

MINUTE NO. 119

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, January 27, 2017 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:00 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
		Wainwright, P.	- Regional District of Mt. Waddington
		Wells, B.	- Comox Valley Regional District
Staff:	Baikie, I	- Fire chief, City of Campbell River	
	Byrne, W	- Manager of Financial Planning, CVRD	
	Doherty, T.	- Deputy Fire Chief, City of Campbell River/Fire Dispatch Mgr.	
	Lapp, M.	- Recording Secretary, CVRD	
	Oakman, D.	- NI 9-1-1 Secretary/CAO, CVRD	
	Pearson, B.	- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD	
	Steel, J.	- Manager Corporate Communications, CVRD	
	Watson, D	- VP of Operations E-Comm (teleconference)	
	Zaleschuk, R.	- NI 9-1-1, Manager of Technology	

ELECTION AND APPOINTMENTS

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 and officers

Stanhope/Wells: "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 secretary

Wells/McNabb: "THAT Debra Oakman be appointed secretary of the North Island 9-1-1 Corporation for the year 2017."

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 2017.”

CARRIED

Appointment of bank signing officer

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

McNabb/Wells: “THAT the minutes (no. 118) of the North Island 9-1-1 Corporation board meeting held November 18, 2016 be adopted.”

CARRIED

Stanhope/Wells: “THAT the minutes of the North Island 9-1-1 Corporation’s administration committee meeting dated January 13, 2017 including the following reports, be received:

- Management report dated January 2017.
- Report dated January 6, 2017 regarding 2017 recommended capital equipment. ”

CARRIED

CORRESPONDENCE FOR RECEIPT

Wells/Stanhope: “THAT the 2017 NI 9-1-1 meetings schedule be received.”

CARRIED

Wells/Stanhope: "THAT correspondence from the Peace River Regional district (PRD) dated January 17, 2017 regarding fire dispatch service contract award be received."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

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

1. E-Comm 911 PSAP service results for 2016
2. Report dated January 20, 2017 regarding E-Comm call answer centre service contract amendment no. 1
3. Report dated January 9, 2017 regarding the NI 9-1-1 Corporation's 2017-2021 recommended budget and financial plan be received.
4. Report dated January 23, 2017 regarding a contract award for fire dispatch services in the Peace River Regional District.
5. Report dated January 19, 2017 regarding the Central Kootenay and Kootenay Boundary regional districts' request for proposals for fire dispatch services."

CARRIED

E-Comm 9-1-1 PSAP service results

D. Watson provided a short summary on the E-Comm PSAP service levels for 2016 and also answered questions regarding abandoned call rates plans for education.

J. Steel confirmed that funding for a general awareness campaign including radio and print advertisements, has been included in the 2017 recommended budget. The education initiative is targeted for May 2017.

E-Comm PSAP call answer service contract

D. Watson provided some background with regard to the call volume estimates relied on for the for call answer service contract.

W. Byrne advised the board that the PSAP call volumes had been under reported for the first couple of years of the E-Comm agreement and that the circumstances had only recently been brought to the attention of both parties. Under the terms of the agreement the annual rate is based on call volumes and is subject to change if there is an increase of more than 3% of the base year.

Wells/Stanhope: "THAT the first amendment to the 9-1-1 call answer centre service contract and Schedule "D" revised January 11, 2017 be approved effective January 1, 2017;

AND FURTHER THAT the 2017-2021 financial plan reflect these new levies;

AND FINALLY THAT the NI 9-1-1 President and Secretary be authorized to sign the amendment."

CARRIED

2017 – 2021 Financial Plan

W. Byrne provided an update on 2016 surplus shown in the 2017 recommended budget. Most changes attributed to securing final figures on 2016 expenditures. The minor adjustments made since the provisional budget was approved will not affect the 2017 requisition.

The tax rate levy per \$1,000 remains at the same rate as 2016 at \$0.66.

Wells/McNabb: “THAT the North Island 9-1-1 2017 recommended budget be adopted.”

CARRIED

Peace River Regional District fire dispatch services – contract award

D. Oakman advised the board that the Peace River Regional District wished to enter into an agreement with the NI 9-1-1 Corporation for fire dispatch service, based on the proposal submitted by NI 9-1-1 in July 2016. There has been significant dialogue between the two districts as questions arise.

There has been significant media attention in the PRRD region regarding the announced fire dispatch services contract being awarded to NI 9-1-1. The City of Fort St. John have not committed to participating in the service. Peace River Regional District advise that the City has until Feb 27th to make a decision regarding participation in the service.

Stanhope/Wells: “THAT the North Island 9-1-1 Corporation enter into an agreement with the Peace River Regional District for fire dispatch services for a five year fixed fee agreement in the amount of \$635,476.74.

AND FURTHER THAT should the City of Fort St John be excluded from NI 9-1-1 fire dispatch service contract the North Island 9-1-1 Corporation enter into an agreement with the Peace River Regional District for fire dispatch services for a five year fixed fee agreement in the amount of no less than \$368,058.57 subject to final review of financial cost analysis and technical requirements”

Stanhope/McNabb: “THAT the recommendation be separated into two motions. “

CARRIED

Vote on motion as amended:

“THAT the North Island 9-1-1 Corporation enter into an agreement with the Peace River Regional District for fire dispatch services for a five year fixed fee agreement in the amount of \$635,476.74.”

CARRIED

McNabb/Stanhope: "THAT should the City of Fort St John be excluded from NI 9-1-1 fire dispatch service contract the North Island 9-1-1 Corporation enter into an agreement with the Peace River Regional District for fire dispatch services for a five year fixed fee agreement in the amount of no less than \$368,058.57 subject to final review of financial cost analysis and technical requirements."

Wells/McNabb: "THAT the motion be deferred to the March 10th, 2017 meeting of the NI 9-1-1 board."

CARRIED

Wells/McNabb: "THAT staff be authorized to continue discussion with Peace River Regional District regarding the participation of the City of Fort St. John in the fire dispatch service."

CARRIED

Wells/Stanhope: "THAT a letter be sent to Peace River Regional District stating NI 9-1-1 Corporation's preference is that the regional district's contract for fire dispatch service include the City of Fort St. John."

CARRIED

RFP – fire dispatch services

B. Pearson advised the board that the Regional District of Central Kootenay (RDCK) and Regional District of Kootenay Boundary (RDKB) have each issued requests for proposals (RFPs) for fire dispatch services.

McNabb/Stanhope: "THAT a letter be sent to the Regional District of Central Kootenay and the Regional District of Kootenay Boundary thanking them for their interest in having the North Island 9-1-1 Corporation submit a proposal for fire dispatch services; AND FURTHER that after careful consideration NI 9-1-1 Corporation will not be submitting a proposal at this time due to technical incompatibilities with radio communication infrastructure, mapping and timing of the project in conflict with other commitments."

CARRIED

ADJOURN TO IN-CAMERA

Stanhope/Wells: "THAT the meeting adjourn to an in-camera session."

CARRIED

Time: 12:15 p.m.

D. Watson left the meeting at 12:15 p.m.

The meeting rose at 12:17 p.m.

TERMINATION

Stanhope/Wainwright: "THAT the meeting terminate."

CARRIED

Time: 12:18 p.m.

Confirmed:

Certified correct:

"D. Oakman"

"L. Samson"

D. Oakman
Secretary

L. Samson
President