

MINUTE NO. 103

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, October 2, 2015 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:05 a.m.

<u>Present</u>	President:	Samson, L.	- Strathcona Regional District
	Directors:	McCormick, S.	- Powell River Regional District (teleconference)
		McNabb, J.	- Alberni-Clayoquot Regional District
		Stanhope, J.	- Regional District of Nanaimo
		Wells, B.	- Comox Valley Regional District
	Staff:	Baikie, I.	- Fire chief, City of Campbell River
		Moore, T.	- Regional District of Nanaimo (teleconference)
		Lapp, M.	- Recording secretary, CVRD
		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
		Radke, A.	- CAO, Powell River Regional District (teleconference)
		Watson, D.	- E-COMM VP of Operations (teleconference)
		Zaleschuk, R.	- NI 9-1-1, Manager of Technology
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<u>Absent</u>		Directors:	Wainwright, P.
	Byrne, W.		- Manager of Financial Planning, CVRD
	Dyson, R.		- CAO, Alberni-Clayoquot Regional District
	Fletcher, G.		- CAO, Regional District of Mt. Waddington
	Hotsenpiller, R.		- CAO, Strathcona Regional District
	Vrabel, C.		- Deputy fire chief, City of Campbell River/fire dispatch mgr.
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MINUTES

Stanhope/McNabb: "THAT the minutes (no. 102) of the North Island 9-1-1 Corporation board meeting held June 26, 2015 be adopted."

CARRIED

Stanhope/McNabb: "THAT the minutes of the North Island 9-1-1 administration committee meeting dated September 18, 2015 including the following reports, be received.

- a) Management report dated September 2015.
- b) E-Comm 9-1-1 PSAP 2015 YTD service results for period ending August 31, 2015.
- c) Report dated September 1, 2015 regarding fire dispatch statistics - January 2015 – June 2015.
- d) Report dated September 1, 2015 regarding fire dispatch quality assurance program 2015 January to June.
- e) Report dated September 28, 2015 regarding 2016 capital equipment statistics.
- f) Report dated September 28, 2015 regarding 2017-2020 five year capital equipment plan."

CARRIED

E-COMM – PSAP

D. Watson reviewed points of interest from the E-COMM year to date service results for the period ending August 31, 2015, for the north island PSAP.

Director McNabb asked if E-Comm would be participating in the upcoming provincial catastrophic response plan exercise that Port Alberni is preparing.

Mr. Watson was receptive to the idea and suggested that the emergency plan coordinators in Port Alberni contact him to arrange E-Comm's participation.

Director Stanhope asked if E-Comm had any suggestions on what could be done to reduce the number of abandoned calls.

Mr. Watson indicated that public education and awareness initiatives seem to be preventing an increase in the number of abandoned calls, but had not yet been successful in reducing the number of calls.

Fire dispatch statistics and quality assurance program

I. Baikie provided the board with a summary of the fire dispatch performance statistics.

2016 – 2020 Capital project

R. Zaleschuk provided the board with an overview of the proposed 2016 and 2017-2020 five year plan for capital equipment.

CORRESPONDENCE FOR RECEIPT

Lasqueti Island 9-1-1- Service - Mt. Davies, Texada

Well/Stanhope: "THAT the following correspondence regarding Lasqueti Island communications tower at Mt. Davies, be received:

- a) Dated April 20, 2015 from Chuck Childress, Texada Action Now regarding the location of a proposed communication tower on Mt Davies.
- b) Dated June 26, 2015 from the Powell River Regional District (PRRD) regarding Mt Davies communication tower opposition.
- c) Dated July 20, 2015 from the Powell River Regional District (PRRD) regarding Mt. Davies communication site application.
- d) Dated August 6, 2015 from Tom Scott regarding a proposed 9-1-1 communications tower on Texada, Island.
- e) Dated August 29, 2015 from Pam Kenny, regarding the proposed 9-1-1 communications tower on Mt Davies."

CARRIED

Director McCormick confirmed that the public consultation process is in progress.

Wells/McNabb: "THAT correspondence, a letter of thanks dated June 23, 2015 from the Regional District of Mount Waddington (RDMW) regarding a presentation at the RDMW June 16, 2015 board meeting be received."

CARRIED

Wells/McCormick: "THAT correspondence dated June 23, 2015 from Telus regarding a proposed radio communications facility at Woss, BC. be received."

CARRIED

Well/Stanhope: "THAT correspondence dated July 31, 2015 from the City of Campbell River regarding the summary of E9-1-1 expenditures as of June 30, 2015 be received."

CARRIED

Wells/Stanhope: "THAT correspondence dated September 9, 2015 from the Policing and Security Branch, Ministry of Justice regarding the Province's 9-1-1 Emergency Communications initiative be received."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

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

1. Report dated September 23, 2015 regarding 9-1-1 pre-switch/short duration abandoned calls.
2. Report dated September 1, 2015 regarding an amendment to the radio tower and infrastructure co-location policy.
3. Report dated September 1, 2015 regarding radio site co-location agreements with the Alberni-Clayoquot Regional District."

CARRIED

Pre-switch abandoned calls

B. Pearson provided an overview of the report and the RCMP request regarding pre-switch/short duration abandoned calls.

D. Watson also provided some background perspective and indicated that E-Comm could not support a decision to not follow the current RCMP policy for responding to abandoned calls.

Co-location policy

R. Zaleschuk provided the board with a summary of the current policy on radio tower and infrastructure co-location fees and rationale for the amendment request.

Co-location agreements – ACRD

R. Zaleschuk presented rationale for the proposed co-location agreements with the Alberni-Clayoquot Regional District.

Director McNabb questioned staff on what consideration had been given to alternate sites, on existing towers rather than constructing a new tower.

R. Zaleschuk assured the board that once a radio antennae is installed at the Faber Road fire hall, testing would be conducted prior to any new construction of a tower. It is possible that the existing infrastructure may provide adequate signal strength and a new tower may not be required.

Staff was directed to review the CRTC public consultation requirements regarding the construction of communications towers, to ensure compliance prior to the installation of any NI 9-1-1 communications towers.

Wells/McNabb: “THAT the board send a letter to the RCMP ‘E’ Division requesting they review and update their 9-1-1 abandoned call policy to reflect a consistent policy across Canada in terminating the pre-switch / short duration abandoned calls.”

CARRIED

Wells/McNabb: “THAT the amended radio tower and infrastructure co-location fee policy be adopted.”

CARRIED

Wells/Stanhope: “THAT the North Island 9-1-1 Corporation enter into two co-location agreements with the Alberni Clayoquot Regional District for radio sites at the Kitsuksis Road water reservoir and 9501 Faber Road; AND FURTHER THAT these two agreements take effect January 1, 2016 for a term of five (5) years with an option to renew for another five (5) years.”

CARRIED

2016 – 2020 Financial plan and provisional budget

D. Oakman presented the 2016-2020 financial plan and provisional budget.

Stanhope/Wells: “THAT the report dated September 9, 2015 regarding the 2016-2020 NI 9-1-1 financial plan and provisional budget be received.”

CARRIED

TERMINATION

Stanhope/McNabb: “THAT the meeting terminate.”

CARRIED

Time: 12:30 p.m.

Confirmed:

Certified correct:

“D. Oakman”

“L. Samson”

D. Oakman
Secretary

L. Samson
President