



EST. 1967  
**COWICHAN BAY  
FIRE RESCUE**  
IMPROVEMENT DISTRICT

Cowichan Bay Improvement District  
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# Cowichan Bay Improvement District

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## General Meeting Minutes

Date: May 21, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

### Present

- Trustee: Chair: M. Stanley
- Trustee: R. Mellson
- Trustee: C. Krystia
- Trustee: C. Haynes
- Trustee: B. Doran
- Deputy Chief: M. Rickett
- Secretary Manager: A. Fowler
- Regrets: Chief D. Stennes

### 1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:01 p.m.

No conflicts of interest were declared.

### 2. Approval of Agenda

**Motion:** *That the agenda be approved as presented.*

Moved by Trustee B. Doran, seconded by Trustee R. Mellson. Carried.

### 3. Approval of Minutes

April 15, 2026 – Regular Board Meeting

**Motion:** *To approve the minutes as presented.*

Moved by Trustee B. Doran, seconded by Trustee R. Mellson. Carried.

### 4. Trustee and Staff Introductions

In welcoming new Trustee Carly Haynes, introductions and brief histories were shared.



## 5. Business Arising from the Minutes

### a) Hose Tower

Chief Stennes presented a quote for a ceiling-mounted heater for drying hose at the March 18, regular board meeting. No motion was made and it was tabled to the May 21, regular board meeting. After a review of funding the following motion was made.

**Motion:** *That the Board approve the purchase of a ceiling-mounted heater as presented at the March 18, 2026, Regular Board Meeting.*

Moved by Trustee R. Mellson, seconded: Trustee C. Krystia. Carried.

### b) Apparatus Replacement

A recommendation was submitted by Chief Stennes to rescind the previously approved motion authorizing the replacement of Utility 46 and approve the revised operational vehicle plan intended to reduce immediate capital expenditures while maintaining operational requirements and preserving reserve capacity for the anticipated replacement of Tender 42.

The proposed revised plan includes;

- Purchase of a custom Bobcat skid unit/insert from Parksville at a cost not to exceed \$35,000.00.
- Reassignment of the duty pickup previously approved and purchased to replace Command 47.
- Reassignment of the existing C47 Ford F-350 into the Utility 46 operational role.

Chief Stennes noted in his report that this approach would significantly reduce immediate capital expenditures while continuing to support frontline response capabilities and preserving funding capacity for the replacement of Tender 42, which remains a priority due to age, condition, and the Fire Underwriters Survey (FUS) considerations.

**Motion:** *That the motion adopted at the April 15, 2026, regular board meeting authorizing the replacement of Utility 46 in the amount of \$200,000.00 including taxes and outfitting be rescinded.*

Moved by Trustee R. Mellson, seconded: Trustee C. Krystia. Carried.

**Motion:** *To purchase a custom Bobcat unit/insert from Parksville for an amount not to exceed \$35,000.00 including taxes and outfitting.*

Moved by Trustee R. Mellson, seconded: Trustee C. Haynes. Carried.



## 6. Standing Reports

- a) Finance  
Secretary Manager A. Fowler reported that there were no significant expenditures, and all statutory remittances had been filed.
- b) Fire Chiefs Report  
DC Rickett reported that for the month of April Cowichan Bay Fire Rescue attended 15 incidents.

Medical Aid: 7  
Fire Related: 5  
MVI:1  
Alarms: 1  
Wires Down: 1

- c) Chairperson's Report  
No report submitted.
- d) Trustee's Report  
No report submitted

**Motion:** *That all reports be received for information.*

Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

## 7. New Business

- a) Discontinuation of Rural Water Reserve Funds

A report prepared by Chief Stennes was presented by DC Rickett reviewing the Rural Water Reserve Fund and recommending that the reserve be discontinued and the existing balance transferred to the Capital Apparatus Replacement Reserve.

Chief Stennes advised in his report that the reserve was originally established approximately twenty-two years ago to the support rural fire suppression operations when regional mutual aid and tanker support was limited. Since that time, regional mutual aid capacity and water shuttle operations have significantly improved, including the department's recent Super Tender Shuttle Service accreditation.

It was noted that the reserve was internally designed and not established through a bylaw, allowing the Board to discontinue the reserve and reallocate funds through Board resolution.



Discussion followed regarding redirecting the reserve funds and that it should be thoroughly investigated to be certain that a bylaw is not attached to the funds. Trustee C. Haynes and Admin A. Fowler will investigate further to confirm.

b) Review of Policy 015 Purchasing Policy Statement

A review of policy 015 was conducted, and it was noted that the policy required updating. Chair Stanley will draft a revised policy for review by the Fire Chief and Trustees at the next regular meeting.

## 8. Correspondence

### Acera Insurance

An annual insurance proposal was provided by Acera Insurance. Upon review, it was determined that the Board would proceed with the proposal.

## 9. Committee/Project Reports

None.

## 10. Notice of Motion

None.

## 11. In Camera

No in camera session was held.

## 12. Adjournment

**Motion:** *To adjourn the meeting.*

Moved by Trustee C. Krystia, seconded by Trustee B. Doran. Carried.

The meeting was adjourned at 8:01 p.m.

## Next Meeting

Regular Board Meeting: Wednesday, June 17, 2026 – 6:00 p.m.

## Certification

Minutes recorded by Secretary Manager A. Fowler.

This is a certified true copy of the minutes of the Cowichan Bay Improvement District General Meeting held May 21, 2026

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Marsha Stanley, Chair  
Cowichan Bay Improvement District  
Dated: \_\_\_\_\_, 2026