CBID | COWICHAN BAY FIRE RESCUE
IMPROVEMENT DISTRICT

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

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CBID General Meeting
September 20, 2023, 7:00 pm – Cowichan Bay Fire Hall

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

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 K Huebner, seconded by Trustee D Stennes. Approved

3. **Approval of the Minutes from August 15, 2023.**

   Trustee D Stennes made a motion to approve the minutes from the August 15, 2023 General Meeting. The motion was seconded by Trustee K Huebner. Approved

4. **Business Arising from the Minutes**

   4.1 CVRD agreement re rental

   As of the Sept 20th, the EOC has not committed to an agreement with CBID. Secretary Manager Hodgkin will invoice the EOC with a rental bill. The fees will for a monthly rental of space, charged quarterly. First invoice will be for June-August.

   4.2 Cowichan Tribes

   A motion was made by Trustee Huebner that the CBID charge Cowichan Tribes the rates as outlined in the draft agreement. Seconded by Trustee Stennes. Approved

4.3 Waterboard Meeting

Trustee Huebner will contact the Waterboard, and organize a date for a meeting.

4.4 Ombudsperson Report

The Ombudsperson Report has been received. The report stated that there was 3 tax payer complaints. After reviewing the documents and responses from the board, the Ombudsperson closed the file.
The Ombudsperson letter will be added to the minutes when they are posted on the site.

4.5 Shredding

Secretary Manager Hodgkin will make arrangements with MNP to add the shredding to one of their shredding days. MNP will charge CBID $10/box

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed to those attending the meeting. The monthly financials were reviewed. It was noted that some expenses would need to be capitalized. The Chief will review those expenses and determine which will be capitalized.

Budget deadline will be the October meeting.

5.1.2 The monthly expenditures were reviewed. All payables had been paid to date.

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

5.2 Fire Chief Report

5.2.1 Chief Grossman reported that calls were up from this time last year. The number reflects that calls are now made by color and not alpha numeric. We reply to only purple calls which are life threatening and emergency response and delay calls.

5.2.2 The recruitment open house has brought forward 7 possible members. This will bring the hall to 30 members. The facebook hits went from 400 to over 1000 hits as a result of the coverage.

5.2.3 Wild fire deployment has ended and billing submitted to the province. The Crews went out for 5 deployments this year, up from previous years.
Wild Fire BC is reviewing the crews that attended this year. Once the reviews are complete, they will determine who will be able to attend next year.

5.2.4 Health & Wellness - Chief reported a new incentive for Health and Wellness. Members with a minimum 1 year of service, who meet the criteria of 75% attendance at practices, 20% incidents will qualify to a maximum of $350 towards Health and Wellness.
The following year starting Jan 2024, a punch card will be offered for a Gym, good til Dec 2024.

Trustee Huebner made a motion to approve the Health & Wellness Incentive program. Trustee Stennes seconded the motion... Approved

5.2.5 Chief went over a proposal of Pay rates for Jan 2025. The proposal's purpose is to pay hourly, and will need to be discussed and reviewed. After some discussion around the board, it was asked why this would not be started Jan 2024. It was suggested that the new rates be calculated in the new budget.

5.2.6 Chief Grossman notified the board the intent to purchase two pieces of equipment.
One being a Thermal Imaging camera, the other an electric fan. Both items had an approx. cost of $6500 ea.

Trustee Huebner made a motion to move up to $25000.00 of the Wildfire funds be used on purchasing special equipment. Purchases must be made by the end of 2023 and will require the 2 quotes per item. Seconded by Trustee Stennes. Approved.

There were no further committee reports.

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6.0 Correspondence

6.1.1 An email was received from Ministry regarding properties that were not part of the Cowichan Bay Water District taxation area, but the Improvement Districts. CBID approved to have these properties transferred over as well as inquired to have the CBID area reviewed as well. Secretary Manager to correspond with the ministry in what is required by CBID to complete this process.

6.1.2 An email was received from the Insurance Adjuster regarding the insurance renewal on the present building. Communication with the Adjuster will need to done as the new hall construction and take down of the old has caused some gray areas that need clarification.

6.1.3 A request was received by the advertising group the Cowichan Bay Improvement District hired for the hall project. They would like to reference Cow Bay in one of their presentations. Trustee Stennes will respond and act as a reference to this request.

7.0 Committee / Project Reports

7.1 Fire Hall Construction Project

The first tender reviews were put forward and reviewed by the Board on Sept.18th. There is a lot of work in the region, police station, hospital and high school, the sub trades have no shortage of work and the project needs to be reviewed to reduce that budget. Another meeting is being planned for Oct 12, to review revised budget.

8.0 New Business

8.1.1 Website - tabled to next meeting

8.1.2 Quadra Fire Hall – see Correspondence 6.1.3

8.1.3 Ministry letter – see Correspondence 6.1.1

9. Notice of Motion

There was no notice of Motion

10. Question Period

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There were no questions.

11. In Camera

There was an In Camera session

12. Adjournment

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

The meeting was adjourned at 8:55 pm

13. Next meeting: Wednesday October 18th 2023 7:00 pm

Minutes recorded by Secretary Manager R. Smith Hodgkin

This is a certified true copy of the minutes of the Cowichan Bay Improvement District meeting September 20th, 2023

M Stanley dated Oct 31 2023
Marsha Stanley, Chair, Cowichan Bay Improvement District