

**Pender Islands Fire Protection Society
Minutes of Directors Meeting
Tuesday, November 27, 2018
1:00 p.m., Fire Hall #1, North Pender Island**

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

Regrets: Shahid Hussain, Paul Hutcheson

Public: Four

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Jane Perch called the meeting to order at 1:01 p.m.

John Roberts moved and it was seconded to adopt the agenda. **Motion carried by consensus.**

2) PUBLIC QUESTIONS AND COMMENTS

None.

3) APPROVAL OF MINUTES

It was noted that Director Prochaska was at the October 23 meeting but her name was not on the minutes. Director Tammemagi moved and it was seconded to approve the October 23, 2018 minutes with the amendment to add Brigitte to the list of those present. **Motion carried by consensus.**

4) QUESTIONS OR COMMENTS ON COMMITTEE REPORTS

a) Treasurer's Report

Treasurer Curtis said that the final Statement of Operations will be slightly different than what was submitted because certain amounts were not available. He noted that the actual vehicles expenditure is higher, and the permits revenue is higher because a PayPal deposit was done last week. Director Prochaska moved and it was seconded to accept the report. **Motion carried by consensus.**

b) Governance Committee

No report.

c) Finance Committee

Director Mudie commented on two budgets that were sent electronically, noting that these are first drafts. He said that the society must file the budget with the CRD by the end of December, then has until end-January to make changes.

President Perch asked if it would be possible to allocate a larger budget for consulting services. It was agreed there is money in the contingency fund that could be re-allocated.

Director Mudie reported that the committee will meet with Peggy Dayton next month regarding the new truck financing. There was discussion about the budget and interest rates for the new truck. The committee agreed to review this after the meeting with Peggy.

After more details of the budget were discussed, Director Williamson moved and it was seconded to approve the first draft of the budget. **Motion carried by consensus.**

d) Human Resources Committee

No report.

e) Firefighters' Representative Report

Representative Hutcheson had emailed information to the directors regarding a report on contamination in vehicles. It was agreed that Chief Boyte would refer it to the OHS Committee.

f) Fire Chief's Report and OHS Report

Chief Boyte reported the Hall #3 issue is in Parks Canada's capital plan. The recommendation is that the Society get a quote for the work and invoice Parks.

The recruitment campaign and cadet camp were discussed. Several directors remarked on the high level of interest in the camp.

Director Williamson asked the Chief about the department's concerns regarding secondary suites. Chief Boyte replied that it relates to the lack of process for safety inspections, and that we need to follow up to see how the land use bylaw has progressed.

The firefighting equipment required for responding to the boat fire was discussed. Chief Boyte said that the firefighters carried their equipment to the dock as there is no standpipe there, which is a standard for marinas now.

5) Governance Proposals

a) Governance Agreements

Director Roberts outlined the discussion that took place over the past 6-8 months, whereby a mandate from the board was given to develop an orientation for board members. It would be renewed annually and include a covenant, a code of conduct, a conflict of interest disclosure and agreement.

Director Mudie said he supports the concept.

Director Prochaska asked for clarity on how this would affect her position as a volunteer firefighter, and if a process could be developed for deciding what constitutes a conflict in the case of disagreement. There was discussion about the disclosure statement that is being developed and how it relates to this type of scenario. Director Roberts said the Governance Committee should develop a framework for this.

Chief Boyte said that the documents create an overlap between his job description and the role of the board. There was discussion about the wording and it was agreed that the document will be amended to read “overseeing and approving compensation” rather than “developing and planning compensation”.

Director Roberts moved and it was seconded to implement the covenant, code of conduct and conflict of interest disclosure with the amendments noted above.
Motion carried by consensus.

b) Board Continuity

President Perch had notified the board that two directors need to resign, and the board will appoint two members of the Society to take their places.

Director Prochaska asked if every board member could be involved in the process if this happens again. President Perch said this would be a function of the Governance Committee to develop such a process. Director Williamson moved and it was seconded to ask the Governance Committee to propose a process for the board to follow when appointing members to fulfil a vacancy.
Motion carried by consensus.

The working groups' terms of reference were discussed. It was noted that Office Administrator Sara Miles has these documents and they will be in the new Board Orientation Package that is in development.

President Perch asked the board to vote on the people replacing the outgoing directors. Director Tammemagi moved and it was seconded that Maggie Macdonald be appointed to replace Director Williamson for the remainder of his

term ending in 2021, and that Jill Caston replace Director Roberts for the remainder of his term ending in 2020. **Motion carried by consensus.**

President Perch and Chief Boyte thanked Directors Williamson and Roberts for their time serving on the board.

6) Information & Update

a) Training Facility

Director Mudie explained his efforts to get agreement with CRD on use of the facility. He said that the existing agreement contains language that makes it clear PIFPS can manage the use of the facility.

He also requested a regular report on how the training facility is being used. Chief Boyte agreed this would be useful.

b) Website and Directors Manual

President Perch said this is being developed and asked for input from directors as to whether they would prefer an electronic version or a paper copy.

c) Meeting with SGI Fire Board Presidents

President Perch reported on a meeting she attended with directors of the neighbouring islands' fire protection boards/societies.

7) Next Meeting

President Perch noted that she will be away until mid-February and that VP Hussain may decide to hold a board meeting in December in her absence. It was agreed that the next regular meeting is scheduled for Tuesday, January 15, 2019 at 1:00 p.m.

President Perch closed the meeting at **2:41 p.m.** The public and Recorder Miles then departed so the directors and Chief Boyte could enter into an in-camera meeting.