

**Pender Islands Fire Protection Society
Board of Directors Meeting
Minutes
Tuesday, July 16, 2019
10:00 a.m., Fire Hall #1, North Pender Island**

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

Regrets: Fire Chief Charlie Boyte

Public: None

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

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

Secretary Carle-Sanders asked to add the board's Pender Post articles to New Business, but it was agreed that this be part of the Communications Committee Report. President Macdonald also requested a private discussion with the board after the meeting.

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

2) PUBLIC QUESTIONS AND COMMENTS

None.

3) APPROVAL OF MINUTES

Director Prochaska moved and it was seconded to approve the June 18, 2019 minutes. **Motion carried by consensus.**

4) COMMITTEE REPORTS

a) Treasurer's Report

Circulated electronically.

Treasurer Curtis said he is still working on some numbers for the Capital Contingency and Equipment Replacement Funds, due to timing of the board meeting and when information becomes available from CRD. A suggestion was made to do the financial reports one month later e.g. review June financials in

August. Treasurer Curtis said he would consider it, but it only affects the restricted funds reports.

He also reported that 41% of the annual budget has been spent as at June 30 this year.

The Fire Training Centre was discussed. Treasurer Curtis said that the board would like to raise a motion to remove it from the PIFPS books, and move it onto the CRD books, but the CRD has asked for some time before we do this.

Director Herlitz brought forward a question from a member who wanted to know what is done with surplus training funds. Treasurer Curtis said surplus funds are carried forward, and that money is not removed from the training budget if there is a surplus.

Treasurer Curtis moved, and it was seconded, that the Finance Report for June 2019 be approved. **Carried.**

b) Governance Committee

Director Berry reported that the committee met on July 5. It reviewed the covenant, conflict of interest disclosure and code of conduct documents. It found them to be acceptable, but would prefer the conflict of interest document to be part of a policy. A draft policy is in development.

The Strategic Plan was discussed and it was agreed that it needs to be reviewed by the board, in conjunction with the Fire Chief's planning process.

Department succession planning was also considered. The directors said that the board needs to see the existing succession plan, and it is a function of the board (HR and Governance Committees) to ensure continuity.

c) Finance Committee

Nothing to report.

VP Mudie suggested reporting the finances later (e.g. one month after) to give time for all information to be available in the reports. The question was also posed whether holding board meetings later in the month would help with this. Discussion about changing the meeting schedule was deferred until the end of the meeting.

d) Human Resources Committee

Nothing to report.

e) Communications Committee

Director Prochaska provided an update on recent committee activities.

Official representation for the Awards Banquet was discussed, with a suggestion made to approach a minister to attend.

Regarding the Summer Barbecue that the board would like to host for the membership, August 18, 11am-2pm, was found to be a suitable date when most directors could attend. Director Herlitz offered to make a poster and arrange a venue. Secretary Carle-Sanders volunteered to work with Lt. Grelik on the food.

The website development was also discussed. Director Prochaska provided an update on the work undertaken so far in identifying content. Recorder Miles provided feedback from her conversation with volunteer web developer Sergei. President Macdonald said that the work should continue in committee.

Action Item: It was agreed that Director Prochaska will coordinate with the Committee to arrange a meeting with Sara, Sergei, and Chief Boyte to discuss the process and how to move forward.

Secretary Carle-Sanders asked the board to suggest content for a Pender Post article. Potential ideas included firefighter and support crew recruitment.

f) Victim Services Committee

Director Caston reported that interviews for the VSP Program Coordinator position were conducted. An offer was made to candidate Alison Roberts, which she accepted.

Director Caston moved, and it was seconded, that Alison Roberts be appointed to the position of Program Coordinator for Victim Services beginning July 10, 2019, in accordance with the Transfer Under Agreement. **Carried.**

g) Firefighters' Representative Report

Circulated electronically.

Director Caston offered to review the Member and Employee Assistance Program that is under consideration, to help determine the quality of its counselors.

h) Fire Chief's Report and OHS Report

Circulated electronically and discussed briefly.

5) Ongoing Business

- a) Gardom Pond was briefly discussed. President Macdonald informed the board that an intergovernmental meeting will take place on August 1, and the water supply issue will be brought forward there.

6) Next Meeting

The board contemplated changing the day and/or week of the regular board meetings to accommodate financial reporting. After some discussion, it was agreed to keep the current schedule. The next meeting of the PIFPS board of directors will be at 10:00 a.m. on Tuesday August 20, 2019, with a board orientation by Chief Boyte beforehand at 9:00 a.m.

7) Closure

President Macdonald closed the meeting at 11:46 a.m. After a short break, the board moved into an in-camera discussion for about 20 minutes.