

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

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

**Minutes of the January 28, 2026 Board Meeting**

**Present:** *Trustee Rush (Chair), Trustee Shelford, Trustee Dickie, Trustee Sutter*

**Guests:** *TIVFD Deputy Chief Kerr, TIVFD Chief Caldbeck*

**Staff:** *Koeppen, Aaberg*

**Public:** *0*

**Regrets:** *Trustee Adair*

**Location:** *Via Zoom*

**Territorial Acknowledgement**

**Call to order:** *Trustee Rush (Chair) called the meeting to order at 9:00 AM*

**Agenda Items:**

**1. Adoption of previous meeting minutes**

- *Trustee Dickie moved to adopt the TIID October 28, 2025, meeting minutes as written.*
- *Seconded by Trustee Sutter*
- ***Carried unanimously***

**2. Introduction of late items: None**

**3. Business arising from minutes and unfinished business: New Engine One update including discussion of the sale the current engine one. Fire Safety Act Update. ID petition to the province. AGM and trustee election planning. Capital disbursement bylaw for the chassis payment.**

**3.1 New Engine One update including discussion of the sale the current Engine One**

- *Trustee Rush (Chair) reported no new developments regarding New Engine One update. All on track.*
- *FC Caldbeck noted discussions with Bryan Anderson, Technician, Fort Garry Fire Truck Manufacturing, Winnipeg, with a target date of May 11th for an inspection trip.*
- *Hotels for FC Caldbeck and Lieutenant Norm Kasting to be arranged with Brian's assistance.*

- *Trustee Rush (Chair) mentioned preliminary discussions with Brian Anderson regarding potential sale opportunities of current Engine One. This once New Engine One arrives and all installations are completed and is put into service.*
- *FC Caldbeck suggested compiling a list of industrial companies that could be interested in purchase of current Engine One.*

*Discussion*

### **3.2 Fire Safety Act Update**

- *Trustee Rush (Chair) provided an update. No change.*
- *The positions of Fire Chief and Deputy Fire Chief will be designated as representatives for the TIVFD.*
- *Trustee Rush (Chair) reported on correspondence with Glen Cooper, Deputy Fire Chief for Malahat Fire Department, CVRD Fire Service Advisor, indicating that appointments for Thetis Island designations will be on the agenda for recommendation Feb 04 and then it will go before the committee of the whole on Feb 11 for approval. Glenn Cooper will send out a designation letter after the Feb 11<sup>th</sup> meeting.*

*Discussion*

### **3.3 Black Mountain Irrigation District petition to the province**

*Discussion*

#### **Motion #110.2026.01.28**

- *Motion made by Trustee Rush (Chair) to support the Improvement Districts petition to the Ministry of Municipal Affairs supporting funding to improvement districts equal to that of regional districts and municipalities*
- *Seconded by Trustee Sutter*
- ***Carried unanimously***

### **3.4 AGM and Election Planning**

- *AGM and trustee elections (2 positions) with a date set for Saturday, May 09, 2026*
- *Noted both Trustee Shelford and Trustee Rush have agreed to stand for re-election*
- *Notice of AGM and elections will be posted in advance on Thursday, March 19, 2026. Those wishing to seek election must make a submission of interest by no later than Friday, April 3, 2026, by 12noon. (2 weeks prior to elections)*
- *If required an advance poll to be held on Saturday, April 25, 2026*

- *Noted for the purpose of the election. Eligibility requirements will be posted. Every person who is qualified to be an elector in an ID is also qualified to be a trustee.*

*Discussion*

### **3.5 Capital disbursement bylaw for the chassis payment.**

*Discussion*

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

## **5. Correspondence: Review**

## **6. Reports**

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

- *Provided highlights: Emergency Responses, Community & Safety Initiatives, Equipment & Infrastructure, Training & Operations, Administration, and personnel, recruitment plan with Deputy Fire Chief Kerr. Roster of 17 members.*

*Discussion*

### **6.2 TIVFD Safety Committee (Trustee Dickie) (on file)**

- *Trustee Dickie Provided a detailed report. General Comments, Quarterly meetings, and Safety inspections*

*Discussion*

### **6.3 Administrative Officer (Koeppen)**

- *Staff Koeppen*
- *Received correspondence from Wayne Mercier from Gabriola Fire Protection Improvement District requesting assistance with suggestions and examples of how TIID uses for advance election polls*

*Discussion*

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

- *Trustee Sutter reported on discussions with CVRD staff and the Community dock to:*
- *Paint railings and replace the broken picnic table*

*Discussion*

### **6.5 Maintenance (Trustee Adair) (on file)**

- *Submitted a detailed report for review*

### **6.6 Financials (Staff Aaberg)**

- *Staff Aaberg suggested a VPN (virtual private network) for FC Caldbeck's iPad and phone due to issues with fraudulent charge son the TIID Mastercard.*

*Discussion*

**7. Resolutions: none**

**8. Bylaws: none**

**9. New Business: Transfer first capital installment of 27,700.00 and the \$75,000.00 special fire truck allocation to the Capital Works account. Fire Chief Conference. Fire Department Drill Nights. Fire Engine One CVI. Drill Room First Aid Course. Danger Trees around Fire Hall.**

**9.1 Fire Chief's Conference**

- *Trustee Rush (Chair) mentioned upcoming Fire Chiefs conference and expos to be held in Victoria.*  
<https://fcabc.ca/conference/#contact-us>

**9.2 Fire Department Drill Nights**

- *Deputy Fire Chief Kerr discussed moving drill nights to Tuesday night from Wednesday nights as a better fit for members.*

*Discussion*

**9.3 Engine One CVI**

- *FC Caldbeck asked whether or not the Improvement District would be in favour of a CVI (Commercial Vehicle Inspection) requesting an extension on current Engine One. There would be a cost involved.*

*Discussion*

- *Trustees were in favour of approving an extension request. This would make the current Engine One more appealing for resale. Also cover any possibilities in a delay of New Engine One arrival.*

**9.4 Drill Room – First Aid Course**

- *FC Caldbeck has authorized use of the Firehall Drill room for a community first aid course in February and March. This organized by the Telegraph harbour marina to include staff and general public*

*Discussion*

**9.5 Danger Trees around Fire Hall**

- *General discussion concerning danger trees around the fire hall.*
- *Next steps. Deputy Fire Chief Kerr to follow up*

*Discussion*

**9.6 Transfer first capital installment of 27,700.00**

**Motion #111.2026.01.28**

- *Motion made by Trustee Rush (Chair) to approve the transfer 27,700.00 (twenty-seven thousand seven hundred dollars) from the operating account to the Capital Works account.*
- *Seconded by Trustee Dickie*
- **Carried unanimously**

**9.7 Transfer \$75,000.00 special fire truck allocation**

**Motion #112.2026.01.28**

- *Motion made by Trustee Rush (Chair) to approve the transfer of \$75,000.00 (Seventy-five thousand dollars) from the operating account to the Capital Works account.*
- *Seconded by Trustee Sutter*
- **Carried unanimously**

**10. Next scheduled meeting – Wednesday, April 15, 2026**

**11. Adjournment**

- *Motion to Adjourn by Trustee Dickie*
- *Seconded by Trustee Sutter*

**Meeting adjourned at 10:33 AM**