



COWICHAN BAY IMPROVEMENT DISTRICT

4461 Trans Canada Highway, Cowichan Bay, BC V0R 1N1

www.cbvfr.com



web

cbid@cbvfr.com



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@CowBayID



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CBID-ASC Meeting Minutes : Meeting #1, November 10, 2020

1900-2100 hrs

Present: Trustee G. Fraser

Trustee M. Stanley

Trustee C. Ferguson

Trustee C. Duggan

Administration: Rhonda Smith – Hodgkin

Guests: D. Ferguson (retired Administration), Deputy Chief S. McCaffery

ASC Members: Lori Iannidinardo, Bryce Rawson, Dave Vanderschaaf, Scott Murray, Jason Murray, Keith Grandbois, Rick Mellson, and Craig Krystia.

Chair: Ernie Polsom

The 1st ASC meeting started at 7:00 pm, November 10, 2020

1. Welcome:

CBID Board Chair G. Fraser welcomed everyone to the committee and meeting.

Chair G. Fraser introduced ASC Chair Ernie Polsom of Firewise Consulting

Chair E Polsom spoke on the responsibilities of the committee to read and review materials as well as provide guidance and recommendations to the Board on matters pertaining the upgrading the District's fire station.

The Committee are to be the communication liaisons to the community

2. Introductions

Meeting Chair E. Polsom gave a brief description of his work, projects, experience regarding committees and their benefits in assisting board's decisions in major projects.

Chairman Polsom asked each committee member to introduce themselves and acknowledged their vast knowledge and diverse backgrounds they will be adding to the committee.

3. Terms of Reference:

- a) Chairman Polsom went over the Terms of Reference in detail.
- b) The Communication Protocols were discussed, noting that formal communications from the committee will need to come through the committee and chair. Social Media and Committee will be handled in accordance to the CBID policies and procedures

4. Next Steps:

- a) Content and Approach – meetings will be full of technical information, facts, presentations and reports. Committee members will be provided with information that will assist them in understanding the challenges and options.

ASC members are encouraged to ask questions to help them come to their own conclusions.

- b) Materials Package – a memory stick was provided that included reports, standards, regulations and other pertinent information documents
- c) Next Meeting – Chief Gaw be present. He will discuss the fire department's operations, staffing, budget and call types. The fire department's health and safety protocols will also be discussed.

5. Round Table:

- a) Open discussion on tonight's meeting – Trustee C. Ferguson reiterated the Communication protocol that whatever the committee wanted to share to the community via network, he was able to assist with it.

Committee member L. Iaanidinardo inquired on the strictness of the Wednesday meetings. Noting that she had prior meeting commitments Wednesdays. A discussion between Committee members resulted in a decision to change the future meetings to Tuesday evenings, and they will be optional Zoom and live.

- b) Questions from Committee members

Committee member R. Mellson asked "What started this" It was explained that after the purchase of a new truck, it was determined the value of the truck surpassed the value of the building built in 1978. With more vehicles and the possibility of an earthquake, this led to seismic testing. Worksafe and provincial standards also contributed to the need to upgrade the hall.

The members of the ASC went on a hall tour guided by Deputy Chief Steve McCaffery.

6. **Next Meeting:** Tuesday , November 17, 2020 7:00 pm

7. **Adjournment:** Meeting was adjourned at 8:47 pm

