

Prince Edward Island Firefighter's Association

President	Vice-President	Past President	Secretary-Treasurer
Tim Jenkins Charlottetown 1	Rod MacDonald East River	Bill Gourley North River	Gordon MacFadyen Summerside

Minutes of the Executive Meeting
December 13, 7:00 p.m.
Fire School

Members Present:

Dale Harris	Ken Campbell
Bill Gourley	Miles Boulter
Rod MacDonald	Donnie MacEwen
Tim Jenkins	Art MacKay
Gordon MacFadyen	Jason

Rod moved, Bill seconded to accept the minutes of the meeting of November 8, 2007. **Motion carried.**

Old Business:

- Tim circulated information received relating to 911 signage.
- Version five of the training is on hold until January.
- The gas meter has not been ordered. Miles is trying to obtain one from the distributor to use at no charge. To carry out the teaching two meters are required. One has failed and a replacement had to be borrowed to put on the required training over the past weekend.
- Tim reported that he prepared a letter and order some gift certificates for Charles who carried out a significant amount of welding on the live fire simulator. The board agree to provide gift certificates for a weekend in Moncton in the amount of \$500.

Correspondence:

Treasurer:

- Gordon circulated a statement outlining the accounts receivable to the association and the payable owing by the association. This combination amounts owing to and by the association along with the current cash balance means that we are facing a cash crunch.
- Based on a review of the banking it appears that by paying cash for the new truck our cash flow has been seriously affected. Generally honorariums are paid out to instructors annually in December. Given our current cash situation the payment of the honorariums will have to be put on hold.

To alleviate the situation Gordon suggested that the association should approach te Royal Bank to request an additional loan in the amount of \$25,000 which was the approximately value of the new truck.

Tim moved a motion seconded by Dale to approach te Royal Bank to request an additional loan in the amount of \$25,000. **Motion Carried.**

- The association previously used a credit card in the Scott Ryan to purchase supplies. Miles also had a card on the account. Tim moved a motion seconded by Dale that the association should obtain a credit card with the Royal Bank in the name of the association. Card holders are to be Miles and Gordon. **Motion Carried.**
- Donnie based on a review of the accounts receivable statement enquired about the balance owing by North River. He indicated that details on the balance had never been provided. Gordon agree to prepare statements for the various departments and circulate.
- The issue of the current banking arrangements was discussed. Given the positive relationship being developed between the association and the Royal Bank a move should be considered. Gordon moved a motion seconded by Bill that the treasurer should begin the process to begin moving thr association banking from the Bank of Montreal to the Royal Bank. **Motion Carried.**

Training:

- Miles lead a discussion regarding the interest to include the Hazmat Awareness and the Hazmat Operations courses with the level one or to leave them as free standing offerings. All members were supportive to leaving the courses as stand alone offerings.
- There is a requirement to on a regular basis have the harnesses inspected. Miles indicated that in the past that Gordon Fraser has been hired to carry out the work. Tim moved a motion seconded by Bill that Gordon Fraser be hired to carry out the required work. **Motion Carried.**

- During the recent training weekend it was determined that the live fire simulator is not fully grounded and there is some residual voltage within the structure. Miles advised that in the spring work will be required to properly ground the structure.
- Miles provided an update on recent training undertaken. The Medical First Responder went well, in total we billed out \$3600 in course fees while the cost to provide the course was \$2990. Island Waste Management received training for eight people in confined space. A total of \$3200 was billed out.
- The level one schedule is out to all Departments. There are additional training that all instructors should be encouraged to take. Miles will have a letter prepared and sent to all instructors advising of the need to upgrade their skills. There is a resolution that has been passed at prior board meeting that specifies that the cost to upgrade existing/active instructors will be the responsibility of the association. Any training requested for new instructors will be at their cost.
- Miles indicated that a work party will be required to move the photocopier and file cabinets to the basement of the main building. This move should extend the useful life of the machine.

Other:

- Information was provided to Ken regarding the funds collected from Departments regarding the Michael Gaultois tour. Gordon To send a cheque to PEI Mutual for that amount collected.

Fire Marshal's Office:

- Ken reported that his office is interested in providing a briefing to each department on their responsibilities for the control of a fire scene.
- The FMO has a power point presentation which contains a briefing on the contents of the federal bill C-45. This legislation discusses changes to the liability for municipalities here Fire Chief order members in to a fire scene.
- Staff of the FMO are in willing to teach courses at the school. They will be required to obtain approval from their Director.
- Ken advised that a situation has arisen whereby the relationship between Ken and his director is being affected by a premise that the PEIFFA and Ken as a member of the Board are not supporting the work of the Department in solving the glitches that exist in the call transfer system.

- It is important to let the minutes of the association reflect the fact in the opinion of the current board that the relations between the two bodies has never been stronger, issues are being addressed and the Department has the full support of the association.

Medical First Responder/911:

- The initial training has taken place there was 36 register and 35 attended the training. Feed back was received that indicated that the Association should consider training in CPR, First Aid, and O2 delivery.
- One of the issues that remains outstanding relative to the implementation of the process is the development and printing of a standard form for to record the patient care provided by the particular department. The intent would be to pass the forma off to Island EMS upon their arrival.
- Tim to forward a request to the FMO in which their support would be sought to have the forms printed by the Queens Printer.

New Business:

- Minister Bertram has not visited the school to date. No date has been set.
- A discussion regarding the need to implement IFSAC certification for the school. Is this where we should be going?

Miles indicated that now is not the time.

Bill would like to see it happen some time but that we should take it slow. We should start with upgrading the credentials of our instructors.

General opinion that the implementation of the certification would drive the cost for all department up and currently only one department requires this certification. To achieve the criteria that department will go through Holland College who will use our facilities.

There is a belief that the cost of the certification will be approximately \$15,000.

Tim advised that if we don't let the organization know that we are interested by April we cannot get into the que until the following April. It was the general feeling of the group that there is no harm in advising the certifying body that we are interested but to go slow in attempting to address that eventual requirements. A full review by the inspectors could be held off for some time.

- Tim presented the group an outline and some initial thoughts that should be considered within a five year plan for the organization. Tim asked a board member to review the document an come prepared to discuss at a future meeting.

Meeting adjourned 8:35 p.m. Next meeting January 11, 2008 at the Fire School, 7:00 p.m.