CBID EST. 1967 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
March 20th, 7:00 pm – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee C Krystia, Trustee D Stennes, Trustee K Huebner, Trustee R Mellson
Secretary Manager R. Hodgkin
Fire Chief R. Grossman
Guest: Christina Shepherd

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 February 28, 2024 Regular Board Meeting**

   Trustee C. Krystia made a motion to approve the minutes of the February 28th 2024 General Meeting. Seconded by Trustee K Huebner. Approved

4. **Business Arising from the Minutes**

   4.1 Strategic Plan

   The board discussed the outline to create a Strategic plan for the Improvement District. Input will be needed by not only the board but the members and public as well. A strategy for engagement will be required.
   Goals and expectations should be the main elements of the plan as well as growth and economic development. Timing of future full-time hires will also be covered.
   Trustee Huebner will work with the Chief to create a preliminary draft.
   Collecting documents from other halls will help the layout of the draft. Strategic planning will likely start in August or September.

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4.2 AGM

There will be two positions coming open this year. Those positions are currently being held by Trustees Stanley and Krystia. Both individuals stated they would be willing to stand for another 3 yr term each.

There was some concern that the yearly financial report would not be ready by the accountants in time for the AGM. Trustee Stanley stated that she would be in close contact with Grant Thornton to insure it was completed in time.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed and discussed.
It was explained that the $15,000.00 misc. revenue was from the grant that was received, to assist in the purchase of SCBA equipment. Once all the equipment was purchased, the remaining $15,000.00 would be released. This will be moved from revenue and applied to reduce the capital cost of the equipment.

5.1.2 The monthly expenditures were reviewed.

It was discussed that members who were reimbursed for purchases of special equipment required so they could participate in the Fire Rescue (ie safety glasses) will be reimbursed. If the member leaves the crew before two years they may be required to pay back the pro- rated amount of the items.

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

5.2 Fire Chief Report

5.2.1 Fire Department Monthly report
As Chief was away for part of February, Trustee D. Stennes who stepped in as acting Chief, completed the report with Chief Grossman
Chief went over the stats of the calls. See attached reports

5.2.2 Survey
The survey which was tabled last meeting, was discussed as part of the Strategic Plan 4.1

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A motion was made by Trustee Krystia to accept the Chief's report, seconded by Trustee Mellson. Approved

5.3 Chair Person Report

There was no Chair report.

5.4 Trustee Reports

Trustee Mellson gave a report on the status of the construction of the new hall. He stated that there were pipes in the slab. All plumbing and electrical were also in the slab.

There was some discussion on whether Braille signage was needed, or the large numbers on the bay doors.

Fire Smart was offering a grant to those who had construction incorporating fire smart plants and landscape. The deadline is next month however the construction of the hall would not be at that stage for planting at that time. There is hope that there will be another opportunity for a grant next year.

6.0 Correspondence

6.1 For Action:

1) Email was received by the President of the Cowichan Bay Fire Association. They were concerned with the construction and new hall, that their yearly functions would not be approved to proceed.

   A discussion was held and concerns were brought forward. Parking and septic were main concerns. The board felt that if the events were proposed and presented to the board at least two months to the planned activity. The board would review each event on a "event by event" approval.

   A motion was put forth by Trustee R Mellson that the Association provide a plan for each event that includes number of people, parking & septic plans, as well as possible shuttle services. Trustee C Krystia seconded the motion. Approved.

   Secretary Manager Hodgkin will compile a letter to respond to the President's concerns.

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6.2 For Information:

The renewal Directors and Officers Liability insurance policy has come due. There were no changes required of the policy.

7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

Trustee Mellson went over the Fire Hall project in the Trustees report 5.4

8.0 New Business

8.1 Communication Strategy

8.1.1 Website – Work continues on the new website. Trustee Stennes and Fire Chief are assisting in the set up. The goal is to have the new site up and running by the end of March.

8.1.2 Tablets – Trustee Stennes gave a report on various prices on tablets, as well as keyboards. The average cost was between $350-$400.00 per tablet.
Secretary Manager inquired at SD 79 if the repurposed tablets were still available. She will have an answer at the end of March.

8.2 Acting Chief Renumeration

The board discussed the renumeration for the acting chief in the Chief's absence.

A motion was made by Trustee Mellson to compensate the Acting Chief at the same payrate per hour as the Chief. The motion was seconded by Trustee Krystia Approved. One trustee abstained from voting due to the conflict of interest.

A second motion was put forth to give the acting Deputy Chief a gift certificate of $200 in appreciation for stepping forward in the Chief's absence. The motion was made by Trustee Krystia and seconded by Trustee Stennes. Approved.

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Secretary Manager will purchase the gift certificate and deliver to Captain C Frueh.

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

10. **Question Period** – there was no question period required.

11. **In Camera** – Trustees entered into an In Camera meeting

12. **Adjournment**

A motion to adjourn the meeting was made by Trustee D Stennes, seconded by Trustee C Krystia Approved

The meeting was adjourned at 8:42 pm

Next meeting: April 17th 2024 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 March 20, 2024

M Stanley dated April 17, 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District