

MINUTE NO. 100

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, May 8, 2015 at the Campbell River fire hall, 675-13th Avenue, Campbell River, BC commencing at 12:30 p.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	
Staff:	Baikie, I.	- Fire chief, City of Campbell River	
	Dunlop, B	- Corporate financial officer, CVRD	
	Fletcher, G.	- CAO, Regional District of Mt. Waddington	
	Hotsenpiller, R.	- CAO, Strathcona Regional District	
	Idema, W.	- Director of Finance, Regional District of Nanaimo (teleconference)	
	Kozlowski, B	- Recording secretary, CVRD	
	Oakman, D.	- NI 9-1-1 Secretary and CAO, CVRD	
	Okell, C	- Policy, Support and Implementation Manager, E-Comm	
	Pearson, B.	- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD	
	Radke, A.	- CAO, Powell River Regional District	
	Vrabel, C.	- Deputy fire chief, City of Campbell River/fire dispatch mgr	
	Zaleschuk, R.	- NI 9-1-1, Manager of Technology	
	<u>Absent</u>	Director:	Wainwright, P.
	Staff:	Carter, L.	- GM Public Affairs & Information Systems Branch
		Byrne, W.	- Manager of Financial Planning, CVRD
		Dyson, R.	- CAO, Alberni-Clayoquot Regional District

MINUTES

Wells/McNabb: "THAT the minutes (no. 99) of the North Island 9-1-1 Corporation board meeting held March 6, 2015 be adopted"

CARRIED

Wells/McNabb: "THAT the minutes of the North Island 9-1-1 administration committee meeting dated April 17, 2015 be received."

CARRIED

Wells/McNabb: “THAT the minutes of the fire dispatch advisory committee dated April 23, 2015 be received.”

CARRIED

CORRESPONDENCE FOR RECEIPT

E-COMM

Wells/McCormick: “THAT the correspondence from E-COMM dated April 7, 2015, regarding transferring of calls. Section 6.0, 6.5 – calls transferred to the wrong agency, be received.”

CARRIED

C. OKell provided information on the history regarding transferring calls and the need to amend the operating procedure manual as the practice (redirecting call opposed to sending it back downstream) is already being carried out when a call is put through to the wrong agency.

Wells/McCormick: “THAT the E-COMM standard operating procedure manual be amended under section 6.0 – transferring calls, to include sub-section 6.5 – calls transferred to the wrong agency:

- When it has been established by the SSAP that a call has been transferred to their agency in error, the SSAP will re-direct the call to the correct SSAP Agency to mitigate the risk of service delay. The original SSAP will not downstream back to the PSAP.”

CARRIED

Ministry of Forest, Lands and Natural Resource Operations

Wells/Stanhope: “THAT the correspondence from the Ministry of Forests, Lands and Natural Resource Operations dated March 16, 2015 regarding change in communications site policy (rental rates) be received.”

CARRIED

B. Pearson informed the board that NI 9-1-1 will be exempt from fees and that we are still waiting for clarification on the requirement for the site deposit.

Strathcona Regional District

Wells/Stanhope: “THAT the correspondence from the Strathcona Regional District dated April 14, 2015 regarding cell phone coverage, be received.”

CARRIED

A discussion was held regarding NI 9-1-1 helping to facilitate cell phone coverage, what actions are required and where a cell tower could possibly be placed. The board is to look at past letters for some guidance. L. Samson will be attending a forum in Vancouver which may help with the decision.

McNabb/Wells: “THAT NI 9-1-1 Corporation send a letter of support proposing a cell tower site in the Regional District of Mount Waddington, specifically Woss area.”

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

Orientation

Stanhope/Wells: "THAT the orientation presentation of the board and administration committee be received."

CARRIED

C. Vrabel presented his presentation on NI 9-1-1.

General operating reserve contingency

Wells/Stanhope: "THAT the correspondence dated March 24, 2015 from President Samson regarding the general operating contingency reserve be received."

CARRIED

Alberni Clayoquot 9-1-1 boundary extension

Wells/McNabb: "THAT the Alberni Clayoquot Regional District E9-1-1 Emergency Telephone Extended Service Bylaw Amendment 2015 be received from March 25, 2015.

CARRIED

2014 Financial statement

Stanhope/Wells: "THAT the 2014 NI 9-1-1 Corporation's 2014 financial statements and auditor's report be received.

CARRIED

B. Dunlop provided the board with an overview and answered questions regarding the 2014 audited financial statements and the auditor's final report to the board.

McNabb/Wells: "THAT the financial statements of the North Island 9-1-1 Corporation for the year ended December 31, 2014 be approved:

AND FURTHER THAT the 2014 audit findings report be received."

CARRIED

NEW BUSINESS

Addendum

Emergency communications

Stanhope/Wells: "THAT the correspondence from the Ministry of Justice dated April 20, 2015 regarding an invitation to attend the emergency communications strategic vision forum be received."

CARRIED

President Samson will attend the Ministry of Justice emergency communications strategic vision forum on June 2, 2015 on behalf of the NI 9-1-1 corp.

ADJOURN TO IN-CAMERA

McNabb/Wells: Motion to adjourn to an in-camera session 1:05 p.m.

RISE AND REPORT

The board rose at 1:24 p.m.

TERMINATION

Stanhope/Wells: "THAT the meeting terminate."

CARRIED

Time: 1:25 p.m.

Confirmed:

Certified correct:

"D. Oakman"

"L. Samson"

D. Oakman
Secretary

L. Samson
President