

**Pender Islands Fire Protection Society  
Board of Directors Meeting  
Minutes  
Tuesday, April 20, 2021  
10:00 a.m., Virtual Meeting via “Zoom”, Pender Island, BC**

Present: Arn Berry, Art Curtis, Theresa Carle-Sanders, Jill Caston, Chief Mike Dine, Anna Herlitz, Maggie Macdonald, Sara Miles (Recorder), Rick Mudie, Brigitte Prochaska, Anna Starke

Regrets: None

Public: One

**1) CALL TO ORDER AND APPROVAL OF THE AGENDA**

President Macdonald called the meeting to order at 10:02 a.m.

Director Carle-Sanders moved and it was seconded to adopt the agenda.

**Motion carried by consensus.**

**2) PUBLIC QUESTIONS AND COMMENTS**

Judith Walker said she is looking forward to the AGM.

**3) APPROVAL OF MINUTES**

Director Berry moved and it was seconded to approve the minutes of the March 16, 2021 board meeting.

**Motion carried by consensus.**

**4) COMMITTEE REPORTS**

**a) Treasurer’s Report**

Treasurer Curtis reported that the society is still waiting for the 2020 books to come back from the accountant. He hopes to have a monthly report next month.

The 2019 financial statements to be reviewed at the AGM next month were circulated to the board electronically.

**b) Governance Committee**

Director Berry had nothing to report.

**c) Finance Committee**

Director Mudie had nothing to report.

**d) Human Resources Committee**

Director Caston had nothing to report.

**e) Communications Committee**

Director Prochaska reported that two-thirds of the committee members are part of the AGM working group so they have been working on that. There was a question about recognizing Chief Boyte's contributions, as the board has not been able to do this due to the pandemic restrictions. There were suggestions for how to move forward with this, and put it back on the committee's task list.

**f) Victim Services Committee**

*[ Director Caston, arriving late, provided her report after the Chief's Report. ]*

Director Caston received the budget and TUA. The TUA needs to be filled out later this week so it can be sent to the Ministry.

**i) 2021/2022 TUA**

President Macdonald asked Director Caston to try to print the documents off and provide copies to herself and Director Berry. She advised that Board approval was required prior to them being signed.

**g) Firefighters' Representative Report**

Report circulated electronically.

Director Herlitz thanked the members who responded to the wildfire incident and said operations went smoothly. She also said the duty crew system is going well, and the wellness committee is starting to do outreach.

## **h) Fire Chief's Report and OHS Report**

Report circulated electronically.

Chief Dine reported on the number of calls, duty crew scheduling, commercial inspections, fire permit sales, and inquiries from the many visitors to the island. A new bookkeeper has been hired; Jamie DeBruin starts next month. Other project updates: the paving work is complete, and the final statement for the new truck was received. Chief Dine also reported on the department's response to a structure fire and a forest fire that occurred this month. The Chief was extremely proud of the "text book" professionalism and response time of the firefighters at both incidents. There was a question about whether beach fires are permitted on Pender. Chief Dine explained the rules around this activity.

*[ Director Caston entered the meeting at 10:40 and provided her report. ]*

## **5) Ongoing Business**

### **a) Bill C-264**

Director Berry spoke about an email he received from Erin O'Toole regarding the bill's history. He is inquiring as to the best way to send the petition. There was a discussion about doing outreach to local area fire departments to support the bill.

### **b) Annual General Meeting – May 12, 2021**

Director Macdonald reported on activities regarding the AGM. She noted there are six candidates, and several reports to be given at the meeting. There was discussion about the timeline for publishing candidate presentations and scheduling the orientation. The responsibility for organizing the AGM sits with the Governance Committee.

### **c) CRD/PIFPS Agreement**

#### **i) Insurance review**

President Macdonald reported that the society is responding to CRD about this. There is contradicting information from the insurance company and CRD. There was discussion about referring to some volunteers as "auxiliary firefighters" or "volunteer firefighters".

**d) In-Person Meetings**

Nothing to report.

**6) New Business**

**a) Board resignation**

President Macdonald announced there was a resignation.

Director Carle-Sanders informed the board, with regrets, that she will resign, effective May 12, 2021.

President Macdonald proposed there be an in-camera discussion regarding how to move forward; the board agreed by consensus.

*[ Chief Dine left due to an incident callout at 11:13. ]*

**7) Next Meeting**

**a)** The next executive meeting will be on May 11, 2021 at 10:00 am.

**b)** The next board meeting will be on Tuesday, May 12, 2021 immediately following the AGM, In-Camera.

**8) Closure**

President Macdonald closed the public meeting at 11:15 a.m.

The meeting went in camera at 11:17.