



**Pender Islands Fire Protection Society
Board of Directors Meeting
Thursday, 21 March, 10am, Fire Hall #1**

Minutes

Present; President Marsden, VP Curtis, Secretary Grace-Warrick, Directors Evans and Prochaska

Regrets: Director Atkinson

Public: None

- 1) **Call to Order: 10:08am**
- 2) **Approve the Agenda: Prochaska, Evans, Consensus**
- 3) **Approve February Minutes: Prochaska, Curtis, Consensus**
- 4) **Committee Reports:**
 - a) **Finance Committee Report:** Fire Chief Dine reported that, with the help of VP Curtis, the 2023 Financials Statements are in final stages before submission to the accountant.
 - b) **Governance Committee:**
 - i) For the sake of the record, President Marsden records that Shelagh Rinald and Shelley Henshaw resigned from the PIFPS Board of Directors in late November. While President Marsden had acknowledged by letter their letters of resignation thanking them for their service, due to scheduling and other challenges this was not announced at a board meeting and thus did not enter the Minutes. President Marsden, once again, thanked both of them for their service to the Pender community, particularly in regard to contribution to PIFR's budgeting and financial record keeping process.
 - ii) An AGM advertisement and a director recruiting article have been placed in April Pender Post.
 - iii) An information document for those interested in being PIFPS directors is being finalized. President Marsden requested that this document be given to directors asap to give to anyone they think is a potential candidate.
 - iv) Secretary Grace-Warrick is creating a program to improve the director on-boarding process.

- c) Communications Committee: Director Prochaska reported that a logo was being designed for the more than 50 years of Pender Islands fire service.
- d) Victim Services Committee: Mags Muir has completed her training quickly and with excellence.
- e) Fire Chief's Report & OHS Report:
 - i) Fire Chief Dine took the board through PIFR's February report.
 - ii) He also discussed the importance of a timely review of PIFPS current Agreement for Service with the CRD as it has a number omissions. An example being the manner and revenue from disposal of replaced capital equipment, such as firetrucks.
 - iii) He then presented a report on the progress of the creation of overnight accommodation units for paid-on-call and part-time firefighters. After consulting with various governing agencies, the most expeditious way forward is to apply for an Islands Trust Temporary Use Permit for Firehall #1 and #2 to accommodate units. Various unit options and regulations to be considered were also discussed.
 - iv) Next Board Meeting: (10am, Wednesday, 17 April, 2024)

5) Closure: 11:52am