

ADOPTED
Pender Islands Fire Protection Society
Minutes of Directors Meeting
Tuesday, March 20, 2018
1:00 p.m., Fire Hall #1, North Pender Island

Present: Jane Perch, Art Curtis, Paul Williamson, Robert Cooper, Paul Hutcheson, Shahid Hussain, Ally Tammemagi
Chief Charlie Boyte (Fire Chief), Shannon Brayford (Recorder)

Regrets: John Roberts, Rick Mudie

Public: Three.

1. CALL TO ORDER AND APPROVAL OF THE AGENDA

President Jane Perch called the meeting to order at 1:05 p.m.

Chair Perch recommended the removal of item 7b) Magic Lake Emergency Access Route and the addition of the item 7e) Board Dinner for Volunteers on April 26, 2018.

By general consensus the agenda was adopted as amended.

2. PUBLIC QUESTIONS AND COMMENTS

Deputy Chief Dine commented that some fire fighters expressed interest in attending, but were unable to attend the meeting as it is during regular work hours. He also noted that many fire fighters had expressed interest in knowing more about the RFQ.

President Perch acknowledged the interest in the matter and noted that the Board will discuss whether reports will be circulated publically with the agenda.

3. APPROVAL OF MINUTES

3.1 Minutes of February 13, 2018

The following recommendations for amendments were made:

- Deletion of “Ally Tammemagi” and replacement with “Rick Mudie”
- Deletion of “Art Mudie” and replacement with “Art Curtis”

Moved by Paul Williamson, seconded by Ally Tammemagi, to approve the minutes of February 13, 2018 as amended. CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 RFQ

Shahid Hussain noted that a report was circulated electronically and that the majority of the Board votes electronically to award the contract. He then invited comments/questions.

A discussion was held regarding the cost of the contract and it was noted that although the cost is higher than the previous report in 2012, costs do reasonably increase over 5 years.

President Perch reported that the contract has been awarded and that the consultation is moving forward.

President Perch noted that a member of the volunteer department had requested a copy of the RFQ report circulated to the Board. A discussion was held and there was general consensus that the report could be circulated publically.

4.2. Constitution Committee

Paul Williamson provided an overview of the Constitution review, including the proposed bylaw changes and the reason for undergoing the process.

Paul Hutcheson addressed the introductory clause, recommending reconsideration of the wording. Paul Williamson noted that the Constitution itself cannot be amended at this time, as only Bylaw amendments are permitted. It was noted that the Constituion amendments should be considered at a later date.

4.3. Finance Committee Parameters

No report.

5. COMMITTEE REPORTS

5.1 Treasurer's Report

Art Curtis provided an overview of the document, noting the following points:

- The documents need to be amended to place some revenue lines currently showing in 2018 back into 2017.
- The \$9600 that was outstanding from the CRD has been addressed and the financial documents have been updated to reflect that change.
- Final construction costs have been paid for the training facility.
- New apparatus acquisition for 2019 is being planned using MFA borrowing with a 4-5 year repayment plan.

Moved by Art Curtis, seconded by Paul Williamson, that the Treasurer's Report be approved as presented. **CARRIED.**

5.2 Governance Committee

President Perch noted that the document was circulated electronically and invited comment.

No comments were made.

5.3 Fire Fighter's Representative's Report

President Perch noted that discussion of the Fire Fighter's Report of February 2018 was postponed to this meeting.

Moved by Shahid Hussain, seconded by Ally Tammemagi, that the fire fighter's report be addressed during an in camera session at the end of the meeting. **CARRIED.**

Shahid Hussain requested information of the survey addressed in Fire Fighters Representative report of March 20, 2018. Paul Hutcheson provided an overview of the survey and noted that 18 of 30 firefighters responded to the questions.

President Perch noted that the Board has questions about the Association and invited Paul Hutcheson to share additional information, including the Association's constitution, at some point.

Paul Hutcheson was asked questions regarding the Association, including the following points:

- Compilation of membership.
- Process for sharing of information with the Board and/or Fire Chief.

President Perch noted that a larger conversation regarding the Association is required at a future date and will be scheduled as a formal agenda item.

Chief Boyte requested that operational issues be delivered to him directly and also requested an audience with the Association membership.

6. FIRE CHIEF'S REPORT & OHS COMMITTEE REPORT

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

- Call volume and significant incidents including a structural fire, MVIs, and a tsunami warning.
- Overview of the costs of the apparatus maintenance and the ongoing work to negotiate the maintenance costs with the CRD.
- Working group has been struck to address recruiting and retention.
- Work on Lively Peak emergency exit is nearing completion and the route was developed as expected.
- Stanley Point stand pipe proofing is almost complete and is anticipated to move forward as expected.
- The agreement with the Tsawout Band Office has not progressed and he anticipates addressing questions/concerns through an in-person meeting.

Shahid Hussain requested information about the working group on recruiting and retention, including an anticipated project completion date.

Shahid Hussain also requested an update regarding improvements to the fitness facility. Chief Boyte provided an overview of the process for improving the facility, noting that it will require a Board and CRD approval process that can take time.

7. NEW BUSINESS

7.1 AGM

President Perch reported that the meeting will be held on May 2, 2018 at 7:00 pm.

Shahid Hussain recommended that prior to the scheduled time, that tours of the training facility be offered. There was general consensus that President Perch will work with Chief Boyte to arrange the event.

7.2 Strategic Planning Session

President Perch noted that the Governance Committee is planning to hold a Strategic Planning Session at some point following the AGM. She provided an overview of the purpose of the session and noted that it will be for the Board Members and Chief Boyte to attend.

7.3 Web Site Presence

President Perch reported that following the recommendations of the last meeting, the Board now has contact information posted on the website, as well as the adopted minutes of the meeting.

She noted that there is potential for inclusion of additional information and recommended that the Communications Committee develop a plan for the material to be included.

Action Item: Communications Committee

7.4 Board Meal for Volunteers

President Perch reported that on April 26, 2018 the Board Members will be cooking a meal for the volunteers, prior to their weekly training session. She noted that members will be assigned tasks and should arrive prior to 5:00 pm

8. NEXT MEETING

The next scheduled meeting will be held on Wednesday, April 11, 2018 at 1:00 pm.

Note: The meeting was closed to the public at 2:15 pm. Recorder Shannon Brayford was not included in the closed meeting and minutes of that meeting were recorded by a Member of the Board.

Prior to the opening of the in camera meeting, President Perch noted that the Governance Committee report included a recommended policy for nomination and election of Board Members. She provided an overview of the policy and noted that should it be approved, the Governance Committee will move forward with the creation of some guidelines.

Moved by Bob Cooper, seconded by Ally Tammemagi, that the Governance Committee's Proposed Policy on Board Elections be approved as presented. CARRIED.

Note: Recorder Shannon Brayford departed the meeting at 2:22 pm.