

## MINUTE NO. 106

Minutes of a regular meeting of the board of directors of the North Island 9-1-1 Corporation held on Friday, January 29, 2016 at the Comox Valley Regional District offices 550-B Comox Road, Courtenay, BC commencing at 11:05 a.m.

<b><u>Present</u></b>	<b>President:</b>	Samson, L.	- Strathcona Regional District
	<b>Directors:</b>	McCormick, S.	- Powell River Regional District (teleconference)
		Stanhope, J.	- Regional District of Nanaimo
		Wells, B.	- Comox Valley Regional District
	<b>Alt. Director</b>	Cote, P.	- Alberni-Clayoquot Regional District
	<b>Staff:</b>	Byrne, W.	- Manager of Financial Planning, CVRD
		Baikie, I.	- Fire chief, City of Campbell River
		Dunlop, B.	- Corporate Financial Officer, CVRD
		Idema, W.	- Regional District of Nanaimo (teleconference)
		Lapp, M.	- Recording Secretary, CVRD
		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
		Watson, D.	- E-COMM VP of Operations (teleconference)
		Vrabel, C.	- Deputy Fire Chief, City of Campbell River/Fire Dispatch Mgr.
		Zaleschuk, R.	- NI 9-1-1, Manager of Technology
<b><u>Absent</u></b>	<b>Directors:</b>	Wainwright, P.	- Regional District of Mt. Waddington
	<b>Staff:</b>	Dyson, R.	- CAO, Alberni-Clayoquot Regional District
		Fletcher, G.	- CAO, Regional District of Mt. Waddington
		Radke, A.	- CAO, Powell River Regional District (teleconference)
		Yates, T	- CAO, Strathcona Regional District

## ELECTION AND APPOINTMENTS

D. Oakman called for nominations for the position of president. At the close of nominations, Director Samson was the only nomination and as such was declared president by acclamation.

D. Oakman called for nominations for the position of vice president. At the close of nominations, Director Stanhope was the only nomination and as such was declared vice president by acclamation.

Director Samson assumed the chair.

### **Designation of accounting office and officers**

Stanhope/Wells: "THAT the accounting records office for the North Island 9-1-1 Corporation be the offices of the Comox Valley Regional District."

CARRIED

**Appointment of auditors**

Stanhope/Wells: “THAT BDO Canada LLP Chartered Accountants be appointed auditors for the North Island 9-1-1 Corporation.”

CARRIED

**Appointment of secretary**

Wells/Stanhope: “THAT Debra Oakman be appointed secretary of the North Island 9-1-1 Corporation for the year 2016.”

CARRIED

**Appointment of deputy secretary**

Wells/Stanhope: “THAT Brian Pearson be appointed deputy secretary of the North Island 9-1-1 Corporation for the year 2016.”

CARRIED

**Appointment of bank signing officer**

Stanhope/Wells: “THAT the following persons be appointed bank signing officers for the North Island 9-1-1 Corporation and that any two of the following be authorized to co-sign:

President – North Island 9-1-1 Corporation  
or  
Secretary – North Island 9-1-1 Corporation  
or  
Deputy Secretary – North Island 9-1-1 Corporation  
or  
Corporate Financial Officer – Comox Valley Regional District  
or  
Corporate Legislative Officer – Comox Valley Regional District  
or  
Manager of Financial Planning – Comox Valley Regional District.”

CARRIED

**MINUTES**

Wells/Stanhope: “THAT the minutes (no. 104) of the North Island 9-1-1 Corporation board meeting held November 13, 2015 be adopted.”

CARRIED

Stanhope/Wells: “THAT the minutes of the North Island 9-1-1 administration committee meeting dated January 8, 2016 including the following reports, be received.

- Management report dated January 2016.
- Fire dispatch statistics - January – December 2015.”

CARRIED

Alternate Director Cote entered the meeting at 11:12 a.m.

### **CORRESPONDENCE FOR RECEIPT**

#### **Schedule of 2016 NI 9-1-1 meeting dates**

Stanhope/Wells: "THAT the schedule of NI 9-1-1 meetings dates be received."

CARRIED

The board noted a conflict on May 6<sup>th</sup> therefore the meeting of the NI 9-1-1 board will be rescheduled to May 13<sup>th</sup>, 2016

#### **Regional District of Mount Waddington (RDMW) – Quatsino**

Wells/Stanhope: "THAT correspondence dated December 15, 2015 from the Mount Waddington Regional District regarding a request to provide dispatch service to Quatsino, be received."

CARRIED

#### **City of Campbell River – fire dispatch services agreement**

Wells/Stanhope: "THAT correspondence from the City of Campbell River dated November 13, 2015, regarding the fire dispatch services contract with NI 9-1-1 Corporation be received."

CARRIED

### **ITEMS FOR DISCUSSION AND DELIBERATION**

#### **Fire dispatch service proposal – Quatsino**

Report dated January 22, 2016 regarding fire dispatch service proposal – Quatsino.

R. Zaleschuk presented information regarding the proposed capital equipment project to accommodate the RDMW, Quatsino request.

#### **2016 Capital projects**

Report dated January 4, 2016 regarding proposed 2016 capital projects – revised Jan 21, 2016.

R. Zaleschuk answered questions regarding the revisions to the proposed 2016 capital projects including information on the existing radio transmitter sites in the vicinity of Quatsino and the expected improvements in radio signal that will result if the Quatsino capital project is approved.

B. Pearson provided the board with an explanation regarding the existing process for importing data from the provincial mapping database. The proposed mapping software upgrade would allow for more efficient updates with improved testing of the uploaded data resulting in smoother transitions and security of the existing database.

R. Zaleschuk assured the board that although the list of projects appear ambitious he is confident that they can all be completed in 2016.

**2016 – 2020 NI 9-1-1 financial plan.**

Report dated January 19, 2016 regarding 2016 – 2020 NI 9-1-1 recommended budget and financial plan.

W. Byrne provided an overview of the 2016-2020 recommended financial plan and budget.

The 2016 – 2020 NI 9-1-1 recommended financial plan will be brought forward to the March 2016 meeting of the board for consideration and adoption.

Chair Samson expressed the boards' thanks and appreciation to the Corporate Secretary for working with the City of Campbell River to establish a fixed rate agreement for fire dispatch service.

Wells/Stanhope: "THAT the following reports be received:

- Quatsino fire dispatch service proposal report dated January 22, 2016
- Revised proposed 2016 capital projects report dated January 21, 2016.
- 2016 – 2020 NI 9-1-1 financial plan report dated January 19, 2016."

CARRIED

Wells/Stanhope: "THAT the 2016 capital projects as presented, be included in the 2016 budget.

CARRIED

Wells/Stanhope: "THAT the fire dispatch delivery proposal for Quatsino, (RDMW) as presented be considered for addition in the 2016 budget. "

CARRIED

**NEW BUSINESS – ADDENDUM**

Wells/Stanhope: "THAT the addendum be received."

CARRIED

**E-COMM – PSAP**

Stanhope/Wells: "THAT the E-Comm PSAP service results report for the period ending December 31, 2015 be received."

CARRIED

D. Watson provided the board with a brief overview on the rate of abandoned calls in the NI 9-1-1 service area.

Staff directed to strategize and exchange ideas with E-Comm to get the message out to the public and reduce the number of abandoned calls.

**ADJOURN TO IN-CAMERA**

Stanhope/Wells: “THAT the meeting adjourn to an in-camera session.”

CARRIED

Time: 11:50 a.m.

D. Watson left the meeting at 11:50 a.m.

**RISE AND REPORT**

The board rose at 12:20 p.m.

**TERMINATION**

Wells/Stanhope: “THAT the meeting terminate.”

CARRIED

Time: 12:21 p.m.

Confirmed:

Certified correct:

***“D. Oakman”***

***“L. Samson”***

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D. Oakman  
Secretary

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L. Samson  
President