



**Village of Chester Commission
Regular Monthly Meeting
June 13, 2018 – 5:30 pm**

Attendance: Bill Nauss, Commissioner; Michael Heisler, Commissioner; Nancy Hatch, Commissioner; Tom Mulrooney, Commissioner; Jo-Ann Grant, Commissioner; Ann Westhaver, Clerk Treasurer; Chief Hiltz, Chester Volunteer Fire Department; Maxine Veinot, Recording Secretary

Regrets: Nil

Absent: Nil

Public Gallery: There were two members of the public in attendance

1.0 Call to Order

The June 13, 2018 regular monthly meeting of the Village Commission was called to order by Commissioner Nauss at 5:31 pm and turned the meeting over to Clerk Treasurer Westhaver to begin the Chair and Vice-Chair selection.

2.0 Nominations for Chair & Vice-Chair

- Nominations for Chair were called for by Clerk Treasurer Westhaver:

Commissioner Heisler nominated Commissioner Bill Nauss. Commissioner Nauss accepted the nomination.

There were no other nominations received, therefore Chair is Bill Nauss.

- Nominations for Vice-Chair were called for by Chair Nauss.

Commissioner Heisler nominated Commissioner Nancy Hatch. Commissioner Hatch accepted the nomination.

There were no other nominations received, therefore Vice-Chair is Nancy Hatch.

3.0 Public Forum

<> Bill Zinck Jr., 4036 Highway 3 -- Mr. Zinck wanted to publicly thank Dave Foley for his last three years serving as Commissioner and to congratulate Nancy Hatch and Jo-Ann Grant for their new terms on the Commission. Also Mr. Zinck would like to congratulate Commissioner Nauss for his appointment as Chair and Commissioner Hatch on her appointment as Vice-Chair.

4.0 Approval of Minutes

a) *May 9, 2018 Regular Monthly VOC meeting minutes*

No errors or omissions were noted.

MOTION: Commissioner Heisler moved, Commissioner Hatch seconded, the approval of the May 9, 2018 regular monthly meeting minutes. Unanimously passed.

Motion

b) *June 6, 2018 Annual Public Meeting minutes*

The Chair's scanned report did not scan properly; this will be scanned and corrected.

MOTION: Commissioner Hatch moved, Commissioner Heisler seconded, the approval of the June 6, 2018 Annual Public Meeting minutes, with corrections noted. Unanimously passed.

Motion

5.0 Approval of Agenda

Chair Nauss called for additions to the meeting agenda.

Commissioner Grant asked to have "Village Signage" added to the agenda.

This item will be added to 'Any Other Business', item (c)

MOTION: Commissioner Grant moved, Commissioner Heisler seconded, the agenda with the additions of Village Signage. Unanimously passed.

6.0 Business Arising from Previous Minutes

a) Lifeguard training proper use of chemicals

Clerk Treasurer Westhaver stated that the Lifeguards are required to have WHMIS training for handling chlorine to the pool and they all have this.

7.0 Correspondence

a) Clerk Westhaver stated there was no correspondence received.

8.0 Reports

a) Clerk's Report (inserted)

The past month has been busy. I had my first meeting with Trevor Hume with EDM Planning Services who will be doing our public consultation. Trevor has compiled some key stakeholders and has begun the process of putting information together. Our timeline for this project is completion early September. The Lido pool repairs are complete. There were some issues with an area they were having trouble sealing so they brought in a special product to seal the area. It has not eliminated the leak but about 75 %. We will have to look at the needs of the pool again next year to see if there is a way that we can eliminate these leaks. The fresh water has arrived for the fresh water tanks and the pool is set to open on June 27th with Red Cross Swimming program starting on that day. Our lifeguards for this season are Ben Anderson, Oliver Keith and Matthew Potthier.

Our garbage collection is going well in the Lido area. I have hired Terry Delong for \$100.00 per month and he is doing a fabulous job.

The green bin pickup has started, and we are working out some glitches about missed pickups. GE's has been great to work with and immediately respond and fix any issues that arise.

The landlords of our office will be replacing the front reception floor in the next couple of weeks. It will take 2 full days to lay the floors. Maxine will be displaced for a couple of days however, will be able to work from the conference room.

I had a meeting with Andrea Jeffs and Les Coleman from the venture group to start our work on the website. They are working on some designs with hopes of having our new site launched in September.

I had the pleasure of meeting Terry Redden when he came this past Friday to present a possible demo truck to use. Bill as my current Vice Chair attended the meeting with me. I will not give anymore details on that because under any other business Commissioner Nauss will give you an update.

The hanging of the baskets should be up at the end of the week, we have had issues with frost, so Kerry was holding off a bit in case of damage to the plants. Going forward mark your calendars for our roles, responsibility and relationship workshop on July 6th beginning at 10:00 am and should be done by 3:00 pm.

Also, if any commissioners are interested in a session regarding our financial statements and how to read them and understand them. Ahmad Shahwan our municipal advisor has agreed to come down and go through the statements for

8.0 **Reports** (continued)

a) **Clerk's Report** (inserted)

anyone who may like a refresher on the content please see me and I will add you to the list.

I will be placing an ad in the Masthead News for the end of June. It will be to promote the Lido pool and I will also be putting the word out about our public consultation.

Respectfully submitted

Ann Westhaver

Commissioner Hatch asked if the Clerk's report will be incorporated in its entirety into the minutes? Clerk Treasurer Westhaver said it can and will be.

Commissioner Grant stated the ad is going in the Masthead News about use of the Lido, but she is seeing a lot of comments about how the Lido is currently being used. Clerk Treasurer Westhaver stated the use of the Pool will be looked at this fall, but nothing is changing with the Lido for this season.

MOTION: Commissioner Heisler moved to accept the Clerk Treasurer's report, Commissioner Grant seconded. Unanimously passed.

Motion

b) **Financial Report**

Clerk Treasurer Westhaver stated Simply Accounting package was updated this week which created several problems and therefore the report is incomplete.

The bank reconciliation of the chequing account and fireboat account has been completed, but other reports will be at the next meeting.

Clerk Westhaver reported that she will get all the outstanding reports to the Commissioners when the problems are sorted out and then the motion to accept can be held off until the next meeting.

Commissioner Hatch questioned when the '1st draw from the Municipality will be received so that the surplus funds and allocations to reserves will be looked after?

Clerk Treasurer Westhaver stated those figures are in the budget as to how much is put in reserves. Commissioner Hatch stated that after reserves are transferred the Operating Reserves are not to go below \$100,000.00 and after reserves have been allocated there will be approximately \$174,000.00. Clerk Treasurer Westhaver said the policy will have to be looked at and dealt with accordingly.

c) **Fire Chief's Report** (inserted)

Firstly I would like to thank David Foley for this term spent on the commission and welcome return Commissioner Nancy Hatch & Jo-Ann Grant in their new terms, I look forward to working with you both.

I've had to rewrite this as my initial report was a bit light until the events of June 3rd.

The fire on Victoria Street is one of the largest structure fire this community has seen for some time and with any luck will be the largest we see for an even longer time. The fire pre-planning CVFD officers have completed over the past year proved itself invaluable that morning. As the apparatus arrived, crews knew exactly what needed to be done and completed it without hesitation or fail. Unfortunately the main house was majorly consumed before we had arrived and was not salvageable. CVFD operations did however result in the protection of the structure adjacent to the main house and ensured the residence next door was also not lost from the high winds carrying embers. Our Chester firefighters did a commendable job that morning, as did the neighboring Fire Departments who responded to our request for assistance. Chester Basin, Western Shore, Martins River, Blandford, & Hubbards.

8.0 Reports (continued)

c) **Fire Chief's Report**

Equipment & Operations,

Since my last report CVFD has responded to 5 emergency dispatches including 1 Alarms, 1 MVA, 1 medical, 1 downed power line, and 1 structure fire

We have completed minor repairs on apparatus 511 & 541 and await the return of "Pumped & Wired" to complete the remaining larger tasks.

Boat 1 (whaler) has been performing well, we are comparing the cost effectiveness of repairing vs. replacing the onboard pump.

Practices & Training

Training is ongoing as always,

On May 28th we had 21 member participate in a pumper relay refresher that covered water supply, pump operations deploying hose lines, setting up ground monitors, and strategy & tactics.

4 of our probation members completed another section of their required training in Blandford with the Nova Scotia Firefighters School.

We currently have the Nova Scotia Firefighters School, Mobile Burn Unit in Chester. All CVFD members who are certified for interior fire operations must complete annual live fire refresher and many will do so with this unit. The unit is located at the Eleanor Pew Memorial Arena and i welcome all the commissioners to stop in this Saturday to view the training being completed as we complete the final portion of the ongoing firefighter level 1 program.

Chief Heisler asked the Commission two questions:

- (1) Chief Hiltz has embarked on creating a new website for the department and asked the Commission if the "posting fees" for the website can go through the Communication Contract budget?
- (2) Chief Hiltz asked when he has inquiries for the Commission, should he go strictly through Ann or can he contact the Commissioners themselves or the Chair?

Time Spent representing CVFD as Fire Chief since last Commission meeting

Emergency Response 19.5 hours

Training: 51.5 hours

Meetings: 15.5 hours

Other: 16/5 hours

Everett Hiltz Fire Chief
Chester Volunteer Fire Department

Commissioner Mulrooney asked how the fire on Victoria Street became so advanced when there were animals and people in the house. Chief Hiltz stated the Fire Marshall is still investigating this and therefore Chief cannot comment.

Commissioner Mulrooney noticed on the report that tanker was left in

8.0 Reports (continued)

c) Fire Chief's Report

the garage, why was that not taken to the fire? Chief Hiltz stated it was used, and that the protocol for any large structure fire in this village is the first out engine #531, first arrival on scene; second out apparatus is #541 which set up pipe from the top of Victoria Street to the bottom and the #551 tanker water reserve was used until the hose was set up to the ocean water. Once ocean water was being used, the tanker went and refilled and since it wasn't being used there was no need of it sitting on top of the hill so it went back to the station. Commissioner Mulrooney stated it wasn't in the report as being at the fire. Chief Hiltz stated that the crew on the truck didn't radio to say they went to the fire.

Commissioner Mulrooney asked if there was a good turnout of firefighters? Chief Hiltz stated there was approximately 14 of our own firefighters at the fire.

Chief Hiltz stated to keep in mind that it was a Saturday night and there wasn't enough operators for all the apparatus on the road so #551 went back to the station and then brought #521 to the call.

Chair Mulrooney asked if we could draft a letter to the fire services who attended the fire thanking them for attending, as well as a letter to Chester Fire Department that Chief Hiltz could read to the membership. Clerk Treasurer Westhaver will do the letters for Chair to sign.

Chief Hiltz stated that the call logs from Valley Communications has sensitive information on them that could include personal phone numbers, medical history, and information that is not released to all firefighters, only the officers get. Chief Hiltz doesn't agree with the fact that Commissioners get these reports as they can contain personal information, not for public knowledge. Clerk Treasurer Westhaver will have this item marked for discussion.

9.0 Any Other Business

a) Facebook and Twitter Accounts

Clerk Treasurer Westhaver would like the Commission's approval to create Facebook and Twitter accounts to keep people updated on current events and happenings. People are accessing most of their information through social media. Commissioner Hatch asked if we have a Instagram account. Clerk Treasurer Westhaver said that Instagram is for a very young group of people and needs to get more information on the program before opening an account.. Commissioner Grant stated that many of the young people she knows fled Facebook accounts when their parents developed Facebook accounts and then the younger folks opened Instagram accounts. Commissioner Hatch stated that Instagram is the fastest growing social media and she was just to a meeting at the Yacht Club where Municipal Tourism was encouraging Instagram, through "Love Where You Live".

It was agreed by the Commissioner to have the Clerk Treasurer set up Facebook and Twitter accounts for the Village.

b) Fire Truck Update

Chair Nauss gave a brief fire truck update that it is still progressing. The RFP's are on hold until a decision is made on the vehicle that Mr. Redden proposed. The fire department is looking at it and they will get back to us and then discussion will be had with Mr. Redden. Numbers will need to be collected as modifications will be needed, even though it is a new truck.

Commissioner Hatch stated if the RFP for the original truck is on hold, then we

9.0 Any Other Business (continued)

b) Fire Truck Update (continued)

don't know how much the truck would cost, and therefore couldn't make a decision between the demo truck, modified, or a custom truck.

Clerk Treasurer Westhaver stated the modifications to the fire truck would be done once it is in Canada.

Commissioner Mulrooney stated this has been almost two years in process and he would like to see Mr. Redden explain to us why this truck is good for our needs of the Village's Fire Department.

Commissioner Grant, Hatch and Chair Nauss felt the RFP needs to be put out, and then the pricing is available to look at and then a comparison between an RFP truck and the demo truck can be looked at.

Clerk Treasurer Westhaver said it is very costly for a company to respond to the RFP, therefore the demo truck specifications were suggested to look at before going to RFP.

Chair Nauss stated the information needs to be received back from fire department and then costing on modifications can be done.

Commissioner Mulrooney asked to go In Camera to discuss the price on the demo truck.

Commissioner Grant asked what the point of knowing the cost of the truck as it stands now, when we will need modifications done to it but do not know the cost of the modifications.

The meeting will go in camera after the next agenda item.

c) Village Signage

Commissioner Grant created a project for signage at the East Chester and West side of Chester. Commissioner Grant noted she resigned as Chair and member of the board for VOCTADA (Village of Chester Tourism and Development Association). However, the question has come up and one of the projects that VOCTADA had been working on over the past year is replacing that signage as one is gone and the other one was knocked down by the plow and they really do need to be replaced. VOCTADA's practice had been to take on projects and then turn them over to another community organization. Commission Grant was told that VOCTADA at the time, had turned it over to the Village Commission and the Commission had insured the signs. Commissioner Grant would like to see if the signs are still covered under the Village's insurance and if so is it for replacement and can we do a redesign and what does the insurance cover. The design work has already been done by VOCTADA and a local sign maker.

Clerk Treasurer Westhaver said if the signs are not covered by insurance then this would have to be brought to the new budget process.

** A five-minute break was taken to prepare for the in-camera session at 6:12 pm

10.0 In Camera

The meeting continued In Camera at 6:17 pm for contractual discussion and came out of camera at 7:00 pm.

Bill Nauss
Commission Chair

Maxine Veinot
Recording Secretary