

## MINUTE NO. 110

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, May 13, 2016 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:03 a.m.

<b><u>Present</u></b>	<b>President:</b>	Samson, L.	- Strathcona Regional District
	<b>Directors:</b>	McCormick, S.	- Powell River Regional District (teleconference)
		McNabb, J.	- Alberni-Clayoquot Regional District
		Stanhope, J.	- Regional District of Nanaimo (teleconference)
		Wainwright, P.	- Regional District of Mt. Waddington
		Wells, B.	- Comox Valley Regional District
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	<b>Staff:</b>	Baikie, I.	- Fire chief, City of Campbell River
		Dunlop, B.	- Corporate Financial Officer, CVRD
		Idema, W.	- Regional District of Nanaimo (teleconference)
		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
		Radke, A.	- CAO, Powell River Regional District (teleconference)
		Vrabel, C.	- Deputy Fire Chief, City of Campbell River/Fire Dispatch Mgr.
		Watson, D.	- E-COMM VP of Operations (teleconference)
		Zaleschuk, R.	- NI 9-1-1, Manager of Technology
<b><u>Absent</u></b>	<b>Staff:</b>	Dyson, R.	- CAO, Alberni-Clayoquot Regional District
		Fletcher, G.	- CAO, Regional District of Mt. Waddington
		Leitch, D.	- CAO, Strathcona Regional District

Wainwright/Wells: "THAT the agenda as amended be approved."

CARRIED

### **MINUTES**

Wells/Wainwright: "THAT the minutes (no. 108) of the North Island 9-1-1 Corporation board meeting held March 4, 2016 be adopted."

CARRIED

Wells/Wainwright: "THAT the minutes of the North Island 9-1-1 Corporation's administration committee meeting dated April 8, 2016 including the following reports, be received:

- Management report dated April 2016.
- Fire Dispatch Advisory Committee minutes – meeting dated February 16, 2016.
- E-Comm 9-1-1 PSAP (Q1) 2016 service results for the period ending March 31, 2016.

- Ministry of Public Safety & Solicitor General –call answer levy (CAL) request for information dated March 15, 2016.
  - Emergency communications service delivery in British Columbia - Police communications centers and 911 PSAP.
  - Strategic vision summary of consultation comments – July 2016.
  - Strategic vision discussion paper – March 2015.
  - NI 9-1-1 response to Ministry dated April 13, 2016.”

CARRIED

### **CORRESPONDENCE FOR RECEIPT**

There was no correspondence for receipt.

Director J. Stanhope, Director S. McCormick, D. Watson, A. Radke, and W. Idema, joined the meeting via teleconference, delayed by technical difficulties with the teleconference line.

Time: 11:10 a.m

### **E-Comm 9-1-1 PSAP quarterly service results**

Staff was directed to amend the quarterly report under the heading “breakdown of down-stream call volume by class of services and constituent regional district” referenced on page 6 of the 2016 first quarter (Q1) report, to include the percentage of each region’s total number of calls were abandoned.

### **ITEMS FOR DISCUSSION AND DELIBERATION**

Wells/McNabb: “THAT the items for discussion and deliberation be received.

1. Terms of Reference – administration committee
2. Report dated May 3, 2016 regarding 2015 NI 9-1-1 financial statements and auditors report.
3. E-COMM updated 9-1-1 telephone outage procedure proposed.
  - 10.0 Trouble Reporting (revision date April 2016
  - TM – team manager instructions for NI 9-1-1 telephone service outages.
4. Staff report dated May 2, 2016 regarding the fire dispatch advisory committee.
5. Staff report dated May 3, 2016 regarding co-location contract negotiations with Rogers (Dogwood tower).”

CARRIED

### **Terms of Reference – Administration committee**

D. Oakman provided a brief overview of the proposed administration committee terms of reference.

Wells/Stanhope: “THAT the administration committee terms of reference be approved.”

CARRIED

### **2015 Financial statements and audit report**

B. Dunlop reviewed the auditor’s report and the NI 9-1-1- Corporation’s 2015 financial statements.

Wells/McNabb: “THAT the financial statements of the North Island 9-1-1 Corporation for the year ended December 31, 2015 be approved.”

CARRIED

**Fire Dispatch Advisory Committee (FDAC)**

C. Vrabel provided an overview of recent changes in the FDAC membership, primarily due to fire department staffing changes and retirements.

**Co-location agreement - Dogwood tower**

C. Vrabel updated the board on the current status of a co-location agreement with Rogers Communications and their interest in securing a long-term commitment from the NI 9-1-1 Corporation regarding the Dogwood communications tower in Campbell River.

C. Vrabel responded to concerns about future expansion and advised that NI 9-1-1 has “reserved” space on the tower to ensure that NI 9-1-1 equipment needs are met well into the future. Another requirement prior to entering into any co-location agreements for the site is that the prospective co-locator must obtain a structural analysis of the tower to determine what space they will require and also to ensure that the tower has capacity to handle the co-locators equipment.

Wells/Wainwright: “THAT staff commence negotiations with Rogers in the first quarter of 2017 to create a new long term co-location agreement with Rogers at the Dogwood tower site.”

CARRIED

**NEW BUSINESS**

**Fort McMurray – Wildfire**

Wells/McNabb: “THAT a letter be sent on behalf of the board of directors of the North Island 9-1-1 Corporation, to express our heartfelt concern and empathy for the residents of Fort McMurray and surrounding areas affected by the recent wildfire and support of the emergency responders, fire, police and dispatch personnel who have bravely coped with the emergency under such difficult and dangerous circumstances.”

CARRIED

**North Island cell service - Woss**

Director Wainwright was pleased to advise the board that cell service was recently made available in the Woss area and wished to thank the NI 9-1-1 Corporation for their ongoing support with this matter.

Staff were directed to send a letter of thanks to Telus for providing cell service to Woss.

Due to a scheduling conflict the board was asked to consider changing the date of the next meeting from June 24<sup>th</sup> to July 8<sup>th</sup>.

Staff was directed to follow up with board members to determine availability for a July 8<sup>th</sup> meeting.

D. Watson, left the meeting at 11:59.

**ADJOURN TO IN-CAMERA**

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

CARRIED

Time: 12 00 p.m.

**RISE AND REPORT**

The board rose at 12:18 p.m.

**TERMINATION**

Stanhope/Wells: "THAT the meeting terminate."

CARRIED

Time: 12:19 p.m.

Confirmed:

***"D. Oakman"***

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D. Oakman  
Secretary

Certified correct:

***"L. Samson"***

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L. Samson  
President