

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

P.O. Box 14-6

Thetis Island, B.C., V0R 2Y0

**Minutes of the April 15, 2014 Board Meeting**

*Hunter Room, Forbes Community Hall*

**Present:** *Trustee Pardee (Chair), Trustee Phelps, Trustee Rush*

**Guests:** *TIVFD Deputy Chief Shelford*

**Regrets:** *Trustee Anderson, Trustee Lamb*

**Staff:** *Koeppen, Mooney*

**Call to order:** *Chair Pardee called the meeting to order at 7:00pm*

**Agenda Items:**

**1. Adoption of previous meeting minutes**

- *Trustee Rush moved to adopt the TIID minutes as written.*
- *Seconded by Trustee Phelps*
- ***Carried unanimously***

**2. Introduction of late items**

**2.1 Earthquake proof enhancements of the Fire Halls**

*Discussion*

*Action Items:*

- *Trustee Phelps to research the insurance side of the issue.*
- *Trustee Pardee to contact Brian Duncan, building inspector, CVRD.*
- *There may be an external consultation fee. For consideration in the 2015 budget.*

### **3. Business arising from minutes and unfinished business**

#### **2.2 Septic System**

- *Deputy Chief Shelford reported he was unable to locate Septic System. The CVRD equipment was too expensive to rent. (as per action Item 3.1 meeting minutes from January 21, 2014)*

*Discussion*

*Action Item:*

- *Trustee Pardee will enquire, price and engage a local company to locate Septic System.*

#### **2.3 Change of Insurance Carriers**

*As discussed at the October 22, 2013, Trustees meeting, (as per 6.4 Insurance) Trustee Phelps received a quotation from Jardine Lloyd Thompson Canada Inc. (JLT) to provide Commercial General Liability Insurance and Commercial Property Insurance. The key feature is the absence of a "failure to respond" exclusion. Recommend that we go with the quoted proposal for our April 5, 2014, renewal.*

- *Email to Trustees to approve the change of carriers made on April 5, 2014. (Email on file)*
- *Trustee Pardee, Trustee Rush, Trustee Anderson, Trustee Phelps and Trustee Lamb all voted in favor. (Email Ballot on file)*

*Discussion*

- *Motion by Trustee Pardee to affirm the email ballot to approve the decision to accept the proposal by Lloyd Thompson Canada Inc. (JLT) to provide Commercial General Liability Insurance and Commercial Property Insurance.*
- *Seconded by Trustee Phelps*
- ***Carried unanimously***

#### **2.4 Directors Insurance**

*Discussion*

- *Motion by Trustee Phelps to purchase Directors & Officers Insurance with Lloyd Thompson Canada Inc. (JLT).*
- *Seconded by Trustee Rush*
- ***Carried unanimously***

## **2.5 Advertisement of AGM**

- *Staff Koeppen reported the AGM has been advertized in the Newsleader, on espokes, and posted on the Island Bulletin board. (as per action item 9 meeting minutes January 21, 2014)*

## **4. Petitions and Delegations - None**

## **5. Correspondence**

### **5.1 BC Land Title & Survey Electronic only notification form**

*Action Item:*

- *Staff Koeppen to complete*

## **6. Reports**

### **6.1 TIVFD (Deputy Chief Shelford)**

- *Provided detailed report. Highlights included call outs, training topics, clinics and new recruits. One resignation to report.*
- *Helmet Donation made to TIVFD by Ron Williamson and Ladysmith Fire Chief Ray Delcourt. Many thanks to both for this generous donation*

*Discussion*

### **6.2 TIVFD Safety Committee (Trustee Rush)**

- *Safety committee met for their quarterly safety meeting.*
- *Discussed the topic of safety for new recruits*
- *Mouse issues*
- *Debrief re Helicopter evacuation.*
- *Safety Policy review. Trustee Rush will continue to monitor the TIVFD Health and Safety Policy*
- *Other issues: Hall inspection, Action Item List, Risk Assessment and New recruits.*

### **6.3 Financial Officer (Mooney)**

- *Staff Mooney presented current Financial Report (Report on file)*

*Discussion*

- *For future recording purposes, it was decided to define Capital assets as having a purchase price of \$2,000 or more and a useful life of 3 years or more. Sustaining and*

*Minor assets will have a purchase price of less than \$2,000 and a use full life of 3 years or more.*

**7. Resolutions: None**

**8. Bylaws: None**

**9. New Business:**

**9.1 Review Meeting Agenda's**

- Pre AGM, AGM and Post AGM for April 26, 2014

Discussion

**9.2 Trustee Elections**

- *Election of one trustee. Trustee Pardee term completed. Trustee Pardee will let his name stand for another 3-year term.*
- *No other changes for current trustees.*

**9.3 Peter Luckham Expanded role with TIVFD**

Discussion

- *Motion made by Trustee Rush to approve an honorarium for Peter Luckham, to be presented at the TIVFD Annual Appreciation Banquet, in appreciation of his expanded role with the department.*
- *Seconded by Trustee Pardee*
- ***Carried unanimously***

**10. Next scheduled meetings – Pre AGM Forbes Hall, 9:00am, AGM 10:00am, Post AGM 11:00am.**

**11. Adjournment**

- *Motion to Adjourn by Trustee Rush*
- *Seconded by Trustee Phelps*

**Meeting adjourned at 8:00 pm**