



# Lappe & Area Local Services Board

# MINUTES

## MEETING

Jun 18, 2024

6:30-8:30pm Gorham & Ware School

1. CALL TO ORDER: 6:43pm Record attendance (NOTE: START RECORDING MEETING)

**In Attendance:** Barry Hendrickson – Chair, Suzanne Chaval – Secretary/Board Member, Krista Freeman – Board Member, Lina Bava Torkkeli – Board Member, Darren Auld – Fire Chief, Lindsay Sipila - Rec Director, Lorenz Bosinger – Deputy Chief, (BJ Kapush – Board Member sends regards)

**Public Attendees:** Brooke Rasinaho, Terri Kuokkanen, Murray Fraser, Paul Torkkeli, Mike Schween, Jackie Werys, Ron Heinaaho, Kim Giguere

**Virtual Attendees:** none

**Minutes:** taken by Suzanne Chaval

2. AGENDA: Suzi motion to approve, Lina moved, Barry seconded, all in favour

3. MINUTES OF PREVIOUS MEETING:

Suzi motion to approve May 14, 2024 Minutes of Meeting, Krista moved, Barry seconded, all in favour

4. CORRESPONDENCE:

4.1 Fire Number Installer report by Suzi – now have google sheets doc for all Fire #'s and a fire # statistics list; Lina asked who has access – Secretary owns it with Stephen Garstin having access and it remains confidential

Rec & Fire Reports (see attached)

Rec: report attached

- Krista move to have beer gardens at Slopitch windup and have the family day event – Barry seconded, all in favour;
- Brooke Rasinaho recommended AED from 3 quotes – Krista move to approve the Zoll defibrillator, Suzi seconded, all in favour and noted it is to be inspected annually;
- Suzi moved for AED to come from Admin budget, Barry seconded, all in favour except Lina;
- Lina move to purchase 40ft storage container for the property, Barry seconded, all in favour – Lindsay to email 3 quotes to Board after checking operation of the doors;
- **Krista to call insurance** about security system and signs at the property, Darren mentioned can't record audio in public;
- Krista moved to go with metal pavilion, Suzi seconded, all in favour;
- **Krista to write sponsorship letters;**
- Suzi move to accept concept #1 drawing, Krista seconded, all in favour;
- Property Development Committee – Cody Carrier, Dani Rhodes, Ron Heinaaho, Mike Schween, Kim Giguere, designated email in place
- **part-time position of Project Manager/Grant Writer was approved last meeting and the Board needs to start the selection process and finalize details of position**
- Mike Schween – Nalu website now turned over to Suzi for financial portion, he is on the property development team, coaching soccer & junior baseball, working on hydro – **suggested incentivising positions to get more assistance: Board to review**

Fire: report attached

- 11 calls: 1x structure (crawl space and saved the structure), 10x EMS + 1x assist for the Thunder Bay Fire Dept.
- Firefighter 1 & 2 training has 3 participants – OFM will pay for 90% of costs
- Lina move to go ahead with 10kW generator at Gilbride Rd Fire Hall, Barry seconded, all in favour – independent on grant from NOHFC (as it is in budget) and if grant is awarded, funds will be reimbursed and reallocated; Approval of PO#1097
- **¾ ton plow truck deferred to next meeting**

4.2 ELECTION MEETING Aug 20: MND rep Paul Drombolis will be in attendance; Krista – 1 person on Board should be responsible for a task or set of tasks, eg property development and HR, so anyone vying for a position for 24-25 is aware this is a Working Board and duties will be dispersed; parameters will be outlined and then Board member can proceed with their specific assigned roles; **recommendations of division of duties to be presented and discussed at next meeting**

## 5. FINANCIALS:

5.1 Monthly Report – financial update, interim budget report for departments – process is 95% complete and numbers are fairly accurate

5.2 TD Bank: GIC update – **put on next agenda**

5.3 Purchase Orders – approve new; **outstanding PO report deferred to next meeting**

## 6. UNFINISHED BUSINESS:

6.1 CONTRACTS approval with motion and signed by all parties:

**6.1.1 RFT – Operation & Maintenance of Transfer Site – deferred to next meeting**

**6.1.2 Need RFT's for Transfer Site – grading, brush removal, compactor maintenance – deferred to next meeting**

6.2 BYLAW approvals with motion:

6.2.1 FIRE NUMBER POLICY BYLAW 11-23/24 – AMENDED – Suzi moved to accept Stephen Garstin's recommendations, Krista seconded, all in favour

6.2.2 TROUT LAKE PUCH CARD SALES BYLAW 14-23/24 – AMENDED – Suzi moved to change recipient date from December to September to align with our year end, Krista seconded, all in favour

6.2.3 COMMUNICATIONS PLAN BYLAW 35-23/24 – **deferred to next meeting after simplification of document by Suzi and emailed to Board for review**

6.3 Grant applications – progress report – sub-committee for grant writing discussion (see 4.1)

6.4 Part-time Project Manager Grant Writer Position – see 4.1 and **discussion deferred to next meeting**

6.5 Old Hall Road Site plan – reviewed and approved in 4.1

6.6 ¾ ton plow truck – see 4.1 and **deferred to next meeting**

6.7 After School Rec Program – Krista informed the LDSB will be providing in-house care

6.8 Honorarium vs Employee discussion – Krista started a spreadsheet with over 75 different tasks and sees the same name repeatedly performing them, suggest paid positions should be looked at (hon. Vs empl.) – **deferred to next meeting**

6.9 Emails update to @lape.ca – Suzi worked with Stephen Garstin and each Board member, program lead, and department personnel all have new emails set up, including one for property development; any new programs or personnel will have an email created for them and department heads are to contact Suzi to arrange

6.10 Nalu website – status – Suzi will meet with Nalu to discuss financials for rec page; **re-branding deferred to next meeting**

## 7. NEW BUSINESS: none

8. OTHER:

8.1 Require manpower at Transfer Site as LTL not renewing contract in Sep – **continued discussion on LSB employee vs contractor, tendering process for decision, deferred to next meeting**; Barry motion to stop using compactor and move to a roll-off bin permanently; compactor is beginning to rust and should be sold; bear proof covers are a requirement; 3 quotes are to be obtained for roll-off bins and an asset value assigned to the compactor system for potential sale – **Barry and Suzi to provide**

8.2 Public asked about access to Old Hall Rd – Board looking into insurance and will discuss with lawyer; majority of public want to utilize property at any time; gate is not currently locked; what, if any, signs are required – **to be discussed at next meeting**

9. ADJOURNMENT: Record time END RECORDING 9:00pm Barry closed meeting