

SPENCES BRIDGE IMPROVEMENT DISTRICT
BOARD OF TRUSTEE MEETING

MINUTES

4:30 P.M. THURSDAY, JANUARY 11, 2018

Spences Bridge Administration Office

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

GUESTS: 7 people present in the gallery

1. Call to Order:

Tina Draney, Chair called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:37 pm.

2. Introduction of Late Items:

Letter received regarding SBID questions – added to correspondence
Email regarding missing cabinet – added to new business
Building assessment notice – added to correspondence

Trustee Terry requested that the order of the agenda be changed to have section 8 “reports” moved to be section 5, and section 5 “Business Arising” become section 8, for this meeting, and all future meetings. This request was made to better accommodate Fire Chief Oram’s schedule.

MOVED Draney/Jefferson

THAT the current section 8 “Reports” will become section 5, and section 5 “Business Arising” become section 8, in future agendas.

CARRIED

3. Approval of the Agenda:

MOVED Terry/Jefferson

THAT the agenda be approved as amended.

CARRIED

4. Adoption of Minutes:

Adoption of Spences Bridge Improvement District meeting minutes from November 23, 2017.

MOVED Jefferson/Terry

THAT the minutes of November 23, 2017 be adopted as presented.

CARRIED

5. Reports:

A. Fire Service Update; Fire Chief Arnie Oram

- Presented correspondence from the Office of the Fire Commissioner, thanking volunteers for their service during the 2017 wildfire year.
- The 2018 annual budget has been submitted to SBID, which included increases for training.
- Returned a set of turnout gear to Ed in Burnaby – required re-stitching.
- Talked to Paul about putting up the new fire hall sign.
- Thanked Ross for assisting with snow removal.
- Thanked to Roy Shaw for assisting with moving and clearing snow away from the fire hydrants and stands.
- Held a joint fire practice with Cook's Ferry.
- Moved surplus foam to Cook's Ferry (Kumsheen) storage area.
- Spring training in Oliver occurring between May 4-6th, 2018. Chief Oram needs to make arrangements for registering.
- Discussion about playbook standards and the current SBVFD situation. Liability is becoming a major issue. Playbook states that a minimum of 15 volunteers is required to meet standards, and currently the SBVFD only has 10 volunteers.
- Chief Oram is responsible for the SBID fire training building and would like to have more training held in the building.
- A summary of calls for 2017 will be presented at the next meeting.
- During a Fire Commissioner inspection, there were concerns noted around exhaust hoses and the exhaust system in the fire hall.
- Chief Oram is considering resigning and has drafted a resignation letter, but has not submitted it. Ross has also stated he is stepping down as captain which will create a vacancy for this position.
- Wanda and Paulet need to be recertified as a First Responders. Karen's expiry is on Feb 6, 2018. Chief Oram would like to get everyone recertified, which would also include training and/or recertifying firefighters. Chief Oram will investigate bringing someone in from Merritt for the training.
- Chief Oram thanked all the volunteers for their continued dedication and efforts.
- The Volunteer's Firefighters Association fees are required to be paid for 2018.
- Chief Oram is away from Feb 4 – 18th, 2018.

A list of volunteer tasks will be prepared and sent out to the community to see if interested people would be willing to take some of these tasks on.

Discussion about water supply for fire protection, and potential liability issues related to water supply. Water supply is the TNRD responsibility. There have been water upgrades completed, but additional water supply facilities, such as a water trailer and/or tanks are being considered. Currently, there is enough water supply to operate for 2 hours, which is the minimum standard for a structural fire.

Discussion around the unrest, uncertainty and negativity currently being placed on the SBVFD, and some of its personnel. It is hoped that the community can put personal differences aside and work together to move forward and make positive and proactive changes for the safety of the community as a whole.

B. Administrative Officer's report

Received and presented by Tawnya Collins

C. Financial report

Received and presented. A preliminary December income statement was presented, which does not include accrued expenses or deferred revenues.

December 31, 2017 cash balance was \$35,083.69 and the renewal reserve fund balance was \$116,108.09

6. Petitions and Delegations:

None

7. Correspondence:

A. SBID 2018 WCB

Received and presented. The rates are as same as previous years.

B. Cook's Ferry Christmas Card

Received and presented.

C. BDO Engagement Letter

The BDO engagement letter needs to be signed by the Chair and one other trustee to provide BDO with authorization to proceed with the 2017 audit review. Complete. Trustee Terry will deliver the engagement letter to BDO.

D. ICBC renewal for First Responder Vehicle

Question – Is the First Responder van to be insured for full use or just fire and theft?

Discussion around circumstance that the First Responder Vehicle may be needed as an auxiliary vehicle during fire calls.

MOVED Terry/Jefferson

THAT the First Responder vehicle insurance be renewed for full use.

CARRIED

E. Email from Dorothy Miller

Letter from Ms. Miller was read. Discussion around the statement that Mr. Sidhu stating at a community meeting that he would help Spences Bridge financially, and if this was referring to help with the debt resulting from the water system.

It was determined that the issues that Mr. Sidhu spoke about at the community meeting were outside of the SBID mandate. Trustee Jefferson will provide Ms. Miller with a response to her inquiry and will also provide Mr. Sidhu's contact information so that she may correspond directly with him about this matter.

F. James Kohut emails (two emails)

Email #1: Sent December 4, 2017 - Comments and Questions for reading at the next SBID meeting.

Due to time constraints, the entire email was not read, but the highlighted / bolded questions from the email were presented by Trustee Draney and discussed.

Email #2: Sent December 25, 2017 - Used Fire Trucks in Calgary

Received and presented

G. D. Mitchell & Associates Ltd. Invoice

Received and presented. An invoice from the consulting company D. Mitchell & Associates Ltd , who completed the review of the Spences Bridge Volunteer Fire Department was received. It was unclear at the time of receiving the initial invoice (SBID was invoiced the full amount for services rendered) who would be paying for the review. It was later determined that TNRD would be paying for half of the cost and the SBID would be responsible for the other half. Tawnya Collins requested the consultant send a revised invoice to the SBID with only the amount attributable to the SBID.

Trustee Draney stated that this matter was discussed and approved under the previous board and that the SBID was obliged to pay the amount of the revised invoice.

H. Building assessment notice

Received and presented. The building assessment has increased by \$100 from last year. The SBID does not pay property taxes.

I. Letter received from K. Peter and P. Rice regarding SBID questions dated January 11, 2018

This item will be deferred until the next meeting to allow the Trustees time to review the information in the letter before discussing.

8. Business Arising:

A. SBID logo design and outreach

There has not been an opportunity to work on this initiative. Deferred to the next meeting.

B. 2018 Cook's Ferry Fire Protection Agreement

Trustee Draney declared a conflict and recused herself from the discussion at 5:54 pm

Trustee Terry reviewed the current 2017 agreement and suggested changing the dates and contract amount (to match the amount of \$13,708 in the 2018 SBID operational budget) in the current agreement, to form the 2018 Cook's Ferry Fire Protection Agreement. An invoice will need to follow the submission of the agreement to Cook's Ferry, which will need to be completed by March 1, 2018.

Action: Tawnya Collins to draft a cover letter to accompany the submission of the 2018 Fire Protection Agreement to Cook's Ferry. Trustee Terry will hand deliver the package to the Cook's Ferry office once complete.

MOVED Jefferson/Terry

THAT the date and contract amount from the current 2017 agreement be amended to 2018, and \$13,708 respectively to form the draft 2018 Cook's Ferry Fire Protection Agreement.

CARRIED

A question was raised about making the Cook's Ferry Fire Protection Agreement multi-year. The direction was to evaluate the successes and challenges of this year's agreement and then discuss the plausibility of a multi-year agreement prior to the 2019 agreement renewal.

Trustee Draney returned at 6:00 pm

C. Financial Institution – Bank of Nova Scotia

This item was tabled to provide more time to consider options.

D. TNRD Murray Creek update

Trustee Draney did not attend the last TNRD water works committee meeting and does not have a current update on the Murray Creek intake clean up or future TNRD plans for the systems use as a backup water source for fire protection. Trustee Draney expects to be attending a TNRD water works committee meeting before the next SBID Board of Trustees meeting, and will provide an update at the next SBID Board of Trustees meeting.

E. Volunteer commitment agreement

Deferred until the next SBID Board of Trustees meeting.

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

A draft of the Not-for Profit Request for Proposal (RFP) was presented. Discussion around what content should be included in the RFP. There was some confusion around the intent of the request and how much information was needed in the call for proposals.

Trustee Draney will circulate her questions and comments via email regarding the draft document to the other trustees for feedback.

G. Directors Insurance

An information email and brochure from Intact insurance regarding a Non-Profit organization's director and officers liability insurance was presented. This item was tabled until the next meeting until the trustees have time to review the information presented.

H. Asset management planning

An application for asset management planning, which is anticipated to be submitted to the Federation of Canadian Municipalities was presented.

The administrative officer will provide a draft of the application to the trustees for review prior to the next meeting date.

I. Building inspection

This item will be incorporated into the asset management planning process.

J. Replacement of Master Card credit cards

The Interior Savings Credit Union is currently transitioning from Master cards to Visa cards, so a replacement Master Card was unavailable at this time.

9. Bylaws:

None

10. Resolutions:

None

11. New Business:

A. Ashcroft Journal – S. Rice article.

The paragraph pertaining to the Spences Bridge Volunteer Fire Department, found in the January 2, 2018 edition of the Ashcroft Journal article titled *“2017’s disasters were a birthday party we didn’t need, says TNRD Director”* was read.

The following was noted:

- 1) Some of the information presented in the article are issues that are the responsibility of the SBID. The SBID is fully aware of these issues and are currently working on strategies to address them. The quotes in the article were found to be inappropriate being delivered from an elected position that does not have the responsibility for, or authority to address the issues, and does not represent the SBID or the SBVFD to speak on our behalf.
- 2) Some of the Trustees have received adverse feedback on this particular section of the article from several community members. If community members are concerned about the delivery of the information in the article, it is recommended that comments be sent directly to the TNRD or the Ashcroft Journal.

MOVED Jefferson/Terry

THAT a letter be written to Director Rice noting the SBID concerns regarding the content and delivery of the information pertaining to the SBVFD in the January 2, 2018 edition of the Ashcroft Journal article titled *“2017’s disasters were a birthday party we didn’t need, says TNRD Director”*

CARRIED

B. Missing file cabinet from the basement

An email from the SBID email in 2015 stating that the filing cabinet from the basement of the SBID had been moved to a personal residence was presented. Through discussion, it was determined that the filing cabinet had been moved to the Fire Department’s storage room, and not to a personal residence. The filing cabinet was located.

12. Next meetings:

The next SBID Board of Trustees meeting is scheduled for Thursday, February 22, 2018.

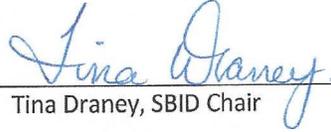
13. Adjournment:

MOVED Jefferson/Draney

THAT the meeting be adjourned at 6:45 pm

CARRIED

Certified a true and correct copy of the
minutes of the Spences Bridge Improvement
District Board of Trustee meeting held
Thursday, January 11th, 2018.



Tina Draney, SBID Chair



Tawnya Collins, SBID Administrative Officer