



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

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

**Regrets: Bill Nauss, Commissioner**

There was one person in the Public Gallery.

**1.0 Call to Order**

Chair Zinck called the meeting to order at 7:01 pm.

**2.0 Approval of Minutes**

a) **MOTION: Michael Heisler moved, Ray Cambria seconded, the approval of minutes from November 18, 2015 meeting as presented. Carried.**

Motion

b) Chair Zinck stated there were 'In Camera' meetings November 19 (MODC), November 21 (VOC) re Fire Service Contract.

Chair Zinck stated there were Committee of the Whole meetings November 25<sup>th</sup> and December 2<sup>nd</sup>/15.

**3.0 Approval of Agenda**

**MOTION: Ray Cambria moved, Dave Foley seconded, the approval of the agenda for December 9, 2015 as presented. Carried.**

Motion

**4.0 Business Arising from Previous Minutes**

a) **Re-structure monthly meetings**

Iris Tolliver presented the structure of the monthly meeting schedule. To cut back on the use of paper, items will be projected on the wall from now on. Discussion was held on the restructuring.

The first Wednesday evening will be a COW (Committee of the Whole) meeting, the 2<sup>nd</sup> Wednesday evening will be the monthly Village Commission meeting, the 3<sup>rd</sup> Wednesday evening will be a COW meeting and the 4<sup>th</sup> Wednesday evening will be the Public Forum meeting.

The public will not have a 'speaking' agenda item on the Village Commission (2<sup>nd</sup> Wednesday) agenda, unless there is a request, two weeks prior to the meeting. The public will speak at the public forum meetings. This restructuring is to allow the VOC meeting to accomplish the needs of the Commission and will be in the January 2016 Newsletter and on the website.

Restructure of Meeting Schedule

b) **Records Management Policy**

The Commission discussed this briefly as it was discussed at a COW meeting.

**MOTION: Ray Cambria moved, Michael Heisler seconded, The Village of Chester adopt the recently amended Records Management and Retention Policy for the Village of Chester as presented, dated December 9, 2015. Carried.**

Motion

## 5.0 Reports

### a) **Fire Chief's Report**

Chief Richardson stated that since the last meeting there have been 4 call outs - of 1 flooded basement, 1 MVC, 1 mutual aid to Blandford, and 1 alarm. Because the weather has been so nice, the boat is still in the water and training is winding down until the New Year.

2016 will be the 80<sup>th</sup> anniversary of the fire service in Chester.

Blandford Fire & Rescue have relieved Chief Publicover from his duty as Chief and Marshall Hector is acting Chief.

A monthly social has been started and went over very well for the first one.

The plan is to continue the socials once a month next year.

There is a lot of training planned for early 2016.

**MOTION: Ray Cambria moved, Dave Foley seconded, the approval of the Fire Chief's report. Carried.**

Motion

### b) Committee of the Whole (COW) Report (Nov 25<sup>th</sup> and Dec 2nd/15)

Ray Cambria reported the following:

*Nov 25/15 COW meeting*

- ◆ PSI Compressor – tender from the Clerk Treasurer, reviewed and one proposal was accepted
- ◆ Meeting Schedule – the result was discussed earlier in this meeting. The result allows for more public involvement by giving the public information of what is going on prior to hearing it at a meeting
- ◆ Records Management – the result was instruction given to the Clerk to have a revised Records Management policy tonight which was accepted and now there is a formal policy.
- ◆ The wording of the policy re non-emergency use of the fire apparatus, will be discussed with the chief and then will probably amend that policy.

*Dec 2<sup>nd</sup>/15 COW meeting*

- ◆ The Clerk asked direction on the 2005 Dakota truck that was acquired from MODC, and the Clerk asked about repairs needed. The Clerk was directed to proceed with repairs but not to exceed a certain amount. This work has been done.
- ◆ Emails were discussed and the Clerk will use 'read receipt'
- ◆ Meeting schedule and public participation of the meetings were discussed.
- ◆ A brief discussion was held on honorariums and Blue Cross coverage for the Village Commissioners

**MOTION: Ray Cambria moved, Dave Foley seconded, that the Committee of the Whole reports be accepted as presented. Carried.**

Motion

### c) **Financial Reports**

Iris Tolliver distributed and reviewed the Financial Report:

>Village main chequing Account as of November 30<sup>th</sup> - \$233,150.21

Iris Tolliver stated that she wrote in the larger cheque amounts for clarity – Vista Care – for the siren; Honda Powerhouse – for the lake rescue boat; Survival System – for training; Nova Scotia Fire Fighters School - training

6.0 Reports (continued)

c) **Financial Report** (continued)

>Fireboat Account - \$21,215.74 – \$2000 was received for taxes on Fire Boat  
>EMC Account - \$36,611.74 – the payment of \$1810.89 each month represents \$1400 per month rent and \$410.89 repayment for renovations Ray Cambria questioned the renovations. Iris Tolliver said there were renovations carried out, and items like paving, that they are paying back. Iris Tolliver stated she would be emailing these reports to the Commissioners, and from now on she will be displaying them through the projector. Iris Tolliver reviewed the up-to-date report and said with the budget timeline being at 72% she reviewed areas of the budget that are over the year-to-date and should be watched.

Fire Department's budget –

Training Budget - 152% has been spent

Bunker Gear Cleaning – 124%

Total Budget is only at 43%

Fire Boat budget – is at 42%

Chair Zinck questioned the fuel budget for the trucks and approximately how many call out have happened. Chief Richardson said approximately 128 calls, since January 1, 2015. Chair Zinck wanted to know approximately how many from the budget year – Chief Richardson said about 75%.

Building & General – this is items shared with fire rate and village rate

Building maintenance is quite low, but will be raising with key fobs

Administration –

The audit is at 128%

Admin wages – portion paid by Village & portion paid by fire rate which is 61%

Office Equipment – 113% - was under budgeted

Office Postage & Shipping has supplies as the supplies budget was missed

Public Works – 98% most is done as summer items are in this category

Discussion was held on the repairs to the poles as it shouldn't be in this part of the budget

Lifeguard grant was not approved for the 2015 summer position

Jib Lot – 50%

Lido Pool – 70% - Total budget is at 70% and nothing further to be spent

Public Washrooms – nothing further to be spent

Total budget for Village of Chester, including fire department, last year was \$631,292.00. This year the budget is at \$411,009.92, which is 65% and are 72% through the budget year.

Discussion was held on this years' budget, last year surplus, GST return.

Michael Heisler questioned on the financial statement papers what does the word "cash" stand for. Iris Tolliver explained that this is a Simply Accounting term and is used for 'automatic withdrawals'.

Discussion was held on the LED lights and the reduction in costs involved.

Iris Tolliver distributed the VISA statement to the Commissioners.

**MOTION: Ray Cambria moved, Dave Foley seconded, the financial report accepted as presented. Carried.**

Motion

**7.0 New Business**

Chair Zinck stated there was no 'New Business'

**8.0 Any Other Business**

**a) Clerk Report**

Iris Tolliver updated that the key fobs were installed at the Fire Hall. The Deputy Chief asked if he could manage the issuing of the Key Fobs, and although Cantech felt that it wasn't the best thing to do, but because there has been a lot of activity it made sense to have Everett issue key fobs to new members. He can change statuses as well. Iris does have control here and can still see what has been done.

Speed sign update – Iris contacted Steve McQueen as per discussions at the COW meeting. Mr. McQueen is away this week, but will call next week.

**8.0 Any Other Business (continued)**

**a) Clerk Report (continued)**

Iris Tolliver will do up a 'loan sheet' stating that it does belong to VOC but is on loan to them.

Christmas Wreaths have been put up.

Iris received an email from Mr. Blackwood re the P33 registration and that it needs to be filled out. Discussion was held on this.

Chair Zinck will make an appointment with Mr. Blackwood for a copy of last year's forms, which will make filling out this year's forms easier.

After discussion, it was agreed that Chair Zinck can get the email from Iris, which is from Mr. Blackwood, so Chair Zinck will not have to set up an appointment with Mr. Blackwood.

Chief Richardson will await to hear from Chair Zinck.

Chair Zinck will look at the paperwork Iris received today, to make sure it is what he wanted, and then will get in touch with Chief Richardson.

Iris Tolliver stated that the office will close the afternoon of Dec 24 and reopen January 4, 2016.

**MOTION: Ray Cambria moved, Michael Heisler seconded, the acceptance of the Clerk's Report as presented. Carried.**

Motion

**9.0 Correspondence**

1 - A newsletter was received from MODC Recreation Department re Volunteer nominations.

**MOTION: Ray Cambria moved, Dave Foley seconded, the acceptance of the correspondence. Carried.**

Motion

**10.0 Adjournment**

Chair Zinck adjourned the meeting at 8:00 pm.

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William Zinck  
Commission Chair

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Maxine Veinot  
Administrative Assistant