

MINUTE NO. 98

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, February 6, 2015 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:01 a.m.

<u>Present</u>	President:	Samson, L	- Strathcona Regional District
	Vice President:	Stanhope, J.	- Regional District of Nanaimo
	Directors:	McCormick, S	- Powell River Regional District (teleconference)
		McNabb, J	- Alberni-Clayoquot Regional District
Wells, B.		- Comox Valley Regional District	
<u>Absent</u>	Staff:	Baikie, I.	- Fire chief, City of Campbell River
		Byrne, W.	- Manager of Financial Planning, CVRD
		Dunlop, B	- Corporate Financial Officer, CVRD
		Lapp, M.	- Recording secretary, CVRD
		Moore, T	- Mgr. of Accounting Services, Regional District of Nanaimo (teleconference)
		Oakman, D.	- NI 9-1-1 Secretary and CAO, CVRD
		Pearson, B.	- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD
		Vrabel, C.	- Deputy fire chief, City of Campbell River/fire dispatch mgr.
		Zaleschuk, R.	- NI 9-1-1, Manager of Technology
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<u>Absent</u>	Directors:	Wainwright, P.	- Regional District of Mt. Waddington
		Dyson, R.	- CAO, Alberni-Clayoquot Regional District
		Fletcher, G.	- CAO, Regional District of Mt. Waddington
		Hotsenpiller, R.	- CAO, Strathcona Regional District
		Radke, A.	- CAO, Powell River Regional District (teleconference)
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CALL TO ORDER

D. Oakman called the meeting to order at 11:01 a.m.

ELECTIONS

D. Oakman called for nominations for the position of president. At the close of nominations, Director Samson was the only nomination and as such was declared president by acclamation.

D. Oakman called for nominations for the position of vice president. At the close of nominations, Director Stanhope was the only nomination and as such was declared vice president by acclamation.

Director Samson assumed the chair.

DESIGNATION OF ACCOUNTING OFFICE

Stanhope/McCormick: “THAT the accounting records office for the North Island 9-1-1 Corporation be the offices of the Comox Valley Regional District.”

CARRIED

APPOINTMENT OF AUDITORS

Wells/Stanhope: “THAT BDO Canada LLP Chartered Accountants be appointed auditors for the North Island 9-1-1 Corporation.”

CARRIED

APPOINTMENT OF SECRETARY

Stanhope/Wells: “THAT Debra Oakman be appointed secretary of the North Island 9-1-1 Corporation for the year 2015.”

CARRIED

APPOINTMENT OF DEPUTY SECRETARY

Stanhope/Wells: “THAT Brian Pearson be appointed deputy secretary of the North Island 9-1-1 Corporation for the year 2015.”

CARRIED

APPOINTMENT OF BANK SIGNING OFFICERS

Wells/Stanhope: “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
- or
- Secretary – North Island 9-1-1 Corporation
- or
- Deputy Secretary – North Island 9-1-1 Corporation
- or
- Corporate Financial Officer – Comox Valley Regional District
- or
- Corporate Legislative Officer – Comox Valley Regional District
- or
- Manager of Financial Planning – Comox Valley Regional District”

CARRIED

MINUTES

Wells/Stanhope: "THAT the minutes (no. 96) of the North Island 9-1-1 Corporation board meeting held October 17, 2014 be adopted."

CARRIED

Wells/McNabb: "THAT the minutes of the North Island 9-1-1 administration committee meeting dated January 16, 2015 be received."

CARRIED

Stanhope/McNabb: "THAT the minutes of the fire dispatch advisory committee (FDAC) meeting and fire dispatch VisiNet user group meeting dated December 5, 2014 be received."

CARRIED

REPORTS AND CORRESPONDENCE FOR RECEIPT

Wells/Stanhope: "THAT the following correspondence be received:

1. Schedule of 2015 NI 9-1-1 meeting dates.
2. Ministry of Forests, Lands and Natural Resource correspondence dated October 24, 2014 – Land tenure agreements rental fees.
3. Yuulu?il?ath First Nation executive resolution dated December 17, 2014 regarding 9-1-1 emergency service.
4. E-Comm / NI 9-1-1 PSAP standard operating procedure (SOP) manual revision request being 7.5 Amber Alert.
5. Island Trust Fund correspondence dated January 26, 2015 regarding Mt. Trematon Nature Reserve on Lasqueti Island, 9-1-1 fire dispatch services."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

Fire Dispatch Statistics

Wells/McNabb: "THAT the report dated January 15, 2015 regarding the 2014 fire dispatch statistics be received."

CARRIED

C. Vrabel provided background and answered questions for the board members with regard to the fire dispatch calls, statistics and how the 'no response' calls are handled.

2015 – 2019 Financial Plan

Wells/McNabb: “THAT the report dated January 27, 2015 regarding the 2015 – 2019 recommended budget and financial plan for the NI 9-1-1- Corporation be received.”

CARRIED

W. Byrne provided an overview of the North Island 9-1-1- Corporation’s 2015 budget and five year financial plan and the changes to the provisional budget presented in October. In addition, updated amounts to the municipal contract for fire services for retroactive pay (2011 through 2014) were reviewed.

Ian Baikie provided background on the firefighter’s contract and answered questions regarding the long term outlook for costs related to fire services dispatch and firefighters contracts.

W. Byrne also reviewed the proposed 2015 tax requisition, reduced from 14.5 % to 4.5 % which is a direct result of the transition to E-Comm for primary call answer service.

Wells/McNabb: “THAT the 2015 recommended budget be received for discussion.”

CARRIED

Lasqueti Island radio dispatch

McCormick/McNabb: “THAT the report dated November 21, 2014 regarding radio dispatch coverage on Lasqueti Island be received.

CARRIED

R. Zaleschuk provided the board with background regarding a proposal for radio communication to Lasqueti island and a description of a structure suitable for the summit of Mt. Trematon. The proposal includes a low profile comshell enclosure option, which would provide the required communication service with the least impact on the site. Other sites are also being considered as possible alternatives due to the land use restrictions currently in place for Mt. Trematon.

C. Vrabel provided information on a possible alternate site located at Mt. Davies on Texada island. To determine if this location would be a suitable staff will attend the site to conduct testing (i.e. signal strength). If the site is deemed suitable staff will prepare a cost estimate for a communications tower.

The Powell River Regional District is hosting a public information meeting Friday, February 13, 2015, to provide the residents of Lasqueti information on the communication changes that the island’s emergency response team is facing. The NI 9-1-1 Corporation’s fire dispatch manager and technology manager will be in attendance to answer questions.

Mt. Horne radio communications equipment

McNabb/Wells: "THAT the report dated December 11, 2014 regarding Mt. Horne repeater equipment be received."

CARRIED

C. Vrabel and R. Zaleschuk provided an overview of the events to date and decision to remove the communication equipment from the Mt. Horne location.

I. Baikie was able to provide some historical background regarding the negotiations for a collocator agreement at this site.

Parksville Fire Department radio frequency

Wells/Stanhope: "THAT the reported dated January 28, 2015 regarding the Parksville repeater frequency be received."

CARRIED

R. Zaleschuk confirmed that the Industry Canada application to change the radio license had received approval. Preparations are now being made for equipment installation at Little Mountain that will allow the Parksville Fire Dept. to transition from a simplex to a repeater dispatch channel.

E-Comm / North Island 9-1-1 procedure manual

Wells/McCormick: "THAT the E-Comm / NI 9-1-1 Enhanced 9-1-1- Emergency Telephone Systems policies and procedures manual revision 7.5 'Amber Alert' dated December 2014 be adopted."

CARRIED

NEW BUSINESS

Abandoned calls update

Director Stanhope requested an update on abandoned call statistics.

Staff directed to follow up with E-Comm to obtain current statistics for abandoned calls.

Staff directed to follow up with UBCM to get a status update on the September 2014 UBCM resolution regarding dedicated 9-1-1 buttons on cell phone.

TERMINATION

Wells/McNabb: "THAT the meeting terminate."

CARRIED

Time: 12:19 p.m.

Confirmed:

Certified correct:

D. Oakman
Secretary

L. Samson
President