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
WEBSITE https://cbid.cbvfr.com/
PHONE 250.743.7111

CBID General Meeting
March 20, 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

Guests: Erin Fitzpatrick, Megson Fitzpatrick Insurance

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**

   The motion to approve the March 20th 2023 Agenda was made by Trustee D Stennes, seconded by Trustee R. Mellson Carried

3. **Approval of the Minutes from February 21st, 2023.**

   The approval of the minutes from the February 21st meeting were tabled for approval at the April meeting due to two errors in the minutes presented. Admin Assistant will correct the minutes and resubmit for approval.

4. **Guest**

   Guest Erin Fitzpatrick went over the insurance policies in detail. There was discussion on the values, and adjustments will be made with the provider.

   There was a review of the terms regarding the Wildfire deployment coverage. CBID & CBVFR are covered well for those situations.

   Chair Stanley thanked Ms Fitzpatrick for attending.

5. **Business Arising from the Minutes**

   5.1.1 Complaints Policy
   Trustee C. Krystia made at motion to accept the presented Complaints Policy including the fillable submission form, seconded by Trustee R. Mellson. Moved

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Admin Assistant will post the new policy on the website. All complaints will be requested to be submitted on the fillable submission form through the website.

5.1.2 Trustees Policy – Approval of the Trustees Policy will be tabled until the April meeting.

5.1.3 Critical Incident Training
Took place February 26th. Reports from participants indicate the course as a success and those attending felt it was a great learning tool. Spouses of the crew noted they learnt a lot, and enjoyed getting together as a group.

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 K Huebner to accept the Financial Reports as submitted, Trustee C. Krystia seconded the motion. Approved

6.2 Fire Chief Report

Chief Grossman reviewed his reports that he presented at the meeting.

Chief noted that there was an increase in calls from January 2023. January had 15 calls where February had 32.

Chief Grossman reported that he and his officers will take an instructor course.

Chief noted that the upgrade to a new truck will be at least a two year wait on availability of vehicles. He is compiling a truck upgrade list for the Board to review.

Chief stated that he had an upcoming Zoom meeting with the Fire Underwriters

Trustee R Mellson moved to accept the Fire Chief's report. Seconded by Trustee C. Krystia. Carried

6.3 Chairperson Report

Chair M. Stanley discussed the status of the Municipal Pension application. Pension enrollment will be to those full time employees. The expectation is that all new full time hires will be also enrolled in the future.

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Trustee C Krystia moved that the Group 5 Municipal Pension resolution be approved. Seconded by Trustee R. Mellson. 4 of the 5 Trustees voted in favor of the resolution with one abstaining due to conflict of interest. Carried

6.4 Trustee Report
There is no Trustee reports this month

7. Correspondence

7.1 For Action
A letter was received by a member offering his services as Project Manager for the new hall construction.

An email was received by a citizen requesting explanations to their questions.

7.2 For Information
A letter was received from Super Save indicating due to the lack of use, the propane storage tank will be removed from the site.

8. Committee/ Project Reports

8.1 Fire Hall Construction Project
The board had a meeting with the Building Construction Team to discuss changes in the plans.
Another meeting will be slated for April 4, for the Board and Fire Chief

9. New Business – Boat
A discussion was held on the process that would be required to get the 1971 boat ready for listing.

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

11. Question Period – there were no questions

12. In Camera
Was requested,

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A motion was made by Trustee Krystia to adjourned the meeting, seconded by Trustee Stennes. Approved

Meeting was adjourned at 9:13 pm

Next meeting will be Tuesday April 18th, 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 March 20th, 2023

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