

SAVONA IMPROVEMENT DISTRICT

September 3, 2024 @ 5:30 pm

Present: Trustees Jamie Drozda, Adrienne Teague, Shane Spitman and Barb Gale;
Maintenance Supervisor Dallas Embury, Fire Chief Charles Colville, Administrative
Officer Yoriko Susanj

Regrets: Trustee Dave Carr

1. Established Quorum / Meeting Begins 5:32pm

2. Adoption of Agenda

MOTION to adopt the agenda as presented – Adrienne Teague

SECONDED by Shane Spitman; **CARRIED**

3. Adoption of the Minutes from June 4, 2024

MOTION to accept the June 4, 2024, minutes as circulated – Shane Spitman

SECONDED by Adrienne Teague; **CARRIED**

4. Financial Report

- Administrative Officer reported on the bank balances as of August 31, 2024
 - Operating Account \$524,571.58
 - Fire Reserve \$626,778.14
 - Money Market Fund \$576,677.71

MOTION to accept the financial report as presented – Adrienne Teague

SECONDED by Barb Gale; **CARRIED**

Trustee Teague asked about the Money Market Fund and what the funds can be used for.

- Trustee Teague suggested that SID could be using some of the funds on things in the community
- Trustee Drozda stated that a year's worth should be saved for any future emergencies and that yes, some of it could be used on things that are in SID's Letters Patent
- Some suggestions for usage of funds from this account:
 - Fire department equipment
 - Christmas lights
 - Volunteer honorarium
- Trustee Spitman asked about the history of this account; no one has history on this account
- Trustee Drozda suggested discussion for future fund use from this account be discussed at a future board meeting. And asked Dallas and Yoriko for possible suggestions.

ACTION ITEM: Yoriko to look for history on Money Market fund

5. Monthly Reports (July - August)

- Savona Fire Department – Fire Chief Colville
 - Went down to Abbotsford for a build meeting
 - Truck build should start soon
 - Finalizing little things now for the build such as decals, radio, etc.
 - Summer was quiet
 - Has a problem property in town
 - Would like a copy of the bylaws again – can't find the bylaw sent by email or the hard copies left for the fire department on the table
 - Trustee Drozda suggested that Yoriko print out the fire bylaws and put it in a binder for the fire department

ACTION ITEM: Yoriko to make a binder for the fire department with the fire bylaws

- Chief Colville asked if burning barrels are allow
 - Yoriko let the Chief know that burning barrels are not allowed and it stated in the fire regulation bylaw
- The fire department received \$2500 grant from Fortis
- First Responder update: just waiting for mapping to be complete to be able to be up and running
 - Most supplies are in; had to reorder supplies because they were stolen when the post office was broken into
 - Waiting for mapping; all permissions are done
- A few young people coming out to practice, so we have questions about insurance
 - Are they covered? From what age are they covered?

ACTION ITEM: Yoriko to asked about youth being covered with insurance

- Trustee Drozda asked Chief Colville questions that they had for him from past Board meetings that he did not attend and the Board wanted updates to:
 - Asked if he reviewed Bylaw 196 with his members
 - Chief Colville replied yes; he reviewed Bylaw 196 with members right after Yoriko gave it out to us
 - Asked if an annual election date was set
 - Chief Colville replied no; he said that he mentioned it to the members but no one replied back
 - Trustee Drozda let Chief Colville know that it is in Bylaw 196 that an annual election is to be held and asked him to set a date and let Yoriko know

ACTION ITEM: Chief Colville to set an annual election date and let Yoriko know

- Asked Chief Colville to list fire department executive in his fire department report that is presented at the AGM

ACTION ITEM: Yoriko to remind the Fire Chief to list executive on annual fire department report that is presented at SID AGM

- Maintenance Supervisor Dallas Embury
 - Nothing major for maintenance
 - Cleaned up a couple of yards around town that were fire hazards
 - Had a complaint from Watson West about ARGO not mowing
 - Cemetery still has a litterbug
 - Seeing a lot of drug paraphernalia around town when mowing
 - Has started mowing west end of Savona Access Road
- Administrative Officer
 - July and August reports emailed to trustees
 - No questions or concerns regarding reports
 - Reports attached to minutes

6. Old Business:

- Cemetery Project – update
 - Putting in forms tomorrow (Sept. 4); cement pouring on Thursday (Sept. 5)
 - Memorial wall delivered and installed the week of the 23rd
 - Pergola decisions needed
 - Dallas brought sample of stain for pergola; Trustees decided on the Teak stain and the stone-grey roof
 - Pergola will be 2-3 weeks out after putting in order; SID saving about \$900 because SID is pouring the pad
 - Should be all done October 1
 - Plans for redoing the map board
 - One in the old section and one in the new section

7. New Business

- Property Owners meeting – flood prevention
 - Administrative Officer Susanj asked if the Board would be open to meeting with the owners of the field in the subdivision to put in preventative measure for future flooding
 - Trustee Drozda said that she would be open to discussion but would want some information to present to owners if they agree to meet
 - Yoriko let the Board know that she has reached out to ARGO and TNRD but they both referred her to MOTI because any diverted water would have to meet up with culverts under the responsibility of MOTI
 - Yoriko reached out to MOTI; no response yet
 - Yoriko will compile information for Board review and hopefully can meet with field landowners before spring run off
- 2025 Fire Protection & Street Lighting Budget and Bylaw No. 201
 - The Board of Trustees discussed and agreed that the 2025 budget for fire protection and street lighting be \$262,682.00
 - The Board of Trustees had a first and second reading of the 2025 Fire Protection and Street Lighting Bylaw No. 201

MOTION to accept the 2025 Fire Protection and Street Lighting Budget and Bylaw No. 201 for \$262,682.00 – Barb Gale

SECONDED by Adrienne Teague; **CARRIED**

ACTION ITEM: Yoriko to forward 2024 Fire Protection & Streetlighting budget and Bylaw No. 201 to the Ministry for registration

- Annual Wage Review
 - The Board of Trustees asked Yoriko to leave the room to discuss annual wage review of SID employees
 - The Board discussed and agreed on the following wage increases:
 - Custodian = \$400 / month
 - Maintenance Supervisor = increase of \$2/hour
 - Administrative Officer = increase of \$2/hour

MOTION to give the above noted wage increase to all SID employees – Adrienne Teague
SECONDED by Jamie Drozda; **CARRIED**

8. Motions Adopted by Email

- **MOTION** to adopt Fire Regulation Bylaw #199 after third reading – Jamie Drozda on June 6, 2024 (12:41pm)
SECONDED by Barb Gale on June 6, 2024 (4:42pm); **CARRIED** on June 6, 2024
- **MOTION** to approve the cost of rope rescue training for the fire department in the fall with the quote of \$6500 + tax – Barb Gale on June 6, 2024 (3:24pm)
SECONDED by Dave Carr on June 6, 2024 (4:38pm); **CARRIED** on June 6, 2024
- **MOTION** to approve purchase of TV for fire by for \$1500 – Dave Carr on July 25, 2024 (2:21pm)
SECONDED by Barb Gale on July 25, 2024 (4:36pm); **CARRIED** on July 25, 2024
- **MOTION** to adopt Fire Regulation Bylaw #200 after third reading – Barb Gale on August 6, 2024 (3:58pm)
SECONDED by Jamie Drozda on August 6, 2024 (5:37pm); **CARRIED** on August 6, 2024
- **MOTION** to approve changes on fire truck build quote after the pre-build meeting with Savona Fire Department and HUB Fire – Barb Gale on August 15, 2024 (12:09pm)
SECONDED by Adrienne Teague on August 15, 2024 (12:26pm); **CARRIED** on August 15, 2024
- **MOTION** to purchase new radio and charger for the new fire truck as quoted – Jamie Drozda on August 26, 2024 (8:30am)
SECONDED by Adrienne Teague on August 26, 2024 (10:05am); **CARRIED** on August 27, 2024
- **MOTION** to purchase a set of forcible entry tools at the quoted price for the new fire truck – Jamie Drozda on August 29, 2024 (2:48pm)
SECONDED by Dave Carr on August 29, 2024 (2:52pm); **CARRIED** on August 29, 2024

The Board of Trustees discussed whether or not to give the fire department purchasing power up to a certain dollar amount without Board approval:

- Yoriko let the Board know that these requests for purchase from the fire department is out of the norm; it is due to the new fire truck build; usually requests are not this frequent
- Trustee Drozda voiced that the fire department could have a dollar limit whether it be \$1500 or \$2000 to where they can purchase equipment for the fire department without seeking Board approval
 - She questioned Asst. Chief Drozda to past process and was told that when Bob Ellis was on the Board many, many years ago that the fire department was able to purchase anything at any time without Board approval but over time it has changed with the change of Board Trustees
- Trustee Teague voiced that because the electronic decisions were made so quickly and because the Board is accountable to finances that she didn't mind the requests
 - Process can stay as is
 - The board knows what is being bought
 - Leaves an accountability trail
- Further discussion was had and was decided to table to a future meeting

9. Next Meeting Date: October 1 @ 5:30pm

10. Meeting Adjourned at 7:38 pm

MOTION to adjourn the meeting – Shane Spitman

SECONDED by Barb Gale; **CARRIED**

Jamie Drozda
Board Chair

Yoriko Susanj
Administrative Officer