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
# October 23, 2024, 7:00 pm – Cowichan Bay Fire Hall

Present: Acting Chair Trustee K. Huebner, Trustee D. Stennes, Trustee R. Mellson, Trustee C. Krystia, Chief Grossman, Admin Assistant R. Smith-Hodgkin

Regrets: Trustee M. Stanley

1. **Call to Order/Declaration of Conflict of Interest**
Meeting called to order at 7:04 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 D.Stennes. Approved*

3. **Approval of the Minutes from September 18, 2024.**

*Trustee D Stennes made a motion to approve the minutes from the September 18, 2024, General Meeting. The motion was seconded by Trustee R Mellson. Approved*

4. **Business Arising from the Minutes**

4.1. Strategic Plan

Trustee Huebner reported that a meeting was scheduled Monday, January 13, 2025, to discuss and compile the strategic plan. This meeting will include the board, N. Horsman as well as the fire department crew. Trustee Huebner will contact N. Horsman to confirm the date.

4.2 Website

The website is currently down. Issues have been found with the Web Hosting Canada. This is also causing issues with emails. Our website creator is looking into the problem.

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4.3 Grants

The UBCM grant for Training & Safety for $40,000.00 has been completed and submitted. Chief Grossman thanked Deputy Stennes for his time in completing the application.

*Trustee K Huebner will meet will CVRD elected Hilary Abbott regarding CVRD grants that the improvement district may qualify for.*

4.4 Benefit Providers - deferred to the in camera section of the agenda

## 5. Standing Reports

5.1 Finance Reports

The Financial reports were circulated and reviewed.

There were no questions.

*A motion to approve the financial reports as presented was made by Trustee Mellson and seconded by Trustee Krystia.*

5.2 Fire Chief Report

The Fire Chief was circulated by email to the board members prior to the meeting. Chief Grossman reviewed the highlights of the report. For the month of September CBFR attended 13 incidents, bringing the calls to 150 for 2024.

There are 27 members
Full time certified employees -2
Active paid on call, certified members-11
Active paid on call members working on certification – 14
There have been 5 applications received for new recruits.

5.3 Chairperson Report

There was no chairperson report presented

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5.4 Trustee's Report

There was no Trustee report.

## 6. Correspondence

- Notification of the Worksafe rate increase
- Notice of renewal of the Cyber insurance.
- Completion documents for the Commerical Insurance.

## 7. Committee/Project Reports

7.1 Fire Hall Construction Project

The move in date continues to be on schedule.
The hall construction is on change order # 43.

## 8. New Business

8.1 Special meeting Bylaw 111 reading

*A motion to approve the second reading of Bylaw # 111 – 2025 Taxation Bylaw for $1,896,000.00 was moved by Trustee R. Mellson. The motion was seconded by Trustee D. Stennes.* The were no questions. Approved.

*A motion to approve the third reading of Bylaw # 111 – 2025 Taxation Bylaw for $1,895,000.00 was made by Trustee C. Krystia. The motion was seconded by Trustee R. Mellson*

There were no questions. The third and final reading of bylaw #111- 2025 Taxation Bylaw for $1,895,000.00 was approved.

8.2 Payroll

Secretary Manager presented a proposal from the payroll company ADP. CBID is currently using an online version of Quickbooks for payroll. This version is not compatible with the credit union for direct payments. Hence, there are many outstanding and or lost cheques by members.

After a comparison of the two programs. ADP not only comes in as a cheaper system and is also a preferred system of the credit union for direct pay.

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It was recommended by the Secretary Manager that the ADP system would be a preferred and superior system then the Quickbooks online version.

*Trustee R Mellson made a motion to switch Payroll programs from Quickbooks online Payroll to ADP, effective immediately. The motion was seconded by Trustee C Krystia. Approved.*

Secretary Manager will work with the Fire Chief Grossman to switch the members over ASAP.

**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 8:05
In camera concluded at 8:20 pm

**12. Adjournment**

*Trustee Krystia made a motion to adjourn the meeting at 8:25 pm*
*The motion was seconded by Trustee Mellson – Approved*

**Next meeting: November 20th, 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 October 23, 2024.

_____ dated Oct. 30, 2024
Kim Huebner, Acting Chair, Cowichan Bay Improvement District