# SHEBANDOWAN LOCAL SERVICES BOARD

## General Meeting

## Minutes of Meeting, October 15th, 2016

The meeting was called to order at 10:10 AM in the Shebandowan Community Centre by Chairperson, Wayne Scott. The Chairperson welcomed all who were in attendance.
The Chairperson reminded everyone in attendance that the tape recorder was in use to assist in preparing the minutes of the meeting.

**Attendance:**
Chairperson: Wayne Scott
Board Directors: Kathy Moshonsky, David Harris, Butch Cunningham
Secretary/Treasurer: Laura Nickelsen
Fire Dept: Chief, Tracey Johnson and Deputy Chief Richard Baxter
Inhabitants from the Board area: Three (3)
Regrets: Dave Bel, Board Director.

**Disclosures of Interest:**
None

**GENERAL BUSINESS:**
Wayne Scott advised the attendee's that the LSB computer had recently been infected with a serious virus and steps where being taken to rectify the problem and salvage all date if possible. The services of an IT specialised were being used to assist the Board in this problem. The Chair advised that due to this problem, our normal review of Past Minutes and Financial Update would be provided at the next meeting.

**BUSINESS ARISING FROM PREVIOUS MEETING MINUTES:**
None

**Financials:**
To be reviewed at the next General Mtg.

**Fuel Log:**
All entries are complete and numbers correspond.

**Correspondence:**
Board Director Harris advised the board that he had responded to two (2) e-mails forwarded to the Board by the Campers Association. Booth e-mails related to questions around the Property Addressing process. One individual was advised the new Property Addressing will make the existing Fire Rd Numbering System

obsolete. The Second individual had it clarified that the Branch Road serving his property will receive a Branch Road name.
Board Director Harris advised the Board Members that he had had a phone discussion with the MNDM, (Linda Braun) related to mapping of the Shebandowan LSB boundries. The MNDM confirmed it is still working on the mapping issue and it is anticipated this process will take a couple of months to resolve (early 2017). Board Director Harris confirmed this delay in obtaining boundary maps will not impede proceeding with Property Addressing.

**Unfinished Business:**
Property Addressing – As lead in the Property / 911 Emergency Communication Project, David Harris remains in communication with both Debra Smith (DJS & Associates ) and Lind Braun (MNDM). An inhabitant requested an update related to Signage. He was advised the board is targeting to purchase road signs early in the New Year with installation targeted for mid / late summer. Individual property number signs will not be purchased until after a field verification trip by out consultant, currently targeted to occur mid May 2017. The MTO will be installing all Highway Name Signs, and it is hoped Branch Road signs will be installed by volunteers / Roads Boards. All signs will be supplied with the necessary posts and hardware.

**Fire Chief's Report:**
Chief Johnson advised that the Dept. had attended one (1) Medical Call and a minor yard fire started by a spark from a Sauna.
Auto - X (extraction) training has been completed for the new fire team and First Response Training for an additional three (3) Fire Fighters is planned.

**New Business**:
It was agreed that tenders related to the LSB's Snow Cleaning requirements will be posted within the next week. Besides the traditional postings as in years past, they will also be posted on the LSB website.
A detailed <u>pre-budget</u> discussion was held. Chairperson Wayne Scott advised the meeting attendee's of the General Guidelines the Board would use in setting this year's budget. They are:

- No Tax Increase.
- Focus on Operational and Training needs to maintain First Response and Level – 3 Fire Protection only, with no expansion of services from our this current mandate.
- Minimise Capital Spending to 911 Emergency Communication and Key Items. All spending would be limited to fulfilling the needs of our current mandate and complimenting 911 Emergency Communication Services.
- Maintain Reserves at a prudent level for future needs and unexpected costs.

Detailed and constructive discussions followed in the form of a round table session related to all areas of the budget and the most cost effective way to utilise the skills and resources of the Volunteer Fire Dept. to maintain the current level of service (Level – 3 Fire Protection & First Response Capabilities). It was acknowledge that the Fire Dept. has gone through tremendous growth and upgrading of skills, certification etc. over the past six months. All credit goes to the Dept. Leadership and dedication of our volunteers. Priority would be toward ongoing training and ensuring all existing equipment is in safe and fully operational condition.  During the discussion various budget scenarios were run and reviewed on the overhead project. Individual budget items and costs were analysed; some accepted, some modified and some rejected all with the goal of staying within the Board guidelines. The result of this pre-budget discussion indicates the guidelines of the Board can be met while ensuring our Dept. is adequately funded.

Discussions were held on honorariums for the Secretary / Treasurer and Fire Chief. Chairperson Wayne Scott declared a conflict with respect to any discussions relayed to the Secretary / Treasurer. Mr. Scott recused himself from discussions and abstained from voting on matters related to our Secretary / Treasurer.

***The Board's formal Budget Setting Meeting will be held in conjunction with our next monthly Board General Meeting.***

**DEPUTATIONS, DELEGATIONS OR DISCUSSIONS FROM THE FLOOR:**

None

**Date and Time of Next Meeting:**

Date - November 5, 2016

Time - 10:00 PM

Location -  Shebandowan Community Centre

**Meeting Adjourned:**

A motioned was call to adjourn the meeting at 13:00 PM. Motioned by Butch Cunningham, seconded by David Harris.