

**Pender Islands Fire Protection Society
Minutes of Directors Meeting Tuesday,
April 11, 2018
1:00 p.m., Fire Hall #1, North Pender Island**

Present: Jane Perch, Art Curtis, Paul Hutcheson, Ally Tammemagi, John Roberts, Rick Mudie, Chief Charlie Boyte (Fire Chief), Shannon Brayford (Recorder)

Regrets: Robert Cooper, Shahid Hussain, Paul Williamson

Public: Three.

1. CALL TO ORDER AND APPROVAL OF THE AGENDA

President Jane Perch called the meeting to order at 1:00 p.m.

It was recommended that the Board hosted dinner for the fire fighters be added to the agenda.

By general consensus the agenda was adopted as amended.

2. PUBLIC QUESTIONS AND COMMENTS

President Perch thanked the public in attendance and invited comments and questions.

Hearing none, President Perch provided a brief overview of the RFQ and assured the fire fighters that there is no consideration of a drop in service level.

3. APPROVAL OF MINUTES

3.1. Minutes of March 20, 2018

Chief Boyte recommended amending the discussion of a gym facility to convey that the project is being considered, but that it will require a Board and CRD approval process that can take time. There was general agreement that such an amendment should be made.

A discussion of the minute publication and distribution process was held. There was agreement that the minutes shall be marked “unvetted”, “draft”, and “adopted” as appropriate.

Moved by Art Curtis, seconded by Ally Tammemagi, to approve the minutes of March 20, 2018 as amended. CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1. AGM – Format

President Perch provided an overview of the proposed meeting process, including the following points:

- Ally Tammemagi, Secretary, to present the minutes
- Art Curtis, Treasurer, to present the budget
- Chief Boyte will deliver a Chief's report

President Perch also noted that registration will begin at 7:00 pm and that at 6:45 pm there will be a tour of the exterior of the training facility.

2. Strategic Planning Session

President Perch noted that the Board had intended to hold a strategic planning session and recommend that it be scheduled in place of the regular May meeting.

A discussion was held regarding potential dates. There was general consensus that May 22, 2018 would be a suitable day, pending a response from those members currently absent.

John Roberts recommended that in addition to the Board and the Chief, that Deputy Chief Dine and Captain Hanson also be invited to attend.

3. Fire Fighter's Association

President Perch noted that the Board would like clarification and information regarding the Fire Fighter's Association. She reported that she spoke to Paul Hutcheson about the matter and he confirmed that he will relay her request to the Association members.

4. Constitution Committee

President Perch reported that Paul Williamson was unable to attend this meeting due to illness. She recommended that the matter be deferred to a future meeting, which will prevent the changes from being adopted at the AGM. There was general agreement that the

changes will be considered at a special general meeting at a future date, prior to the November deadline.

Moved John Roberts, seconded Ally Tammemagi, that the matters of constitutional amendments be deferred to a future meeting. **CARRIED.**

5. COMMITTEE REPORTS

5.1. Treasurer's Report

Art Curtis noted that the report had been circulated electronically and invited questions and comments.

Art Curtis provided an overview of the budget lines dealing with vehicles. He explained the breakdown and the rationale for pro-rating the values, noting that the Treasurer's Report is generated in advance of receipt of the reports from the CRD.

President Perch noted that there is ongoing concern with the cost of vehicle maintenance and that the related figures will help support addressing that matter.

Chief Boyte provided an overview of the vehicle maintenance completed to date, noting that the majority of those costs are scheduled early in the fiscal year to ensure that the vehicles are ready for fire season.

President Perch requested information on the cost recovery for training, noting that the budget line has not reached the anticipated quarterly value.

Chief Boyte provided an overview of training facility use and noted that the cost recovery line depends on billing and payment schedules.

Rick Mudie requested information on the final costs of the training facility.

Art Curtis outlined the total costs, noting that all costs were anticipated in the planning.

John Roberts requested information regarding the transfer of tax funds.

Art Curtis provided an explanation of the process and the requests required.

Rick Mudie requested information on the timeline for transferring the training facility to the CRD.

President Perch noted that a larger discussion to plan for the training facility is required. She recommended that the matter be added to the Strategic Planning Meeting agenda.

Art Curtis noted that the draft year end financial statements from the CRD will be reviewed by the Finance Committee and then forwarded to the Board for approval.

It was noted that the Board will have to approve the report electronically prior to the AGM.

Art Curtis also noted that the Finance Committee will review the plan for new truck purchases for 2019 with Peggy Dayton and will report back.

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

5.2. Governance Committee

President Perch noted that the Committee's report was circulated electronically and invited comments.

John Roberts noted that there is an item in the report for the HR committee to add to the agenda of their next meeting.

2. Human Resources Committee

No report

3. Fire Fighter's Representative's Report

Paul Hutcheson noted that in the past he has requested that the Board consider broadcasting their meetings for those unable to attend.

Moved by Paul Hutcheson, seconded by Art Curtis, that the Pender Island Fire Protection Society proceed, in principal, to pursue the concept of broadcasting the meetings to the public and obtain more details of the equipment required.

A discussion of the motion was held.

Several board members expressed discomfort with being video recorded, particularly should those recordings be posted on social media.

John Roberts recommended that a summary of the meetings be included in the Pender Post and that the Board consider the fostering of public engagement at the Strategic Planning Meeting.

President Perch called for a vote on the motion and with one vote in favour and the rest opposed, the motion failed.

Paul Hutcheson presented data on the callouts for the year to date, noting the times that calls are received.

Paul Hutcheson noted that this data can be used to better understand the impact that call outs have on fire fighters' work days, sleeping hours, and meals.

6. FIRE CHIEF'S REPORT & OHS COMMITTEE REPORT

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

- Data analysis predicts more than 300 calls in the upcoming year.
- Continuing concern with the ongoing maintenance issues for the water tanks.
- The purchase of the new utility was challenged by a refusal from the CRD to order a truck with a V8. It was noted that the truck purchase should be within the spending authority of the Board, but the CRD has overruled the decision and a smaller engine has been purchased. There was general agreement that the Board shall address the matter with the CRD.
- Information on the Recruiting Committee and Fitness Encouragement Program.
- An overview of the upcoming Awards Banquet.
- Islands Trust has requested input on a proposed bylaw change that will permit secondary suites. He noted that he recommended that Islands Trust zoning and CRD building inspectors work together to ensure that affordable housing is available and safe.
- Recommendation that thought be given to the impact that legalization of marijuana will have on policies regarding first responders.

John Roberts requested and received details of the Student Employment program.

7. NEW BUSINESS

7.1. Board Hosted Dinner for Fire Fighters

Ally Tammemagi provided an overview of the tasks required and requested volunteers.

Ally Tammemagi noted that the Board will need to arrive by 5 pm.

8. NEXT MEETING

The next scheduled meeting will be held on May 2, 2018, immediately following the AGM.

A Strategic Planning meeting is tentatively scheduled for May 22, 2018.

The June meeting will tentatively scheduled for June 19, 2018.

The meeting was closed at 2:31 pm.