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

May 15, 2024 7:00 pm – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee D Stennes, Trustee K Huebner, Trustee R Mellson, Trustee C. Krystia

Secretary Manager R. Hodgkin

Fire Chief R. Grossman

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

   Meeting called to order at 7:20 pm.

   There was no conflict of interest.

2. **Approval of the Agenda**

   A motion to Approve the May 15, 2024 Agenda was made by Trustee R Mellson seconded by Trustee C Krystia. Approved

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

   Due to the minutes that were presented to the board, being the incorrect minutes, it was decided the minutes would be reviewed at the next meeting.

4. **Business Arising from the Minutes**

   4.1 Strategic Plan

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Trustee Huebner informed the board that she and Chief were compiling info from other halls.

Trustee Huebner had questions which would need to be answered in order to proceed.

- Is this strategic plan for the board, or Fire Dept or both?
- Will the plan be a 5, 10 or 20 yr. plan?

Chief indicated that some halls used committees to compile their Strategic plans. It was noted that many halls used questionnaires or surveys.

Trustee Huebner stated she had a good idea of the template that would work for CBID. The template could also cover training and equipment.

If there was ever a change from the Improvement District, a change of governance would be required from the Ministry.

A SWAT analysis would need to be done.

** see attached report**

Chair Stanley thanked Trustee Huebner and Chief for their efforts on the Strategic plan to date.

4.2 Website

The website is now live.

The CBID site needs to be dismantled as well as the Cow Bay Fire Hall site.

4.3 Tablets

Trustee Stennes distributed the new tablets that were purchased for the Board Trustees. Each board member received a tablet which will be returned to the board at the end of the term of the trustee.

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Each Trustee was given an email address.

4.4 Fire Smart Grant

The Cowichan Bay Improvement District , with the assistance of the contractors supplying material pricing, were able to apply for the Fire Smart Grant. An invoice for $53,500.00 was submitted.

4.5 Old to New Hall transition plan

Trustee Mellson gave a report on the various movers he contacted for the move from the old hall to the new.

Sweeny Movers can fulfil the requirement we had. They will pack it, move it and put it away. They will provide a quote in the next couple of weeks.

The Firefighters will move the trucks and their equipment.

The Association will need to pack up their items and label the boxes for the transfer. A letter will be drawn up to inform the Association of what will need to be completed prior to the 6th of Feb.

Transition will be from Feb 6 – 12th 2025. Disconnection of the old hall will be February 13th.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed in hard copy, uploaded to the trustee site and discussed.

5.1.2 The monthly expenditures were reviewed.

A suggestion was made to have all the financial reports on one document. This will be easier to upload onto the Tablets.

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The Budget to Actual is to have last years amounts as a comparision

A motion was made by Trustee R Mellson, 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

Chief presented his April report. There were 9 calls for April, down from 17 last year. The total to date for 2024 is 59.

The new regulations will require members to have an additional 20 hrs of training in the coming year. They are currently required to complete 40 hrs. Next year will be 60 hrs.

Chief reported that he did a fire inspection for a day care. It was the thought of the Board that these inspections would be charged a fee.

Chief Grossman said that a bylaw would be required to be able to charge.

** Fire Chief report will be submitted to the website**

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

5.3 Chair Person Report

There was no Chair report.

5.4 Trustee Reports

There was no Trustee Report

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6.0 Correspondence

6.1 For Action:

There was no correspondence that required action

6.2 For Information:

There was no correspondence

7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

Chair Stanley reported that Monk Office would like to do a quote on the new office furniture for the hall.

Madill and Grand Toy will likely be requested to give a quote as well.

An appliance package was discussed. The amount in the initial hall proposal did not include all appliances required. The option to pay the additional fee to get a complete package was reviewed.

Trustee Mellson made a motion to pay the extra $3000.00 for a complete appliance package. Seconded by Trustee Krystia. Approved

8.0 New Business

There was no new business

9.0 Notice of Motion – there was no notice of motion

CBID EST. 1967 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

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

11. **In Camera** – Trustees entered into an In Camera meeting at 8:50 pm

The Board came out of camera at 9:20 pm

A motion was made by Trustee Mellson to hire a second full-time training officer/community liaison firefighter position. The motion was seconded by Trustee Huebner. Approved

12. **Adjournment**

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

The meeting was adjourned at 9:25 pm

Next meeting: June 19th 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 May 15, 2024

M Stanley dated June 19, 2024

Marsha Stanley, Chair, Cowichan Bay Improvement District