



Board Meeting – Zoom/Teleconference

Date and Time: March 25, 2021, 7:00pm

Zoom: Gerry Gros (Chair), Garcien Plowman, Dale Colbourne, Brad Johannessen, Della Demoss, Brendan Fitzpatrick, Guy Hurley, Maggie Chambers and Darlene Newman.

Teleconference: Jackie Randell and Gloria Bartlett

Regrets: Tony Ryan

1. **Welcome:** Chair welcomed everyone and called the meeting to order. Derek Simmons, Fire Commissioner, was scheduled to join.
2. **Adoption of Agenda:**

Motion 210325-1. Moved by Garcien, seconded by Dale to adopt the Agenda with Minutes added to d) New Business. For 10. Against 0. Motion carried.
3. **Adoption of NorPen Minutes:**
 - **Minutes of Meeting held on February 15, 2021.**

Motion 210325-02. Moved by Garcien, seconded by Dale to adopt minutes of the meeting held on February 15, 2021. For 10. Against 0. Motion carried.
 - **Minutes of Meeting held on February 24, 2021.**

Motion 210325-03. Moved by Garcien, seconded by Guy to adopt minutes of the meeting held on February 15, 2021, with the noted typo's corrected under Terms of Reference (on vs ona, questions that answers vs answers that questions, and Simmons vs Simmonds). For 10. Against 0. Motion carried.
4. **Business arising:**

Terms of Reference – NorPen Straits Fire Service Committee
Tabled until meeting with Fire Commissioner Derek Simmons.

5. New Business:**a. 2020 Audit**

- The 2020 financial audit is underway; Darren was at the office last week. The manager informed him that the Board would be reviewing and possibly writing off bad debt. He advised with Board approval deceased customer could be written off once documentation is received.
- A questionnaire must be complete with any audit, which lists all bank accounts and must include fundraising, GIC, etc. Therefore, with fire services finances being separate, the same applies unless the Board advises otherwise.
- Maggie informed that it is her understanding that there are no additional funds.
- Chair stated that it is difficult to decide because the Terms of Reference is not developed. Therefore, table item until next meeting.

b. Financial Report

- The manager reviewed the financial statement as of March 2021 and advised a 3% decrease in 2021 revenue vs 2020.

c. Monthly Expenses

- Motion 210325-4. Moved by Brendon, seconded by Della to pay monthly payables in the amount of \$25,559.22. For 10. Against 0. Motion carried.

d. Minutes

- It was recommended that all Minutes of Meetings should be uploaded to the website. The chair advised David always uploaded the minutes; however, it is difficult to get these things completed due to being short staff.

5. Correspondence:**a. Letter from Overton Colbourne regarding waste collection.**

- Reply to Mr. Colbourne advising that the Board understands his property's location and the challenges it may pose and ask what his option of what should be done in this situation and if it is possible to give legal access to collect waste by his property? Also, advise that he still got the option of taking waste to the main road or deliver it to the landfill site yourself.
- Email from Curtis Richards regarding Mr. Colbourne's letter.
 - a. The town will be cc'd on the letter to to Mr. Colbourne.

Next Meeting: April 22, 2021, Anchor Point at 7:00p.m.

Adjournment: Motion 210325-05 Moved by Garcien to adjourn the meeting at 7:25 pm. Seconded by Dela. For 10. Against 0. Motion carried.

A handwritten signature in black ink, appearing to be "A. Dela", is located in the middle-left portion of the page.