

**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 January 21, 2014 Board Meeting

Hunter Room, Forbes Community Hall

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

Guests: *Deputy Chief Shelford*

Staff: *Koeppen,*

Regrets: *Trustee Anderson, Trustee Phelps, Staff 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 October22, 2013 minutes as written.*
- *Seconded by Trustee Lamb*
- ***Carried unanimously***

2. Introduction of late items - *None*

3. Business arising from minutes and unfinished business

3.1 Septic System

Discussion

Action Item:

Deputy Chief Shelford is pursuing location of Septic System at the TIVFD main hall. Dave Knowles will assist in locating. CVRD will provide equipment used to locate.

3.2 Workplace Bullying and Harassment Policy Statement

As per the Office of the Fire Commissioner Annual Fire Department Inspection and Audit, TIID and TIVFD are required to have a Harassment policy in place.

Discussion

Motion by Trustee Rush for approval to accept the TIID Workplace Bullying and Harassment Policy as written with amendments. (Copy on file)

Seconded by Trustee Lamb

- **Carried unanimously**

3.3 Health and Safety Policy Statement

TIID and TIVFD must have a compliant Occupational Health and Safety Program as a requirement of WorksafeBC.

As per the Office of the Fire Commissioner Annual Fire Department Inspection and Audit, TIID and TIVFD must have a Health and Safety policy in place.

Discussion

Motion by Trustee Rush for approval to accept the TIID Health and Safety Policy as written with amendments. (Copy on file)

Seconded by Trustee Lamb

- **Carried unanimously**

4. Petitions and Delegations - None

5. Correspondence - None

6. Reports

6.1 TIVFD (Deputy Chief Shelford)

- *Deputy Chief Shelford provided a Quarterly report on behalf of Chief Caldbeck. (Copy on file)*
- *AED units. locations, age, cost, replacement considerations followed by a discussion.*
- *TIVFD Annual Appreciation Dinner*

Discussion

Motion by Trustee Lamb TIID to assume the responsibility of organizing the TIVFD Annual Appreciation Dinner.

Seconded by Trustee Rush

- **Carried unanimously.**

6.2 Port Commission (Trustee Lamb)

- *None to report*

6.3 TIVFD Safety Committee (Trustee Rush)

- *Met on January 20, 2014. No report at this time.*

6.4 Insurance (Trustee Pardee for Trustee Phelps)

- *Trustee Phelps will receive an additional quote from insurance broker, Jardine et al, prior to April renewal.*
- *Renewed coverage for disability, accidental death and sick benefits for TIVFD was placed with the incumbent carrier, Provident.*

Discussion

6.5 Financial Report (Trustee Pardee for Staff Mooney)

- *Trustee presented current Financial Report (Copy on file). The combined operations of the TIVFD and TIID were on budget for the year 2013, good work everyone.*

Discussion

7. Resolutions:

- *See Motions 3.2 & 3.3*

8. Bylaws: None

9. New Business:

AGM date set for April 26, 2014

Discussion

Action Item

- *Staff Koeppen will advertize AGM in Newsleader, espokes and on Island Bulletin board in a timely manner.*

10. Next scheduled meeting – Tuesday, April 15, 2014 Hunter Room, Forbes Hall 7pm

11. Adjournment

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

Meeting adjourned at 8:30pm