CBID COWICHAN BAY FIRE RESCUE

Cowichan Bay Improvement District
4461 Trans Canada Hwy,
Cowichan Bay, BC V0R 1N1

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PHONE 250 743 7111

CBID General Meeting
January 17, 2023 – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee D. Stennes, Trustee R. Mellson, Trustee K. Huebner, Trustee C Krystia, Chief R Grossman, Admin Assistant R. Smith-Hodgkin

Guest: Zoey Palfry

1. **Call to Order/Declaration of Conflict of Interest**
   Meeting called to order at 7:00 pm. There were no conflicts of interest.

2. **Approval of the Agenda**

   A request for an in-camera discussion was requested to be added to the Agenda. With the addition, the January 17th 2023 Agenda was approved first by Trustee K Huebner, seconded by Trustee R Mellson. Carried

3. **Approval of the Minutes from December 20, 2022**

   An error was recognized in the December 20th minutes. Trustee Huebner is the correct spelling, not Hubner as shown in the minutes

   Trustee C. Krystia made a motion to approve the amended minutes from the December 20, 2022 CBID meeting. Trustee D Stennes seconded the motion, approved.

4. **Business Arising from the Minutes**

   4.1.1 January 4th meeting with Volunteers
   Board members met with the Chief and Volunteers. Various topics were discussed. Feedback from the Volunteers was they would like to meet quarterly. Chief Grossman will provide a schedule for the meetings.

   4.1.2 January 16th Critical Incident Stress Management
   A Critical Incident Stress Management workshop was hosted by the hall on January 16th. No Trustees were able to attend. There will be another workshop on January 30th at 6:30 pm. Admin Assistant will send out a calendar invite.

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4.1.3 Complaints Policy
There are no reports on this policy at this time.

4.1.4 Area Director Concerns
To date, there has been no communication from CVRD Director Abbott, since his attendance at the December 20th CBID meeting. It had been mentioned that he would like to have a meeting with the Board.

5. Delegations

5.1.1 There was no outside or stakeholder reports provided

6. Standing Reports

6.1 Finance

6.1.1 Financial reports were sent out prior to the meeting via email. The board reviewed and discussed the reports. The wildfire receivable has been received, it was not reflected in the reports. Documents are being put together for the accountants.

6.1.2 Monthly expenditures were also reviewed.

Motion to accept the Finance Report was made by Trustee R Mellson, seconded by Trustee C. Krystia. Carried

6.2 Fire Chief Report

6.2.1 Chief Grossman provided the Board with his report which included the yearly totals of incidents. 2022 has a total of 232 incidents. The most incidents occurred between the hours of 4:00pm to 12:00 am, with the month of May having the most incidents. The year ended with 21 members.

Chief also handed out a "Volunteer Vision: Promoting to the next generation"

There was no health & safety to report at this time.

Trustee K Huebner made a motion to accept the Fire Chief Report as submitted. Seconded by Trustee D Stennes. Carried

6.3 Chairperson Report

6.3.1 Chair no report at this time.

CBID EST. 1963 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

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6.4 Trustee Reports

6.4.1 There were no reports from the Trustees

7. Correspondence

7.1 For Action – Admin Assistant reported that she submitted the requested Association information that was required by the Insurance Company.

A request from the Insurance Adjusters for receipts on the roof repair in 2018 were needed in regards to the water damage claim.

Documents are being put together for RBC.

7.2 For Information – no correspondence to report

8. Committee/ Project Reports

8.1 Firehall Project – The firehall construction project will be discussed at a meeting, January 18, 2023. HCMA, Fire Chief and Board members will be reviewing modifications on the plans to help lower costs. Two plans were submitted to the Board which would reduce the costs. The Board chose Plan A. Landscaping was also discussed. Suggestions were to follow the Fire Safe recommended plants.

8.2 Policy review

8.2.1 Complaints Policy – The Policy framework is being developed.

8.2.2 Trustee Remuneration Policy – the new policy is being composed

9. New Business – no new business

10. Notice of Motion

11. Question Period – there were no questions

The meeting was stopped , our guest left and the meeting went "In Camera"

Next meeting is February 21, 2023 @ 7:00 pm

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12. In Camera

Meeting was adjourned at 8:52 pm. Motion was made by Trustee D Stennes , seconded by Trustee C Krystia. carried

Minutes recorded by Admin Assistant R. Smith Hodgkin

This is a certified true copy of the minutes of the Cowichan Bay Improvement District meeting of January 17, 2023

M Stanley dated 2/24 2023
Marsha Stanley, Chair, Cowichan Bay Improvement District