

MINUTE NO. 115

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, October 21, 2016 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)
		Stanhope, J.	- Regional District of Nanaimo
		Wainwright, P.	- Regional District of Mt. Waddington
		Wells, B.	- Comox Valley Regional District
		Alt. Director	Cote, P.
			-
	Staff:	Byrne, W	- Manager of Financial Planning, CVRD
		Dunlop, B.	- Corporate Financial Officer, CVRD
		Dyson, R.	- CAO, Alberni-Clayoquot Regional District
Idema, W.		- Regional District of Nanaimo (teleconference)	
Lapp, M.		- Recording Secretary, CVRD	
Lawson, R		- Operations Manager, E-Comm (teleconference)	
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
		Vrabel, C.	- Deputy Fire Chief, City of Campbell River/Fire Dispatch Mgr.
	Watson, D	- VP of Operations E-Comm (teleconference)	
	Zaleschuk, R.	- NI 9-1-1, Manager of Technology	
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<u>Absent</u>	Staff:	Fletcher, G.	- CAO, Regional District of Mt. Waddington
		Leitch, D.	- CAO, Strathcona Regional District
		Radke, A.	- CAO, Powell River Regional District

ADJOURN TO IN-CAMERA

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

CARRIED

Time: 11:01 a.m.

RISE AND REPORT

The board rose at 11:32 a.m.

C. Vrabel entered the meeting.

D. Watson and R. Lawson entered the meeting via teleconference.

Time: 11:33 a.m.

MINUTES

Stanhope/Wainwright: “THAT the minutes (no. 112) of the North Island 9-1-1 Corporation board meeting held July 8, 2016 be adopted.”

CARRIED

Stanhope/Wainwright: “THAT the minutes of the North Island 9-1-1 Corporation’s administration committee meeting dated September 23, 2016 including the following reports, be received:

- Management report dated October 4, 2016.
- Fire Dispatch Advisory Committee minutes – meeting dated September 27, 2016
- Fire Dispatch statistics January to August 2016
- 2017 proposed capital projects
- 2018-2021 proposed capital projects”

CARRIED

CORRESPONDENCE FOR RECEIPT

Telus

Wells/Stanhope: “THAT correspondence from Telus dated August 2, 2016 regarding cell service BC2430 (Woss), be received.”

CARRIED

C. Vrabel entered the meeting at 11:38 a.m.

ITEMS FOR DISCUSSION AND DELIBERATION

E-Comm 9-1-1 PSAP statistics

D. Watson and R. Lawson were present to provide an overview of the service results and answer questions.

Wells/Wainwright: “THAT the E-Comm 9-1-1 PSAP service results report for period ending September 30, 2016, be received.”

CARRIED

The board acknowledged E-Comm, noting performance levels exceeded the 95% target with 98% of PSAP calls actually answered within 5 seconds.

D. Watson and R. Lawson left the meeting at 11:43 a.m.

Auditor

B. Dunlop provided background on the results of the request for proposal for audit services for the NI 9-1-1 Corporation and the appointment of auditors for 2016 to 2020 audits

Wells/Wainwright: "THAT the report dated September 18, 2016 regarding the appointment of auditors for the NI 9-1-1 2016 to 2020 audits, be received."

CARRIED

Communications Plan

J. Steel provided information on the proposed annual and accidental calls communication plans for 2017.

Wells/Cote: "THAT the report dated October 13, 2016 regarding the NI 9-1-1 annual communication plan and the accidental calls communication plan, be received."

CARRIED

2017-2021 Provisional Budget

W. Byrne provided the proposed budget for discussion. The 2017 proposed budget will be consideration for adoption at the November meeting.

Wells/Stanhope: "THAT the report dated October 12, 2016 regarding the NI 9-1-1 Corporation's 2017-2021 provisional budget, be received."

CARRIED

RECOMMENDATIONS

Stanhope/Wells: "THAT the firm of MNP LLP be appointed as auditors for the North Island 9-1-1 Corporation for the 2016-2020 audits."

CARRIED

Wells/Stanhope: "THAT the North Island 9-1-1 board approve the 2017 annual communications plan as attached to the staff report dated October 13, 2016."

CARRIED

Wells/Stanhope: "THAT the North Island 9-1-1 board approve the 2017 accidental calls communications plan and budget as attached to the staff report dated October 13, 2016."

CARRIED

Well/Stanhope: "THAT any surplus or unused funds that are available at the end of 2016, up to a budget of \$15,000, be used to update the North Island 9-1-1 website in 2017."

CARRIED

NEW BUSINESS

D. Cote, brought forward a request regarding the need for a cell service tower in the Sproat Lake area. The Alberni-Clayoquot (ACRD) would like a letter of support from the NI 9-1-1 Corporation, to assist their efforts and encourage the service providers to move the project forward.

Cote/Wells: “THAT a letter of support be sent to Telus and Rogers Communications for the immediate installation of a communications tower in the Alberni-Clayoquot Regional District, Sproat Lake region as a matter of public safety, to improve cellular service accessibility for the emergency responders in the regional district and surrounding areas.”

CARRIED

TERMINATION

Stanhope/Wells: “THAT the meeting terminate.”

CARRIED

Time: 12:15 p.m.

Confirmed:

“D. Oakman”

D. Oakman
Secretary

Certified correct:

“L. Samson”

L. Samson
President