

**Pender Islands Fire Protection Society
Board of Directors Meeting
PROVISIONALLY-APPROVED Minutes
Tuesday, June 16, 2020
10:00 a.m., Virtual Meeting via “Zoom”, Pender Island, BC**

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

Regrets: None

Public: Five

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Macdonald called the meeting to order at 10:04 a.m.

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

2) PUBLIC QUESTIONS AND COMMENTS

President Macdonald opened the floor to public comments.

Judy Walker provided comment in response to a letter from the board addressed to her, regarding Ms Walker’s letter of May 19.

3) APPROVAL OF MINUTES

Director Mudie moved and it was seconded to approve the May 19, 2020 minutes. **Motion carried by consensus.**

4) COMMITTEE REPORTS

a) Treasurer’s Report

Report circulated electronically.

Treasurer Curtis reported on the society’s current financial situation.

b) Governance Committee

Director Berry reported that the committee has approved the covenant, code of conduct and conflict of interest policy documents, which were sent to the board. The board discussed whether they were ready to approve the changes, and it was agreed to allow more time for review, before a vote at the next meeting.

c) Finance Committee

Nothing to report.

Director Mudie asked Chief Dine for an update on the acquisition of new trucks. Chief Dine noted there is an update in his report, and then spoke about the lifespan of the pumper trucks. He said an RFP is going out for a rated pumper.

d) Human Resources Committee

Nothing to report.

e) Communications Committee

Director Prochaska reported on preparations for an event to be held the following day with Retired Chief Boyte.

Sara Miles reported that the website content is in the final review stage, before it is sent to Sergei for the build and then passed on to operations.

f) Victim Services Committee

Director Caston reported on the budget and additional funding. She noted that the RCMP detachment remains closed to public so anything for Victim Services is on the phone or outside. She also reported that the Victim Services workers are assisting their Salt Spring Island counterparts in supporting the community after a recent homicide there.

Insurance coverage for the Victim Services workers was discussed. President Macdonald asked Director Caston to obtain the insurance policy that is in place for the workers. Director Mudie asked about ICBC coverage; Caston reported that the program pays to top up the policy to the commercial version. The contract language was discussed as it pertains to the workers being employees or contractors of the Society. Director Caston said she will confirm whether WorkSafe coverage is required and/or in place.

g) Firefighters' Representative Report

Report circulated electronically.

Director Herlitz reported on recent training sessions and noted that she has received inquiries about the AGM. President Macdonald asked if the department has lost any volunteers. Director Herlitz deferred to Chief Dine, who reported that there are four members who have not been attending. The number of firefighters required for emergency response was discussed. Chief Dine said the

minimum standard is in place, and he is working on a report with a full analysis of the current situation and goal-setting for the next 1-5 years.

h) Fire Chief's Report and OHS Report

Report circulated electronically.

Chief Dine reported that the number of calls this year-to-date is higher than last year, but the gap is closing as there have been fewer calls in recent months due mainly to the Covid FR protocols and there being fewer visitors to the island. He also reported on recent training activities to bring small groups together with distancing and hygiene protocols.

Chief Dine said he canceled this year's Swartz Bay Terminal fire prevention program after meeting with the terminal general manager and conducting a risk-benefit analysis. He said the September school programs might go ahead, but this is currently unknown. He said commercial inspections can go ahead, as well as residential FireSmart assessments. He reported on the successful chipping program and commended staff on their work carrying it out. He said approximately 120 residents were served.

Chief Dine said the 2021 Budget is taking longer than expected but is moving forward, with Treasurer Curtis' assistance.

He reported on a new format for the Officer Meetings and involving the officers in new ways. He outlined a new duty shift schedule that will provide better shift coverage.

He reported on work to do the Hall 1 roof replacement, solar panel installation, and completion of Fire Training Centre retaining wall; projects for which funds are already allocated in the budget or have grant money approved.

The personnel transfer of command process is almost complete; Chief Dine has met with all but six responders. He reported that the OHS committee met and said there are no new issues. He said Cadet Camp 2021 was the next scheduled camp on Pender Island, and it is yet to be decided whether it will go ahead.

There was discussion about the board members' contact information on the website. Most directors prefer to not have their cell phone numbers listed, only home phones. Others did not want their home phone numbers on the site either. There was a suggestion to list only email addresses. This was agreed to; Chief Dine said he would have all phone numbers removed.

Chief Dine spoke about the response to the recent homicide incident on Salt Spring Island and the significant impact it has had on their fire department. He said PIFR offered to send crew over to help them. Directors Caston and Herlitz

thanked the Wellness Committee and spoke about peer support and how the department is working together to support each other, and get the Critical Incident Stress support program in place. President Macdonald mentioned the phone counseling support that is also available to members.

Regarding the Swartz Bay program, the idea of using signage to remind travelers of the fire risks was mentioned but Chief Dine noted it is difficult to get into the terminal right now. He said the Saturday Market program is very successful and they are working to find a way to continue it. The announcements onboard BC Ferries will continue.

Director Prochaska asked Chief Dine about the timeline for delivery of new truck. He said his goal is December 2020.

5) Ongoing Business

a) Annual General Meeting

President Macdonald opened discussion on this topic, expressing her concern about the 50-person limit on gatherings, the need for social distancing, as well as the importance of having a fair and equitable voting procedure.

The Societies Act requirements for an AGM were discussed. President Macdonald said the Act provides that a society is supposed to have an AGM in each calendar year, but if it is not done one can seek permission from the Registrar to hold it at a later date.

Director Prochaska spoke about meetings that are being held outside, with a combination of virtual and in-person attendance. She offered to investigate the options for discussion at the next board meeting. Director Berry noted that it is not a simple task to set up secure electronic voting procedures. Mail-in votes were considered, but it was noted that many Pender residents are having problems with the mail.

Director Prochaska moved, and it was seconded, to strike the “AGM Process Options Review Ad Hoc Committee”. **Motion carried by consensus.** The committee members are Director Prochaska, Director Herlitz and Director Mudie.

b) Approval of Minutes Process

President Macdonald explained this new process, whereby the minutes will be sent to the Chair for review, and then to the board members for provisional approval. After provisional approval is provided by the members, the draft minutes will be posted on the website, with formal adoption to take place at the next board meeting.

6) New Business

None.

7) Next Meeting

a) The next Executive Meeting will be on July 14, 2020.

b) The next Board Meeting will be on Tuesday, July 21, 2020, at 10:00 a.m.

8) Closure

President Macdonald closed the meeting at 11:23 a.m.