

**PIID Board of Trustees' Meeting Minutes**

JULY 19, 2015

10:00AM

NEW FIREHALL

<b>TRUSTEES &amp; OFFICERS ATTENDING</b>	Maureen Crooks; Lenny Green; Denis Jesson; Tony Kaul; Brenda Allen, Finance Administrator; Gisèle Dallaire, Corporate Secretary
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	None
<b>INVITEES</b>	None
<b># OF ATTENDEES</b>	4

<b>CALL TO ORDER</b>	Gisèle Dallaire, Presiding Officer, called the meeting to order at 10:04am. Announced meeting is being recorded.
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<b>ELECTION OF CHAIRPERSON</b>	Motion was approved "to elect a new Chairperson." Maureen Crooks nominated and approved.
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<b>APPROVAL OF AGENDA</b>	Motion approved "to adopt the published agenda for this meeting". Item added to agenda: Schedule of PIID Trustees' Board Meetings.
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<b>CHAIRPERSON'S OPENING REMARKS</b>	Maureen Crooks  Denis Jesson was thanked for serving as Fire Trustee for the past year, and Tony Kaul was welcomed to the Board.  The Chair offered condolences to the Neidig family on behalf of the Trustees and Piers Island residents, and mentioned that Wayne and Sandra Neidig, long time members of the Piers Island community, will be much missed by their many good friends on the island.
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<b>ADOPTION OF MINUTES</b>	Motion approved "to adopt the published minutes of the April 19, 2015 Board of Trustees Meeting". Motion approved "to adopt the published minutes of the June 28, 2015 Annual General Meeting".
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**BUSINESS ARISING / NEW BUSINESS**

<b>ASSIGNMENT OF PORTFOLIOS</b>	Motion approved "to appoint Tony Kaul as the Fire Trustee." Motion approved "to appoint Lenny Green as the Dolphin Road Trustee." Motion approved "to appoint Maureen Crooks as the Water Trustee."
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<b>PIVFD UPDATE</b>	Maureen Crooks
<p>The Chair reported that the PIVFD has achieved an unprecedented level of education and training due to the efforts of members who are committing to the tasks required to work towards the Exterior Operations Level Fire Fighter standard. Several members have successfully completed the written and practical assessments for the first two components of required training last weekend when the North Saanich FD Training Officer attended to evaluate each member's level of theory and practical skill and knowledge in the areas of Personal Protective Gear (including SCBA) and Radio Communications. Achievements are tracked on the white board in the Training Room of the firehall.</p>	
<p>Chief Cruise, in addition to preparing and directing practices, demonstrating skills and training members twice weekly, is now preparing to take on the required additional training that is currently being developed by the BC Fire Training Officers Association in order to perform the duties of the Team Leader position.</p>	
<p>Pauline Olesen, Risk Management Officer (the 2<sup>nd</sup> required position) has nearly completed the required Fire Service Administration required for certification. She is on track to achieve this within the next few months.</p>	
<p>The Trustees unanimously agreed to approve the Fire Chief's recent offer to remain in the position for the upcoming year, and expressed their deep appreciation for his past year's achievements.</p>	
<p>No questions were received from the floor.</p>	

<b>REVIEW DOLPHIN ROAD BYLAW 105 –</b> Regulations for use of the parking compound and Schedule 105-1.	Lenny Green
<p>There have been several issues lately which make it timely to review Schedule 105-1 regarding use of the Dolphin Road Compound. Discussions ensued on the following issues:</p> <ul style="list-style-type: none"> <li>• Dumping of loose aggregate in the compound.</li> <li>• Use of tracked vehicles in the compound and on the ramp.</li> <li>• Commercial use of the compound and ramp to service non-Piers properties or boats.</li> <li>• Owner responsibilities in regard to lending keys to non-residents/owners.</li> <li>• Owner responsibilities for remediation costs of any damages and whether there are situations where requiring performance bonds from owners would be prudent.</li> <li>• What options are available to rekey, e.g. proximity keying that could mitigate unauthorized use of the compound.</li> </ul>	
<p><b>Action Items:</b></p>	
<p>The Trustees will draft changes to address several of the issues discussed.</p>	
<p>The Corporate Secretary will circulate proposed changes to all islanders and post on the PIID website for comment at least 7 days prior to next Trustees' Meeting.</p>	

<b>REVIEW TRACTOR USE POLICY</b>	Maureen Crooks
<p>The tractor is used much more now than it has been in the past with multiple operators. This may be a factor for a recent situation where the tractor was put away very dirty with a near-empty fuel tank and unreported damage. Had there been an emergency requiring the use of the tractor, there would have been significant delays in getting the tractor into service, which is unacceptable.</p>	
<p>The current issues can easily be remedied by being considerate users and recognizing that the tractor must be left ready for an emergency use. It is not about blame – it is about the safety of the island and the proper maintenance of our assets.</p>	

The policy will be revised to remind operators that:

- Tractor should be put away clean with at least ¼ tank of gas.
- No passengers are allowed.
- There is ZERO tolerance for operating any PIID equipment or vehicle while under the influence of alcohol and/or drugs.
- Damage must be reported immediately, either by a note left on the whiteboard or on the workbench.

**Action Items:**

Corporate Secretary will amend the existing tractor policy to reflect the recommended changes, and will circulate and post at least 7 days prior to the next Trustees' Meeting for review and comment. When approved, the policy will be laminated and posted on the tractor bulletin board.

**UPCOMING BYLAWS**

Maureen Crooks

There are four bylaws in process:

- Fire Service Level
- Domestic Water System Capital Reserve Fund
- PIVFD Vehicles and Major Equipment Capital Reserve Fund
- PIID Buildings and Land Capital Reserve Fund

As of August 31, 2015 all parcel tax receipts held in reserve for the new capital funds will be deposited into a savings account and distributed among the funds once the bylaws are established. It is important that the bylaws are written in a way that clearly specifies what these funds can be used for.

Motion approved "that we proceed with preparing draft version of three Capital Reserve bylaws and review of the draft version of the Fire Service Level bylaw to be distributed for feedback and discussion prior to the next board meeting."

**Action Items:**

Trustees will involve the Capital Asset Management Task Force members, Water Operators and Fire Chief in preparing the draft bylaws.

The Corporate Secretary will circulate the draft bylaws to all islanders and post on PIID website for feedback at least 7 days before the next Board Meeting.

**SCHEDULE OF PIID TRUSTEES' BOARD MEETINGS**

The Trustees agreed that Board Meetings be planned for every second month beginning in August, with options to add regular meetings if needed.

Next Meeting: August 16, 2015 at 10am in the new firehall.

**QUESTIONS FROM THE FLOOR**

A question was raised from the floor as to whether the PIID is obligated in their role as the local government and service provider, to provide an Emergency Preparedness Program similar to the CRD's mandate, and in regard to our domestic water system, particularly, is there an obligation to provide an emergency domestic water supply as was intended by previous Trustees?

The Trustees responded that the Emergency Preparedness Program is a region-wide program delivered by the Capital Regional District in which Piers Island participates and for which we pay taxes, similar to the Southern Gulf Islands Library Commission in which we also participate.

In regard to an improvement district's responsibility to provide a similar program if it is not provided by the CRD, the Trustees advised that the Letters Patent of an improvement district describe the district's service

responsibilities and authorize the funding for those prescribed services through landowner taxation. The level of service that results from that empowerment is ascertained by the Trustees in conjunction with the landowners and the community's ability and willingness to pay.

Our Letters Patent include the provision of a waterworks system, fire protection, and the operation of our parking compound only. In providing a domestic water service, however, the PIID is required as a water supplier to develop a water system Emergency Response Plan, which we have done. That regulatory obligation, however, does not necessitate the water supplier to provide an additional, separate domestic water system for emergency purposes, which would entail all the regulatory restrictions required of a potable water system.

The Trustees offered to investigate the question with the Ministry in order to confirm their understanding.

An additional observation was made from the floor that if the PIID as the local government was intended to be responsible for providing an emergency service, then the funding should be channeled to the PIID rather than have the CRD fund a committee that is not directed in any way by our local government.

A question was asked as to whether there is a link to the Piers Island Volunteer Fire Department from the CRD Emergency Preparedness Program website.

Response: No, the PIVFD is not a service provided by the CRD.

#### CLOSING MOTIONS

<b>ADJOURNMENT</b>	With no further business arising, the Trustees approved a motion to adjourn at 11:30 AM.
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Minutes submitted by:  
Gisèle Dallaire, PIID Corporate Secretary

Approved by:  
Maureen Crooks, Chairperson and Presiding Officer