

# Pender Islands Fire Protection Society Board of Directors Meeting

Thursday, 12 May, 2022 - 10:00 AM - Fire Hall #1

## Minutes

Present In Person: President Marsden; Directors: Hankins, Rinald, Atkinson, Grace-Warrick; and Chief Dine, Assistant Chief and Training Officer Hanson

Present via Zoom: Shelley Henshaw

**Regrets: Directors Evans and Curtis** 

Public: None

- 1) Call to order: 10:05am
- 2) Agenda Approval: moved by Director Grace-Warrick, seconded by Director Hankins. Approved by consensus.
- 3) Adoption of 21 April 2022 Minutes: moved by Director Rinald, seconded by Director Hankins. Approved by consensus.
- 4) Treasurer's Report

There is no Financial Report this month. Administrative disjuncts between CRD accounting and PIFPS accounting were discussed. Treasurer Rinald and Fire Chief Dine are working to make cross-reference more convenient.

Treasurer Rinald said that one more alternate director was need to co-sign weekly cheques batches. President Marsden, V-P Curtis, and Treasurer Rinald are current signers. Director Grace-Warrick offered to do this. Treasurer Rinald moved that she be added to signers, seconded by Director Atkinson. **Approved by consensus**.

Treasurer Rinald will begin the necessary steps.

## 5) Committees

- a) Governance Committee: President Marsden asked Director Grace-Warrick to lead this committee. She agreed. He asked Director Henshaw to be on this committee. She agreed.
  - i. President Marsden said that the first task was a review of the Fire Chief's contract. He thought that Peninsula Human Resources, currently being considered to create contracts for Fire/Rescue staff, could also be useful in regard to the Chief's contract as well. There was discussion about the range of services offered by of Peninsula Human Resources.
  - i. In relation to the Strategic Plan Review, he said that some policies hearkened back to the days when Fire/Rescue was a volunteer-only fire service operating on a different level and were are in need of review and revision.
  - ii. He asked Governance Lead Grace-Warrick to set a date for a preliminary Governance Committee meeting about Fire Chief Dine's contract before 2 June.

- b) Communications Committee: Secretary Grace-Warrick proposed that AGM Draft Minutes be approved by the Board in order that they can be posted on the Fire/Rescue website as Draft AGM Minutes rather than waiting till the next AGM (in order to better inform our public). Those Minutes would then be brought forward at a future Board Meeting. AGM Draft Minutes could then be shared (emailed) with the updated 2021 list of members. The board was in agreement.
  - i) She said that the fledgling Google Drive folder of documents that she had initiated was about to be further developed once the the Board's Gmail account had been sorted out with the help of Fire/Rescue admin. The Drive would be needed as a resource to guide the growing number of documents needed for Governance and Strategic Plan Review. Directors would be invited to 'share' as soon as documents were transferred to a board 'My Drive' which was fit for purpose. She hoped for good 'buy in' in its use by directors.
  - ii) Documents from the old paper Directors Binders would continue to be added as soon they were located in electronic format.
  - c) Victim Services: President Marsden said that a Training Day had been held for David Scanlon and that he had attended the Orientation Session for board nominees. President Marsden had just signed the Transfer Under Agreement for the continuation of victim services. Some concern was expressed that a clause in this contract made PIFPS Board liable for any shortcomings in service. It was decided that Director Henshaw should read this contract to ascertain if this was the case.

Code	2022													
Number	Call Description	Jan	Feb		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Quantity
1	Structure Fire			1										1
2	Chimney Fire		1		1									2
3	Vehicle Fire	0												0
4	Grass Fire	0												0
5	Forest Fire	0												0
6	Burn Complaint		2		4									6
7	First Response	10	12	13	4									39
8	Ambulance Assist	7	10	6	1									24
9	RCMP Assist	1												1
10	Smoke Sighting			1										1
11	Chemical Spill	0												0
12	Oil Spill	0												0
13	Fuel Spill	0												0
14	Gas Leak			1										1
15	Appliance Fire			1										1
16	Hydro Lines Down/Incidents	6	1	1	1									9
17	Smoke Smell	0												0
18	Motor Vehicle Incident		1		1									2
19	Miscellaneous	0												0
20	Plane Crash	0												0
21	Search & Rescue	0												0
22	Alarm Bells	1	1											2
23	Public Assist / Good Samaritan	1			2									3
24	Rope /Embankment Rescue	0												0
25	Illegal Burn / Illegal Equipment Use		1		1									2
All	Calls to Date	26	29	24	15									94
	Calls from Previous Year													66

### 6) Fire Chief's Report & OHS Report

- i) Office clean-up project has been initiated.
- ii) Student summer job has been posted but so far only one respondent.
- iii) Met with Office of Fire Commissioner to review enforcement ability on commercial inspection infractions.
- iv) The Boot Drive for Red Cross Ukraine raised \$1,900.
- v) Member Benefits and Insurance coverage being reviewed.

### 7) Firefighter Rep Report

Director Atkinson said that there had been serious calls which had affected Fire/Rescue members' states of mind. Lengthy and informative discussion followed on the ways in which firefighters were supported following such incidents including incident debriefs, staff and member to member support, and counselling resources Worksafe BC and Homewood Health.

- 8) Strategic Plan Review: President Marsden said that he would invite Vic-President Curtis to lead this committee when he had returned to the island.
  - Secretary Grace-Warrick said that, in a large-scope process like this, a good deal of document reading and prep work needed to be done to start the Strategic Plan Review. It was informed input that was needed for an efficient process.
- 9) Next Regular Meeting: Thursday, 16 June 2022, 10am.
- 10)Closure: 12:07pm