

## MINUTE NO. 163

Minutes of the regular meeting of the Board of Directors of the North Island 9-1-1 Corporation held on Friday, September 23, 2022 at the Comox Valley Regional District offices, 770 Harmston Avenue, Courtenay, BC commencing at 11:00 am.

<b><u>Present</u></b>	<b>President:</b>	McNabb, J	- Alberni-Clayoquot Regional District
	<b>Directors:</b>	Unger, B	- Strathcona Regional District
		Swift, M	- Comox Valley Regional District
		Wallace, L	- Regional District of Nanaimo
		Hory, A	- Regional District of Mt. Waddington
	<b>Staff:</b>	Pearson, B	- NI 911 Deputy Secretary/Sr. Mgr. of Info. Systems & GIS
		Wiwcharuk, L.	- Chief Financial Officer
		Zaleschuk, R	- Technology Manager, NI 9-1-1 Corporation
		Martens, J	- General Manager of Corporate Services
		Doherty, T	- Manager of Fire Administration, Campbell River Fire Dept.
		Bremer, S	- Manager of Fire Administration, City of Campbell River
		Baldwin, A	- Recording Secretary
	<b>Also present:</b>	Starratt, C	- Regional Fire Services Manager ACRD (Zoom)

### **AGENDA**

Swift/Unger: "THAT the agenda be adopted as presented."

CARRIED

### **MINUTES**

Swift/Unger: "THAT the minutes (no. 162) of the North Island 9-1-1 Corporation Board meeting held June 24, 2022 be adopted."

CARRIED

Swift/Wallace: "THAT the minutes of the NI 9-1-1 administration committee meeting held September 9, 2022 be adopted."

CARRIED

### **ITEMS FOR DISCUSSION AND DELIBERATION**

#### **North Island 9-1-1 Fire Dispatch Analysis**

B. Pearson introduced Melanie Smith and Cassandra Boone, Smith Brownlee & Associates, who provided an overview of the Fire Dispatch Analysis report.

Unger/Swift: "THAT the North Island 911 Corporation work with the City of Campbell River to review the recommendations from the Fire Dispatch Analysis report and identify the requirements to complete the high priority recommendations in the short term,

AND FURTHER THAT staff review, identify requirements, and develop a plan to complete the medium and low recommendations in a timely manner."

CARRIED

### **North Island 9-1-1 Operational Guidelines**

S. Bremer provided an overview of the NI 9-1-1 Operational Guidelines.

Wallace/Swift: “THAT the updated Operational Guidelines for Dispatch Procedures for user Fire Departments and call taking be received for information.”

CARRIED

### **Next-gen 911 Local Government Agreement**

Swift/Hory: “THAT the report dated August 30, 2022 regarding Next-gen 911 Local Government Agreement, be received.”

CARRIED

B. Pearson provided an overview of the Next-gen 911 Local Government Agreement.

### **E-Comm Service Performance Report for the NI 9-1-1 Corporation**

Hory/Wallace: THAT the report dated 2022 regarding the E-Comm service performance, be received.

CARRIED

B. Pearson provided an overview of the E-Comm service performance.

### **NI 9-1-1 Bulk Interconnect Purchase**

B. Pearson provided an overview of the NI 9-1-1 one-time bulk interconnect purchase report, dated September 9, 2022.

Swift/Hory: “THAT the 2022 – 2026 adopted financial plan and capital expenditure program for the North Island 9-1-1 Corporation (NI 9-1-1), be amended by increasing communications infrastructure expense by \$75,000 in 2022, from \$192,395 to \$267,395, for a bulk purchase of 26 “interconnects” (hardware components), to be funded by a corresponding increase in contributions from the NI 9-1-1 future expenditure reserve.”

CARRIED

## **MANAGEMENT AND STATISTICAL REPORTS:**

### **Management Report**

Swift/Wallace: “THAT the management report dated August 2022, be received.”

CARRIED

### **2022 Fire Dispatch Statistics**

Hory/Swift: “THAT the report dated August 30, 2022 providing the 2022 Fire Dispatch Statistics from January, 2022 to June, 2022, be received.”

CARRIED

## **NEW BUSINESS**

The next NI 9-1-1 Corporation Board meeting is scheduled for November 25, 2022.

## **ADJOURN TO RESTRICTED IN-CAMERA**

Swift/Hory: "THAT the Board adjourn to a restricted in-camera session."

Time: 12:12 pm

**RISE AND REPORT**

The Board rose from its restricted in-camera session at 12:33 pm.

**TERMINATION**

Unger/Swift: "THAT the meeting terminate."

CARRIED

Time: 12:33 pm

Confirmed:

Certified correct:

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B. Pearson  
Deputy Secretary

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John McNabb  
President