



**Village of Chester Commission  
Regular Monthly Meeting  
September 9, 2015**

**Present: Ray Cambria, Commissioner; Michael Heisler, Vice-Chair: Dave Foley, Commissioner; Bill Zinck Jr, Chair; Bill Nauss, Commissioner; Iris Tolliver, Clerk Treasurer**

There were four people in the Public Gallery.

**1.0 Call to Order**

Chair Zinck called the meeting to order at 7:00 pm.

**2.0 Approval of Minutes**

- a) **MOTION: Dave Foley moved, Ray Cambria seconded the acceptance of the August 12, 2015 minutes as recorded. Carried.**
- b) Chair Zinck stated there was an In Camera meeting August 12<sup>th</sup>/15, held on the Fire Service Contract.

Motion

**3.0 Additions to the Agenda & Approval of Agenda**

**MOTION: Bill Nauss moved, Ray Cambria seconded the approval of the agenda for September 9th, 2015. Carried.**

Motion

**4.0 Questions from Electors Pertaining to the Agenda**

> **Brenda Mulrooney, Brunswick Street:** Brenda stated she thought the pertinent information pertaining to the agenda as well as the Clerk's Report was to be posted on the website for the electors to see so they could ask questions during this time. Electors need to put requests for agenda items in writing two weeks early, which is not possible if the supporting documents are not posted.

Chair Zinck stated that this was talked about at a meeting but a policy was never done to bring that forward. Chair Zinck stated that it is in the works and hoping to have it done in the next month before the next regular meeting.

> **Carol Nauss, Main Street:** Carol asked if she could ask about something in the minutes from the last meeting. Chair Zinck said yes. Carol asked about where the application stands for the Infrastructure grant. Iris stated the grant application has been closed. Carol suggested a different project for the Village Commission to consider. Carol requested that the Village Commission join with the Heritage Society and the Chamber of Commerce and other groups within the Village to further develop this project and feature it as part of their contribution to Canada's 150<sup>th</sup> anniversary.

**5.0 Business Arising from Previous Minutes**

- a) **Road Conditions at Lido, etc.**

Iris Tolliver stated that DITOR did a partial repair and the remaining area was filled in with crushed stone.

**5.0 Business Arising from Previous Minutes**

**b) Update on Fire Wells**

Iris stated she emailed MODC and they sent her the contact information for Glen Strang. Iris spoke with Mr. Strang who sent an application for work within 'highway right of way' permit. Two applications were completed, one for Pig Loop Road and one for Union Street. The Department of Environment was also contacted as their guidelines must be followed. No permits are required from the Department of Environment.

September 4<sup>th</sup>/15, Iris spoke with the property owner of the Union Street, who didn't seem to be against closing in the Fire Well on his land. Iris sent him a letter and Mr. Strang said he will expedite the applications.

Dave Foley asked if there was an owner for the well on Pig Loop Road; Iris said it is an old abandoned roadway so there is no issue.

**c) Fire Boat SOP**

Chair Zinck asked if everyone had a copy of the SOP and if they read it.

Ray Cambria emailed his response. Ray will email his response to Commissioners, Chief Richardson and Shawn Wagg.

**d) EMC Account**

Iris began looking at the expenses versus the revenue for the account. She looked since loan was taken out in 2002.

Discussion was held.

Money was taken out twice - \$37,000 and \$10,000 from this account.

Iris asked the Commissioners what they would like to see done. Dave Foley suggested asking the Bank to see if they can process a detailed report of the account. If not Iris will compile this and bring back a report to the next month's meeting.

**e) Fire Hall work**

Iris reported that she has two quotes. The quotes came in over the \$20,000 amount so Iris will post this on the procurement site. Chair Zinck asked Chief Richardson if there was anything that was a priority. Chief Richardson stated the roof on the building which houses the old truck needs to be done.

Discussion was held.

The total of all the work to be carried out is over \$20,000. Iris will have the painting and roofing work done immediately and the other two jobs, (1) painting and (2) repairs to Fire Hall, Iris will ask the contractor if the prices will remain if he doesn't get all the work.

Chief Richardson stated there has been a 'man-door' purchased and needs to be installed as well.

Awaiting approval of permits

Ray Cambria

Iris Tolliver

Iris Tolliver

**6.0 Reports**

**a) Fire Chief's Report**

Chief Richardson stated that since the last meeting there have been 5 call outs consisting of 1 mutual aid to Martins River for a structure fire, 1 medical, and 3 alarms. Eight of our members went through the Mobile Burn Unit (MBU) on our training night.

6.0 **Reports** (continued)

a) **Fire Chief's Report** (continued)

On the regular practice night there was a vehicle extrication practice and a pump opps practice also.

Chief Richardson said there were complaints about the cars that were in the parking lot for less than 24 hours and also two of the members were confronted at the hall when they were trying to repair the pump for the fire boat.

Chief Richardson has been asked about the siren – what is happening with it.

The membership wants to know the progress of the two tenders for the compressor and the lake boat.

During the next couple of months they will be having pump offs course, a boat course, CPR & First Aid and a MFR course.

Discussion was held.

Iris had a call regarding the state of debris for the extrication and the car which was used for practice. The caller was worried about kids getting into the area.

The resident felt it was unsafe. Iris will have this looked after.

Ray asked about the fire pump. Chief Richardson said two of the members brought the pump to the hall and took it to the hall for repairs. A resident questioned the noise being made but the noise by-law is from 11 pm to 7 am.

Iris Tolliver

b) **Financial Reports**

Iris Tolliver distributed and reviewed the Financial Report:

>Village Account - \$296,660.28

>EMC Account - \$31,181.41

>Fireboat Account - \$17,782.95

**MOTION: Michael Heisler moved, Ray Cambria seconded, to accept the financial report.**

Motion

Ray had a couple questions on the reports; Iris answered as needed.

Ray asked if it was possible to get a random copy of the VISA statement. Iris said it would be just as easy to include the VISA statement with the financials every month.

Iris Tolliver

**Motion Carried.**

7.0 **New Business**

a) **Policy and Procedures**

Ray Cambria suggested meeting more often to work and put closure on some of the items needing to be dealt with such as policies, outstanding issues. Ray stated the other two Wednesday of the month could be used.

**MOTION: Ray Cambria moved the Village of Chester revise the meeting policy to add two monthly Committee of the Whole meetings on the Wednesday evenings not currently used, beginning at 7:00 pm. The Clerk Treasurer shall be asked to prepare a report outlining the proper procedures for motions, etc., at committee of the whole meetings in time for the first meeting, and distribute to the Commissioners. Dave Foley seconded. Carried.**

Motion

Iris Tolliver

## 8.0 Any Other Business

### a) **Clerk's Report**

Iris received a False Alarm report from Bruce Blackwood. During the 2015 calendar year, there have been 26 false alarms in Chester which is 29% off all the calls received so far this year. 45% of all MODC false alarms are for Chester Volunteer Fire Department. No fines have been issued for the last year.

Discussion was held.

**MOTION: Dave Foley moved, Bill Nauss seconded, that a letter be sent to Bruce Blackwood of MODC, asking to take corrective action of the by-law for false alarms especially affecting the Chester Fire Department services, specifically the two locations causing the alarms. Carried.**

The weekly green bin pickup will be discontinued after the week of September 22, 2015, which is on the website and will be in the newsletter.

A purchase order has been issued to re-direct the light at the back of the Fire Hall away from the Eastlink Tower.

The Fire Chief's training records have been provided and are on file here.

The letter to Blandford Fire Department, re the response to the request for automatic aide has been sent indicating that Chester Fire Department will provide mutual aide.

A letter to MODC concerning the revisions to current Planning Review process has been sent. Also Iris spoke with Bill DeGrace and asked for an information package on the Public Information session, who said there is nothing available now, but the consulting company will probably be putting something together. As soon as he gets something, he will send it over.

The AGM for the Association of Nova Scotia Villages in in Bible Hill September 18-19, 2015. Commissioners should let Iris know as soon as possible if you wish to attend.

The Association of Municipal Administrators (AMA) conference is October 13-16/15 and in Halifax. Iris would like to attend if the Commission is in agreement. Iris will send out the agenda to the Commissioners.

The Lido Pool is closed. There has been inquiries to have it left open later, but there is no lifeguard or budget to do so. Iris reviewed a spreadsheet kept for the number of children in the Red Cross Swim Program and the number children for Public Swim.

Iris met with Steve McQueen, RCMP, about the speed sign. Suggestions were made as to where to place the sign. It has to be placed and moved every day, as it should not be left out overnight. Iris said it will have to be stored for the winter. The RCMP are very interested in using it, once registered and plated.

Tenders are on the procurement site has resulted in lots of calls. It closes Monday, September 14th at 4pm and the tenders will be opened with at least three Commissioners and the Clerk Treasurer need to be in attendance to open the tenders. As well, the company/people who submitted tenders are able to be present as well.

The newsletter is going out. Any suggestions should be passed to Iris soon.

Motion

**8.0** Any Other Business (continued)

**a) Clerk’s Report** (continued)

Iris also suggested putting a ‘more detailed’ synopsis of regular monthly meeting, any group in the area such as the Heritage Society, Merchants group, etc., could be put in and perhaps engage residents more.

Iris received a call that the Fireboat was in the area of the Ropeloft performing training maneuvers and the spray was interfering with the patrons sitting on the deck.

Iris distributed a year to date report on the budget to the Commissioners. The siren will be tentatively tested the end of next week. Also Jason Snow inquired of the digital repeater that was quoted on. Iris said there is money remaining in the amount allotted for the siren system.

An email was received from Tammy Wilson, MODC, re dates for a meeting to discuss the Fire Contract. Iris will contact our solicitor to see if he has a response to the Commissioner’s question first, as that needs to be dealt with prior to a meeting with MODC.

It came to Iris’s attention that we may not own the Village of Chester domain name, so she purchased the villageofchesterns.org, villageofchesterns.ca, villageofchesterns.com.

Iris received an email from the chief on watering sod and there is no policy on this. The Chief is waiting for a reply from the Commission as to their thoughts. Also Iris had Shawn do up the policies on the use of the assets, as a part of his mandate was to do these policies on the use of the assets. Everything that he has done is in a binder for each commissioner. The policies are proposals and open for negotiation.

Iris also distributed the policies that were written up for the Village which could be useful and they are in binders for a starting point.

Iris contacted Kingston and has their policies to the Commissioners.

Dave Foley said that from the matrix, priorities have to be established and now that these have been received those priorities need to be set.

Iris will send the electronic copy of the Kingston policies.

Ray questioned the watering sod inquiry from the Chief. Dave Richardson wanted some guidance on this issue. A definite decision was asked for but Dave Richardson advised the business owner to contact Chester Basin. Ray said this can be discussed at the Committee of the Whole meeting.

**MOTION: Dave Foley moved, Ray Cambria seconded the acceptance of the Clerk Treasurer’s report. Carried.**

**c) Recap of Direction from Commission**

Chair Zinck stated the minutes will have to be completed and then recap then.

**9.0** Correspondence

1 - Iris Tolliver received a letter from MODC appointing Commissioner Foley to the Village Area Advisory Committee and also Dave Foley appointed to Spectacle Lake Advisory Committee.

2- Two letters were received from the Warden of MODC on the Fire Advisory Review Committee.

Com of Whole  
Motion

**9.0**    **Correspondence** (continued)

- 3-        The annual report of the Municipal Finance Corporation was received
- 4-        Stephen Banks, Eastlink, sent an email that they will be installing the shrubs around the fence of the tower. Also a Safety Code 6 Attestation was received for Chester.
- 5-        A recall notice was received from Spartan Chassis on truck #531 2014 Pumper regarding the engine cooling fan

**MOTION: Ray Cambria moved, Michael Heisler seconded the acceptance of correspondence. Carried.**

**10.0**    **Adjournment**

Chair Zinck adjourned the meeting at 8:30 pm.

Motion

\_\_\_\_\_  
William Zinck  
Commission Chair

\_\_\_\_\_  
Maxine Veinot  
Administrative Assistant