

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 July 23, 2013 Board Meeting

Hunter Room, Forbes Community Hall

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

Guests: *TIVFD Chief Caldbeck, Deputy Chief Shelford*

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 May 18, 2013 Pre AGM, 9:00 am, minutes as written.*
- *Seconded by Trustee Phelps*
- ***Carried unanimously***
- *Trustee Anderson moved to adopt the TIID May 18, 2013 Post AGM, 11:00 am, minutes as written.*
- *Seconded by Trustee Lamb*
- ***Carried unanimously***
- *TIID AGM Draft Minutes were read only, and filed for approval at 2014 AGM.*

2. Introduction of late items - *None*

3. Business arising from minutes and unfinished business

3.1 Raising the public profile of the Improvement District

- *Formulate a sustainable action plan*

Discussion

Action Item:

- *Chair Pardee to write a description of the Improvement District for the Quarterly.*
- *Trustee to attend TIRRA meetings as a representative of the Improvement District.*
- *Staff Koeppen to post meeting minutes on e-spokes, community website& bulletin board.*

3.2 A Recruitment and Retention strategy for the Fire Department - Chief Caldbeck

- *Long-term sustainability for the TIVFD.*
- *Age continues to be a factor in the current TIVFD.*
- *What are other Volunteer Fire Departments/ non-profit organizations doing to increase profile and recruit new volunteers.*
- *This fundamental issue must be addressed by both the Improvement District and the Fire Department.*

Discussion

4. Petitions and Delegations - None

5. Correspondence

5.1 Thetis Island Port Commission

- *Letter dated June 6, 2013 From TIID Chair Pardee to Thetis Island Port Commission (TIPC) Chair Darling – Trustee Lamb replaces Trustee Rush as TIPC representative on TIID board.*

6. Reports

6.1 TIVFD (Chief Caldbeck)

- *Provided detailed report. Highlights included all call outs, training topics, clinics and new recruits.*
- *Donation to TIVFD Auxiliary*

Discussion

Action item:

- *Staff Koeppen to send a Thank you to Merry and Arthur Gooding from TIID.*

6.2 TIVFD Safety Committee (Trustee Rush)

- *Safety committee to meet week of July 29th.*

Discussion

Action item:

- *Safety committee to review various issues to ensure compliance with Worksafe BC, Audit*
- *A general statement by the Improvement district will be drafted to emphasis the importance of Volunteer and worker safety.*
- *Trustee Rush and Staff Mooney to assist with this statement*

6.4 Port Commission (Trustee Lamb)

- *Boat Ramp Reno was successful.*
- *Signage improvements are under way.*
- *The next TIPC meeting will be in September.*

Discussion

6.5 Insurance (Trustee Phelps)

- *Trustee Phelps conducted a review of the current TIID insurance policies.*

Discussion

Action item:

- *Remove the “failure to respond “clause from future insurance policies.*
- *Provide the Insurance Company with all relevant mutual assistance agreements.*
- *Limit the Fire Department activities to the Improvement District territorial limits.*
- *Trustee Phelps to further investigate insurance issues and possibilities.*

6.6 Financial Officer (Mooney)

- *Staff Mooney presented current Financial Report, report attached.*

Discussion

6.7 Administrative Officer (Koeppen)

- *Requested use of a motion - minute book – agreed by trustees.*

7. Resolutions: None

8. Bylaws: None

9. New Business:

9.1 October meeting begin the 2014 budget process

Discussion

9.2 Sky lanterns

- *Chief Caldbeck described Sky Lanterns and other incendiary devices and the fire hazards posed to the island by their use.*

Discussion

- *Motion made by Trustee Lamb to amend Improvement District Fire Regulation #53, item 11, as follows:*

"Fireworks, sky lanterns, other incendiary devices, and any explosive pyrotechnic device used primarily for aesthetic and entertainment purposes will not be permitted when fire permits are cancelled or unavailable due to hazardous fire conditions as determined by the Fire Chief".

- *Seconded by Trustee Anderson*
- ***Carried unanimously***

9.3 Ladysmith RCMP Letter of Understanding

(Refer to TIID February 20, 2012 meeting minutes)

Discussion

Action item:

- *Chair Pardee to review current agreement.*
- *Chair Pardee to contact Ladysmith detachment to connect with current member responsible for Thetis Island as required.*

10. Next scheduled meeting - Tuesday October 1, 2013 Hunter Room, Forbes Hall 7pm

11. Adjournment

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

Meeting adjourned at 9:15pm