

**Pender Islands Fire Protection Society
Pender Island, BC
Board of Directors Meeting (via “Zoom”)
Tuesday, 20 October 2020, 10:00 a.m.**

DRAFT Minutes

Present:

Board members: Arn Berry, Theresa Carle-Sanders, Jill Caston, Art Curtis, Anna Herlitz, Maggie Macdonald, Rick Mudie, Brigitte Prochaska

Fire Chief: Mike Dine

Recorder: Anna Starke

Regrets: Nil

Public: 2

1. CALL TO ORDER AND APPROVAL OF THE AGENDA

President Macdonald called the meeting to order at 10:02 am.

Director Berry moved, seconded, to adopt the Agenda.

Carried.

2. PUBLIC QUESTIONS AND COMMENTS

There were no public questions or comments.

3. APPROVAL OF MINUTES

Director Berry moved, seconded, to approve the Sept 15th 2020 Board Meeting Minutes as presented.

Carried.

4. COMMITTEE REPORTS

a. Treasurer’s Report

Treasurer Curtis referenced financial documents which he had previously circulated electronically: Monthly Financial Statements as at September 30, 2020; PIFPS Capital Budget (2020-2025); and PIFPS Proposed 5 Year Operating Budget 2020-2025. Treasurer Curtis provided an overview of the contents of these documents. Regarding the monthly statement, revenue was down last month but so were expenses; he still expects to be on or under budget at the end of the year. CRD statements are a week late this month; they will be reflected in next month's statements.

Treasurer Curtis noted the hard work carried out by Chief Dine and the Finance Committee to complete the proposed 2021 budget. He pointed out that the target increase for 2021 recommended by CRD is 1.7%. The draft PIFPS budget seeks approval for a 2.5% increase. Treasurer Curtis also advised that Chief Dine has a new plan for the next 5 year budget in the capital contingency and equipment replacement fund. In consultation with the Treasurer, Chief Dine has proposed moving some moneys around to complete projects.

Treasurer Curtis moved, seconded, that the proposed Capital and Operations Budget be approved by the Board for onward transmission to the CRD.

Carried.

b. Governance Committee

Director Berry reported that the committee has not met, however it is undertaking a review of all of the Society's By-laws to determine if they are current and relevant. President Macdonald added that the committee has also been asked to take a look at all Board policies.

c. Finance Committee

Vice President Mudie also noted the amount of time put into the preparation of the budgets - what the board ultimately sees is a 1 pager; what Chief Dine works with to get to that 1 page is more like 25-30 pages of financial figures etc. Hats off to all involved.

d. Human Resources Committee

Director Caston reported that, she and Vice President Mudie, have been having regular monthly meetings with Chief Dine, since his arrival.

Director Caston advised that she is in possession of certain confidential files and she asked where such files should be stored.

e. Communications Committee

Nothing to report

f. Victim Services Committee

Director Caston advised that a semi-annual report must be sent to the Provincial Government office responsible for police based victim services programs. Discussion continues about serious mental health issues that exist, without adequate availability of counselling. Due to work load and stress, the community care nurses were already in trouble and are now stretched even further due to COVID restrictions. To add to the situation, a family counsellor has left the position. Director Caston advised that the program is looking for an increase in funding to acquire additional equipment, such as, computers, needed for the victim services workers to better access their office services while working from home. Provincial government approval has been given to move travel budget funds to online training.

President Macdonald advised that she received a call from the company that carries out an annual survey on behalf of the government, to assist the government in determining how available funding should be allocated to programs such as the Victim Services Program. This may mean more money could be coming soon. Director Caston stated that the victim services workers are dealing with the same number of calls now, as they were pre-COVID.

The current budget for the Victim Services Program is approximately 46K yearly.

g. Firefighters' Representative's Report

Director Herlitz recapped her report which was circulated electronically. Core morale is good, although some are wary of COVID-19 implications. Added stress is possibly affecting newer members, who are not able to meet the rest of their peers, as volunteers don't meet as a large group. Everyone is aware of the need for recruits and the members are discussing ways to improve the numbers.

h. Fire Chief's Report and OHS Report

Chief Dine reviewed his report, previously sent electronically to all board members. The following was highlighted:

- Members have noticed the pressures of COVID-19 in each other; all are working to make everyone feels as comfortable as possible.
- COVID-19 fears have lowered residential inspections. Director Caston asked if there was budget to advertise residential FireSmart Inspections. Chief Dine replied there is a small advertising budget but the focus of that is recruiting.
- For Halloween a truck will park in the Magic Lake area; candy will be handed out with full COVID-19 protocols in place.

- Getting a continuous water supply across North Pender remains a priority. This can improve the island's fire rating and insurance rates for home owners. Chief Dine is looking at land gifted to PIFPS for water storage use. Director Caston asked who 'owns' the gifted land.*
- Three (3) members have been suspended, primarily for poor attendance to calls and practices. The decision to suspend was based on 2019 performance, not performance since the onset of COVID-19. President Macdonald asked if the suspended members can return. Chief explained the process required to return.
- Chief Dine is pursuing a change to call response scheduling, using a 'duty shift' concept. He hopes to have this in place effective January 2021.
- First Responder Recertification challenges are being addressed; 10 members plus 5 instructors have recertified.
- There is a training grant of 25K which needs to be used.
- Director Herlitz thanked the Chief for the focus on water supply to all of Pender Islands.

5. ONGOING BUSINESS

a. AGM

President Macdonald stated that she has not yet sent a letter to the Registrar of Societies requesting an extension of time to hold a PIFPS AGM. Director Berry mentioned that he has done such a request and gave instructions on how easy it is to do. You are immediately granted an extension until no later than 1 Nov 2021. President Macdonald requested that Administrator, Anna Starke, check up on this.

Director Curtis advised that the Magic Lake Property Owners Association held their AGM via Zoom, including confidential voting. This was set up by Joanna Rogers for the MLPOA board. President Macdonald will explore this matter further with Joanna. Director Prochaska added that the Pender Island Health Care Society similarly held their AGM in September via Zoom, including the election of Directors.

b. CRD/PIFPS Agreement

The current CRD/PIFPS Agreement expires on 31 Dec 20. There has been no word yet from CRD, Jonathon Reimer. President Macdonald will get in touch with him.

6. New Business

a. In-person Meetings

After some discussion, there was general consensus to hold the next board meeting in-person. It is essential that accommodation be made for public attendance, probably on Zoom. Director Curtis noted that there cannot be more than one computer per room as there is too much feedback.

b. Attendance of AC Hanson at PIFPS Board Meetings

President Macdonald advised that Chief Dine had recommended that AC Hanson be invited to attend PIFPS Board Meetings.

Treasurer Curtis moved, seconded, to invite AC Hanson to PIFPS Board Meetings.

Carried.

7. NEXT MEETINGS

Executive Meeting: 10 Nov 20, 10 a.m.

Board Meeting: 14 Nov 20, 10:00 a.m.

8. CLOSURE

President Macdonald closed the meeting at 12:34 pm

*The donated land is owned by the CRD.