

Thetis Island Improvement District

(Operating the Thetis Island Volunteer Fire Department)

Minutes of the 25th Annual General Meeting

Date: May 02, 2009

Location: Forbes Community Hall, Thetis Island

Pre-Meeting Advertising:

- ❑ Cowichan Newsleader/Pictorial newspaper published April 18/09
- ❑ Thetis Island E-Spokes electronic bulletin board (three times)
- ❑ Thetis Island Bulletin Board (posted for two weeks prior)

Meeting commenced at 9:30 as advertised with 30 people attending.

Distributed materials: agenda and audited financial report for 2008

Trustees attending: Ken Youds (chair), Peter Pardee (treasurer), Doug Darling, Bill Lottis. Absent: Paul Deacon

Fire Department Officials present: Jeannine Caldbeck (Chief), Greame Shelford (Deputy Chief), Dave Tarris (captain)

Opening Remarks:

Welcome to those attending. Introductions of the trustees. Notation that this is the 25th year -- a quarter century -- of operating the fire department.

Service Acknowledgements

- ❑ Bill Lottis, for serving as trustee
- ❑ Paul Deacon, for serving as trustee
- ❑ Chief, DC, Captains and other volunteers for their excellent work

Minutes of 2008 AGM

Minutes were read as circulated and posted. No corrections. Motion to adopt by John Stadt, seconded by Tom Anderson. Carried.

Statement from Board Chairperson

- ❑ After 25 years of operating the fire department, we can report that the operation remains a success!
- ❑ The Board of the Improvement District ensures that the fire department has the budget that it needs. As time goes along, standards of practice instituted by government the insurance industry and others have increased the need for up-to-date equipment, training, and management practices. Thanks to advice from the fire department, we are able to keep abreast of this on-going change.

- Our budget cycle begins in late summer, as the fire department executive begins assessing needs for the coming fiscal year. A draft budget is submitted to the Board usually by early October. We discuss, revise, consult with the FD, then approve a budget which we then must submit to Victoria for their final approval. Then they take the task of applying it to the assessment tax base and the annual funds roll to us commencing in January.
- In recent years -- again thanks to the diligence of the fire department -- particularly the Chief Caldbeck, we have renewed and improved the vehicle fleet, significantly increased training levels to meet externally set standards, and maintained a solid core of dedicated volunteers. You will get the Chief's detailed FD report shortly, but be assured the operation is running well and the Board is very pleased with the level of professionalism and commitment Chief Caldbeck and her crew has brought to our local FD.

Treasurer's Report:

Peter Pardee summarized the 2008 audited financial report as prepared by Trenholme and Company.

Discussion points:

- *Is WCB coverage included? Yes*
- *Is it possible in future to reflect a value to the volunteer hours that are an essential component of operating the department? Yes, this can be done for 2009 and future years through notation of the hours and replacement cost value of those hours. Value of department is also reflected in the cumulative discounts achieved on insurance coverage across the community.*
- *How are audit costs accounted for? In the TIID admin. Budget, as distinct from the FD operating budget*
- *Is there a plan or planning for long term capital renewal/replacement? Yes, on an on-going basis with annual revisions tied to the budget cycle.*

Motion to adopt the 2008 financial report: David Vickers moved, seconded by Matt Hess. Carried.

2009 Budget Discussion:

- modest increase for 2009 reflecting higher costs in several categories
- operating a fire department in this age requires that training and equipment meet current standards to the best of our ability

Fire Department Report, as delivered by Chief Caldbeck

Full text of the report is **attached** to the AGM for the file record.

Highlights:

- 14 fire and rescue calls in 2008 including MVIs with injuries
- 36 major first responder medical calls
- 31 public assists and public relations calls
- 58 scheduled work parties and driver maintenance duties
- 65 fire and first responder training drills

- replacement ERV was in service as of February; very happy with performance
- various off-island training courses attended by members during the year
- Chief and Deputy attended Fire Chief's conference
- Recruitment and retention are the biggest challenges, as with other small FDs
- 18 members of the department at this time, but some are not fully active due to age or other limitations
- currently working to update the Fire Underwriters' Survey record for the TIVFD, which affects insurance coverage rates for the community
- stand-by generator for the main hall will soon be operational
- Fire and Life Safety Public Education program will be active in 2009
- New security alarm system planned for the main hall
- Driver training updates and First Responder certifications have been achieved.

The excellent work of Jeannine Caldbeck, as Fire Chief, was acknowledged with vigorous applause.

Remuneration of Trustees

Discussion Notes:

- It is a requirement of these AGMs that the attending public considers and votes on the remuneration of trustees.
- Need to acknowledge that sitting on a responsible board takes time and effort, particularly to ensure that we are maintaining our records, policies and bylaws in a current and appropriate form.
- Very difficult to find people willing to serve on the Board
- Various suggestions: some gift, honorarium or other form of recognition should be considered, including a "resort conference/social outing", "a photo/plaque", or a cash honorarium.
- Note of confidence in board chair and treasurer for their hard work.

Motion: Den Kelsey moved that the 2010 budget include some "in kind" consideration to the trustees to acknowledge their work and commitment, not to exceed in total a value of \$2000. Seconded: John Stadt. Carried.

Motion: Den Kelsey moved that, apart from the recognition gift as moved above, the remuneration to trustees be zero. Seconded by John Stadt. Carried.

Election of Three Trustees

- Three positions are vacant this year.
- Each of these is for a term of three years.
- So far, three candidates have expressed interest: Doug Darling, Tom Anderson, and Stephanie Cottell
- Are there any other candidates or nominations? – Asked three times, no other candidates.

- Declaration of election by acclamation: Doug Darling, Tom Anderson, Stephanie Cottell.

Improvement District Issues

In the coming year we plan to:

- Update the fire regulation bylaw
- Establish contact/communication with similar fire service improvement districts
- Participate with the other boards on Thetis to request the Province to fund an incorporation study for Thetis.

Adjournment: 10:35 a.m.