

**Pender Islands Fire Protection Society
Board of Directors Meeting
10:00 am, Tuesday, January 18, 2022**

Meeting Minutes

Present: Brent Marsden, Arn Berry, Christa Grace-Warrick, Chief Dine

Attendance via Zoom:

Art Curtis, Shelagh Rinald, Greg Hankins, Marty Evans, Anna Herlitz

Public: None

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Marsden called the meeting to order at 10:00 a.m.

Director Grace-Warrick moved and it was seconded by Art Curtis to adopt the Agenda.

Motion carried by consensus.

2) PUBLIC QUESTIONS / COMMENTS

President Marsden suggested that in future any public questions or comments could also be responded to during meetings at a relevant part of the agenda. The Board could see how that would work in practise.

3) APPROVAL OF MINUTES

Director Berry requested that the December 2021 Minutes item relating to Victim Services have a personal name removed, as it was irrelevant to the point. This was agreed by President Marsden.

Director Berry moved and it was seconded to approve the Minutes of the December 14, 2021 meeting as amended.

Motion carried by consensus.

4) COMMITTEE REPORTS

a) Treasurer's Report:

No report this month.

b) Governance Committee:

Secretary Grace-Warrick reported on the January 13, 2022 meeting. Last year work was begun on updating Board Policies. The GC has considered Policies 1 thru 12.

The amalgamation of Policies #9 and #11 were brought to the Board for approval. The board approved the change.

The committee had also discussed deletion of seven other policies as these are within the jurisdiction of Pender Fire/Rescue. Their deletion were also brought forward for discussion and approval. Director Curtis questioned the deletion. He asked whether these policies are contained in Pender Fire/Rescue's policies. This had not been

ascertained with certainty. The deletion of these policies was deferred until this could be confirmed.

The GC discussed what kind of binders and documentation are needed by the Board. The use, kind, and distribution of Board binders is an ongoing project that the governance committee is working on. There is much historical information in the binders and a complete binder needs to be kept at the Firehall.

In relation to reviewing internal Board communications Director Grace-Warrick said she had spoken to most Directors as to what they thought was missing. Based on what was said, Christa recommended the use of Google docs as an initial way to organized cooperative work and store Board documents, for easy access. Director Evans said this was a good way to work. Is a corporate Google account needed? Most directors said that they already have a Google account needed for access. **Secretary Grace-Warrick suggested beginning by organizing the sharing of GC documents on Google docs which she could do fairly quickly.**

c) Communications Committee:

This Committee consists of Secretary Christa Grace-Warrick, Director Hankins and Director Herlitz and Director Marty Evans. Director Prochaska will take part as much as she can and will still be available for advice.

d) Strategic Planning Committee:

Agreed that the Strategic Planning Committee needs to be formed to consult with Chief Dine to address longterm planning.

e) Victim Services Committee

- President Marsden is now the contact person on the **Client Operational Access SysTem**. (COAST is the contract and client management system of the Community Safety and Crime Prevention Branch of the Ministry of Public Safety and Solicitor General.)
- A position for a Victim Services worker will become vacant and an application process will be set up.
- PIFPS' Victim Service contract with the Ministry of Public Safety and Solicitor General is a year-by-year contract and has been signed by the previous contractor but apparently not currently by the government. It needs to be reviewed. **Director Berry has a copy of the contract and will provide it to Secretary Grace-Warrick.**

5) FIREFIGHTERS' REPRESENTATIVE REPORT

Director Herlitz reported that recruitment numbers for this year look positive.

- Thank you to long-serving volunteer Frazer Schouten who has retired from Pender Fire/Rescue.
- The delivery system of Christmas Dinners were much appreciated following the cancellation of the in-person party at the Legion, due to Omicron.
- Thanks to Lieutenant Todd Bullied for leadership on the Health & Wellness committee.
- Recent weather conditions have been a challenge for responses.
- Challenges of new dispatch system are being handled effectively.

- The local BC Ambulance is grateful for support provided by Fire/Rescue members.
- Omicron has made remote learning once again necessary.

6) FIRE CHIEF'S REPORT

- Chief Dine presented year-end service delivery classification and numbers to December 31st 2021.
- A new chart of accounts is being adopted for 2022.
- Fire Camp planning and logistics are underway. There is a possibility of cancellation due to the pandemic.
- Commercial inspections are on schedule.
- Short and long term rental inspections: a program will be developed to include inspection of rental accommodation. Some residents and visitors are at risk. For example, many Airbnb's renters do not know their street address and would not be able to give it to dispatch in case of an emergency.
- Chief Dine discussed the water supply agreement with the RCMP. The RCMP Detachment is requesting additional filtration of the water supply. Chief Dine is satisfied that the water supplied meets required standards and suggests that RCMP could possibly install extra filtration at their end.
- The immediate problem of the load limit on Canal Road (at the South Pender "Dip") has been resolved. The load limit has been changed to accommodate the passage of firetrucks. Road repairs are likely to begin in September 2022.
- Member training focus is currently on refreshing competencies. Thursday night practice has been temporarily suspended due to Covid surge.
- There is a substantial increase in assistance on ambulance calls. A shortage of ambulance staff is resulting in Fire/Rescue members being increasingly used as ambulance drivers. The situation is critical.

7) NEW BUSINESS

Arising for the Fire Chief's Report there was an extensive discussion about the Ambulance situation. It was agreed that PIFPS needs to address this at a government level; potentially with Minister of Health Adrian Dix, MLA Adam Olsen, and senior BC Ambulance staff. Requesting a meeting with Minister Adrian Dix was also discussed.

A meeting to draft a letter including Chief Dine, Director Berry, Shannon Brayford, and possibly Assistant Fire Chief Hanson was suggested.

President Marsden moved and it was seconded to prepare a letter to address the matter.

Motion carried by consensus.

8) Next Meeting

PIFPS Board Meeting Thursday, February 17, 2022 at 10:00 a.m. (In Person and/or Zoom)

9) Closure

President Marsden closed the meeting at 12:00 p.m.