

**Pender Islands Fire Protection Society
Board of Directors Meeting
Minutes
Tuesday, May 21, 2019
10:00 a.m., Fire Hall #1, North Pender Island**

Present: Arn Berry, Fire Chief Charlie Boyte, Theresa Carle-Sanders, Jill Caston, Anna Herlitz, Maggie Macdonald, Sara Miles (Recorder), Rick Mudie, Brigitte Prochaska

Regrets: Art Curtis

Public: One

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Maggie Macdonald called the meeting to order at 10:05 a.m.

Director Herlitz moved and it was seconded to adopt the agenda. **Motion carried by consensus.**

2) PUBLIC QUESTIONS AND COMMENTS

Rebecca Eagen thanked the directors for volunteering their time for the board.

3) APPROVAL OF MINUTES

Director Mudie moved and it was seconded to approve the March 26, 2019 minutes. **Motion carried by consensus.**

Director Berry moved and it was seconded to approve the April 10, 2019 minutes with an amendment to add Anna Herlitz and remove Ally Tammemagi from the list of those present. **Motion carried by consensus.**

4) SIGNING AUTHORITY

There was a brief discussion about which directors and staff currently have signing authority (Charlie Boyte, Adrian Hanson, Rick Mudie, Art Curtis, and Jane Perch). Then the directors voted to update the list as follows:

Director Carle-Sanders moved and it was seconded to remove past-president Jane Perch from the list of signers. **Motion carried by consensus.**

Director Prochaska moved and it was seconded to add President Maggie Macdonald to the list of signers. **Motion carried by consensus.**

5) COMMITTEE MEMBERSHIP

President Macdonald proposed creating a new Victim Services Committee whose mandate would be to review the program, including the Board's role, responsibilities and liabilities vis-à-vis the Province of British Columbia pursuant to the Transfer Under Agreement (TUA) that the Board has signed with the Province, as well as any roles and responsibilities the Board has committed to with the RCMP pursuant to the TUA. The Committee would also be available to assist the representative for Victim Services, when and if required.

Director Prochaska asked for clarification on the role of committee members to make decisions. President Macdonald said that committees should bring recommendations to the board for decision. The directors agreed that this is how they would like to function.

Director Herlitz moved and it was seconded that a Victim Services Committee be created. However during further discussion about the role and responsibilities of the proposed Victim Services committee, Director Caston stated that perhaps decision on this matter should be deferred until after Director Caston's report later in the meeting. The Board members were in agreement with this proposal.

6) QUESTIONS OR COMMENTS ON COMMITTEE REPORTS

a) Treasurer's Report

In the Treasurer's absence, Director Mudie provided an update. He said there are some discrepancies between the CRD and PIFPS numbers. As CRD is working to replace Peggy Dayton, it may take some time to reach agreement in the numbers. We will continue to work on this after Treasurer Curtis returns.

b) Governance Committee

No report.

The committee has not met; new members are required. There was a brief discussion about the role of the committee. President Macdonald asked if there are any interested members. Directors Berry, Herlitz and Mudie expressed interest.

c) Finance Committee

Directors Curtis and Mudie have said they will stay on the committee. There was no other interest and it was agreed that a committee of two is okay.

d) Human Resources Committee

No report.

There was discussion about the duties of this committee and about conflict of interest in general as it might apply to committee members. Director Caston shared a document about the difference between a 'no' vote and an 'abstention'. The board covenant, code of conduct and disclosure documents were discussed and there was some confusion as to which was the official version.

Action Item: President Macdonald asked the Governance Committee to contact John Roberts to confirm the content of the board covenant, code of conduct and disclosure documents.

Director Prochaska expressed interest in bringing her experience as a firefighter to the committee and said she would abstain from voting if a conflict of interest situation should arise. It was generally agreed that her experience could help inform the committee and that it is important to distinguish between informing and influencing. President Macdonald suggested the committee, in conjunction with the Governance Committee, might look at defining what constitutes conflict of interest and when it might arise.

e) Communications Committee Report

No report.

There has been no formal meeting since Directors Williamson, Hussain and Tammemagi left the board. Director Prochaska provided a short update on volunteer recognition published in the Pender Post.

Action Item: Director Prochaska to look into improved conference calling technology.

Directors Carle-Sanders and Herlitz volunteered to join the committee.

f) Firefighters' Representative Report

Circulated electronically and on paper.

Director Herlitz summarized her report.

There was discussion about the technology used for incident response, attendance rates, and training requirements. Recruitment and department staffing models were also discussed. The proposed fitness area was discussed, with the Fire Chief noting that Captain van Bakel, who is an architect, is helping with the design process. Director Herlitz noted that this project is important for the volunteers in making them feel valued.

Department communications were also discussed, focusing on following up the strategic plan. The members association was also brought up, with the Chief noting it would be good to reconstitute it.

g) Fire Chief's Report and OHS Report

Circulated electronically.

The CREST communications equipment was reviewed at length, and the associated process with CRD to replace our current radio equipment.

Other items discussed included: the possibility of installing solar panels at Hall #1, recruitment efforts underway, and grant opportunities currently available.

The need to meet with elected officials was brought up. President Macdonald suggested forming a government liaison committee and it was agreed that she and Director Mudie could begin that work.

Chief Boyte informed the board that Conrad Cowan in Protective Services has resigned and CRD is recruiting for his position. He also noted that the OHS Committee is doing good work, keeping the department informed of the potential risks to firefighters, and the Wellness Committee is reporting to OHS.

7) Board Binders and Orientation

Office Administrator Sara Miles explained to the new board members how to access the Members Only area of the PIFR website, where they will find the current policy documents.

President Macdonald said Jane Perch will provide an orientation to the board, to be scheduled in June.

It was agreed that Chief Boyte could provide his operations orientation to the board before the next meeting.

8) Victim Services

Director Caston provided an overview of how the Victim Services program (VSP) works and noted that she has assembled a book of all the VSP information.

There was discussion about the duties of PIFPS regarding the VSP contract, with questions about liability, the reporting structure, PIFPS responsibilities, and insurance. Some directors seemed reluctant to continue the program while others stated the program's importance and said PIFPS is a good fit for administering it as we have a natural connection with RCMP as emergency service providers.

The VSP contract is set up to have two workers, but there is only one currently doing the work. The board needs to hire an additional person.

Action Item: Office Administrator Miles to assist Director Caston with posting the job advertisement for the second Victim Services worker.

The Board returned to the motion, which had been moved and seconded, but not yet voted on, to create a Victim Services Committee. Motion carried.

It was agreed that the Victim Services Committee members will be Director Caston, President Macdonald and Chief Boyte.

9) Executive Meetings

President Macdonald explained that she would like to hold Executive Committee meetings with herself and the vice president, treasurer, and secretary, to set the board meeting agendas and deal with correspondence.

There was some discussion about introductions when public are present at meetings, and it was suggested that as a courtesy the board members might do a round of introductions to the public.

A vote was held, with three being for the idea, and three being against. The President voted in favour to try it.

10) Next Meeting

The next meeting of the PIFPS board of directors will be at 10:00 a.m. on Tuesday June 18, 2019, with a board orientation prior at 9:00 a.m.

11) Closure

President Macdonald closed the meeting at 12:15 p.m.