

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

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

Minutes of the September 22, 2015 Board Meeting

Hunter Room, Forbes Community Hall

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

Regrets: *Trustee Anderson, Trustee Lamb, TIVFD Lieutenant Luckham*

Guests: *TIVFD Chief Caldbeck*

Staff: *Koeppen, Mooney*

Call to order: *Chair Rush called the meeting to order at 10:00 am.*

Welcomed Trustee Shelford to his new role with TIID.

Agenda Items:

1. Adoption of previous meeting minutes

- *Trustee Phelps moved to adopt the TIID July 21, minutes as written.*
- *Seconded by Trustee Shelford*
- ***Carried unanimously***

2. Introduction of late items

2.1 LAFC Letter of Appointment and Reissue of LAFC ID Card

Discussion

- *Letter of Appointment submitted for (Lieutenant) Peter Luckham*
- *Letter of Reissue submitted for (Trustee) Graeme Shelford*

2.2 BC Hydro Power Outages

- *Billing BC Hydro for TIVFD time during power outages*

Discussion

Action item: Chief Caldbeck, Trustee Rush and Staff Mooney to follow up

3. Business arising from minutes and unfinished business

3.1 ICBC

- *Trustee Phelps requested copies of TIVFD vehicle policies to ensure proper insurance coverage beyond ICBC.*

Discussion

Action item: Chief Caldbeck and Trustee Phelps to work on this

3.2 False Alarms

- *Trustee (Chair) Rush followed up with owner (Dr Lupin) who has agreed to an alternate alarm system.*

Discussion

3.3 Life membership for Fire Fighters

Discussion

- *Common practice among other Fire Departments around the province is to fund the Life Membership through their associations investing call out dollars.*

Action item: Chief Caldbeck and Trustee Rush to follow up

3.4 Annual TIVFD Volunteer Appreciation Banquet Update

- *November 7, 2015, Forbes Hall*

Discussion

- *Final list of guests compiled. Staff Koeppen will send out invitations asap.*
- *Delegated responsibilities for the evening of.*
- *Action item: Trustee Rush, Chief Caldbeck, Staff Koeppen to meet for further planning.*

4. Petitions and Delegations - None

5. Correspondence

- *Referral for Comment: Draft - Cowichan's Regional Airshed Protection Strategy Chief Caldbeck received and replied to Keith Lawrence, Senior Environmental Analyst, CVRD*
- *Trustee Rush followed up with CVRD staff re: area F&G not approved.*
- *Trustee Rush also followed up with Mel Dorey*

Discussion

6. Reports

6.1 TIVFD (Chief Caldbeck)

- *Provided a detailed report for July & August. Highlights included:*
- *Training provided by Chief Rukus, Chemianus FD*
- *New member, Loughlin Kerr*
- *Main hall door upgrade*
- *New water tank purchased*
- *Provided search assistance for Penelakut*
- *Three quotes for alarm's and installation*
- *Fire Department vehicle maintenance*

Discussion

Action item: Chief Caldbeck to purchase new battery for the Command Vehicle

Action item: Chief Caldbeck to provide Michele Crow with updated TIVFD membership list on a quarterly basis should it exceed the maximum amount. CC:TIID trustees.

6.2 TIVFD Safety Committee (Trustee Anderson)

- *None to report. Next meeting October*

6.4 Port Commission (Staff Mooney for Trustee Lamb)

- *Work continues for the Commemorative plaque*

6.5 Insurance (Trustee Phelps)

- *See 3.1 business arising*

6.6 Financial Officer (Mooney)

- *Staff Mooney presented current Financial Report (report on file)*

Discussion

- *Quick Books are working very well*
- *Staff Mooney and finance committee (Trustee Shelford, Anderson and Rush) to meet with auditor*
- *Staff Mooney is now an authorized rep for CRA*

- *Worksafe BC claim discussed*
- *Set up read only access for Lieutenant Luckham*
- *Staff Mooney provided a draft-operating budget for FD. (Past budgets reviewed for data)*

Action item: Chief Caldbeck and Lieutenant Luckham to review budget and provide feedback

Action item: Staff Mooney to meet with finance committee (Trustee Shelford, Anderson and Rush) for review

Action item: Trustee Phelps to provide insurance feedback

6.7 Administrative Officer (Koeppen)

Action item: Staff Mooney and Koeppen to meet with Cathy Bickford, Advisory Officer, Improvement District

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

7. Resolutions:

7.1 Health and Welfare

- *Trustee (Chair) Rush and Trustee Phelps met with TIVFD Health and Welfare committee and determined it is to remain as is. No additional funding to be added.*

Discussion

- *Will review fund as needed in future.*

8. Bylaws: None

9. New Business:

9.1 Finance Committee

- *Trustee Shelford, Trustee Anderson, Trustee Rush & Staff Mooney*

9.2 First draft of the 2016 Budget

- *See 6.6 notes under Financial Officer Report*

9.3 LAFC Letter of Appointment and Reissue of LAFC ID Card

- *See introduction of late items*

9.4 Joint TIVFD/TIID & Staff Meeting

- *To be held during a FD night. Refreshments to be provided prior to*

Action item: Chief Caldbeck to reply as to an appropriate date

9.5 LGMA Conference (Local Government Management Association of BC)

- *Trustee (Chair) Rush provided a detailed overview of conference. Highlights included the Networking value. 36 Improvements Districts in BC*

Discussion

- *Playbook covered at conference. TIID will need to determine the service capacity desired for Thetis Island.*

Action Plan: Plan a public meeting to seek input. Date to be determined.

Discussion

- *Chief Caldbeck provided detailed background and explanation of current level of Service Capacity for Thetis Island. Once desired level of Service Capacity is determined, additional training to be implemented as required.*
- *Chief Caldbeck discussed the Medical transport certification and occupational first aid.*

9.6 Appointment

- *Motion by Trustee Shelford to appoint Peter Luckham as Deputy Chief, TIVFD*
- *Seconded by Trustee Phelps*
- **Carried unanimously**

9.7 AGM

Discussion

10. Next scheduled meeting

- **Tuesday, October 20, 2015 Hunter Room, Forbes Hall 10:00 am**

11. Adjournment

- *Motion to Adjourn by Trustee Phelps*
- *Seconded by Trustee Shelford*
- **Meeting adjourned at 12:30pm**