

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Parking Compound Trustee; Denis Jesson, Fire Trustee; Gisèle Dallaire, PIID Corporate Secretary (via Skype)
TRUSTEES & OFFICERS ABSENT	Brenda Allen, Financial Administrator
INVITED SPEAKERS	Steve Cruise, PIVFD Chief; Tony Kaul, Capital Asset Management Task Force
# OF ATTENDEES	14

Agenda topics

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Presiding Officer called meeting to order at 10:06am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	Motion approved “to adopt the published agenda for this meeting”.
ADOPTION OF MINUTES	Motion approved “to adopt the published minutes of the December 6th, 2014 Board of Trustees Meeting”.

OLD BUSINESS

UPDATE ON ELECTRONIC MEETING BYLAW	Gisèle Dallaire, Corporate Secretary
<p>The Regional Districts Electronic Meetings Regulation, B.C. Reg. 271/2005, does not specifically apply to Improvement Districts and thus cannot be used as the reference basis for our bylaw. We are working with an Advisory Officer from the ministry on the wording of this bylaw.</p> <p>Hearing no objections, the Chairperson requested that the secretary bring this forward for review at a later date when we have more information. No other actions at this time.</p>	
UPDATE ON MONITORED FIREHALL ALARM	Bob Crooks
<p>Price’s Alarms provided quotes for a monitored alarm system for our firehall. The quotes to include heat sensors and exterior sirens was \$700 (equipment and installation) based on a 3 year contract or \$1700 without a contract. Bob proposed to meet with Price’s again to negotiate a lower quote based on volunteers doing some of the installation.</p> <p>Question from the floor regarding heat versus smoke detectors. Answer: Price’s Alarms specifically recommended heat sensors for our firehall as heat detectors more accurately sense real fires and there is a lower chance of false alarms than with smoke detectors.</p> <p>Hearing no objections, the Chair requested the matter be returned to the Board when further cost information is available.</p>	

PRESENTATION	Tony Kaul. PowerPoint slides and working Excel model used for presentation are located at PIID Website .	
<p>Summary: Deliverables divided into three phases: what do we own; what would in-kind replacement costs be at end of useful life and what would the financial impact be; and what are the capital maintenance requirements. Assets are divided into three savings categories: Potable Domestic Water System; PIVFD Vehicles and Equipment; and Buildings and Infrastructure.</p> <p>Total Present Day Asset Valuation for each category: Water - \$1,518,500; PIVFD - \$376,000; Infrastructure - \$527,000 for a total of \$2,421,500. Spreadsheet identifies year of purchase, life expectancy, and replacement costs for every capital asset on the first sheet. These values drive the cost and funding forecasting models for each category – the next three sheets in the Excel file. A detailed 10-year cash flow model which indicates category reserve fund balances and shortfalls is included as the fourth sheet.</p> <p>Broken down on a per lot basis, funding capital replacement of our existing infrastructure will mean cost of \$400 per annum. Currently we pay \$200 per lot. Net: To properly fund replacement of our existing assets and current capabilities, without adding any new services, will result in a \$200 per lot annual tax increase beginning this year.</p> <p>Without a funded plan and dedicated reserves, we could face unexpected and costly per lot special assessments - or we can begin to implement this plan to save annually in protected funds for planned replacement.</p>		
Motion approved “to adopt CAMP Task Force report as presented”.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Full video recording of presentation to be put on the PC in the Library so that any islanders interested in hearing the full presentation can watch.	Gisèle Dallaire	April 4, 2015
Task Force to begin work on strategy for Capital Asset Maintenance Plan.	CAMP Task Force	April 18, 2015
Compile and deliver full written report with detailed financials to all islanders.	Trustees and Task Force	June 2015

REPORT

PIVFD TRAINING

STEVE CRUISE

PRESENTATION	PIVFD Chief Steve Cruise’s written report to the trustees is located at PIID Website .
<p>BC Fire Service Minimum Training Standards (aka “Playbook”) – How will the PIVFD meet these requirements?</p> <p>The BC Fire Service Minimum Training Standards (“Playbook”) lists “Exterior Only” as the lowest level of fire protection services. The next is “Interior” and the highest level is “Full-Service”. For reference, the City of Victoria is Full Service, and although North Saanich may be “Interior” – this is still not confirmed given the amount of training and resources required. PIID Trustees must decide on which level PIVFD will achieve and pass a bylaw to that effect.</p> <p>To meet Exterior Only, training will be extensive but we have no choice – we must train to this level at a minimum. Subject to trustee approval, we are proposing we train ourselves and Steve will be taking the “Train the Trainer” class at the end of May 2015.</p> <p>It may take a year to meet the minimum standard since the Playbook requires 60-100 hours per fire fighter in addition to regular practice. Once training is complete, the North Saanich Training Officer has agreed to come to Piers Island to validate our training. If we do not meet the level required, we will retrain until we do. Our \$5k budget for training should be ample for us with this model.</p>	

CONCLUSIONS			
Training will make us a much better and safer fire department. It will be hard, and require an extensive commitment, but we can do it. The BC Office of the Fire Commissioner agrees that well trained people are more important than new equipment. PIVFD agrees as well and we will postpone purchases of new equipment until we meet the government personnel training requirements for fire departments.			
Motion approved “to adopt Fire Chief’s report as presented”.			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Agree on Service Level for Piers Island and pass bylaw		Trustees	April 18, 2015
Prepare Service Level Bylaw for adoption at next board meeting		Gisèle Dallaire	April 11, 2015

NEW BUSINESS

WORKSAFE BC COVERAGE FOR WATER OPERATORS	Maureen Crooks
Question has come to the Water Trustee’s attention that perhaps our volunteer water operators should be covered in our WorkSafe BC premium similarly to our volunteer firefighters.	
Hearing no objections, the Chairperson proposed to ask Brenda Allen, Financial Administrator to research and recommend action when she returns to the island.	
AGM MEETING DATE	Pauline Cruise, PIA Secretary
PIA has tentatively set the PIA Annual General Meeting date as June 28, 2015. To meet PIA requirements, the meeting must be held before June 29, 2015.	
Motion approved to “set the date of the PIA Annual General Meeting” as June 28, 2015”.	
NEXT PIA BOARD MEETING	Maureen Crooks
Trustees discussed the date of the next regular board meeting and the possibility of calling a special general meeting in late May or early June if there is a need to review the Capital Asset Management Plan prior to the AGM.	
Motion approved “to hold the next PIA Board of Trustees Meeting on April 18 at 10am in the new firehall” .	
Motion approved “to adjourn this meeting”. Meeting adjourned at 11:55am.	

Minutes submitted by:

Gisèle Dallaire, PIA Corporate Secretary

Approved by:

Maureen Crooks, Chairperson and Presiding Officer