

**Pender Islands Fire Protection Society
Minutes of Directors Meeting
Tuesday, January 15, 2019
1:00 p.m., Fire Hall #1, North Pender Island**

Present: Fire Chief Boyte, Jill Caston, Art Curtis, Shahid Hussain, Paul Hutcheson, Maggie Macdonald, Sara Miles (Recorder), Rick Mudie, Brigitte Prochaska, Ally Tammemagi

Regrets: Jane Perch

Public: One

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

Vice-President Shahid Hussain called the meeting to order at 1:01 p.m.

Ally Tammemagi moved and it was seconded to adopt the agenda. **Motion carried by consensus.**

2) PUBLIC QUESTIONS AND COMMENTS

There was a request to have printed copies of the materials that are circulated electronically for the meeting. The board members were reluctant to provide this.

3) APPROVAL OF MINUTES

The proper spelling of Director Macdonald's name was noted. Director Mudie moved and it was seconded to approve the November 27, 2018 minutes. **Motion carried by consensus.**

4) QUESTIONS OR COMMENTS ON COMMITTEE REPORTS

a) Treasurer's Report

Treasurer Curtis said there is no monthly report available due to the timing of the meeting and the year-end reporting that is underway. He provided an update on the CRD year-end process, noting that their official year-end report will be out February 11. Curtis said the 2019 Budget is finalized after a \$3,000 increase made to align the budget with Peggy Dayton's figures. There was discussion about the budget process and what is required for the accountants.

Director Mudie moved and it was seconded to accept the 2019 Budget with the \$3,000 change. **Motion carried by consensus.**

Action Item: Treasurer Curtis will circulate the capital, five-year and summary budgets to the board.

b) Governance Committee

Director Macdonald requested the files relating to this committee.

Action Item: Chief Boyte and Office Administrator Miles to send all available files to Macdonald.

It was noted that GC was tasked with developing a process for the replacement of interim board members, and that Directors Perch and Tammemagi are the two outgoing directors who will have completed their terms at the 2019 AGM.

c) Finance Committee

None.

d) Human Resources Committee

Director Tammemagi provided an update on the elections promotion that has been done in the Pender Post, by email, and on the website.

e) Firefighters' Representative Report

It was noted that the information about the Clean Cab Concept was referred to the OHS Committee. Representative Hutcheson provided additional information to the directors regarding the health risks faced by firefighters, including changes made to the *Workers Compensation Act* to increase coverage for certain cancers.

f) Fire Chief's Report and OHS Report

Chief Boyte noted the decrease in First Responder calls, and said the Fire Chief's Association is working to address the effects of the new BCAS dispatch protocols in rural areas.

There was discussion about the reason for so many Illegal Burn callouts in the summer, and about the amount of green debris currently being burned. It was noted that the department response is driven by calls from the public.

5) Windstorm Learning and Experience

- a) Director Prochaska reported on the successful Galiano Island Community Meeting. It was noted that BC Hydro was quick to respond on the Penders, and that prompt media coverage may have had an effect. Assistant Chief Hanson is

preparing a report for the SGIEMC and CERT, who will also review the windstorm response to consolidate learning and prepare for next time.

It was noted that PIFR has the keys to the Lively Peak access, and it is opened by our members when requested by RCMP or BCAS.

Director Prochaska spoke about how volunteer capacity was limited due to transportation challenges during the storm. Communication was also difficult, with radios not working well and cell phones limited in some cases.

Vice-President Hussain asked that Pender Fire communicate with the public after the emergency team meetings take place and A/C Hanson's report is complete. He also asked to publish a letter of commendation to the responders.

6) Information & Update

a) Training Facility

Chief Boyte provided an update on bookings for the training centre, and there was brief discussion about volunteers balancing work and emergency response.

7) Recommendations for Board Committees

Circulated electronically.

Director Tammemagi will join the Communications Committee until the AGM. Vice-President Hussain asked the Committees to start developing their work plans for the yearly goals.

8) 2019 AGM Date

The Annual General Meeting will be on Wednesday April 10 at 7:00 pm with registration at 6:45 pm at Hall #1 on North Pender Island. This will be published in the March and April editions of the Pender Post by Office Administrator Miles.

9) New Business

None.

10) Date for February 2019 Board Meeting

The next PIFPS board meeting will be on Tuesday February 26 at 1:00 pm.

Vice-President Hussain closed the meeting at **2:52 p.m.**