

# Thetis Island Improvement District

## Minutes of Board Meeting, November 25, 2010

**Location/time: Main Fire Hall, Mission Road, Thetis Island, 4 p.m.**

Attending: Ken Youds (Chair), Stephanie Cottell, Peter Pardee (Treasurer), Doug Darling, Tom Anderson, Jeannine Caldbeck (Chief), Graeme Shelford (Deputy Chief)

Guest: Tom Milliken

Minutes of Previous Meeting (October 22, 2010)

Meeting minutes approved as circulated.

Business Arising

None

New Business

1. Current Budget Update: Treasurer Pardee presented report of current state of budget. He advised that all categories are within budget and there are no outstanding issues. Motion to accept his report as presented: carried unanimously.
2. Fire Regulation Bylaw update: Youds advised that the work to update the existing bylaw 41 is complete, with a final amendment to ensure the maximum penalty is consistent with the pertinent statute limit. This work commenced in 2009. Motion to adopt at first reading Bylaw 53 as the update Fire Regulation Bylaw: carried. Second reading motion to adopt Bylaw 53: carried unanimously. Motion to adopt at first reading Bylaw 54 to repeal Bylaw 41: carried. Second reading motion to adopt Bylaw 54: carried unanimously. Action: Youds will forward the correct number of originals to Victoria for further processing.
3. Capital Reserve Fund Disbursement bylaw for 2010: Youds presented the bylaw to encompass capital acquisitions in 2010 requiring monies from the reserve fund. Additions to the fund in 2010 were \$30,000. The disbursement total for various fire department equipment totals \$15,570. Balance at the end of 2010 stands at \$72,643. Motion to adopt bylaw as written: carried unanimously. Subsequent discussion around cost of new SCBA gear, with notation that the associated air packs should be separately invoiced for the new year.
4. BC Ferries/use of department air compressor: Pardee advised that he was successful in contacting a BC Ferries representative and it was agreed that an invoice for \$500 annually is acceptable. Action: An invoice for the current year is being prepared and will be sent by Pardee.
5. Fee for Service Discussion re. non-profit/non-taxpayer organizations on Thetis: general concurrence that the provision of services costs local taxpayers, possibly in the range of \$900 to \$1000 per call and that it is reasonable to pursue some form of non-tax contribution from all such organizations, particularly giving the rising costs of service provision. One non-profit already voluntarily contributes an amount toward capital items, as well as provides other forms of support to the department, and this fact as acknowledged. Motion proposed and unanimously carried that a discussion or series of discussions occur with the organizations to help them understand the need for their financial support. Action: informal meetings will be organized in 2011.

6. Interface Fire Triage Pre-planning: Chief Caldbeck advised of the desire of the Fire Department to commence a multi-year initiative to evaluate properties with regard to the ability of the department to defend them in the context of a wildfire putting structures in jeopardy. Recognized that this initiative could be controversial, however it also has a public service aspect that should be recognized. Motion proposed and carried to support this initiative. Action: TIVFD will draft an advisory letter to homeowners stating the purpose, key elements and benefits.
7. JIBC – First Responder training options letter: Chief Caldbeck presented a letter from the Justice Institute of BC, which acts as training service contractor for BCAS, outlining a new cost structure to first responder training. No cost implications were outlined in the letter, although other rural departments in the Province are very concerned that this seems to be a further cost burden of “downloading” provincial responsibilities. Motion proposed and carried to draft a strong letter to be sent joint to the JIBC and BCAS regarding this matter, to the effect that it represents a further discrimination against remote areas not serviced directly by BCAS, and also noting that significantly higher costs put the FR program in jeopardy due to lack of budget capacity at the local level. Action: Youds will draft the letter and circulate the draft to the trustees and the Chief.
8. TIVFD vehicular access through Meadow Vale development private road: Chief Caldbeck noted that the through-access road has been repeatedly blocked with a out-of-service vehicle in order to curtail use of the road by the public who are not owners in the strata. The department requests clarification of its right of access. Agreed action: Board will inquire re. options for improved TIVFD access while restricting public/non-owner access.
9. Port Commission annual report: Darling reported that the Commission is receptive and responsive to requests from the TIVFD re. specific needs at the dock. An effort is being made to modify the governing bylaw such that congestion by private boats can be more effectively controlled. It was noted that CVRD Building Inspectors can act as bylaw enforcement officers and any party can take a complaint directly to the CVRD re. enforcement.
10. Subdivision notification of new driveway/access: Map was delivered to the TIVFD, whereas normally these are provided to the TIID. Action: Youds will examine, obtain TIVFD input/advice, and respond to the notification as appropriate.
11. Service Capacity: Chief Caldbeck provided draft text regarding the response of the department during a major emergency, such as an interface fire. Chair advised that this new text would fit within a revised edition of the Service Capacity Policy, which should be a matter for 2011. Action: Service Capacity Policy to be reviewed in Spring of 2011.
12. Management Performance Review (in camera): All trustees agreed that they find the TIVFD management staff to be exemplary in all areas of service. Action: Youds will prepare a letter accordingly.
13. Elements of payments to TIVFD members: For the record, all members are eligible for reimbursement of expenses they may incur while conducting departmental business. The Chief and Deputy are paid salaries that can be reviewed as and when necessary with respect to the budget cycle. Captains are to be award honoraria each year to recognize the additional work they commit to sustaining the department; the amount of this award is to be reviewed annually. The captains and other volunteers (not paid staff) are to be recompensed a “volunteer expense re-imburement” in the amount of \$7.50 per event to cover personal costs they incur as a result of volunteering. All agreed.
14. Upcoming Meetings: March 7, 2011 (business) and April 30, 2011 (AGM)

Next Board Meeting: **March 7, 2011**, 7 p.m., Forbes Hall

Meeting Adjourned: 5:40 p.m.