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
August 21st, 2024, 7:00 pm – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee R. Mellson, Trustee K. Huebner, Trustee D. Stennes, Admin Assistant R. Smith-Hodgkin, Chief Grossman

Regrets: Trustee C. Krystia

1. **Call to Order/Declaration of Conflict of Interest**
Meeting called to order at 7:00 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 K. Huebner. Approved

3. **Approval of the Minutes from July 17, 2024.**

Trustee R Mellson made a motion to approve the minutes from the July 17, 2024, General Meeting. The motion was seconded by Trustee D. Stennes. Approved

4. **Business Arising from the Minutes**

4.1. Strategic Plan

Trustee Huebner reported that there were two sections to the Strategic Plan: one being the Board side, the other the Fire department side. Trustee Huebner and Chief Grossman are still in the process of compiling information.

As for the Board side of the plan, the bylaws will need to be reviewed and updated as current situations and requirements. It was discussed that there were only 2 or 3 Bylaws that need reviewing as most Bylaws are the annual Taxation Bylaws.

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The Fire department portion will have the Chief and Deputy updating to meet the new mandates.

A list of wants, needs and reality will be formed to act as a format for going forward.

4.2 Website

The website is 95% done

Bylaws and documents are continuously being uploaded and the site creator is compiling a manual to aid in the maintenance of the site.

4.3 Old to New Hall transition plans

Trustee Mellson reported that he was in communication with the moving company. Boxes will be dropped off at the end of December for packing.

A discussion was held regarding what furniture was going to be moved and what was to be disposed of.

The ordering of new office furniture will need to be done by the November meeting for it to be on site for the hall opening. The new furniture will be for the boardroom, Chief and Officer offices as well as reception. Gym equipment will be moved from the old site as well as the hall equipment. Trustee Stennes will work on a furniture plan and obtain quotes.

5. Standing Reports

5.1 Finance Reports

The Financial reports were circulated and reviewed.

The board discussed the bank rates vs gov't rate. The gov't rate will be lower than the bank prime rates when the construction loan is converted. We are able lock in the financing from the gov't in the Spring or October. The board will need to factor in this when the budget for 2025 is done.

Chair Stanley will contact our ministry rep. to discuss rates and options.
Trustee Huebner made a motion to approve 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 119 calls to date this year.

There are 28 members.

It was noted that two members will be leaving the hall due to relocation. The Board would like to thank them for their service and wish them luck in their new endeavor.

As per the new Fire Safety Act (FSA), the requirement to plan for fire inspections and investigations has been delegated to Municipalities and Regional Districts. It is unclear as to how this impacts Improvement Districts. If we are required to prepare a plan the Chief is qualified to do both duties. This new component of the FSA has a one-year implementation period.

5.3 Chairperson Report

There was no chairperson report presented

5.4 Trustee's Report

Trustee Stennes advised that the existing phone system was very old and was inadequate for future needs. He stated that we have obtained government wholesale pricing for a VOIP phone system and IT infrastructure. The price is within the equipment budget of cash allowances for the hall project.

6. Correspondence

6.1 For Action

Insurance Renewal – updating the value of equipment needs to complete and submitted.

Ministry Reporting – a email from the Ministry of Municipal Affairs was discussed, Secretary Manager responded to the email and replied to the Ministry.

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7. Committee/Project Reports

7.1 Fire Hall Construction Project

The Board voted on "Flint" as the roof color in the open truss areas of the fitness room.

8. New Business

8.1 CVRD – Community Grant

New information is available for this grant. The board will review the new information and requirements.

8.2 Volunteer and composite fire hall, grant funding

Chief Grossman and Deputy Stennes completed the final package requirements for the SCBA Equipment grant and submitted it to the Union of BC Ministries.

There is another $40,000 equipment and training grant that they will review and complete once they confirm eligibility.

8.3 Replacement Reserve Bylaw

A review of Bylaw 34 Fire Protection-Capital Works and Equipment Renewal Reserve Fund Establishment Bylaw require that the moneys be deposited to a separate bank account and may be added to from current budgeted revenue and only dispersed if there is a resolution of the Trustees.

There is no similar Bylaw for the Rural Water Reserve that has been budgeted for since at least 2009. Funds received for this purpose since 2019 have been included in the reserve term deposits, however the funds from the prior 10 years totaling $50,000 have not been included into those reserve funds.

Trustee Mellson made a motion to transfer $50,000.00 from the General Account to the Rural Water Supply Reserve Account, to make the account whole.

The motion was seconded by Trustee Huebner. Approved.

8.4 Term Deposits

Secretary Manager Hodgkin reported that term deposit 48 representing reserve funds would be coming due.

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She was advised by the board to roll it over for 1 year.

9. Notice of Motion

There was no notice of Motion

10. Question Period

There were no questions.

11. In Camera

The board went in camera at the beginning of the meeting at 7:10 and came out at 7:28 pm. The regular meeting continued after the in-camera.

Resolution: That the Deputy Chief/Training Officer 2024 wage will be paid from the accumulated Wildfire Profits.
Moved Trustee R Mellson, seconded by Trustee Huebner
Approved by the 3 Board members, 1 Trustee abstained due to conflict of interest.

12. Adjournment

Trustee Mellson made a motion to adjourn the meeting at 9:20 pm
The motion was seconded by Trustee Stennes – Approved

Next meeting: September 18th, 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 August 21st, 2024.

M L Stanley dated Oct 1, 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District