



**EOM Meeting  
MINUTES**

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**Date:** December 12, 2016

**Trustees Present:** Chris Matthews, Don Mikkelson, Jeremy Baillie, Mark Nelson

**Trustees Absent:** Kevin O'Neill,

**Location:** Fire Hall

**Staff Present:** Rosemary Smart, CAO via video conferencing, Wes Abe. CFO

**Guests:**

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Meeting called to order: 12:05 AM

The sole purpose of the meeting was to give a first review of the Fire Department Operations Guidelines.

Trustees had reviewed the Operational Guidelines before the meeting and discussed the concerns and questions they had with it.

Trustee Nelson, Fire Dept. Portfolio reported that Fire Chief Peter Nygaard had said on more than one occasion that he would continue to be off the fire department for an extended leave until his health improved. CAO Smart noted that while Jim Knudsen was handling things until now as the Assistant Chief, he was also leaving for their annual winter vacation. Discussion.

Trustees expressed appreciation for Peter Nygaard's long service and felt they needed a letter of resignation before they could move to appointing a replacement. The subject was tabled to the board meeting for further discussion.

Trustees expressed the desire to have the Fire Chief, Assistant Chief and Captain(s) be trained in Incident Command. They noted that the first one on scene would take command of the incident. CAO will ensure the Guidelines reflect this decision.

There being nothing further to discuss,

**Meeting was Adjourned at 1:01 PM**

*Nelson*

 (Chair)