CBID EST. 1967 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

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

EMAIL cbid@cbvfr.com
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CBID General Meeting
February 21, 2023 – Cowichan Bay Fire Hall

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

Regrets: Trustee C Krystia

Guests: Deputy Chief S Frueh, CBVFR Association President S. McCaffery

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**

   With the guests at the meeting it was decided to adjust the agenda, #5 Delegations would be changed to #4, and #4 Business Arising from the minutes would be changed to #5 on the Agenda
   The motion to approved the adjusted February 21st 2023 Agenda was made by Trustee R. Mellson, seconded by Trustee K. Huebner Carried

3. **Approval of the Minutes from January 17th, 2023.**

   Trustee K Huebner made a motion to approve the minutes from the January 17th 2023 CBID meeting. Trustee D Stennes seconded the motion, approved.

4. **Delegations**

   Deputy Chief and Association President of CBVFR gave a presentation on the Budget for the CBVFR Association. Gave a presentation on the future of the Association
   .
   Chair M Stanley thanked both members for their presentation and noted the Board would review the information they submitted.

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5. Business Arising from the Minutes

5.1.1 Complaints Policy

Trustee Huebner submitted a draft copy of the Complaints Policy. Admin Assistant will have the complaints submission form made into a fillable form. The documents will be sent to the board for their review before approval. At the next meeting

5.1.2 Insurance Claim re: flooding

The initial insurance claim was cancelled as the cost of the repairs were less then the deductible. The CBVFR members were doing the repairs.

5.1.3 Critical Incident Training

The next training date had be changed to Feb 27, 2023 6:30 pm

6. Standing Reports

6.1 Finance

Financial reports were distributed to those attending the meeting as well as through email.

Motion was made by Trustee R. Mellson to accept the Financial Reports as submitted, Trustee D. Stennes seconded the motion. Approved

6.2 Fire Chief Report

Chief Grossman reviewed his reports that he sent out via email prior to the meeting.

Chief informed the Board that the hall has seven recruits and 21 members. It was reported from the monthly chart provided that most calls were Motor vehicle accidents.

A draft Employee manual was presented to the Board by the Chief. Chair Stanley inquired whether the manual should be reviewed by Engage HR. Trustee Huebner was going to contact Engage on their availability and cost of this review.

The Health and Safety committee had not met at the time of this meeting. A report will be presented next month.

Chief Grossman stated that Cowichan Bay Waterworks do not have documents from the hydrant research, these documents would be required
in the Superior Shuttle program
300m to 8 km to the hall is considered protected, where 1000 m is semi protected.

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It was discussed that the Fire Chief Reports should be put on the website. Admin Assistant will post them to the site

6.3 Chairperson Report
There is no Chairperson report this month

6.4 Trustee Report
There is no Trustee reports this month

7. Correspondence

7.1 Insurance
With the many different insurance policies, it was discussed that the Board would like a representative for Megson & Fitzpatrick to attend a meeting , to discuss the upcoming policies and the effects they will have regarding the new fire hall construction.

7.2 Letter from a Cowichan Bay landowner
An email was received by a landowner asking for clarification on the tax increase.

8. Committee/ Project Reports

8.1 Fire Hall Construction Project
Changes are being worked out to reduce the cost of the hall. To date these changes are costing approximately $ 35000.00 in meetings and drawing revisions. The revised plans will need to be submitted to the CVRD planning department. The board is hopeful the landscaping bond will be reduced with the downsizing. Timeline to start construction is estimated for late 2023

8.2 Policy Review

8.2.1 Complaints Review
Presented in the 5.1.1.

8.2.2 Trustee Renumeration Policy
Trustee Huebner also presented the draft Trustee Renumeration Policy. It suggested that a Trustee would be required to attend 75% of the meetings to qualify for their portion of the renumeration which would be paid quarterly.

The Board thanked Trustee Huebner for compiling these policies. They will be presented next meeting for approval.

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9. **New Business** – no new business

10. **Notice of Motion** – there was no notice of motion

11. **Question Period** – there were no questions

12. **In Camera**
No in camera was requested

The meeting was adjourned at 8:59 pm . Motion made by Trustee Mellson, seconded by Trustee Stennes. Approved

Next meeting will be Monday March 20, 2023 7:00 pm

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 February 21, 2023

M Stanley dated Apr 18. 2023
Marsha Stanley, Chair, Cowichan Bay Improvement District