

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

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

**Minutes of the July 21, 2015 Board Meeting**

*Hunter Room, Forbes Community Hall*

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

**Guests:** *TIVFD Chief Caldbeck*

**Staff:** *Koeppen, Mooney*

**Call to order:** *Trustee (Chair) Rush called the meeting to order at 10:00 am*

**Agenda Items:**

**1. Adoption of previous meeting minutes**

- *Trustee Phelps moved to adopt the TIID April 25, 2015 Pre and Post AGM minutes as written.*
- *Seconded by Trustee Anderson*
- ***Carried unanimously***

**2. Introduction of late items – None to Report**

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

**3.1 Insurance Values**

*Discussion*

- *Trustee Phelps provided background information and a general overview of both the desired coverage, and the actual coverage for all TIVFD buildings, and contents, vehicles, and contents. Insurance company ok with current coverage.*
- *Insurance should be placed at 90% of replacement value*

- *Each FD building is valued separately. FD Main hall insurance adequate. Pilkey hall needs review.*

*Action item:*

- *Trustee Phelps will contact ICBC re coverage for a catastrophic event at the main fire hall.*

### **3.2 Annual TIVFD Volunteer Appreciation Banquet**

- *Date set: Saturday, November 7, 2015*
- *TICA Hall has been booked*
- *Caterer has been contracted. Price per person all in.*

*Discussion*

- *Event details discussed and noted that a separate planning meeting to be held prior to event.*

### **3.3 False Alarms**

*Discussion*

- *Trustee (Chair) Rush is currently working on a draft letter re false alarms.*
- *Trustee (Chair) Rush to discuss with owner (Dr Lunpin) and planned alternate alarm system.*
- *The approximate cost for a callout is \$1500.00. This figure includes M&O and administrative support*

*Discussion*

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

## **5. Correspondence**

### **5.1 Letter from TIVFD Position Recommendations (See New Business)**

*Discussion*

## **6. Reports**

### **6.1 TIVFD (Chief Caldbeck)**

- *Provided detailed report. Highlights included Call outs, training topics, smoke complaints, investigations, and the Auxiliary training drill. Provided TIVFD and Auxiliary Rosters, both as of July 1015.*

*Discussion*

*Action item:*

- *Chief Caldbeck and Deputy Chief Shelford to place on going public education notices on espokes reminding all of potential fire risks and hazards. Chief Caldbeck noted that ESS has also done the same. Very positive.*
- *Chief Caldbeck requested a policy for Lifetime members of the TIVFD. This in consideration of Lifetime fire fighters, founding members of, and past TIVFD Fire Chiefs Harry Armstrong and Pete Rees.*

*Discussion*

*Action item:*

- *Chief Caldbeck to contact the Cowichan Valley Fire Chief Association for policy and procedure already in place within other Fire Departments.*
- *Trustee (Chair) Rush to contact Dave Ferguson, Admin Assistant Cowichan Bay FD for the same.*

*Discussion*

- *Trustee (Chair) Rush contacted the Ladysmith RCMP re letter of agreement. Will meet with the new Staff Sergeant to discuss (refer to Meeting Minutes Oct 1, 2013 point 5. Correspondence. (Letter on file)*

*Discussion*

- *TIVFD Truck load capacity (water tank on board)*
- *Personal tank returned to Chief Caldbeck and a new 100-gallon tank to be purchased.*

*Discussion*

- *Foster Point Road Tank Damage*

*Discussion*

*Action item:*

- *Trustee Shelford to contact Andy Newel, Nanaimo Department of Highways, regarding access and sectioning off area on Foster Point Road for FD use.*

*Action item:*

- *Foster Point Tank to be repaired. Materials on hand.*
- *Chief Caldbeck to place an ad in espokes reminding island folk to keep this location free and clear at all times.*

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

*Discussion*

- *Trustee Anderson attended a quarterly meeting with TIVFD on July 20.*
- *Trustee Anderson assisted with the completion of the quarterly hall station inspection and no major concerns were noted.*
- *Meeting topics discussed included:*
- *Review appropriate SOG prior to any training.*
- *Office of the Fire Commissioner recommends a self audit and complete review (every 2 years) TIVFD will complete by 2016.*
- *Engaging Contractors: Safety document, ensuring a proper process including a site orientation. Ensure all Contractors produce a current certificate of insurance.*
- *Roof radio antenna issues to be addressed by CVRD.*
- *WorkSafeBC inspector Mike Duff has retired. His replacement is Arliss Lacasse. Noted that Arliss does not wish to receive the quarterly safety committee minutes. Keep minutes on file for his review.*

*Discussion*

- *Untrained personnel. All personnel attending a fire sense must have proper training before entering/assisting at any fire scene. I.e. Untrained members of the public and Fire Department Auxiliary members cannot provide assistance beyond their scope of training.*

*Action item:*

- *Chief Caldbeck to confirm Tom Milliken and Alex Rozewicz as TIVFD Health & Welfare committee reps.*

*Action item:*

- *Trustee Anderson to provide a shorter Contractor safety list.*

*Action item:*

- *Trustee Phelps and Chief Caldbeck to review contractor insurance policy.*

#### **6.4 Port Commission (Trustee Lamb)**

- *Trustee Lamb provided an overview of the (TIPC). Thetis Island Port Commission.*

*Highlights included:*

- *Completed paving on boat ramp.*
- *Work continues for the Commemorative plaque to acknowledge the Penelakut people with respect to Thetis Island. The plaque/artwork to be displayed at the front entrance of Forbes Hall.*
- *Noted that the Nanaimo Highway Department is responsible for the parking area in front of the Boat Ramp. Complaints for abandoned trailers can be made to the Department of Hiways in Nanaimo.*

#### **6.5 Insurance (Trustee Phelps)**

*Discussion*

*Action item:*

- *TIVFD & TIID personnel coverage discussed. (See Meeting Minutes April 25 Post AGM. 7.1 On Duty & Off Duty Coverage) Trustee Phelps waiting for confirmation in writing.*

#### **6.6 Financial Officer (Mooney)**

- *Staff Mooney presented current Financial Report. (on file)*
- *Quick Books update. Excellent Tool works very well.*

*Discussion*

#### **6.7 Administrative Officer (Koeppen)**

*Action item:*

- *Staff Koeppen to forward Minutes of April 21, 2015 to CRA (Canada Revenue Agency) indicating TIID Corporate Signing Officers. (on file)*

## **7. Resolutions:**

### **7.1 Health & Welfare Insurance Fund Resolution #2004-01 (on file)**

#### *Discussion*

- *Determined after much investigation that no Bylaw was ever initiated following the original Health & Welfare Insurance Fund Resolution. Staff Mooney determined that the TIID is able to replace the Health & Welfare Fund with a new resolution.*

## **8. Bylaws:**

- *Motion by Trustee Phelps to approve the 2014 Capital Works Renewal Reserve Fund Bylaw No. 64. (on file)*

*Seconded by Trustee Lamb*

**Carried unanimously**

## **9. New Business:**

### **9.1 Appoint TIVFD Officers**

#### *Discussion*

- *Motion by Trustee (Chair) Rush to accept the following Fire Officer appointments as recommended by the TIVFD Fire Chief and Deputy Fire Chief.*

*Captain David Tarris as Fire Captain and Fire Training Officer*

*Fire Fighter Tegan Luckham as Fire Captain and First Responder Training Officer*

*Lieutenant Peter Luckham as Fire Lieutenant (until Sept 9, 2015) Training Officer*

*Assistant.*

- *Seconded by Trustee Lamb*

- **Carried unanimously**

#### *Discussion*

- *Noted that a Fire Fighter is yet to be determined for the position of Fire Lieutenant from September 9, 2015 and for the balance of the year.*
- *TIVFD process of appointments and annual review*

## **9.2 CRA (Canada Revenue Agency)**

- *Motion by Trustee (Chair) Rush that Staff Mooney will act as the official agent/representative for TIID in all dealings concerning the CRA (Canada Revenue Agency).*
- *Seconded by Trustee Phelps*
- **Carried unanimously**

## **9.3 Heavy Equipment availability during a major event**

### *Discussion*

- *Chief Caldbeck provided detailed information regarding Heavy equipment on island and use of during a fire event.*
- *Priority is the safety of the Fire Fighters and the general public. Next (structures) Buildings: Commercial Buildings, TICA hall, Dock and School then private buildings. (Commercial buildings take priority over private buildings).*
- *In this instance, Heavy equipment and operators would be engaged to create fire stops and barriers as needed and necessary.*
- *Should a wildfire event occur a call would be made to the CVRD, Sybille Sanderson for a PEP umber (Provincial Emergency Program)*

## **10. Next scheduled meeting – Tuesday, September 22, 2015**

***Hunter Room, Forbes Hall 10:00 am***

## **11. Adjournment**

- *Motion to Adjourn by Trustee (Chair) Rush*
- *Seconded by Trustee Phelps*
- **Meeting adjourned at 12:55**