

**Pender Islands Fire Protection Society
Board of Directors Meeting**

Thursday, 17 February, 2022 10:00 AM Fire Hall #1

Minutes

Present: Directors: Marsden, Berry, Herlitz, Hankins and Chief Dine, Assistant Chief Hanson

Zoom: Directors Evans and Rinald

Public: Daisy te Hennepe, Interim Unit Chief, BC Ambulance

- 1) Call to order: 10:03am
- 2) Agenda was corrected at request of Director Berry to include consideration of rewritten and combined Policies #13 and #14. **Approval of corrected agenda:** moved Director Curtis, seconded Director Berry, approved by consensus.
- 3) **Public Questions / Comments:** President Marsden advised that the public was free to make comments and ask questions at any appropriate moment in the meeting.
- 4) Approval 18 January 2022 Minutes: Director Hankins asked for Marty Evans name to be added to the listed Communication Committee members. **Approval of corrected Minutes:** moved by Director Herlitz, second Director Hankins, approved by consensus.

5) Treasurer's Report

Treasurer's Report Director Rinald presented the Financial Report for year 2021 in detail.

It is proposed that CRD funds will have a monthly draw-down in future.

Director Rinald moved that: Chief Dine be authorized to sign CRD draw-down requests and submit signed requests to CRD with a copy to the Treasurer. Seconded by Director Curtis, **approved by consensus.**

6) Committee Reports

a) **Governance Committee:**

Director Berry explained the recommendations of the committee for Board policies updating as follows: deletion of policies #1,#2,#3,#4,#5 & #8 which are all represented in Pender Fire/Rescue policies; a small edit to Policy #10; rewritten and combined Policies #13 and #14; the combining of #15,#16,#17 into one document for easy signing by elected and re-elected board members; and also the renumbering and reordering of the new and remaining policies.

Director Grace-Warrick moved that the package of changes be approved by the Board, seconded by Director Berry, **approved by consensus.**

Fire Chief Dine requested that the Governance Committee continue its work by reviewing Clause 7.1 (b) and (c) in the 'Fire Protection & Emergency Services Response Services & Licensing Agreement' between the CRD and PIFPS. Director Evans supports Fire Chief Dine in this request. **Director Berry will circulate a copy of this contract to GC. A meeting to review this TBA.**

b) Communications Committee

Director Hankins will lead the Communications Committee. **It will meet shortly to organize promotion of director nominations and publicity of AGM. Director Hankins will consult Brigitte Prochaska on procedure for AGM, nominations etc.**

c) Victim Services Committee

President Marsden is currently reviewing the Victim Services employee contract with Director Berry with a view to being able to pass on operational responsibility to Pender Fire/Rescue.

There have been four applications for the position coming vacant. The review of the applications process will include President Marsden, Chief Dine, an RCMP officer, and the two current employees. It will be conducted with a view to a possible second vacancy in the near future.

d) Fire Chief's Report & OHS Report

Fire Chief Dine reported a very busy start to the year, particularly because of Ambulance Assist calls. The MOU with Parks Canada is close to being signed. The MOU with RCMP for water supply is signed. Fire/Rescue will continue to supply water quality which conforms to VIHA specification as before. Mutual Aid agreement with Southern Gulf Islands fire departments has been signed.

The 'Short and Long Term Stay Fire Safety Self-Assessment Program' is progressing well, says Chief Dine. The database is being compiled. The aim of the program is to increase the fire safety of the hundreds of visitors and some residents whose accommodation lies outside the fire inspection jurisdiction. There is greater risk of injury in unsafe accommodation of this kind than there is of wildfire risk on Pender Island, he states. Even lack of a short-term address in a medical emergency could delay response.

Fire Camp has been cancelled because of unacceptable Covid risk.

An Awards Dinner is scheduled for April, mandates permitting.

e) Firefighters' Representative's Report

Director Herlitz welcome the five new recruits who are beginning their 300 hour firefighter training. She noted that in-person fire practice is now taking place again.

7) Ongoing Business

a) Ambulance Service Assist: Fire/Rescue members responding to Ambulance Assist are finding they are also driving the ambulance because of the current acute shortage of ambulance staff. Only four member have the necessary Class 4 License. BC Ambulance should be receiving billings for these call-outs. The board is making some progress with mobilizing agencies and politicians who may be able to help solve this problem.

Shannon Brayford has just been appointed BCAS District Manager for the SGI, Sidney & Saanich. Daisy te Hennepe has now been appointed Pender's Interim Unit Chief for BC Ambulance Service.

b) Strategic Planning Committee: Members will be (but not restricted to): Directors: Marsden, Rinald, Curtis, Grace-Warrick, Hankins, together with Fire Chief Dine, Deputy Fire Chief Hanson. Director Herlitz suggested that there be a firefighter member on the committee. **A first meeting TBA.**

- 8) **New Business:** AGM date is set for 28 April, 7pm at Community Hall, **subject to booking availability.** Directors Herlitz and Berry are stepping down. Director Rinald is standing for re-election as she was appointed during the last term. Director Herlitz replacement will come from Pender Fire/Rescue members and will be elected by them. There will be one vacant position on the board. Directors will seek out eligible nominees from the community.
- 9) **Next Meeting: Thursday, March 17th, 10am.**
- 10) **Closure: 12:16pm**