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
July 17, 2024, 7:00 pm – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee R. Mellson, Trustee K. Huebner, Trustee C Krystia
Admin Assistant R. Smith-Hodgkin, Chief Grossman
2 guests

Regrets: Trustee D Stennes

1. **Call to Order/Declaration of Conflict of Interest**
Meeting called to order at 7:02 pm.

The were no conflicts of interest.

2. **Approval of the Agenda**

The motion to Approve the Agenda was made by Trustee R Mellson, seconded by Trustee C Krystia. Approved

3. **Approval of the Minutes from June 19th, 2024.**

Trustee K Huebner made a motion to approve the minutes from the June 19th 2024, General Meeting. The motion was seconded by Trustee Krystia. Approved

4. **Business Arising from the Minutes**

4.1. Strategic Plan

Trustee Huebner reported that there was no formal report to present at this meeting.
However, it was noted that the plan would be composed of two parts. The fire department and the Board.

Mission Statements will be needed by both the board and the Department.
A meeting will be scheduled the first week of October to go over the Strategic Plan.

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Both Trustee Huebner and the Fire Chief have been compiling information and will meet to merge their findings.

4.2 Website

The website has been updated and errors have hopefully been corrected. The feedback from the guests from last meeting, board members and crew, has been helpful in locating the issues.

Bylaws are being uploaded to the site as well as approved minutes and agendas.

Chair Stanley suggested that a simple search word to go to the site would be beneficial to all, as presently it goes to numerous other options first.

Secretary Manager and Chief Grossman continue to meet with the site creator to update and learn the new program.

4.3 Old To New Hall transition plans

Trustee Mellson reported that he received an email from the moving company confirming that they would be able to do the move as requested. They stated that they would be able to do the whole move in 1 day. Estimated cost $3217.14

5. Standing Reports

5.1 Finance Reports

The Financial reports were circulated and reviewed.

The GST was submitted with an estimated return of $219,000.00. This is largely due to the building of the new hall.

The second payment from the Province has been deposited. The funds have been put into cashable term deposits to coincide with the building project.

Cowichan Tribes has been billed for this year. Billing is based on units to protect as well as a portion of the Cowichan Bay Improvement yearly budget.

Trustee Huebner made a motion to approved the presented Financial reports. Trustee Mellson seconded the motion. Approved

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5.2 Fire Chief Report

The Fire Chief report was circulated prior to the meeting. The Chief reported that the department has responded to 101 calls to date this year.

There are 28 members, with 30% average responding to the calls.

The department has a contract to be on wildfire call every second week within the area of the Malahat to Nanaimo. One truck and crew of 3 is on stand by during the on call week.

The department received cooling wraps from a resident to help the members stay cool during the heat of training or fires. The department sent a thank you to the resident.

The fire department has reuseable shopping bags, that were created and given to the hall to distribute with local advertising on them. These will be handed out at community events.

5.3 Chairperson Report

There was no chairperson report presented

5.4 Trustee's Report

Trustee Huebner reported that a 360 review was being conducted to be distributed and completed by the fire chief and crew. The survey is to help aid in the smooth running of the department.

6. Correspondence

6.1 For Action

A letter was received from a improvement district resident, that informed the board of the CVRD funding that would be available to the district to aid in improvements. The new hall would qualify for said improvements.

Chairperson Stanley was to contact CVRD representatives, to request their assistance in helping the Improvement District in our request for funding.

A thank you was mentioned in the meeting to be forwarded to the resident.

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7. Committee/Project Reports

7.1 Fire Hall Construction Project

The Board went on a tour of the new hall. Other then the board wanting the ceiling to be finished instead of open , the projected is on time and on budget.

8. New Business

There was no new business to report

9. Notice of Motion

There was no notice of Motion

10. Question Period

There were no questions.

11. In Camera

No in camera was required.

12. Adjournment

Trustee Krystia made a motion to adjourn the meeting at 8:05 pm
The motion was seconded by Trustee Huebner – Approved

Next meeting: August 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 of July 17th, 2024

_____ dated Aug 21 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District