

**Fire Committee Meeting  
Town Council Chambers  
May 18, 2016**

**Present**

Mayor C. Chisholm  
Councillor W. Cormier, Chair  
Deputy Mayor L. Boucher  
Councillor D. MacInnis  
D. MacDonald, AVFD  
J. MacDonald, AVFD  
B. Chisholm, AVFD Chief  
R. MacPherson, AVFD  
R. Kell, AVFD Treasurer

CAO S. Feist  
S. Rector, Director of Corporate Services  
S. Scannell, Special Projects Coordinator  
D. Wilson, Deputy Clerk  
Councillor S. Cameron

**Absent with Regret**

**Call to Order**

The Chair called the meeting to order at 4:58 PM.

**Approval of Agenda**

It was "Moved and Seconded to approve the Agenda, with an addition." Motion carried.

**Approval of Minutes**

It was "Moved and Seconded to approve the Minutes of the March 3, 2016 meeting as amended." Motion carried.

**Fire Department Budget**

The Chair advised that at the last meeting the Fire Department budget was presented. He requested S. Rector update the Committee on the budget. She noted that all departments were cut somewhat, with the Fire Department's budget remaining the same as last year. She noted however, fuel budgets were cut in other areas, but the Fire Department's fuel amount was left the same as last year.

Brief discussion took place and the Committee was advised that moving forward they should receive monthly updates from S. Rector.

**Procurement Policy**

S. Rector spoke to the wording changes she had made to the Procurement Policy in an attempt to clarify statements contained within in.

The Chair and Committee reviewed the Procurement Policy line by line, as the Chair clarified the language within the document.

It was noted that the word 'not' needs to be included in the first line of clause 5.

“It was moved and seconded that it be recommended to Council, that, with the suggested amendment to clause (5), that the Antigonish Town Volunteer Fire Department Procurement Policy be adopted.” Motion carried.

### **Invoice Approval Process**

Brief discussion took invoices and the payment process. R. Kell, and Chief B. Chisholm explained the process that is used.

S. Rector advised that the process was fine, and that she just brought the question forth as she expects the auditors will also question this process.

S. Rector spoke to unreported revenue and expenditures that the Fire Department has (rental fees) and noted that she needs to understand the process. She responded to a query from R. Kell, acknowledging that she would require a statement with regard to revenues.

The Chair noted that this was an internal control process.

The Fire Chief noted that the Fire Department also has an Audit Committee. R. Kell noted that an audit statement is done each year, and could provide an unaudited version of the 2015-16 statement.

### **Tanker Update**

The Chair noted that Chief called to state that the pumper tanker (1985) required a motor vehicle inspection. It is estimated that it might require \$4,000.-5,000. in work to pass inspection.

R. Kell provided details on the work required. Further they were advised that although the truck may pass inspection this year, it would not likely pass inspection next year.

The Chair noted that this was being addressed now, as something would have to be done within the next 12 months.

The Mayor spoke on the matter, noting the matter should stay on the Agenda, and that discussions should take place with the County as well.

It was noted that the Fire Department should seek to find a used vehicle.

The Chair suggested a sub-committee be struck to deal with the need for a pumper-tanker.

The Chair acknowledged that the Town will speak to the County on the use of Town Fire Department trucks in the County.

Discussion ensued.

Mayor C. Chisholm suggested that they wait until they find out if the current vehicle passes inspection before determining when a new one is required. He further stated that he will ensure that the matter is on the next Agenda of the Town and County.

The Mayor spoke to his commitment to doing what he can to ensure a vehicle is purchased. He requested that the Fire Department seek to determine if there is a used vehicle that would meet their requirements.

Discussion ensued.

Brief discussion took place on time-lines for the purchase of Fire vehicles.

The Chief noted that a used vehicle would likely require considerable modifications, and further, consideration also has to be given to the size of the vehicle as it has to fit into the fire department building.

Discussion ensued on debenture borrowing and time-lines, and Canadian based companies that could supply a vehicle.

Following brief discussion it was noted that discussion would take place with the university with respect to the purchase of the upcoming fire truck.

**Adjournment**

At 6:55 PM it was "Moved and Seconded to adjourn the meeting." Motion carried.

Next meeting Wednesday, June 29<sup>th</sup>.