

MINUTE NO. 129

Minutes of a meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, June 22, 2018 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:	Hory, A	- Regional District of Mt. Waddington
		McCormick	- Powell River Regional District (Teleconference)
		McNabb, J.	- Alberni-Clayoquot Regional District
		Stanhope, J.	- Regional District of Nanaimo
		Wells, B.	- Comox Valley Regional District
	Staff:	Baikie, I.	- Fire Chief, City of Campbell River
		Douville, K.	- Manager of Financial Planning, CVRD
		Lapp, M.	- Recording Secretary, CVRD
		Pearson, B.	- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD
	Steel, J.	- Manager of Corporate Communication	
	Zaleschuk, R.	- NI 9-1-1, Manager of Technology	
Also Present:	Vanderhorst, C	- MNP (Teleconference)	
Absent:	Dyson, R.	- NI 9-1-1 Secretary/CAO, CVRD	

AGENDA VARIED

Wells/McNabb: "THAT the agenda be varied to receive the 2017 Financial Statements approved."

CARRIED

Financial Statements and Auditor's Report

Cory Vanderhorst, from MNP LLP chartered professional accountants was in attendance via teleconference to present the 2017 financial statements and auditors report for the North Island 9-1-1 Corporation.

Wells/McNabb: "THAT the staff report dated May 28, 2018 regarding the NI91-1-1 Corporation's 2017 financial statements and auditor's report be received."

CARRIED

Wells/McNabb: "THAT the financial statements of the North Island 9-1-1 Corporation for the year ended December 31, 2017 be approved."

C. Vanderhorst left the meeting at 11:12 am.

MINUTES

Stanhope/Wells: "THAT the minutes (no. 128) of the North Island 9-1-1 Corporation board meeting held March 2, 2018 be adopted."

CARRIED

McNabb/Wells: "THAT the minutes of the North Island 9-1-1 Corporation administration committee meeting dated June 8, 2018 including the following reports, be received.

- Management report dated May 2018.
- E-Comm PSAP statistics report period ending March 31, 2018.

CARRIED

K. Douville, provided an update on the board's request for a review of allocation alternatives. A staff report will be presented at the October 2018 meeting.

J. Steel, provided an update on the recent accidental calls campaign. Analysis of the subsequent PSAP statistics will take place in the fall to discern the impact of the campaign. The board can expect a summary report in the fall.

REPORTS AND CORRESPONDENCE

Fire dispatch report.

I. Baikie reported the status of the fire dispatch manager position, currently under an organizational review due to the recent appointment of the current fire dispatch manager to the position of fire chief.

T. Doherty has been appointed fire chief, following Chief Baikie's retirement at the end of June.

Well/McNabb: "THAT the verbal report regarding NI 9-1-1 fire dispatch service be received."

CARRIED

Peace River fire dispatch

R. Zaleschuk provided an update on fire dispatch service in the Peace River Regional District. Minor equipment issues in the Peace River Regional District (PRRD) included a performance degradation with the Tomslake radio channel and a power fault at the Fort St John repeater site. Both issues were quickly resolved utilizing local resources.

The PRRD is currently working through an RFP process for a scheduled maintenance program to ensure their radio transmitting equipment is in good working condition.

In addition, R. Zaleschuk reported that the back-up systems installed by NI 9-1-1 were in place at the time and had functioned as designed to ensure there was no disruption in service.

I. Baikie confirmed that there were no dispatch issues related to the equipment issues experienced by the PRRD.

Wells/McNabb: "THAT the verbal report regarding Peace River fire dispatch service be received."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

NI 9-1-1 Corporation's Trademark

At a previous meeting of the board, staff was directed to investigate the possibility of trademarking the Corporation's logo. B. Pearson provided the board with a summary of his findings outlining the time required for the process and associated costs to register a trademark for the NI 9-1-1 Corporation's logo.

Wells/Stanhope: "THAT the report dated May 7, 2018 regarding trademarking the NI 9-1-1 corporate logo be received."

CARRIED

McNabb/Wells: "THAT staff proceed with the trademarking of the North Island 9-1-1 Corporation's logo."

CARRIED

ADJOURN TO IN-CAMERA

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

CARRIED

Time 11:40 am.

The meeting rose from the in-camera session at 12:08 pm.

TERMINATION

Wells/McNabb: "THAT the meeting terminate."

CARRIED

Time: 12:09 pm.

Confirmed:

B. Pearson

B. Pearson
Deputy Secretary

Certified correct:

L. Samson

L. Samson
President