



HAGENSBORG WATERWORKS DISTRICT,

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**FIRE DEPARTMENT Audit EOM Meeting
MINUTES**

Date: September 15, 2016

Location: Fire Hall

Trustees Present: Chris Matthews, Chair,
Don Mikkelson, Jeremy Baillie, Mark Nelson
Fire Dept.: Pete Nygaard, Fire Chief, David
Stanger, Fire Dept. Records Manager

Trustees Absent: Kevin O'Neill
Staff Present: Rosemary Smart, CAO via
video conferencing,

Meeting called to order: 3:40PM

The sole purpose of the meeting was to review the new requirements for training and records management now required under Bill 4, The Fire Safety Act through the District's first annual Fire Department Audit.

Chris opened the meeting and handed the meeting over to Trustee Nelson, Fire Department Liaison. CAO Smart provided some notes at the beginning that would help set the perspective for the exercise, stressing that the exercise was to simply find the holes that the District needs to address, and where the expectations did not apply.

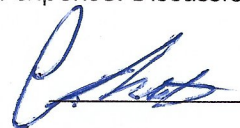
Trustee Nelson read the questions aloud. Trustees and Fire Chief Pete Nygaard responded to the questions, discussing at various points how the question relates to practice. It was generally agreed that the biggest weakness in the Fire Department is records management. Fire Chief Pete Nygaard noted several areas where training had been obtained, but was out of date, and where training was needed.

Chair Matthews initiated a discussion around the extensive documentation now being required, the responsibility falling on the Incident Command to fulfil the Risk Management responsibility, and the extensive organization required of the Fire Chief. He reminded the trustees of Former Trustee Tuck's efforts to get the CCRD to take the Risk Management position on as a paid position.

The CAO asked the Trustees to consider the possibility of a paid Fire Chief position.

Chair Matthews noted there was a large portion of the budget that used to go to maintenance that is now being saved through volunteer work, that could go to that expense. Discussion.

Meeting adjourned at 4:55PM

 (Chair)