

Thetis Island Improvement District
(Volunteer Fire Protection and Emergency Response Services)

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

Minutes of the October 20, 2015 Board Meeting

Hunter Room, Forbes Community Hall

Present: *Trustee Rush (Chair), Trustee Anderson, Trustee Lamb, Trustee Phelps*

Regrets: *Trustee Shelford, TIVFD Chief Caldbeck*

Guests: *TIVFD Deputy Chief Luckham*

Staff: *Koeppen, Mooney*

Call to order: *Chair Rush called the meeting to order at 10:00 am*

Agenda Items:

1. Adoption of previous meeting minutes

- *Trustee Phelps moved to adopt the TIID September 22, 2015 minutes as written.*
- *Seconded by Trustee Anderson*
- ***Carried unanimously***

2. Introduction of late items: None

3. Business arising from minutes and unfinished business

3.1 Annual TIVFD Volunteer Appreciation Banquet

- *Staff Koeppen provided an update. Invitations have been sent out and starting to receive RSVP's.*
- *Event Timeline and duties to assist*

Discussion

3.2 Cowichan Regional Airshed Protection Strategy

Discussion

- *Trustee (Chair) Rush will attend upcoming meeting in November. Date TBA*

4. Petitions and Delegations - None

5. Correspondence: Review

6. Reports

6.1 TIVFD (Chief Caldbeck) Absent

- *Will provide report at a later date*

6.2 TIVFD Safety Committee (Trustee Anderson)

- *Committee met October 19. No outstanding issues. Several items are a wip.*
- *Fire hall procedures and ensure all within the TIVFD are aware of and the how to.*

Discussion

- *Action item: Review last Self-Audit report in preparation for future submission. Office of the Fire Commissioner recommends a self-audit and complete review (every 2 years) TIVFD will complete by 2016.*

Note: WorkSafeBC inspector is Arliss Lacasse.

6.4 Port Commission (Trustee Lamb)

- *Plaque remains a wip*

6.5 Insurance (Trustee Phelps)

Action item: Chief Caldbeck to provide Michael Crowe with updated TIVFD membership list on a quarterly basis. An updated list must be submitted following recruitment of a new member.

CC: TIID trustees.

6.6 Financial Officer (Mooney) (See New Business)

6.7 Administrative Officer (Koeppen)

Action item: Staff Mooney and Koeppen to meet with Cathy Bickford, Advisory Officer, Improvement District on October 29, 2015 in Victoria. Will also deliver Bylaw #65 and budget package at the same time.

7. Resolutions: None

8. Bylaws: None

9. New Business:

9.1 Budget Overview and Discussion

- *Deputy Chief Luckham was excused*

9.2 Level of Service

Discussion

(Refer to 2015.09.22 Minutes Point 9.5)

- *The current level of Service Capacity for Thetis Island.*
- *Public consultation to determine the desired level of Service Capacity.*
- *Once desired level of Service Capacity is determined, additional training to be implemented as required. The cost will be tied to the level of service desired.*
- *Medical transport certification and occupational first aid.*

10. Next scheduled meeting – Monday, October 26, 2015, Hunter Room, Forbes Hall 10:00 am

11. Adjournment

- *Motion to Adjourn by Trustee Lamb*
- *Seconded by Trustee Anderson*

Meeting adjourned at 12:15pm