COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT
EST. 1967

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

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# CBID General Meeting
# April 17th, 7:00 pm – Cowichan Bay Fire Hall

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

1. **Call to Order/Declaration of Conflict of Interest**

   Meeting called to order at 7:08 pm.
   There was no conflict of interest.

2. **Voting of Improvement District Chair**
   *Trustee R. Mellson made a motion to nominate Trustee M. Stanley as Board chair. Trustee Stanley accepted the nomination. The motion was seconded by Trustee K Huebner. There were no other nominations, approved.*

3. **Approval of the Agenda**

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

4. **Approval of the Minutes from March 20, 2024 Regular Board Meeting**

   *Trustee K Huebner made a motion to approve the minutes of the March 20th 2024 General Meeting. Seconded by Trustee D Stennes. Approved*

5. **Business Arising from the Minutes**

   5.1 Strategic Plan
   Trustee Huebner and Chief Grossman have reported that they have be reviewing other halls Strategic plans online. They will compile what they have accumulated and use the information to set the guideline for Cowichan Bays Improvement district's own plan.

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5.2 AGM

The draft minutes from the March 25th AGM were approved by the Board. The final approval will be held at the 2025 AGM by the improvement district property owners

Trustees M Stanley and C. Krystia were re-elected by acclamation.

5.3 Website

Chief Grossman reported that the new website is good to go. Unfortunately, the domain change deleted previous documents. Secretary Manager R Hodgkin will work with D. Ponsford to upload previous years minutes, bylaws, reports and documents.

5.4 Tablets

Secretary Manager Hodgkin reported the SD79 tablets were unavailable at this time.

Trustee Stennes reported that the new tablets with keyboards, cases, coverage would come in at approx. $900.00 ea.

*Trustee Mellson made a motion to purchase 5 tablets for the board trustees to a maximum of $1000.00 ea., Trustee K Huebner seconded the motion. Approved*

**6. Standing Reports**

6.1 Finance

6.1.1 Financial reports were distributed and discussed.

6.1.2 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*

6.2 Fire Chief Report

6.2.1 Fire Department Monthly report

Chief presented his March report. He noted that all recruits have passed, and are now able to respond to calls.

Due to the all-ready low water levels, and the expected dry summer, deployment will be island based this year. The crew will be on call on a rotation basis with North Cowichan. The covered area will be Nanaimo south to cobble hill. They will be on a 4 and 3 rotation.

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*Trustee Stennes made a motion to accept the Chief's report, it was seconded by Trustee Huebner. Approved*

6.3 Chair Person Report

There was no Chair report.

6.4 Trustee Reports

There was no Trustee Report

**7.0 Correspondence**

7.1 For Action:

There was no correspondence that required action

7.2 For Information:

A notice was received from the CVRD in regards to the rental suites.
Letter will be attached to the minutes.

**8.0 Committee/Project Reports**

8.1 Fire Hall Construction Project

Trustee Mellson reported that cameras were installed for security monitoring as per their insurance requirements. Walls are being formed and the tower has been poured.

There was a discussion regarding conversations with the building team, including the add on costs, changes in costs, and items that were missed on the original plans.

**9.0 New Business**

9.1 Fire Smart Grant

It has been determined that due to the timeline of the construction of the hall, this year will not work in time to apply for this current year. It will be requested that CBID be recommended for the Fire Smart Grant next year.

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9.2 Old to New Hall Transition Plan

A discussion was held regarding the change over to the new hall, likely in Feb 2025. It will need to be coordinated to have a project plan.
Firefighter's gear and trucks will be the priority.

Trustee Mellson will get a quote for movers to pack and unpack.

A conversation with the Association on their part of the transition and their wish list for the hall will need to take place prior to the move.

9.3 Signage for two pylons and building

Cowichan Bay Fire Rescue will be the name on the new signage for the new hall.
Backlit was chosen.
It is proposed that one sign will be by the training yard @ Koksilah. Size was discussed, with the board members deciding 48x72 . This will include a banner with the fire rating.

The front will be 36x60 w/banner.

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

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

12. **In Camera** – Trustees entered into an In Camera meeting at 8:38 pm

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

The meeting was adjourned at 9:10 pm

**Next meeting: May 15th 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 April 17, 2024

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M Stanley dated June 19 2024

Marsha Stanley, Chair, Cowichan Bay Improvement District