

Setting Lake Cottage Owners Association  
March 13, 2022 Executive Meeting Minutes  
Setting Lake Fire Hall

Present - Joe Correia, Harold Smith, Rick Leger, Darren Pulak and Jeff Henry  
Regrets - Brent Merkley, Jeremy Sraybash and Luke Robinson

Joe called the meeting to order @ 9:20 am.

Item 1. Approval of March 13, 2022 agenda

**Motion 1.** Mover Harold, seconder Rick. Passed.

Item 2. Approval of December 5 2021 minutes.

**Motion 2.** Mover Darren, seconder Jeff. Passed.

Item 3. Committee Reports

Finance

Joe reported that invoices have been sent to Northern Affairs over the past few months. He submitted three more invoices to the executive for signatures they can be sent to Northern Affairs for payment.

Joe reported that he paid the premium for the insurance on the firehall and its contents out of his personal funds because the premium was due and INA had not sent a cheque in time. INA will reimburse Joe for the premium.

Development of 2022-23 budget.

**Action 1.** Joe will ask INA to provide the current balance in SLCOA's trust account and bring the information to next meeting so that the executive can work on the 2022-2023 budget.

Roads

In Chris's absence, Joe reported that the 2,000 cubic meters A-base that was purchased in late fall has been crushed and is in the gravel pit.

**Action 2.** The executive will develop a plan for this material and application at the April 24 meeting.

The Road 3 turnaround needs to be constructed as the executive made a commitment to do the work in 2022.

**Action 3. The executive** will develop a plan and implementation timeline at the April 24 meeting.

Joe reminded the executive that the Association needs a culvert maintenance plan to prevent flooding in the subdivision during the spring thaw. Volunteers who are willing to serve on the culvert maintenance crew and be called out on short notice need to be recruited now, not when we start to have flooding issues.

**Action 4. The executive** will develop a culvert maintenance plan at the April 24 meeting.

### Landfill and Lagoon

Joe reported that the lock on the landfill site had to be replaced and that the keys for the old lock work on the new one. The sewage hauling contractors have been informed of the new external dumping fees.

Fire extinguishers still need to be installed in the C-Can, and a smoke/carbon monoxide detector needs to be installed in the attendant shack.

**Action 5. Joe** will install a smoke detector in the attendant shack.

**Action 6. The executive** will assign an individual to install fire extinguishers at the April 24 meeting.

Stittco still has not filled the propane tank that heats the attendant shack.

**Action 7. Joe** will follow up with Stittco and have them inspect the heater in shack.

The landfill clean-up will be held on Saturday June 18, 2022

**Action 8. Darren and Joe** will develop a plan for the clean-up.

### Fire

Jeff made a presentation on the fire department's new call out system (*Dispatchme*) and provided an update on the department's activities from December 5 to March 13.

Meetings and Practices - SLVFD held two meetings. Current and prospective volunteers attended the "meet and greet" in December. In March there was an orientation to SLVFD's new electronic dispatch system.

Firehall Network Connectivity – A robust cell booster was purchased and installed at the firehall, allowing people to use cell phones and access the internet. The technology allowed Setting Lake to hold its first vaccine clinic on December 18 as Public Health Nurse, Margaret Friesen was able to access records in Manitoba Health's database.

Department Networking – SLVFD has begun networking with mayors and fire chiefs in Thompson, Paint Lake, and Wabowden regarding fire and emergency medical reporting

and dispatch, joint training, the creation of co-response/mutual aid agreements, and opportunities where the departments can help each other.

In February Jeff attended a Paint Lake Volunteer Fire Department meeting/training session.

He has arranged to have Setting Lake added to the council of mayors and fire chiefs working on improving emergency responses along Highway 6.

Jeff also met with MB Wildfire Manager, Bernard Jonasson to discuss how SLVFD and the Province will work together, and to arrange for wildfire suppression training for SLVFD.

SLVFD is now a member of the Manitoba Association of Fire Chiefs (MAFC).

Training –Manitoba Fire College staff will design and deliver training in Thompson at no cost to SLVFD.

**Action 9.** Jeff will determine what types of training volunteers have taken and what they need to safely and effectively perform their duties.

**Action 10.** Jeff will advise the volunteers once course dates and times have been confirmed.

Fundraising – Jeff and SLVFD Fundraising Coordinator, Liz Kozakowski met to develop a fundraising plan, starting with an online 50/50 raffle to be hosted on *fundingchange.ca*. SLVFD has opened bank account at RBC and has contacted MB Gaming Authority Gaming regarding licensing.

Department Framework – Jeff presented SLVFD's draft Constitution, which is attached to these minutes as Appendix A, and asked the executive to approve it.

**Motion 3.** Mover Rick Leger, seconder Harold Smith. Passed.

Jeff is preparing a Standard Operating Procedures manual that will provide a comprehensive roadmap for firefighters and support personnel.

He has created a contact information database of active firefighters, fire support, and emergency medical responders.

Fire Hall Assets - Jeff and Joe conducted an inventory of assets stored at the fire hall. Inventories of road barrels and huts are being done by firefighters.

Jeff spoke with Candace Hofferd, Northern Affairs Protection Services Consultant about transferring surplus equipment or fire trucks from Wabowden, Dawson Bay, or Norway House to SLVFD. They also discussed options for 911 fire and emergency medical incident reporting. It's estimated that BellMTS would charge about \$4.80 per resident per year for the service plus \$0.99 fee for installation.

**Action 11.** Jeff will investigate the 911 option further.

Jeff spoke with Wabowden Mayor Frances McIvor regarding the town's surplus fire truck.

**Action 12.** Jeff will meet with Frances, Fire Chief Erin McIvor, and Candace Hofferd.

Firefighter Turnout Gear- Jeff spoke with a person who has offered to donate several sets of turnout gear that are being retired. There is a delay while the two parties work through issues of liability.

**Action 13. Jeff** will follow up with the potential donor.

Administration - Draft job descriptions for the fire chief and department administrator have been created.

Item 4. Old Business.

Joe informed the executive that the letter of support for Kelly Kapeechuk (shoreline erosion prevention) on Road 3 had been sent.

Joe responded to INA request, informing the branch that there will be no increase in the 2023 cottage levy.

Item 5. Approval of Committee Reports

Mover Darren , seconder Rick. Passed.

Item 7. New Business

The executive agreed to purchase two chain saws and personnel safety gear for the fire department for brush clearing.

**Action 14. Joe** will get quotes and present them at the April 24 meeting.

Item 8. Upcoming Meetings

The next meeting will be on April 24, 2022.

The AGM will be held on May 22, 2022.

Item 9. Adjournment

Joe adjourned the meeting @11:31am.

APPENDIX A to  
Setting Lake Cottage Owners Association March 13, 2022 Executive Meeting Minutes

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## Setting Lake Cottage Owners Association Fire Department Constitution

Approved by Setting Lake Cottage Owners Association Executive March 13, 2022.

### **Article 1. Name and Headquarters**

The name of the organization is “Setting Lake Fire Department”.

The Setting Lake Fire Department is located at PT. NE ¼ 20-70-7 WPM Setting Lake, Manitoba.

### **Article 2. Objectives (Mandate)**

Setting Lake Fire Department exists:

- i) To preserve and protect life, property, the environment, and the safety of its members.
- ii) To provide fire and emergency services within the Setting Lake Cottage subdivision and on a mutual aid basis with nearby jurisdictions.
- iii) To provide training for firefighters and emergency medical responders to enable them to provide an adequate level of service in an effective and safe manner.

The Department is responsible for the prevention, containment, and fighting of residential fires and, under the direction of MB Wildfire Services, for suppressing wildfires in and adjacent to the cottage subdivision that may present a hazard to all or any part of the community. The Department delivers emergency medical services.

### **Article 3. Definitions**

Gender references shall include all genders.

- i) **ASSOCIATION** means Setting Lake Cottage Owners Association.
- ii) **AUTHORITY HAVING JURISDICTION (AHJ)** means the Incident Commander, either the Fire Chief, Deputy Fire Chief, or the responsible

official from the jurisdiction with legal authority for controlling the matter referred to including, without restricting the generality thereof, Fire Prevention Officers and Fire Inspectors.

- iii) **BILL 30** refers to *The Fire Prevention and Emergency Response Act C.C.S.M. c. F80*, as amended by the provincial government from time to time. The Department has adopted the Act as part of the Charter.
- iv) **CODE** means the *Manitoba Fire Code*, being Regulation 155/2011 of *The Fire Preventions and Emergency Response Act C.S.S.M. c. F80*, as amended from time to time. The Department has adopted the Code as part of this Charter.
- v) **COMMITTEE** means the Executive Committee of the Setting Lake Fire Department.
- vi) **DEPARTMENT** means the Setting Lake Fire Department.
- vii) **DEPUTY** means Deputy Fire Chief.
- viii) **EXECUTIVE** means the Executive of the Setting Lake Cottage Owners Association.
- ix) **EMERGENCY SERVICES** includes, but is not limited to, the provision of fire protection and emergency medical services for the purpose of preserving life and property.
- x) **FIRE CHIEF** means the Fire Chief for the Setting Lake Cottage Subdivision, and anyone acting or authorized to act on his behalf.
- xi) **FIRE FIGHTER** means a member of the Setting Lake Fire Department when they are engaged in providing emergency services or otherwise carrying out the provisions of the Department's mandate.
- xii) **MUTUAL AID AGREEMENT** means an agreement between participating jurisdictions to provide assistance at no charge to the other parties for emergencies at which the 'home' fire department is in attendance and cannot control the incident by itself or where the "home" fire department has resources fully committed and would be unable to respond.
- xiii) **SUBDIVISION** means the area contained within the boundaries Setting Lake Cottage Subdivision, specifically properties on Roads 1, 2, 3, and 4, the area within the boundaries of the landfill, and the boat launch.

#### **Article 4. Authorization**

The Department is established under the authority of the Setting Lake Cottage Owners Association, a volunteer non-profit organization. It was established in the 1970s to unite Setting Lake cottage owners as a single entity, to support and enable them to take united action on matters of common interest or concern, and to maintain and advance the interests of members.

## **Article 5. Types of Emergency Services**

The Committee shall determine the types of emergency services the Department provides to the public. As the scope of training progresses, the types of emergency responses may expand. With the current level of training, equipment, and resources available, the Department is able to provide the following services:

1. Protecting people from injury and property from destruction by:
  - i) Fighting, containing, and suppressing structural, brush, and grass fires within the Subdivision;
  - ii) Assisting Manitoba Wildfire Service, as required, with wildfire suppression within the Subdivision and at the urban/forest interface.
  - iii) Responding to off-road vehicle accidents;
  - iv) Responding to hazardous materials incidents (i.e. propane, acetylene, and gasoline.)
  - v) Providing emergency medical services;
  - vi) Responding to other incidents that the Department deems emergencies (i.e., animals in peril, carbon monoxide, and noxious gas odors);
  - vii) Conducting fire prevention inspections and public safety education.
2. Investigating the cause and origin of a fire;
3. Conducting firefighting and emergency medical response training;
4. Purchasing and operating apparatus and equipment for firefighting and preserving life and property.

## **Article 6. Mutual Aid Agreements**

The Department may enter into a Mutual Aid Agreement with an adjacent fire department to provide or receive emergency services. The agreements shall have protocols for the joint use, control, and management of fire extinguishing apparatus and equipment, and strategies to bolster each jurisdiction's capacity to provide emergency services and provide enhanced joint-training opportunities.

## **Article 7. Departmental Response Outside Subdivision**

The Department will respond to a request for assistance at a location outside the subdivision boundaries if and when:

- i) in the opinion of the Fire Chief, the incident threatens property in the subdivision;
- ii) the incident is in a jurisdiction with which the Department has a mutual fire and emergency medical services aid agreement;
- iii) it appears that, under the circumstances, human life is in jeopardy; or

iv) there is a request for assistance from the Office of the Fire Commissioner, another office of the Province of Manitoba in accordance with Act, or the RCMP.

### **Article 7. Department Structure**

The Department's Executive Committee develops policy with respect to training, operations, safety, recruitment, retention, and makes decisions on major purchases.

The Committee shall comprise the following positions:

Fire Chief	1
Deputy Fire Chief	1
Training Officer	1
Medical Services Officer	1
Captain	2
Department Administrator	1

### **Article 8. Fire Department Membership**

1. Cabin owners and family members 18 years of age and over are eligible. Fire fighters are required:
  - i) To have a valid Manitoba drivers' licence with no significant violations and no criminal record;
  - ii) To attend fire practices and training sessions;
  - iii) To have a phone;
  - iv) To respond to emergency callouts;
  - v) To be proficient in the use of Department equipment;
  - vi) To be familiar with the Department's Operating Procedures/Guidelines.
2. The Department shall comprise the following volunteers: Fire Chief, Firefighters, and Emergency Medical Responders.
3. The Fire Chief shall be appointed by the Executive based on merit and, following his appointment, shall serve a member of the Executive.
4. The Deputy Fire Chief shall be appointed by the Fire Chief based on merit. He shall be accountable to the Fire Chief.

### **Article 9. Meetings/Practices/Training**

The Department and the Committee will each meet ten times a year.

## **Article 9. Responsibility of the Fire Chief**

The Fire Chief shall administer the provisions of the Constitution, the Department's Policies, and its Operating Practices and Guidelines.

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