't think it is all laid out at this point. Reason for the conflict is that I am told that I have the right to apply if I really want to. And the main reason I declaring is to whom the person that gets hired will be implementing procedures that I as a firefighter will have to follow, knowing this person will be working under the Clerk as part of their Day to Day business and at this point I really enjoy helping the community as a firefighter and a commissioner.

Thank You William Zinck

3.0 Business Arising from the Minutes (continued)

b) **In Camera Meeting of August 19, 2014**

In Iris Tolliver's absence, Brenda Mulrooney gave a report on the Sewer Meeting. VOC's legal counsel attended the meeting and stated the Statue of Limitations had run out for taking action against the Municipality of Chester as 25 days had passed in regards to the sewer rates. The \$350,000.00 has not been addressed, and verbally it has been said that it will be used on the Chester Sewer system. The Commission has dropped the issue of rates unless the residents wish otherwise. Wynand Baerken stated that it was discussed of having a Feasibility study carried out by students who could make this a business study to see if was feasible and what the rates would be as compared to the present EDU method.

4.0 Old Business

b) **Fire Truck #542 & #543**

Chair Zinck stated to deal with #543 first and that it has been talked about going to the Landfill site. Chair Zinck asked for a motion to send it to the landfill site. Wynand Baerken asked what bids have been received on the trucks. Chair Zinck stated that #543 has been discussed with MODC to give to the Landfill and in the negotiations the VOC will get a surplus truck in the spring. Bill Nauss asked if there is a fire at the Landfill, will the truck be accessible for the firemen. Dave Richardson stated that the truck will be in their heated building and essentially will be a set up truck until CFD gets there.

MOTION: Bill Nauss moved, Wynand Baerken seconded to give truck #543 to the Landfill Site. Carried.

Dave Richardson will look after getting the truck sent out.

Fire Truck #542 is in at Western Shore Fire Department now.

Dave Richardson said that they are very interested in the truck, and are waiting to hear back from the Commission. CFD took off the truck what was needed for CFD and the manifold will be taken off the truck and going to LP in their pump station for water supply.

MOTION: Bill Nauss moved, Wynand Baerken seconded, to sell #542 to Western Shore Fire Department for \$2500.00. Carried.

Chair Zinck stated that insurance and registration will need to be transferred when Iris Tolliver comes back. Dave Richardson said #543 will be going to the Landfill Site tomorrow.

5.0 Reports

a) **Fire Chief's Report**

Chief Richardson stated items in his report have been taken care of in the early part of this meeting, however, since the last meeting, there have been 6 calls – consisting of 3 alarms; 1 MVC; 1 garbage fire; and 1 electrical smell.

Truck #531 is now in service and has gone on its first run. Most equipment is on the truck and looking good. There are a few things yet to be received and installed.

Fire prevention is soon here and there will be a display at Shore Mall parking lot on Sunday, October 5, 14. All departments in the Municipality will be involved. Truck #543 is now ready to go to a new home and #542 is still over in Western Shore. Western Shore fire has expressed interest in purchasing #542 for their department.

Our members are wondering about the status of the siren and what is going on with the hall. The next 2 months we have a mock exercise at Shoreham and a propane scenario at LP.

Thank-you

5.0 Reports (continued)

b) **Fire Advisory**

Chair Zinck stated that EAP was discussed, which is an employee contact line that they can call for different services. MODC is willing to have all fire departments in the Municipality join for \$25 per fire fighter, per year. Chair Zinck told the committee that this will be discussed at budget time.

Commission Go To Book – Bruce is trying to do this with the website to allow looking at the SOPs that they have done and all the guidelines of Fire Advisory.

A formal letter was created, to thank any commissioners getting off the Fire Advisory, which could be sent to them to thank them.

Council GOG 008 was approved, it was on Critical Incident Stress.

They made a department and fire fighters' recognition policy. They would give a medal to any fire fighter who does thirty years in the Municipality.

The volunteer dinner and fire prevention were discussed.

c) **Clerk Treasurer Report**

There is no report to distribute.

d) **Financial Report**

There is no financial report.

e) **PAC Report**

There has not been a meeting.

5. New Business

a) **Fire Hall Roof and Renovations**

Brenda Mulrooney reported that Bill Nauss and her met at the Fire Hall and had a look, as if major renovations would be needed in 2-5 years' time. Bill Nauss did a scope of what the visit was about at the Fire Hall. Then Brenda Mulrooney went and received prices on replacing the roof as it is.

The review was on the Fire Hall, both inside and outside with a focus on the following:

- Truck bay area, both now and future, including increased storage and organized areas of storage in the truck bay and elsewhere.
- Increased and/or refurbished office space and washrooms
- The present roof
- Existing building roof, building height and perimeter

Thought was given to, possibly lifting the sloping roof, (towards the EHC), since the roof has to be done before winter, to possibly lifting the roof a few feet and restructuring. If we got some prices on lifting the roof now, there may be funds to do that now.

Generally it was felt that the existing building requires a great deal of planning with regards to necessary renovations. The existing building's drawings need to be located and investigate possible proposals. Short and long term options need to be investigated.

Chair Zinck suggested if the Commission feels to move ahead with that then a tender package should be put together.

Commissioner Nauss felt someone should do up a proposal and to figure out what is to be done, as there are several different options.

Chair Zinck asked if there was someone around to do this. A few names given and Brenda Mulrooney said they will ask around and see who is suggested.

The wet insulation has been removed, and new has not been put in as it may just get wet again.

Chair Zinck asked what the actions will be.

Commissioner Nauss stated someone is needed to do up a few proposals and figure out what is going to be done in the future. So there is a lot to be done in the next month.

6. **Correspondence:**

>Letter received from Scotia Business Centre advising of a rate increase effective December 1, 2014.

>An email was received from David Stevenson, regarding grant application for car charger, stating that he heard by word of mouth that no funds will be allocated. This we have not received in writing.

MOTION: Commissioner Wynand Baerken moved, Commissioner Brenda Mulrooney seconded, to accept the correspondence. Carried.

7. **Any Other Business**

a) **ANSV AGM Sept 19-20/14**

Brenda Mulrooney asked the Commissioners if anyone wanted to go to the AGM for the ANSV. Chair Zinck and Commissioner Nauss stated they would be interested in attending on Saturday the 20th of September.

b) **Eastlink Tower**

Chair Zinck wanted to report that the Eastlink Tower has gone to Public Hearings with MODC.

Commissioner Nauss stated the speakers have to be erected soon. The Eastlink Tower may or may not be erected for a year or more. The system is in the hall and the next step would be to get the guide wires on and speakers up.

c) **Car Charger**

Chair Zinck asked if the electric car charger is in yet. It was said it will be put in tomorrow, September 11, 2013.

d) **ISO**

Commissioner Nauss would like to get up to speed with Mr. Chisholm. The Clerk Treasurer is off sick at present, however he would like to see no more happen until a meeting can be arranged.

Commissioner Nauss is concerned with the cost and time involved, and feels ISO is meant for manufacturing facilities. Commissioner Nauss stated that he has concerns about ISO and that the Fire Department shouldn't have to do this.

MOTION: Commissioner Bill Nauss moved a two part motion, that due to the absence of the Village Commission Clerk, we temporarily suspend the review and discussions related to the proposed 'maintenance position' at the Fire Hall, until the Clerk, Iris Tolliver, returns; and (part b) that due to the absence of the Village Commission Clerk, we temporarily suspend all work relating to ISO until our Clerk, Iris, returns and further discussions between the Village Commissioners and Larry Chisholm, the ISO Coordinator, have been arranged and carried out, this includes proposed meetings with the Fire Department officers.

Brenda Mulrooney asked if there was room for discussion. Chair Zinck said everyone will have chance to discuss once.

Brenda Mulrooney stated that it was an approved budgetary item. She was speaking with Larry Chisholm and he stated that there has been no work done since June, nor has he billed for it. He said he has been at a stalemate and meeting with Fire Department trying to get SOPs (Standard Operating Procedure) as he does not manufacture SOPs, that is for the various groups to tell him how they operate and then he will put it in format. Brenda Mulrooney stated that she feels that the Commission is delving in Iris's business when we start to derail work that has been ongoing because it has been approved and money has been allotted for ISO.

Dave Richardson stated that with the ISO and the Fire Department, there have been a couple of times that Larry Chisholm didn't show up. Since that time, the Fire Department SOP committee has been abolished. Dave Richardson would like to have it in the minutes that there are only two volunteer services in all of Canada that is ISO certified. Dave Richardson stated that he spoke with Larry about

7. **Any Other Business** (continued)

d) **ISO** (continued)

3 weeks ago, and he told Larry that “we are volunteers, we have only so many hours in a day, week, and month”.

Chair Zinck asked Dave Richardson if he would still be interested in meeting with Mike Eddy, and discuss the position with him? Dave Richardson felt he already gave his points of what this position should be.

Chair Zinck stated that Mike Eddy and the Fire Department officers should meet and Larry Chisholm should deal with the Commissioners.

Brenda Mulrooney stated that Mike Eddy wants to meet with the Fire Department officers and talk with them; Dave Richardson stated that he would like to have the commissioners at the meeting.

The meeting is scheduled for September 18th, 2014, at 7:00 pm, between Chester Fire Department Chief and officers and Mike Eddy. Dave Richardson would like a copy of the meeting minutes between Mike Eddy, Iris Tolliver, and Commissioners.

Maxine Veinot will take minutes of the Sept 18/14, 7:00 pm meeting.

Commissioner Nauss withdrew the motion but wants to see ISO work to date before next meeting.

Maxine Veinot will also set up a meeting with Larry Chisholm and the Commissioners.

(e) **Crossing Guard**

Commissioner Nauss asked how many Crossing Guards do we have hired? Maxine Veinot stated there were two, the regular and a back-up. Commissioner Nauss stated that there have been three different crossing guards there and we need to make sure that they all have a Criminal Records check completed.

Commissioners would like this issue checked into and staff be made aware that the office needs to know if anyone different is filling in and that the proper checks be done. Maxine Veinot will look into this issue.

(f) **Speed Sign**

Commissioner Nauss volunteered to phone and track down a speed sign. Maxine Veinot stated that the Clerk Treasurer has already ordered the sign.

Business from the agenda concluded at 8:07 pm

Questions from Electors pertaining to this meeting’s agenda:

1) JoAnne Grant, Pig Loop Road, Chester

Has the new position been budgeted for? Commissioners stated that ‘yes’ it has been budgeted for in the budget. JoAnne stated that she is concerned as typically when one announces a conflict they absent themselves from all discussion and decision making. So would that not mean that any Commissioner, who did not declare a conflict prior to this coming up, therefore would not be eligible to apply for the position? Chair Zinck stated that the Conflict of Interest Act states that when you feel you are in a conflict you are to declare and on the basis of what you are declaring and he wasn’t involved in any discussion at this point. Even during budget, Chair Zinck said he wasn’t involved in discussion.

2) Nancy Oxford, Tremont Street

Fire Hall Roof and Renovations – so the roof is leaking, the insulation got wet, and now in process for bids.

Chair Zinck stated it will be going out for bids when ready. Are there any grants to help out with this?

Efficiency Nova Scotia may have something. Nancy asked if there was any warranty, and she was told ‘no’.

Ms. Oxford asked what ISO? Brenda Mulrooney stated it stands for International Standards of Operation. It is a quality and traceability process.

Questions from Electors pertaining to this meeting's agenda: (continued)

- 3) Kerry Keddy asked why 7 (b) was not discussed. Chair Zinck stated it was asked to be removed.
- 4) Nancy Hatch, Central Street, Chester
ISO certification, when certified, is there an annual cost to maintaining certification standards. Brenda Mulrooney stated that the first certification is covered with the program and then would need to be carried out every two years.
- 5) JoAnne Grant, Pig Loop Road
Ms. Grant asked what the total amount to be certified was for the budget. Brenda Mulrooney said \$20,000.00-first year \$10,000 and same for the second year. Ms. Grant stated that because of the additional paperwork now an Administrator has to be hired at \$40,000.00? Commissioner Baerken stated that the position is not solely for ISO paperwork, there will be less paperwork once ISO is set up. Commissioner Mulrooney reminded all that the Commission talked to risk management persons, legal counsel, Terry Redden came and they were all shocked at the issues that were present and the Commission is open to risks due to formats and protocols in which things were done. So then the Commission started to put in place risk management systems, such as ISO.
Chair Zinck stated that some of what is heard is that some of us are questioning, we want to know what is going on, and hopefully we can get all this solved, and understand what the good of it is and if it isn't any good then we can report back to the community.
Chair Zinck added that he wanted to add that he wanted a meeting with Ed Nix, as insurance is coming up the end of October and there is a couple questions he has for him so a meeting should be set up to look at different insurance. The biggest thing he sees is when the tower was replaced the other year, the deductible was \$5000, and the cost was \$5005. So why are we insuring signs on the highway.

MOTION: Bill Nauss moved, Brenda Mulrooney seconded, the meeting adjourned at 8:27 pm.

William Zinck Jr.
Commission Chair

Maxine Veinot
Administrative Assistant