

ADOPTED
Pender Islands Fire Protection Society
Minutes of Directors Meeting
Tuesday, October 23, 2018
1:00 p.m., Fire Hall #1, North Pender Island

Present: Jane Perch, Shahid Hussain, Rick Mudie, John Roberts, Ally Tammemagi,
Art Curtis, Brigitte Prochaska, Charlie Boyte (Fire Chief), Sara Miles (Recorder)

Regrets: Paul Hutcheson, Paul Williamson

Public: Five

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Jane Perch called the meeting to order at 1:05 p.m.

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

2) PUBLIC QUESTIONS AND COMMENTS

Wendy Scholefield commented on the role of the Firefighters' Representative on the board, and the provisions for a director to remove themselves if there is a conflict of interest. She also commented on the proposed nomination process and urged the board to continue to allow nominations from the floor.

3) APPROVAL OF MINUTES

Ally moved and it was seconded to approve the July 24, 2018 minutes. **Motion carried by consensus.**

4) QUESTIONS OR COMMENTS ON COMMITTEE REPORTS

a) Treasurer's Report

Art provided an update on the financial statements. He reported that actual costs to-date are within budget, but higher than expected. The annual budget process is underway, and the board has until end-January to make changes to the 2019 budget. He said some dates are proposed for Peggy to come over to review the budget including the truck purchases.

There was discussion about some budget items that are not yet invoiced. It was also noted that fire permit revenue is low because of the longer burning ban due to weather. The new truck and fleet maintenance was also discussed. Shahid

said he asked the Finance Committee to do a detailed analysis of the costs associated with using CRD Fleet.

b) Governance Committee

Minutes were circulated electronically. There were no questions.

c) Finance Committee

No report.

d) Human Resources Committee

To be discussed as part of agenda item #5.

e) Firefighters' Representative Report

No report.

f) Fire Chief's Report and OHS Report

Rick Mudie moved to appoint the Assistant Chief-Training Officer and other Officers, as recommended by the Fire Chief in Memo M18-223. **Motion carried by consensus.**

The communications systems were discussed, including costs of replacement and/or upgrade and the potential impact on operations. Chief Boyte said that the Crest radio system is funded through a regional levy via the tax roll. He said the systems can affect response and that he is working with CRD to address these challenges.

Shahid thanked the summer students and everyone who has contributed to helping prevent fires this year.

The Fire Chief reported that the OHS meetings occurred monthly per the WorkSafe requirement and there are no outstanding issues.

5) Decisions and Approvals

a) Signing Officer

President Perch moved and it was seconded to add Rick Mudie as a third signing officer.

Shahid Hussain moved and it was seconded to amend the motion to include Adrian Hanson as a signing officer. **Motion carried by majority.**

- Action Item: Complete paperwork for making these changes on the Society's bank accounts.

b) Nominations & Elections Procedure

John provided background for this procedure.

Brigitte asked how this process will be used to identify potential new board members. There was discussion about restricting nominations from the floor.

Brigitte moved and it was seconded to amend the policy to include nominations from the floor. **Motion failed.**

John moved and it was seconded to approve the policy. **Motion carried by majority vote.**

c) Proposal on Consultant's Report

Ally said she received the report from the survey commissioned by the board regarding firefighters' compensation. It will be shared in its entirety with board members who sign a confidentiality agreement. The report will be shared with the Chief and a summary will be prepared for the general public.

Ally moved to share the report with the board and the Chief, subject to the confidentiality conditions. **Motion carried by consensus.**

d) Proposal on Evaluation Process of Chief

John explained the proposed evaluation process. Chief Boyte asked which reports would be used to review outcomes objectively. Two members expressed discomfort that the document wasn't circulated before the meeting. It was agreed to postpone this discussion to the next board meeting, and circulate the information before the meeting.

6) Information & Update

a) Meeting with CRD

President Perch circulated a summary of the meeting.

b) Training Facility

Rick reported on a meeting held with senior management at CRD. There was discussion about ownership of the facility and insurance requirements. Rick said outside parties will need to sign a waiver and provide proof of insurance. Chief

Boyte said there is a mutual aid agreement in place with the other departments and asked if a second agreement is required.

- Action Item: Rick will follow up with CRD to confirm use of training facility for mutual aid and discuss an agreement to ensure PIFR has control over the use and operation of the training facility.

7) Next meeting scheduled for Tuesday November 27 at 1:00 p.m.

8) President Perch closed the meeting at 3:01 p.m.