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
October 18, 2023, 7:00 pm – Cowichan Bay Fire Hall

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

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

2. **Approval of the Agenda**

   A motion to Approve the amended Agenda was made by Trustee R Mellson, seconded by Trustee D Stennes. Approved

3. **Approval of the Minutes from Sept 20, 2023.**

   5.2 of the September 20, 2023 meeting , to read " calls are now made by color and not alpha numeric." A recommendation that the Amended Minutes of the September 20, 2023, CBID General Meeting minutes be adopted. Trustee R Mellson made the motion to approve the Amended minutes, seconded by Trustee D Stennes. Approved

4. **Business Arising from the Minutes**

4.1 Waterboard Meeting

Trustee Huebner will follow up with Cheryl Wirsz of the Cowichan Bay Waterworks District Administrator, and arrange a 2 hour meeting preferably on November 1, 2, 8 or 9th 2023

4.2 Shredding

Shredding is not yet finished. Trustee Mellson will deliver the boxes to the shredding company.

CBID EST. 1967 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

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4.3 District Title Adjustments

Chair Stanley has confirmed that the 6 properties are indeed on our list. She will check further as to who initiated the review and why. We will then determent next steps. We need to get access to BC Assessment for the Board.

4.4 CVRD Rental Agreement

Secretary Manager is to prepare the bill for the CVRD so the Chief can present it to the CVRD when they next come.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed and discussed.

5.1.2 The monthly expenditures were reviewed.

A motion was made by Trustee K Huebner that the Financial Reports be received as presented. Seconded by Trustee R Mellson. Approved

5.2 Fire Chief Report

Chief presented to the Board a schedule of engine/truck replacement. We have begun an Equipment Reserve and are looking at how, and if able to, extend replacement of some items -- for example Tender 42 needs a new tank. By going with a poly tank, it could be possible to extend replacement to 2040. Also, it may be feasible to replace Utility 46 with a 450 with a skid and plow. We need to be aware that there is a 2 year wait list for new engines. Chief will bring forward a chart with recommendations for our next meeting.

Chief has put together an application for a UBCM equipment and training grant.

Trustee Mellson made a motion that the Board approve the submission of an application for an equipment and training grant. Trustee D Stennes seconded the motion. Approved

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5.3 Chair Person Report

Chair Stanley reported that she and Trustee Huebner met with the Chief to review his performance and targets for the next year. A summary email was sent to Board members after the discussion.

5.4 Trustee Reports

The were no Trustee reports

6.0 Correspondence

There was no correspondence received.

7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

The committee continues to meet with the project managers to reduce the overall budget. A meeting will take place the week of October 23rd.

8.0 New Business

8.1 Communication Strategy

There was nothing new to report though recognizing that the Water Board has a good website and outreach we will add this as a topic for discussion at our upcoming joint meeting.

8.2 Budget 2024

The 2024 Budget was prepared by the Chief and reviewed prior to the meeting by the Chair. Draft budget presented to the Board for review and discussion. It was agreed that pay should move to quarterly for firefighters (rather than biannual). The draft budget includes a fitness benefit and additional part time admin support on a contract basis. It is also recommended that the equipment reserve be increased to $150,000.00. The goal is to have at least 50% of the cost of a new truck in reserve before having to purchase next truck.

First reading of a motion to approve the 2024 budget for $ 1,725,000.00 was moved by Trustee K. Huebner, seconded by Trustee R. Mellson. Approved

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9. Notice of Motion

There was no notice of Motion

10. Question Period

There were no questions.

11. In Camera

There was no in camera

12. Adjournment

A motion to adjourn the meeting was made by Trustee Stennes, seconded by Trustee K. Huebner. Approved

The meeting was adjourned at 8:45 pm

13. Next meeting: Wednesday November 15th 2023 7:00 pm

Minutes recorded by Trustee K Huebner

This is a certified true copy of the minutes of the Cowichan Bay Improvement District meeting October 18th, 2023

M Stanley dated Nov 15 2023

Marsha Stanley, Chair, Cowichan Bay Improvement District