

**SPENCES BRIDGE IMPROVEMENT DISTRICT
BOARD OF TRUSTEE MEETING
MINUTES**

**October 13th, 2017
Spences Bridge Administration Office**

PRESENT: Tina Draney, Trustee Chair
Michael Jefferson, Trustee
Carolynne Terry, Trustee
Arnie Oram, Fire Chief
Tawnya Collins, Administrative Officer
Fred Banham, Consultant

1. Call to Order:

Tina Draney, Chair called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:39 p.m.

2. Introduction of Late Items:

There are none

3. Approval of the Agenda:

MOVED Terry/Jefferson
THAT the Agenda as presented be adopted.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Board of Trustee meeting minutes from September 20th, 2017. There is a spelling correction on item 5C, the word 'faculty' should read 'facility'.

MOVED Terry/Jefferson
THAT the Spences Bridge Board of Trustee meeting minutes from September 20th, 2017 be adopted as amended.

CARRIED

5. Business Arising:

- A. Tina Draney - 2018 Budget - Fred Banham facilitated a process to look at a comparison between the 2017 approved budgeted amount and proposed 2018 budget estimate. The Board reviewed the line items and adjusted the proposed draft based upon actual expenses and the understanding that the fire service needs financial support to achieve minimum standard requirements of the *Fire Service Act* 'Playbook' standards and volunteer recruitment. Fred Banham will circulate the revised draft budget for further consideration and final consideration at the next SBID Board meeting.

- B. Cooks Ferry Band Fire Protection Service Agreement. Tina Draney declared a conflict of interest in the Cooks Ferry Band Fire Protection Service Agreement topic and recused herself from discussion on the topic. The Board needs to review the 2017 Cooks Ferry Band Fire Protection Service Agreement and then present it to Cook Ferry for signing. This item should come to the next meeting. Discussion should also begin with the Band with regard to the 2018 fire service and fire service requirements.
- C. Michael Jefferson - First Medical Responder Recruitment and Training Approval. Mr. Jefferson identified the need to have an active first medical responders program restarted. Discussion took place about the commitment needed for FMR. Chief Oram stated a few trained individuals were not interested in returning to active duty. The Board expressed disappointment but respected the fact those were personal decisions. Chief Oram was directed to begin a recruitment initiative. Tina Draney offered support in drawing up some recruitment posters.
- D. Michael Jefferson - Acquisition of a larger first responder vehicle. It is suggested that more seating is needed in the first responder vehicle and suggested maybe another vehicle is needed. Following discussion, it was determined that a second vehicle will not be considered at this time.

MOVED Terry/Jefferson

THAT Chief Oram to look into installing a third seat in the FMR vehicle.

CARRIED

- E. Michael Jefferson – Request to ask the TNRD to return the Murray Creek water license and the Murray Creek infrastructure back to the SBID for fire protection water supply purposes. Michael Jefferson believes that the SBID should hold the water licence on Murray Creek.

MOVED Jefferson/Terry

THAT we request the TNRD to transfer the Murray Creek water licence and infrastructure assets identified in the 2007 water transfer agreement back to SBID.

DEFEATED

Tina Draney reported that the Spences Bridge Water System Committee has discussed that the TNRD will supply an available fire hydrant sourced from Murray Creek. This comes with some complications in that, if used, the SB water supply system would be compromised with non-potable water which would require a community wide water warning notice. Discussion over how the Murray Creek connection might work was left until the Board sees what the TNRD does and if it satisfies the backup water supply needs for firefighting purposes.

- F. Michael Jefferson – Request SBVFD Fire Chief to undertake a review of current compliment of firefighters and equipment and make recommendations for upgrades and improvements This item is being addressed through budget and the Dave Mitchell & Associates Spences Bridge Volunteer Fire Department Review.

6. Petitions and Delegations:

There are none.

7. Correspondence:

Letter from Ministry of Municipal Affairs and Housing - 2017 requesting 2018 tax levy bylaw.
Discussed through budget. Note: 2018 SBID Tax Bylaw needs to be received by October 31, 2017.

8. Reports:

A. Fire Service Update, Chief Arnie Oram; Fire Chief Oram reported:

- No action yet from HUB to get the fire truck certified for 2017, still work in progress;
- Chief has called School District to flush sprinkler lines;
- Fire Chief provided permission to Community Club to use the Training Center for Halloween event;
- Fire Department volunteers are doing seasonal clean-up at the Fire Hall; Confirmation required from Chief Oram if this has occurred, or still needs to happen.
- Spences Bridge Fire Department sign still needs to get installed;
- Ministry of Forestry has cleared all fire burn bans in the Kamloops Fire District (includes Spences Bridge);
- Discussed about hiring someone to do janitorial duties at the Fire Training Center building and Fire Hall. It was determined volunteers need to do that work for the time being;
- Renovations are being done on the Training Centre to get the wall fixed. Michael Jefferson will be bringing in a cost estimate to have the work complete.

B. SBID Financial Statements;

Carolynne Terry reported that she has updated the SBID Simply Accounting software from January to September and provided the September month end financial income statement.

MOVED Jefferson/Draney

THAT September financial statement be received as presented.

CARRIED

9. Bylaws:

None.

10. Resolutions:

None.

11. New Business:

A. Spences Bridge Improvement District Sustainability Assessment Report.

Fred Banham presented the executive summary of the Spences Bridge Improvement District Sustainability Assessment. Fred requested that the SBID read the report in detail and he would be at the next meeting, prepared to take questions. Copies of the report were distributed.

- B. BC Hydro HID/LED Streetlight change-out program information. Received for information.
- C. New SBID Board of Trustees need to update the SBID/BC Hydro Streetlight Account contact list. Direction to send a letter to BC Hydro to update the contact person.
- D. TNRD hydro electric car charge station community contact person(s) to re-boot the DC Fast Charger when necessary.
Michael Jefferson volunteered to be the contact person for BC Hydro to contact if and when there is an issue at the charging station.
- E. Letter of thanks to Alex Kinasewich and Ross Figley for their effort, skills and good work volunteering to repair the Fireman's Field sprinkler system.

MOVED Jefferson/Terry

THAT letter of thanks be sent to Alex Kinasewich and Ross Figley for their time and labour this summer for volunteering to repair and manage the Fireman's field irrigation system.

CARRIED

12. Next meetings:

The next SBID Board of Trustees meeting is scheduled for Friday, October 27th, 2017, 4:30 p.m. at the Spences Bridge Fire Training Center.

13. Adjournment:

MOVED Jefferson/Terry

THAT the meeting be adjourned at 7:35 p.m.

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Friday, October 13th, 2017.


Tina Draney, SBID Chair


Tawnya Collins, SBID Administrative Officer