

MINUTE NO. 160

Minutes of the regular meeting of the Board of Directors of the North Island 9-1-1 Corporation held on Friday, January 28, 2022 at the Comox Valley Regional District offices, 770 Harmston Avenue, Courtenay, BC commencing at 11:05 am.

<u>Present</u>	President:	McNabb, J	- Alberni-Clayoquot Regional District (Zoom)
	Directors:	Doubt, G	- qathet Regional District (Zoom)
		Hory, A	- Regional District of Mt. Waddington (Zoom)
		Swift, M	- Comox Valley Regional District (Zoom)
		Wallace, L	- Regional District of Nanaimo (Zoom)
		Moglove, C	- Strathcona Regional District (Zoom)
	Staff:	Dyson, R	- NI 9-1-1 Secretary/CAO, CVRD
		Douville, K	- Manager of Financial Planning, CVRD (Zoom)
		Martens, J	- General Manager of Corporate Services, CVRD (Zoom)
		Bremer, S	- Manager of Fire Administration, Campbell River Fire Dept. (Zoom)
		Pearson, B	- NI 911 Deputy Secretary/Sr. Mgr. of Info. Systems & GIS, CVRD (Zoom)
		Nelson, J	- Chief Financial Officer, CVRD (Zoom)
		Powell, K	- Manager of Financial Operations, CVRD (Zoom)
		Kozlowski, B	- Recording Secretary, CVRD (Zoom)
	Also present:	Starratt, C	- Regional Fire Services Manager ACRD (Zoom)
		Sailland, D	- Alberni-Clayoquot Regional District (Zoom)
		Vanderhorst, C	- MNP, (Zoom)

ELECTION AND APPOINTMENTS

Jake Martens, General Manager of Corporate Services was present to conduct the election and provided a brief overview of the voting process. Following a call for questions and receiving none, Mr. Martens called for nominations for the position of president.

At the close of nominations, Director McNabb was the only nomination and as such was declared president by acclamation.

Mr. Martens called for nominations for the position of vice-president. At the close of nominations, Director Moglove was the only nomination and as such was declared vice-president by acclamation.

AGENDA:

Doubt/Wallace: "THAT the agenda be adopted as presented."

CARRIED

MINUTES:

Moglove/Wallace "THAT the minutes (no. 159) of the North Island 9-1-1 Corporation Board meeting held November 5, 2021 be adopted."

CARRIED

Moglove/Wallace: "THAT the minutes of the NI 9-1-1 administration committee meeting held January 14, 2022 be received."

CARRIED

Doubt/Moglove: "THAT the Fire Dispatch Advisory Committee minutes dated September 14, 2021 be received."

CARRIED

CORRESPONDENCE FOR RECEIPT:

Doubt/Moglove: "THAT correspondence from the Ministry of Health dated December 1, 2021 regarding dispatch support and from the NI 9-1-1 Corporation dated January 20, 2022 regarding the 2022 draft meeting schedule be received."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION:

Management Report

Swift/Doubt: "THAT the management report be received."

CARRIED

Fire Dispatch Statistics

S. Bremer presented an overview of the fire dispatch statistics for 2021. Overall dispatch incidents increased by 55 per cent. The role of first responders in these calls were discussed.

Swift/Wallace: "THAT the fire dispatch statistics report be received."

CARRIED

Peace River Fire Dispatch

B. Pearson advised that the draft contract for Peace River Regional District has been sent to PRRD.

S. Bremer provided a verbal report on the fire dispatch services for Peace River. Peace River calls for 2021 showed a slight increase.

Wallace/Doubt "THAT the verbal report regarding the Peace River fire dispatch services be received."

CARRIED

Board Information Sharing Policy

J. Martens reviewed the Board information sharing policy.

Moglove/Wallace: "THAT the Board information sharing policy be received."

CARRIED

Moglove/Swift: "THAT the Shareholder Access to Corporate Records Policy be retitled to Board Information Sharing Policy and amended as outlined in the staff report dated December 14, 2021."

CARRIED

2022 – 2026 Proposed Financial Plan

K. Douville provided an overview of the 2022-2026 proposed financial plan.

Moglove/Wallace: "THAT the report dated January 25, 2022 regarding the 2022-2026 proposed financial plan be received."

CARRIED

Audit Service Plan

K. Powell provided an overview of the audit service plan. C. Vanderhorst from MNP was present for any questions.

Swift/Doubt: "THAT the report dated January 18, 2022 regarding the audit service plan for the year ending December 31, 2021 be received."

CARRIED

Appointments of Corporate, Financial and Bank Signing Officers

Moglove/Wallace: "THAT the report dated January 10, 2022 regarding appointments of corporate, financial and bank signing officers be received."

CARRIED

Moglove/Wallace: "THAT the accounting records office for the North Island 9-1-1 Corporation be the offices of the Comox Valley Regional District."

CARRIED

Moglove/Swift: "THAT Russell Dyson be appointed Secretary of the North Island 9-1-1 Corporation for 2022."

CARRIED

Moglove/Doubt: "THAT Brian Pearson be appointed Deputy Secretary of the North Island 9-1-1 Corporation for 2022."

CARRIED

Moglove/Wallace: "THAT MNP LLP Chartered Accountants be appointed auditors for the North Island 9-1-1 Corporation for 2022."

CARRIED

Moglove/Swift: "THAT the following persons be appointed bank signing officers for the North Island 9-1-1 Corporation and that any two of the following be authorized to co-sign:

- President, North Island 9-1-1 Corporation
- Secretary, North Island 9-1-1 Corporation
- Deputy Secretary, North Island 9-1-1 Corporation
- Chief Financial Officer, Comox Valley Regional District
- Corporate Officer, Comox Valley Regional District
- Manager of Financial Planning, Comox Valley Regional District.
- Manager of Financial Operations, Comox Valley Regional District

CARRIED

Fire Dispatch Quality Assurance Program

S. Bremer provided an overview of the fire dispatch quality assurance program.

Moglove/Wallace: "THAT the fire dispatch quality assurance program report dated January 7, 2022 be received."

CARRIED

NEW BUSINESS:

B. Pearson advised the Board that a timeline of key items for 2022 will be prepared and presented to the Board in March.

TERMINATION

Wallace/Swift: “THAT the meeting terminate.”

CARRIED

Time: 11:05 am.

Confirmed:

B. Pearson

B. Pearson
Deputy Secretary

Certified correct:

J. McNabb

John McNabb
President