

MINUTE NO. 126

Minutes of a meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, November 17, 2017 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:05 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
		Wells, B.	- Comox Valley Regional District
		-	-
Staff:	Doherty, T.	- Deputy Fire Chief, City of Campbell River	
	Douville, K.	- Acting Manager of Financial Planning, CVRD	
	Dunlop, B.	- Chief Financial Officer, CVRD	
	Dyson, R.	- NI 9-1-1 Secretary/CAO, CVRD	
	Lapp, M.	- Recording Secretary, CVRD	
	Steel, J.	- Manager of Corporate Communication	
	Zaleschuk, R.	- NI 9-1-1, Manager of Technology	
	-	-	
Absent		Wainwright, P.	- Regional District of Mt. Waddington

Stanhope/McNabb: "THAT the agenda be approved."

CARRIED

MINUTES

Wells/McNabb: "THAT the minutes (no. 125) of the North Island 9-1-1 Corporation board meeting held October 20, 2017 be adopted."

CARRIED

Stanhope/McNabb: "THAT the minutes of the North Island 9-1-1 Corporation administration committee meeting dated November 3, 2017 be received."

CARRIED

CORRESPONDENCE FOR RECEIPT

There was no correspondence for receipt.

ITEMS FOR DISCUSSION AND DELIBERATION

Peace River Regional District Fire Dispatch

R. Zaleschuk provided the board with an update on the progress with the Peace River fire dispatch project. Advancing the go-live date from December to November has presented some timing challenges, but staff have worked hard to accommodate the new timeline. BC Ambulance CAD to CAD configuration is complete and Telus ANI/ALI trunks are ready. Mobile mapping data is in place and is in the final stages of testing. In addition, R. Zaleschuk will be in the Peace River region in the next few days to complete the remaining installations of the mobile CAD devices and to be onsite during the go-live transition to monitor hardware signals, test hardware backup systems.

T. Doherty advised the board that fire dispatch has completed all response plans for the 11 fire departments and has been testing for a month using the mapping database to identify any anomalies in preparation for the go-live date. Campbell River Fire Dispatch is ready for Peace River dispatch

The go-live date is scheduled for November 23, 2017 10am (PST) 11am (MST).

K. Douville advised the board that although there has been a few unexpected capital expenditures that required the utilization a portion of the contingency funds, the project is still within the 2017 budget.

2018 Annual Communications Plan

J. Steel provided the board with an outline of the proposed 2018 annual communications plan contained in the provisional budget.

The proposed 2018 communication plan includes working with social media, radio and print advertising, similar to the 2017 communication strategy. NI 9-1-1 will also align with 9-1-1 partners and utilize earned media opportunities to achieve the goals of the communication plan in the most economical way.

The 2018 communication plan does not currently include television advertising as that would increase the budget from \$15,000 to \$20,000-\$25,000. Staff will continue to investigate other opportunities to expand on education and awareness.

2018-2022 Financial Plan

Wells/McNabb: "THAT the report dated October 30, 2017 regarding the 2018 budget and five year financial plan be received."

CARRIED

K. Douville reviewed the minor changes to the provisional budget since it was presented to the board at the October 20, 2017 meeting, noting the 2017 assessed property values have increased overall by 9.08 percent compared to 2016 values. This has resulted in the proposed tax rate levy per \$1,000 decreasing from \$.066 in 2017 to \$.061 for 2018.

The board expressed concerns regarding the increasing property assessments and the differing impact on the requisition allocation for the shareholder regional districts. Citing an example of the Vancouver Island Regional Library which calculate the tax requisition based 50 percent on the population and 50 percent on the assessed values for the participants, the board would like to review alternate ways of calculating and allocating the tax requisition for NI 9-1-1.

Stanhope/Wells: "THAT staff be directed to investigate alternate ways of calculating and allocating the tax requisition for the North Island 9-1-1 shareholders, including potential implications and impact on stakeholder agreements and report back to the board in 2018."

CARRIED

Wells/McNabb: "THAT the 2018-2022 NI 9-1-1 provisional budget and financial plan be adopted."

CARRIED

2018 NI 9-1-1 Proposed Meetings Schedule

The proposed meeting schedule for NI 9-1-1 board and committee meetings was presented to the board for comment. There were no concerns expressed.

New Business

There was no new business brought forward.

TERMINATION

Wells/McNabb: "THAT the meeting terminate."

CARRIED

Time: 11:36pm.

Confirmed:

"R. Dyson"

R. Dyson
Secretary

Certified correct:

"L. Samson"

L. Samson
President