

**Pender Islands Fire Protection Society
Adopted Minutes of Directors Meeting
Monday, January 8, 2018
1:00 p.m., Fire Hall #1, North Pender Island**

Present: Art Curtis, Rick Mudie, Paul Williamson, Paul Hutcheson, John Roberts, Shahid Hussain, Ally Tammemagi, Robert Cooper, Chief Charlie Boyte (Fire Chief), Shannon Brayford (Recorder)

Regrets: Jane Perch

Public: None.

1. CALL TO ORDER

Vice-President Paul Williamson called the meeting to order at 1:02 p.m.

2. AGENDA

By general consensus the agenda was adopted as presented.

3. APPROVAL OF MINUTES

3.1 Minutes of November 21, 2017

Art Curtis recommended that item 5.1 include the addition of lease/purchase to replace "leasing"

**Moved by Ally Tammemagi, seconded by Shahid Hussain, to approve the minutes of November 21, 2017 as amended.
CARRIED**

4. BUSINESS ARISING FROM MINUTES

4.1 Victim Services

Chief Boyte reported that he is still anticipating a conversation with Southern Gulf Islands Capital Regional District Regional Director David Howe regarding this matter.

4.2. Human Resources & RFQ's

Shahid Hussain provided a report regarding the progress on the Request for Quotation. He noted that the committee has held meetings with consultants and is anticipating proposals by the end

of the month. He also noted that the committee is anticipating that the work will begin during the second quarter.

A discussion was held regarding the national challenge of volunteer retention. The discussion included a note that Pender Islands' demographic is increasing only in the category of 65+.

There was general consensus that this matter should be addressed during a strategic planning meeting as it is a major issue facing the department.

4.3. Governance

John Roberts provided a report, noting that he has met with the Chairs of each committee and drafted parameters for each. He further noted that these drafts had been circulated electronically prior to the meeting.

John Roberts reviewed each of the documents in turn and invited comments. Comments and recommendations included the following:

- Chief Boyte recommended that the documents reflect an expectation that the committees participate in the execution of plans, where appropriate.
- Paul Williamson recommended that additional volunteers beyond the fire fighters be included and recognized where appropriate.
- There was general concensus that the Finance Committee document will be reviewed further by that committee and returned to the next meeting for consideration.

A discussion was held regarding the HR Committee document and its inclusion of a the direction that the Committee design a "Compensation Philosophy". There was general consensus that this item be removed from the document.

Action Item: Finance Committee and JR review Finance Committee document

Moved by John Roberts, seconded by Ally Tammemagi, that the Pender Islands Fire Protection Society adopt the proposed Committe parameters for each of the Governance Committee, the Human Resources Committee and the Communications Committee, as amended. **CARRIED.**

5. COMMITTEE REPORTS

5.1 Treasurer's Report

Art Curtis provided an overview of the November and the December documents, noting that the training revenue anticipated for 2017 is lower than expected because some training needed to be deferred to 2018.

Art Curtis also noted that the cost of CRD vehicle maintenance is higher than was anticipated. He recommended that the amount be considered and possibly that a return to a private contractor be considered. A discussion was held and there was general consensus that Chief Boyte shall consider the matter and report back.

Art Curtis reported that on preliminary review the 2017 budget appears to have been met. He noted that a more conclusive report will be available at a later date.

Art Curtis also noted that the 2018 budget is still being negotiated, however he also reported that it is close of being finalized.

A discussion was held regarding the Wildfire revenue and there was general consensus that the funds shall be allocated to the equipment replacement fund and to a Live Fire Training Facility fund for future maintenance and upgrades.

It was also agreed that the operating surplus shall be drawn down and that the funds shall be allocated to a variety of areas, including completion of the training grounds and compensation for the Human Resources consultant.

Art Curtis further reported that he has requested an accountant's opinion regarding the potential impacts of training revenue on the budget and on the Society's charity status. He noted that he will report back on the matter at a later date.

Moved by Art Curtis, seconded by Shahid Hussain, that the Treasurer's Report be approved as presented. CARRIED.

5.2 Fire Fighter's Representative's Report

Paul Hutcheson noted that he intends to bring the results of a survey from the membership to a future meeting.

Shahid Hussain recommended that the report be presented to the Chief for input prior to being circulated to the Board. There was general consensus that all reports shall be circulated prior to meetings and that it was further noted that the Board is resistant to any appearance of bypassing the Chief's role.

5.3 Constitution Committee

Paul Williamson noted that recommended changes will be forthcoming at a future meeting and that the board should be prepared to consider:

- Appropriate number to constitute a quorum
- Inclusion or not of the membership's ability to remove a director.
- Whether the Chair of the meeting has a vote.
- Whether the Board shall be granted the ability to seek loans for significant values, independently.

Shahid Hussain recommended that in addition to these options, that the Committee also provide information on the standard inclusions.

6. FIRE CHIEF'S REPORT

Chief Boyte noted that a written report was circulated and addressed the following matters:

- Fire training ground opening was well attended and a success.
- Data is indicating that poverty is a major issue in the Southern Gulf Islands. Recommendation that the Department partner with other organizations to help address issues of housing security.
- Water tank leak is repaired.
- Training facility has been put to use and is receiving good reviews from the fire fighters.
- Lively Peak alternative emergency exit project is still moving forward.
- The Gardom Pond project has been reconciled and the solution may impact the area's fire suppression plan. He noted that he will continue to address this matter with the relevant parties.
- Recommendation that the fitness facility be considered for expansion or revision.
- Rescue 28 has been adjusted to help increase the amount of space in the back of the truck.

7. NEW BUSINESS

7.1 Cooking for Training Days

Ally Tammemagi recommended that the Board consider joining the culinary teams that volunteer to cook for training days. There was general consensus that she shall circulate an email asking for volunteers prior to the next meeting.

Action time: AT

7.2 Proposal for Discussion Forum with Volunteers

John Roberts noted that he had circulated a proposal recommending a structured format for the forum. His recommendation included the following points:

- Limit to 20 people
- Inclusion of board members, staff, and a variety of volunteers.
- That the date be set prior to the end of February.
- That all volunteers be invited and accepted on a first-come-first-served basis.

It was noted that information may be circulated prior to the meeting seeking input on the topics to be addressed.

Chief Boyte recommended that the conversation include community members, particularly seniors and young families. A discussion was held regarding the objectives of the meeting and the benefits of addressing them.

There was general consensus that a meeting for internal-matters shall be held in order to facilitate the Board's understanding of the volunteers. It was also noted that a separate meeting for the general public should also be considered at a later time.

Note: Shahid Hussain departed the meeting at 3:12 pm.

A lengthy discussion was held regarding the potential outcomes of a forum, the benefits of holding one, and the potential challenges that may be faced.

There was general consensus that the first step shall be a social event with the Board hosting a dinner prior to a first responder training night and that Ally Tammemagi shall organize the event.

Action time: AT

8. NEXT MEETING

The next scheduled meeting will be held on Tuesday, February 13, 2018 at 1:00 pm.

Vice President Williamson closed the meeting at 3:24 p.m.