
Hamlet of Enterprise

Special Meeting

Wednesday, March 9, 2010
Hamlet Office at 7:00 – 9:00 PM

Start Motions #2011 – 03- 031

#1. Call to Order

Meeting called to order 7:10 PM by Mayor Flamand

#2. Members Present:

Mayor Al Flamand
Deputy Mayor Craig McMaster (Firefighter)
Councilor Mathew Gauthier (Firefighter)
Councilor Jim Dives

Regrets:

Tammy Neil
Heather Klassen
Joe Lalonde

Community Gallery:

Fire Chief Mike St. Amour
Firefighter Michelle Desjardin
Firefighter Theresa Klassen
Firefighter T Jay Klassen

Staff/Volunteers

SAO Peter Groenen

#3. Acceptance of Agenda

Motion 2011-03-31 that the agenda for the meeting be accepted as presented.

Moved by Councilor Mathew Gauthier

Seconded by Deputy Mayor Craig McMaster Carried

#4. Declarations of Conflict of Interest

None

#5. Delegations

Enterprise Fire Department

- Mayor Flamand thanked everyone for attending and asked who would like to start. Discussion began with a round table with several firefighters asking what is expected of them. The resulting discussions brought up several issues and responses:
 - What training is available and how does it work. SAO explained that a budget is established for the Fire Dept. The coming year will see more funds made available for the department with separate amounts budgeted for meeting per diems vs. training per diems. It is important that the department work within the allocated budget in the coming year. It would

be nice to have everyone take everything but the department should plan the training, so that some firefighters could attend non essential training and then share the knowledge with the remaining team. Essential training such as First Aid and the upcoming Offensive Firefighting Course should include all firefighters.

- Joint meetings and training with Hay River was discussed. Fire Chief Mike St. Amour explained that HR has several courses planned and we should attend them. The SAO also mentioned that it was previously discussed that when we changed to 2 meetings per month one meeting would be held jointly in Hay River. The Fire Chief said he would make arrangements and this should happen for the March 24 meeting. The Hamlet will provide the van for transportation.
- Radios and communications were brought up. The radios all have two batteries and Mike has been waiting for a technician to adjust the frequencies on some of the units. He expected this to be done in the next few weeks. The radios can be taken and kept in the firefighters homes. The SAO said that he plans to bring NWTel technician John Stanga in to look at the dialer system to see if we can use it to set off the siren as well as forward the call to other numbers. He will arrange this in the next few weeks as well. The Fire Chief will also discuss the emergency use of the repeater located on our fire hall with the Hay River Fire Dept. It was also mentioned that the computer has a password on it. The SAO said he will remove it. He also mentioned he has established an email address for the dept, fire_enterprise@northwestel.net. The Fire Chief will determine who should have access to the email. The Fire Chief said he will change the message on the emergency line recording adding the cell phone number 876-0987 so callers can call directly after leaving the message.
- The Mutual Aid agreement with Hay River was raised. The SAO reported that the HR Department has shelved the project until the Town Protective Services Bylaw review has been completed.
- Discussion then moved to what and how does the department respond. It was suggested that the Fire Chief and Firefighters spend time at their meetings developing Protocols in writing for the various scenarios and ensure that all firefighters understand the procedures. A key question was; what happens if no firefighters respond to an alarm.
- The Department has come a long way recently but there is always more to do. It is emphasized that it cannot be done in an instant and the Fire Chief and the Department need to prioritize the tasks, ensuring the basics and local areas are addressed first before branching out into new areas.
- The SAO requested that a meeting agenda be prepared several days in advance of the regular fire dept meetings and circulated to firefighters and the SAO. He suggested that many of the items being discussed this evening can be completed at the regular meetings as a team vs. the Fire Chief by himself. These include items like procedures, protocols, etc. He also felt that readiness and management of the fire department facilities and equipment was a key part of the firefighter meetings tasks along with practice and community engagement.
- ENR has offered to put a pump and provide training for the department. Administration will follow up for the coming forest fire season.
- The question was asked about how we keep track of the firefighter's training. The personnel files for the firefighters are maintained by the Fire Chief at the fire hall.

- Communication with the public on procedures and fire dept events and issues was suggested. The SAO would include information in the Community Newsletter or publish a Special Edition Newsletter on request if the fire department provided the information. A community mail out could also be arranged. A suggestion was made to call for volunteers for the department from the community.
- Some other suggestions and comments made:
 - Could the bench be removed
 - The P/U truck battery is dead
 - Provide frames for certificates
 - Were all the requested items ordered. The SAO reported that most of the items have been purchased or are on order. Outstanding are the road barricades and cones.
 - The Fire Chief requested a PO book or petty cash fund. The SAO agreed to provide a PO book. A limit of \$50 was established for each PO and other conditions will be outlined on the book. The Fire Chief will be responsible for the security and control of the book.
 - Access to the building has been a concern as a few items have gone missing recently. The SAO agreed and will have the door combination changed once the contractor is out of the building.
 - The Fire Chief requested a copy of the Community EMO Plan. The SAO will provide the latest copy dated 2008.
 - Access to all community buildings and the dump was discussed. In general there was agreement but the SAO outlined that security of the keys needs to be addressed.
 - It was suggested the Hamlet purchase a defibrillator. Concerns were raised about liability by the Fire Chief and the SAO. The SAO will investigate the issue.
 - The Fire Chief brought up the issue of Per Diems for false alarms. The council will need to consider this request.
 - It was suggested that the Hamlet consider filling in the ditch next to the fire hall for parking. Council will need to consider this as well.
- Discussion took place on the issue of emergency calls outside the Hamlet Boundaries. Council agreed that direction was provided in the fall of 2010 that allowed the Fire Chief to make a decision in an emergency taking into account manpower and protection in the community. The Bylaw needs to be changed but the SAO suggested we wait until the Mutual Aid Agreement with Hay River is finalized as it will also require changes in the Bylaw.
- Mayor Flamand asked how the Captains are chosen. The firefighters explained they sat down together and talked about it and then the Fire Chief makes the appointment.
- Closing remarks centered around the need to make sure we communicate and stay on the same team – the fire dept, Council and the SAO. If there are concerns we need to talk to each other, not everyone else. We are human beings and disagreements are normal but compromises can be made by us all to ensure a safe community.
- Mayor Flamand thanked the Fire Chief and Firefighters for coming out and appreciated the constructive discussion that has taken place. He also added that we should all work harder to promote the Fire Department through media and events.

#6. Finance

Third Reading of Water and Sewer Bylaw

Motion 2011-03-32 to approve third and final reading of the Water and Sewer Bylaw #2011-06 to replace Bylaw 2007-06.

Moved by Councilor Jim Dives

Second by Deputy Mayor Craig McMaster

Carried

#7. Other Concerns Information

None

#8. Date of Next Meeting

Regular Council Meeting April 4, 2011

#9. Adjournment

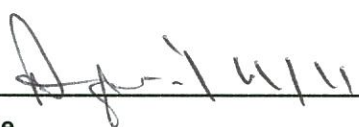
Motion 2011-03-33 to adjourn the meeting at 8:45 PM

Moved by Councilor Mathew Gauthier

Seconded by Deputy Mayor Craig McMaster

Carried

The Minutes of the above meeting are deemed to be correct.



Date



Mayor/Deputy Mayor



Senior Administrative Officer