

**Pender Islands Fire Protection Society
Board of Directors Meeting
10:00 am, Tuesday, December 14, 2021
Minutes**

Present: Brent Marsden, Arn Berry, Art Curtis, Shelagh Rinald,
Christa Grace-Warrick, Greg Hankins, Chief Dine

Regrets: Marty Evans, Anna Herlitz

Public: None

1) CALL TO ORDER AND APPROVAL OF THE AGENDA

President Marsden called the meeting to order at 10:00 a.m.
Director Berry moved and it was seconded to adopt the Agenda.

Motion carried by consensus.

2) Public Questions / Comments

Nil

3) APPROVAL OF MINUTES

Director Marsden moved and it was seconded to approve the Minutes of the November 16,
2021 meeting as amended.

Motion carried by consensus.

4) SIGNING AUTHORITY

President Marsden asked about the signing authority and there was some discussion on it.
Since Art Curtis has stepped down, it has been agreed to move signing authority to 3 Directors
on the Board level – Treasurer Rinald, President Marsden and Director Curtis. **A new signing
schedule to be worked out for the cheques. Someone will speak with Jamie to see what
works best for her.** All invoices to be reviewed and initialed before Jamie can prepare them.
Chief Dine to review the signing program and bring it up at the January Board meeting.

5) COMMITTEE MEMBERSHIP/COMMITTEE REPORTS

a) Treasurer's Report

Treasurer Rinald went over the statement reviews and advised they are under budget.
The surplus is about \$170,000 now. CRD stills owes us \$255,000. **A requisition will
need to be sent to them.** Less has been spent than we thought but Director Curtis
said we should hold off on anything until we have the final numbers. Leave it within the
CRD for now. Treasurer Rinald advised that this year and last year, there was a

surplus in mid-April. The interest is paid out after mid year. Treasurer Rinald is away all of January, so there will be no Finance Report for January meeting.

b) Governance Committee

Director Berry will continue on with this committee and Secretary Grace-Warrick will assist. Marty Evans is also on this committee. **There are Policy updates pending and there should be a meeting scheduled in January to begin.** (The current Policy and By-laws are on the Pender Fire/Rescue website.)

- c) *Finance Committee)
- Suspended)
- d) *Human Resources Committee)
- * Suspended

(e) Create Strategic Planning Committee

Chief Dine advised he needs the help of the the Board in making a strategic plan. A forecast of future requirements for the service is needed. Secretary Grace-Warrick offered to sit on this committee. **Director Curtis advised a meeting should be held in January to discuss this.**

f) Communications Committee

This Committee now consists of Director Evans, Director Herlitz and President Marsden. Who can spearhead this one? Possibly Director Hankins or Secretary Grace-Warrick? The on-line Minutes are not current. **Secretary Grace-Warrick will contact webmaster Sergei to correct. Director Hankins will ask ExDirector Prochaska if she will sit in on this Committee.**

g) Victim Services Committee

President Marsden has spoken with Service Worker Shirley Nord. Service worker Eha Ono is resigning May 31, 2022 and a search for a candidate to replace her needs to be initiated. **A form needs to be signed to remove a former signing person.** A solution to go forward needs to be found and Shirley Nord will assist President Marsden with the issues involving transfer to new signing officer. Communication with government agencies is challenging re contractual agreements. Victim Services provides services to all of the Gulf Islands and a review of contract is ongoing.

h) Fire Chief's Report & OHS Report

Chief Dine advised that there are ongoing problems with BCAS. They are short staff and unable to provide a second Paramedic the majority of the shifts therefore we are providing a second attendant to drive the ambulance resulting in 30-40 calls for

assistance in the past 3 months. This is a Province wide issue and perhaps the **PIFPS could send a written complaint about the situation to BCAS.**

Victim Services and Ambulance should be included in strategic planning.

The new CRD dispatch has been running for the past few weeks new protocols are in place. There has been a steep learning curve but our Officers have stepped up to the challenge and are performing very well.

The December 18th Christmas Party was discussed. Board members volunteered to not attend to keep numbers down.

i) Firefighters' Representative Report

Director Herlitz absent.

6) Ongoing Business

Chief Dine is still experiencing certain health issues but is of positive mind.

7) New Business

a) Board binders

The binders are not back yet from former directors. The Board will need to work out what should go into the binder. Keeping the binders current is an ongoing issue. If there are version issues with the Fire/Rescue website, Sergei can assist. Treasurer Rinald said a better internal communications strategy was needed for the Board. A website was suggested. **Secretary Grace-Warrick will come up with a plan and present to the Board at the January meeting.** Director Hankins moved to create a website and it was seconded.

Motion carried by consensus.

8) Next Meetings (date and start time)

a) Regular executive meetings are cancelled.

c) Board Meeting Tuesday, January 18, 2022 at 10:00 am (In Person or Zoom?)

9) Closure

President Marsden closed the meeting at 12:30 pm