

Thetis Island Improvement District

Minutes of Board Meeting, February 22, 2010

Location/time: Forbes Hall – Hunter Room, 7:30 p.m.

Attending: Ken Youds, Peter Pardee, Stephanie Cottell, Doug Darling, D/C Graeme Shelford. Guests: Gerry Smith, Petra Accipiter

Minutes of Previous Meeting (November 16/09)

Meeting minutes approved as circulated.

Business Arising

1. Capital Reserve Fund disbursement bylaw for 2009: update
Copies were submitted to the Province in late October; no response received. Therefore we can conclude that the Province has accepted and filed the bylaw.
2. Repeal Bylaw 53: To repeal former Fire Reg. Bylaw (41)
This bylaw was approved and signed by all Trustees. Bylaw 52 is now fully in effect as the Fire Regulation Bylaw.

New Business

1. Thetis Island Marine Association (TIMA): brief presentation. Gerry Smith and Petra Accipiter explained the purpose of TIMA with regard to the waters surrounding Thetis. The presenters noted that the TIVFD and TIMA share some interests re. health and safety of public. Trustees explained the geographical boundary of the Improvement District, and the relationship of the TIID to the fire department. Also explained was the legal limitation of authority (i.e. operation of a fire department), and the policy that defines the service capacity of that fire department. At this time, the TIVFD has no capacity for marine fire or rescue, however that matter can be addressed at any time if the community is supportive in terms of personnel, training and equipment needed. TIMA representatives were thanked for their attendance and it was agreed that there was value in maintaining good communication between the organizations.
2. Driveway Signage Initiative:
Youds reported that no further costing information has been received since the initial signage example (and costing) was returned to the proponent/contractor. **Action 1:** Darling agreed to investigate the cost of an alternative number sign, possibly punched into a durable metal and suspended on a metal post. **Action 2:** Youds will contact Grant Gordon re. the source and cost of reflective materials as used for highways signage. **Action 3:** Options will be presented at the AGM including: no action; installation only where a driveway is insufficiently marked by the owners; standardized installation island-wide.
3. Payroll Account:
Pardee requested a motion endorsing him, as Treasurer, being the Board's representative to correspond with the Canada Revenue Agency on the matter of the payroll account. So moved by Youds. Seconded by Cottell. **Motion was approved unanimously.**
Pardee moved that salaries to the chief and deputy chief be paid on a quarterly basis, rather than the monthly basis as formerly agreed. The chief and deputy chief are supportive. Youds seconded the motion. **Motion approved unanimously.**
4. TIVFD budget accounts and coding: D/C Shelford noted the need for the fire department to more

consistently code expense items before sending them to the Treasurer. Shelford requested that if an expense is not coded, the Treasurer should re-direct the invoice back to the Chief or D/C for coding. Regarding expenses submitted by department members, Pardee requested that, prior to the submission of such invoices to the Treasurer, they should be initialed by the Chief or D/C, thus to indicate their approval.

5. SOG for downed power line: D/C Shelford described the issue of the fire department attending to downed power lines, securing the incident scenes to keep the public safe. The recommended operating guideline for fire departments is to attend until a BC Hydro crew can arrive, but this procedure is inappropriate for an isolated community with limited departmental resources. The TIVFD is designing an SOG that modifies the general guideline by recognizing that in this remote setting it may not be possible to have crew remain at a site indefinitely, since it can take several hours, and sometimes days for a BC Hydro crew to arrive. Shelford was requesting that a legal opinion be sought re. liabilities that might emerge if this department takes a different approach than the general guideline. Discussion ensued noting that the TIVFD liability obligation is to do the best job possible given its resources; that the response to all emergencies is limited by our resources. **Action:** once the SOG's are completed, the Service Capacity Policy will be re-visited with a view to ensuring it is consistent.

6. TIVFD transportation of patients off-island (as per January 11 incident)
 The TIVFD requests that the Improvement District write to BCAS to advise that TIVFD equipment and personnel will not normally be available to depart the island due to resource limitations available on the island. **Action:** Youds will draft the letter, vetting it to the Chief prior to sending it to BCAS.

7. Fleet Renewal:
 The Chief had advised via email that the Board needed to be aware that, for insurance grading purposes, the Fire Underwriters require that fire apparatus must be under 20 years of age. There is a provision for extending this up to a maximum of 30 years. Discussion noted that Rescue 1, the oldest vehicle in the fleet, is not fire apparatus. It is possible that Tender 1 may not be fire apparatus either for the purposes of the Fire Underwriters. Discussion also noted that, whereas in the past the Capital Renewal Reserve Fund was accumulated to replace major equipment, this was not as important so long as interest rates for borrowing remained low. The Fund remains a valuable mechanism but does not need to be built to the point of funding replacements of all vehicles by 2019 or 2020. **Action:** The matter of accumulating funds in the Capital Renewal Reserve Fund for vehicle replacement or borrowing in any given budget year for vehicle replacement can be revisited in each budget cycle, as desired.

8. Meeting Schedule for 2010

The following dates and times will be reserved for scheduled meetings over the 12 months:

AGM	April 24 th	9 a.m. to noon	Main Room, Forbes
Post-AGM	May 10 th	7:30 pm	Hunter Room, Forbes
Pre-Budget	Sept. 13 th	7:30 pm	Hunter Room
Budget	Oct. 18 th	7:30 pm	Central Fire Hall
Budget #2	Oct. 25 th	7:30 pm	Hunter Room
Year-end	Nov. 22	7:30 pm	Hunter Room
Year start	Feb. 21/11	7:30 pm	Hunter Room

Action 1: Youds will request that the venues be reserved

Action 2: Board members and TIVFD executive will take note of dates and times

Next Scheduled Meeting: April 24th – the AGM: Saturday morning – specific start time to be announced.

Meeting adjourned at 9:15 p.m.