Thetis Island Improvement District

Minutes of Board Meeting, September 14/09

Location/time: Forbes Hall – Hunter Room, 7:30 p.m.

Attending: Ken Youds, Peter Pardee, Doug Darling, Stephanie Cottell, Tom Anderson, Jeannine Caldbeck, Graeme Shelford

Minutes of Previous Meeting (June 08/09)
Meeting minutes approved as circulated.

Business Arising

1. Water storage (Island Farms tanks) initiative, update
   It was found that the transportation and installation cost for the tanks was beyond the budget. <u>Action:</u> D/C Shelford will advise Island Farms that we are no longer interested.

2. Provincial mutual list/Office of Fire Commissioner
   Youds wrote to the Office of Fire Commissioner and advised that our TIVFD could provide Engine 2 for mutual aid, as needed and if not needed on island. No further action needed.

New Business:

1. Current Budget -- update:
   Pardee outlined the current status of revenue and expenses for the 2009 budget. Most items are on track, and all budget categories are on track. Some discussion around specifics but no major concerns expressed. Chief noted that one major capital item – the administrative software -- has not been acquired, and it is not likely to be acquired this year due to the current products being inappropriate. Some minor/sustaining capital budget expenses have not been undertaken. It was noted that the latter budget envelope is available for re-prioritization by the Chief without approval by the Board. <u>Action 1:</u> The budgeted allocation for the administrative software will be rolled to long term savings, awaiting the eventual expenditure.

2. Management and Member Honoraria:
   No management honoraria have been disbursed to date in 2009. Member honoraria will be disbursed as normal at the annual banquet. <u>Action 1</u>: Agreed that approved honoraria to management would be fully disbursed at this time. <u>Action 2:</u> Moved (Darling), seconded (Cottell) and agreed (unanimous) that commencing in 2010, management honoraria will be disbursed quarterly.

3. 2009 Capital Works Renewal Fund Disbursement Bylaw
   No withdrawals have been made to date in 2009 from the fund. Pardee provided a summary of disbursements since 2005 and this will be placed in the file.

Discussion followed around aggregating the various major capital expenses into a single disbursement bylaw. Action: Agreed that the Chief and Deputy Chief will work with Pardee to produce a single capital fund disbursement figure to encompass all such expenses done and expected for 2009. This will be presented at the next Board meeting in the form of the draft bylaw for approval.

4. New BCAS Indemnification Agreement:
   Youds advised that the new agreement satisfies the TIID need to be indemnified by the Province for provision of the first responder service as an agent of the Province. Calbeck asked whether there is provision of our occasional transport of patients via Rescue 1 off island. There is not. Youds agreed to review the file and inquire to the BCAS contact on this point. It is likely this can be handled as a separate agreement, if needed. Action: Agreed that we can proceed to sign this agreement. Youds will follow-up on returning the signed new agreement to Victoria once clarification has been achieved on the off-island transport issue.

5. Budget 2010 Preparations:
   Chief and D/C spent several hours working on the 2010 budget and expect to have a draft ready for the Board by early October. Various budget issues were noted for the consideration of the Board: standardized address signage ($13000 cost estimate), new pagers, wildland fire boots, water storage initiative continued, low/high slope rescue gear, etc.. No exceptional issues noted. Action: Chief and D/C will provide a draft to the Board members or to Youds in advance of the scheduled October 19th meeting.

6. Fire Regulation Bylaw review: update
   The bylaw continues to be under review. Action: A draft is expected for Board consideration by the end of the year. The draft will be circulated in advance of the February 2010 meeting.

7. Main Hall Security/Fire Alarm System: update
   Chief reported that Tim French is making progress and expects to have it fully installed "in the next couple months".

8. Confined Space Rescue Policy:
   Chief has advised that the TIID needs a clear policy stating that the TIVFD does not do confined space rescues, due to the training and equipment capacity limits. A policy resolution (#2009-02) to this effect was circulated and approved.

9. Hazardous Materials Policy:
   Chief noted the need for a policy for the TIVFD regarding the response to hazardous materials. Since we do not have the resources, the policy will express that the TIVFD does not provide a hazardous materials response. Action: Youds will draft a policy for the next meeting of the Board.

10. TIVFD Membership and Activities

Chief reported on the total membership (17) of the department and the status of some members. Also noted that the auxiliary is providing a good and valued service in its various capacities.

11. Next Scheduled Meeting: October 19th, 7:30 p.m.

Adjourned at 9:25 p.m.