

SPENCES BRIDGE IMPROVEMENT DISTRICT
BOARD OF TRUSTEE MEETING

MINUTES

4:30 P.M. THURSDAY, MARCH 15, 2018

Spences Bridge Administration Office

PRESENT: Tina Draney, Trustee Chair (absent)
Michael Jefferson, Trustee
Carolynne Terry, Trustee
Tawnya Collins, Administrative Officer
Arnie Oram (absent)

GUESTS: 6 people present in the gallery

1. Call to Order:

Acting Chair Trustee Terry, called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:35 pm.

2. Introduction of Late Items:

None

3. Approval of the Agenda:

MOVED Terry/Jefferson

THAT the agenda be approved as presented.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Improvement District Meeting Minutes of February 22th 2018. Two corrections were requested:

- 1) Correspondence item 7.A – remove “discussion item” and replace with “correspondence”.
- 2) Correspondence 7.C – remove “improperly” and replace with “not”.

MOVED Terry/Jefferson

THAT the minutes of February 22th, 2018 be adopted as amended.

CARRIED

5. Reports:

A. Fire Service Update; Arnie Oram (absent)

No report was provided

Discussion about requiring clarification from Mr. Oram if he is staying on as Fire Chief until a replacement is found, or has he completely resigned from this position as of March 9th?

B. Administrative Officer's report

Received and presented by Tawnya Collins

C. Financial report

Received and presented. January - February income statement presented.

February 28, 2018 cash balance was \$18,643.13 and the renewal reserve fund balance was \$116,347.71.

BDO has informed that preliminary financial statements will be ready before the end of the March 2018.

6. Petitions and Delegations:

None

7. Correspondence:

A. WorkSafe BC's 2018-2020 - Confined Spaces Initiative.

Received and presented. This information will be passed onto the fire department.

B. CUETS Financial Mastercard Credit Card Account.

Received and presented. The choice was made not to replace these cards.

C. Ombudsperson – Quarterly Report

Received and presented

D. SBCC Easter Egg Hunt request – received via email March 5, 2018.

This request was asked to be dealt with via email as the response was time sensitive.

It was reported to the SBID Board of Trustees, that on March 14th, 2018 at a SBCC meeting, no response had been provided, to date, regarding the SBCC request to use the building and grounds for the Easter Egg Hunt. In order for the event to proceed, the SBVFD needs to provide the authority to use the building and facilities, and set up a recruitment table. Trustee Jefferson previously asked Ross verbally about attending the event and setting up a recruitment table. Trustee Jefferson will also enquire with Mavorneen if there have been other previous contributions to this event. Trustee Jefferson will confirm with Trustee Terry as to who would be available on that day to let the SBCC into the building.

8. Business Arising:

A. Community meeting dates

Discussion was tabled.

B. Set up meeting with TNRD regarding fire protection management

The date for the conference call including the SBID Board of Trustees, Ron Storie of the TNRD, Dave Mitchell of Dave Mitchell and Associates has been set for March 21, 2018 at 1:00 pm.

Potential questions will be prepared prior to the call. Suggestions included:

- Access to Murray creek infrastructure as a water source for fire protection to source the fire hydrants – question for TNRD
- Fire prevention – are there resources to fire proof the community through weed whacking and brush removal etc.
- What can the TNRD offer if they took over the fire department. Can they find the manpower?
- Current classification of the SBVFD is “inside attack”, should this be classification be considered to be changed to “outside attack”?
- What is the liability to the SBID if the standards aren’t met?

There was discussion about the UBCM FireSmart program; questions about the funding and tasks involved with this type program.

The SBID and Fire Chief need a plan to address the training requirements for the Fire Chief and volunteers to meet the playbook standards. In order to meet the Fire Underwriters certification, to get home insurance discounts, the fire department needs to have 15 trained fire fighters in addition to the Fire Chief.

C. Lytton RCMP meeting request from Sargent Curtis Davis

Meeting has been set for March 16th at 10:00 am at the SBID administration building

D. SBID logo design and outreach

Discussion tabled. Trustee Jefferson will work on creating a poster for distribution within the community.

E. 2018 Cooks Ferry Fire Protection Agreement

The amended agreement was delivered to the Cook’s Ferry Office on March 12th, 2018. There was a CFIB Chief and Council meeting scheduled for today (March 15th, 2018). The SBID is hoping to hear back from CFIB pending the Chief and Council meeting discussion.

F. Financial Institution – Bank of Nova Scotia

Discussion was tabled.

G. Volunteer commitment agreement

Discussion was tabled

H. Request for Not-For-Profit RFP's to operate Firefighter's training center and field

The RFP was distributed to the Spences Bridge Community Club (SBCC), the Volunteer Society and Cook's Ferry. The SBID has received notice that the SBCC may be interested in this proposal and there will be correspondence forthcoming from the SBCC. The SBID trustees would like to set up a meeting with the SBCC to discuss this possibility.

I. Directors Insurance

The meeting with Deborah Paternoster has been set for March 29th at 10:00 am at SBID administration building.

J. Asset management planning

An update on the asset management planning submission was provided. The application needed to be changed to read that the SBID was a municipal partner rather than a municipal organization. Because of this change, a support letter is now required from the TNRD. A support letter request was made to the TNRD, asking that this agenda item be included in their Board of Directors meeting scheduled for March 15th, 2018.

9. Bylaws:

None

10. Resolutions:

None

11. New Business:

A. AGM

The SBID AGM needs to be held by end of April. A date cannot be set for the AGM until the status of the preliminary financials is known.

B. Replacement Fire Chief and volunteer recruitment

Question asked if Roy Shaw has been approached to inquire if he would have interest in filling the Fire Chief position? Trustee Jefferson contacted Roy Shaw and asked if he would join the meeting so the SBID Board of Trustees could ask about his interest. Roy Shaw joined the meeting at approximately 5:40pm and accepted the role of Interim Fire Chief.

MOVED Terry/Jefferson

THAT Roy Shaw is appointed as the Interim Fire Chief for the Spences Bridge Volunteer Fire Department.

CARRIED

Updated recruitment posters should be redistributed again within the community. The original posters are still up in various locations within the community. Jennifer has expressed an interest in joining, and to date, Arnie has not approached Cheryl.

Roy stated that the fire trucks and cans need diesel. Discussion about purchasing a tidy tank to have an adequate supply of diesel on hand at all times. Trustee Terry asked if Roy could price out the cost of a tidy tank. Trustee Jefferson offered to go to Cache Creek on March 16th, 2018 to get diesel.

As Interim Fire Chief, Roy Shaw approved the use of the SBID building and facilities for the SBCC Easter Egg Hunt as discussed in section 7.D. Trustee Jefferson will contact Mavoureen today (March 15th, 2018) regarding the response.

12. Next meetings:

The next SBID Board of Trustees meeting will be scheduled specifically for approving the 2017 financials, setting the AGM date and preparing the AGM agenda. An email will be circulated to the SBID Board of Trustees to determine a preferable date in late March / early April for this meeting.

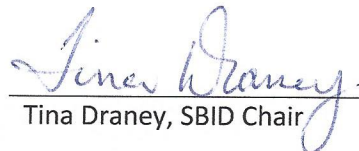
13. Adjournment:

MOVED Terry/Jefferson

THAT the meeting be adjourned at 6:00 pm

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, March 15th, 2018.


Tina Draney, SBID Chair


Tawnya Collins, SBID Administrative Officer