

MINUTE NO. 122

Minutes of a meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, May 12, 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:	McNabb, J.	- Alberni-Clayoquot Regional District
		Stanhope, J.	- Regional District of Nanaimo
		Wainwright, P.	- Regional District of Mt. Waddington
		Alt. Directors:	Brabazon, P.
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	Staff:	Baikie, I	- Fire chief, City of Campbell River
		Doherty, T	- Deputy Fire Chief, City of Campbell River
		Byrne, W	- Manager of Financial Planning, CVRD
		Douville, K.	- Acting Manager of Financial Planning, CVRD
		Dunlop, B.	- Chief Financial Officer, CVRD
		Hodge, G.	- NI 9-1-1 Mapping and Database Manager
		Lapp, M.	- Recording Secretary, CVRD
Lawson, R.		- Operations Manager, E-Comm (teleconference)	
Oakman, D.		- NI 9-1-1 Secretary/CAO, CVRD	
Trudeau, D		- GM of Transit, Fire and Emergency Services RDN	
Pearson, B.		- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD	
		Steel, J.	- Manager Corporate Communications, CVRD

<u>Absent</u>	Directors:	Wells, B.	- Comox Valley Regional District
	Staff:	Fletcher, G.	- CAO, Regional District of Mt. Waddington
		Leitch, D.	- CAO, Strathcona Regional District
		Radke, A.	- CAO, Powell River Regional District
		Thomson, W	- A/CAO, Alberni-Clayoquot Regional District

MINUTES

Stanhope/Wainwright: "THAT the minutes (no. 121) of the North Island 9-1-1 Corporation board meeting held March 10, 2017 be adopted."

CARRIED

McNabb/Stanhope: "THAT the minutes of the North Island 9-1-1 Corporation's administration committee meeting dated April 21, 2017 be received."

CARRIED

CORRESPONDENCE FOR RECEIPT

There was no correspondence for receipt.

ITEMS FOR DISCUSSION AND DELIBERATION

Financial Statements and audit report

Beth Dunlop provided the board with a brief summary of the audit findings report.

McNabb/Stanhope: "THAT the 2016 financial statements and audit findings report be received."

CARRIED

McNabb/Stanhope: "THAT the financial statements of the North Island 9-1-1 Corporation for the year ended December 2016 be approved."

CARRIED

Communication plan – abandoned call campaign

J. Steel made a presentation to the board outlining the communication plan for the abandoned call campaign scheduled for May 12, 2017. Working in collaboration with E-Comm the 2017 campaign will focus on avoiding accidental calls to 9-1-1 and will include print and radio advertising, community posters and newsletters as well as social media posts.

The communications team has been in contact with the Courtenay RCMP dispatch centre for input. They are supportive of the initiative. Staff are also working with local community emergency planning staff to reach smaller communities with fewer media options.

The communications team acknowledges it will be difficult track the success of the education campaign, but is optimistic that awareness of the issue will result in reduced numbers of abandoned calls. E-Comm will continue to track abandoned call statistics and will report back any significant reduction in numbers.

Staff directed to provide electronic copies of the communication rack cards to the NI 9-1-1 Corporation's shareholder districts to encourage use within their communities.

Appointment of Secretary

At the January 27, 2017 meeting of the NI 9-1-1 Corporation board, Debra Oakman was appointed secretary of the Corporation for 2017. As a result of the incumbent's retirement, a re-appointment was considered.

Stanhope/McNabb: "THAT effective May 15, 2017, Russell Dyson be appointed secretary of the North Island 9-1-1 Corporation for the remainder of 2017."

CARRIED

ADJOURN TO IN-CAMERA

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

CARRIED

Time: 11:19 am

RISE AND REPORT

The board rose at 11:35 am and reported as follows,

THAT subject to the signing of the final agreement, the board rise and report on the Peace River Regional District (PRRD) agreement for fire dispatch services.

NEW BUSINESS

Members of the board and administration committee extended their thanks to Ms. Oakman for her past service to the NI 9-1-1 Corporation, with congratulations on her retirement and presented her with a memorable gift of appreciation.

TERMINATION

Stanhope/McNabb: "THAT the meeting terminate."

CARRIED

Time: 11:40 p.m.

Confirmed:

"D. Oakman"

D. Oakman
Secretary

Certified correct:

"L. Samson"

L. Samson
President