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
September 18, 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 7:05 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 August 21, 2024.**

   Trustee R Mellson made a motion to approve the revised minutes from the August 21, 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 she and Chief Grossman reviewed the Strategic Plans for approximately 5 halls.
   It was noted that the biggest challenge and main goal of the plan should be staff and crew recruitment and retention. Many halls have incentives to try and keep their crews and staff.
   Various ideas were discussed with the board of how to acquire these initiatives. Some of these are: gym memberships for the member and spouse or partner, benefits, and gifts from the board in recognition of time with the hall were some initiatives other halls used.

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Trustee Huebner presented a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. The board felt it would be beneficial to have input from the senior members. A list of their priorities would be an asset in the process of creating the Strat plan.

It was suggested that the Strategic Plan be ready to present at the next AGM. *The board chair was going to inquire about assistance from an outside source.*

4.2 Website

The website is almost done. It was noticed that the uploads by the Secretary Manager of bylaws, would need to corrected as each bylaw was in other sections where it is to only be under the bylaw tabs.

Secretary Manager will address this issue.

4.3 Old to New Hall transition plans

There was no information to report at this time

4.4 Grants

The UBCM community grant for $ 30,000.00 is completed and funds have been received.

There is a UBCM grant for Training & Safety with a value of $40,000.00 that the Chief and Deputy are looking into applying for. This grant has a deadline for application of October 18, 2024. The AED machines and radios will be the large amount items will be used to help apply as well as many smaller scale items will be used as well.

The CVRD Gas Tax continues to be searched out as there have been numerous requirements and conversations that have been provided by the CVRD.

Trustee Mellson will contact the CVRD for more clarification on this application process.

5. Standing Reports

5.1 Finance Reports

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The Financial reports were circulated and reviewed.

The months March & November are intake dates to convert the debt from the bank and the government loan process. Currently the bank is at 7%, the ministry rate is at 4.95%. Considering the time frames of entering the hall and converting the lender, it would be in our best interest to wait until November 2025 for the best interest rate.

A discussion was held whether the Deputy Chief should have his own hall credit card. It was decided that it would be easier if there were two cards.

Secretary manager will give Trustee Mellson the sign-up information as only he and board Chair can make this request for the extra card.

October 8th will be a board budget review meeting.

A motion to approve the Financial reports as presented was made by Trustee Mellson and seconded by Trustee Huebner.

5.2 Fire Chief Report

Chief Grossman submitted his report to the board prior to the meeting. He stated that CBFR has received 29% more calls this year.
The chief was asked why Mill Bay had more calls. It was explained that Mill bay responds to all calls. CBFR does not attend orange calls. The CBFR report is available on line to view.

5.3 Chairperson Report

There was no chairperson report presented

5.4 Trustee's Report

A discussion was held regarding the storage tank on Kingburne road.
Further information will need to be retrieved. There has been an offer to allow the CBFR access to a dug-out quarry. This would be beneficial if the Superior Tanker Shuttle was to be established.

6. Correspondence

- Snow removal contract – A contract for Snow removal was received.

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After a brief discussion, the board decided to renew the contract with the vendor.

- Letter was received from an Appraisal company offering their services to appraise the new hall upon completion.

7. Committee/Project Reports

7.1 Fire Hall Construction Project

The move in date continues to be on schedule.
The hall is at 48% complete.

8. New Business

8.1 Benefit Providers

Due to the current benefit providers' lack of service, it has been decided that a review of other providers will be done.

8.2 Bylaw updates

The bylaws as mentioned earlier in the meeting, have been uploaded to the website.

A review of the bylaws would be considered, to coincide with the new Strat plan.

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 8:58 pm
In camera concluded at 9:35 pm

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12. Adjournment

Trustee Mellson made a motion to adjourn the meeting at 9:40 pm
The motion was seconded by Trustee Huebner – Approved

Next meeting: October 23rd, 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 September 18th, 2024.

acting chair
_____ dated Oct. 23, 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District