



CENTRAL PEACE FIRE AND RESCUE COMMISSION

Board Meeting

Thursday April 6, 2017 at 6:30 pm

MD of Spirit River #133, Brownlee Building

PRESENT	Brenda Stanich	Director/Town of Spirit River
	Brian Kroes	Manager / Fire Chief
	Terry Boomgaarden	Vice-Chair/Town of Spirit River
	Tony Van Rootselaar (entered at 7:40 pm)	Chair/MD of Spirit River
	Joanne Chelick	Director/Village of Rycroft
GUESTS	Susan Roney	Recording Secretary
	Kelly Hudson	CAO/MD of Spirit River
	Jean Sylvain	Auditor/Sylvain & Company
	Karen Morin	
REGRETS	Yves Mercier (joined by phone)	Director/MD of Spirit River
	Dwayne Kotyk	Director/Village of Rycroft

- 1. CALL TO ORDER:** Vice-Chair Boomgaarden called the meeting to order at 6:55 p.m.
- 2. AGENDA: Adoption of Agenda**
MOTION 01-04-06-17 MOVED by Director Chelick, that the agenda be adopted as presented. **CARRIED**
- 3. MINUTES: Adoption of Minutes from the January 25, 2017 Board Meeting**
MOTION 02-04-06-17 MOVED by Director Stanich that the minutes be adopted as presented. **CARRIED**
- 4. MANAGER/FIRE CHIEF REPORT**
Chief Kroes presented his report as attached.
MOTION 03-04-06-17 MOVED by Director Chelick to adopt the Manager/Fire Chief Report as presented. **CARRIED**
- 5. BUSINESS ARISING FROM MINUTES**
 - 5.1) SAGE 50 Training (Motion 06-01-25-17)** **COMPLETED**
 - 5.2) Website Bios of CPFRC Directors (Motion 07-01-25-17)** **IN PROGRESS**
 - 5.3) Fire Chief Conference (Motion 08-01-25-17)** **REGISTERED**
- 6. NEW BUSINESS**
 - 6.1) AUDITORS REPORT-Sylvain and Company**
Jean Sylvain gave a detailed presentation and answered several questions posed by the Directors regarding the audit and budget. Copies of the financial review were given to Chief Kroes for distribution to the three government entities. Auditor advised that the creation a Payroll Policy needs to be completed.
MOTION 04-04-06-17 MOVED by Chair Van Rootselaar to accept the Auditors Report and create a Payroll Policy as recommended. **CARRIED**



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AUDITOR'S Invoice submitted with a complete list of items to be addressed.

MOTION 05-04-06-17 MOVED by Director Stanich to proceed with payment of the Auditors invoice

CARRIED

6.2) POL-01-2017 Tangible Capital Assets

Policy reviewed in detail and noted that a change from 20 to 25 years in the Maximum Useful Life column for the three larger vehicles.

MOTION 06-04-06-17 MOVED by Director Chelick to approve this policy with the recommended changes.

CARRIED

6.3) ACP Grants and Municipal Contributions

Discussed in conjunction with the Auditors Report, Kelly Hudson explained the current grant, its history and going forward then answered questions regarding this and other grants. Also touched on possibly accessing MSI funding and recommended searching for other types of grants and foundations looking to contribute to organizations in order to fulfill their mandates.

INFORMATION

6.4) Equipment Purchased as per Budget

List of items purchased is included in the attached Manager/Fire Chief Report.

INFORMATION

7. RECURRING BUSINESS

This item will be removed from future agendas.

8. INFORMATION

8.1) Potential MCR Vehicle

As previously discussed at the last meeting, Chief Kroes has a line on a possible MCR vehicle, a retired unit from another government entity that may be purchased for a reduced cost. This vehicle would need lights, sirens and a radio to be installed.

MOTION 07-04-06-17 MOVED by Director Stanich that a maximum amount of \$8000.00 be set to purchase and retrofit a MCR vehicle.

CARRIED

10. ADJOURNMENT

MOTION 08-04-06-17 Director Stanich, MOVED to adjourn at 8:26 p.m.

CARRIED

Next Meeting date to be Wednesday June 21, 2017 at 7:00pm