

**SPENCES BRIDGE IMPROVEMENT DISTRICT
BOARD OF TRUSTEE MEETING**

MINUTES

4:30 P.M. THURSDAY, OCTOBER 18, 2018

Spences Bridge Administration Office

PRESENT: **Michael Jefferson, Trustee Chair**
 Ross Figley, Trustee
 Cheryl Klyne, Trustee
 Tawnya Collins, Administrative Officer
 Roy Shaw, Fire Chief
 Carolynne Terry – Financial Assistant

GUESTS: No members present in the gallery

1. Call to Order:

Trustee Chair Jefferson, called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:51 pm.

2. Introduction of Late Items:

Street Lights concerns – added to New Business section 11C.

3. Approval of the Agenda:

MOVED Jefferson/Figley

THAT the October 18, 2018 agenda be approved as amended.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Improvement District regular Board of Trustees meeting minutes of September 27th 2018.

MOVED Klyne/Figley

THAT the adoption of the Spences Bridge Improvement District regular Board of Trustees meeting minutes of September 27th, 2018 be approved as presented.

CARRIED

5. Reports:

A. Fire Service Update; Fire Chief Roy Shaw

- Chief Shaw read a thank you letter from Michael Robson regarding the SBVFD's help with the fire on July 23, 2018. Chief Shaw also read the return letter sent back to Mr. Robson.
- Chief Shaw read the return letter from the SBFVD, sent to Dave and Judy Service for their thanks and donation.
- Chief Shaw thanked Ms. Varcoe-Ryan for the donation from Desert Daze.

- Chief Shaw got the air ambulance radio channel programmed on the Chief's and Deputy Chief radios. Done by Kamloops Communications.
- The SBFVD sent the crew and trucks to the burn which was started on October 17, 2018. Dispatch eventually called the SBVFD off because it was a controlled burn being completed by Wildfire Management Branch (WMB). Chief Shaw was not notified by WMB of this prescribed burn prior to ignition.
- A standpipe was removed in front of Vulture Garage on North Frontage Road. The Fire Department was not notified of the removal. Need to check the status of the other standpipes on this road.
- Chief Shaw has asked Cook's Ferry to use the backhoe to pick up the diesel tank.
- Need to get more members fitted with face masks.
- The list of the alarm codes in the fire hall requires updating.
- The Fireman's bottle fund donated \$100 to the community club for the Halloween fireworks.

B. Administrative Officer's report

Tawnya Collins verbally presented the administrative officers report.

C. Financial report

Presented by Carolynne Terry – Financial Assistant

- Chequing balance \$38,980.36
- Petty cash - \$266.59
- Reserve Fund - \$117,410.93
- No upcoming T/D maturities

Ms. Paternoster was not able to find better insurance coverage, at a comparable cost, then what is currently in place through Shuswap Insurance Brokers. The current policies through Shuswap Insurance Brokers are being renewed for 2019.

Action: The current insurance policies require an in depth review to ensure that values in the policies are accurate and representative. This will be coordinated with asset management planning.

6. Petitions and Delegations:

None

7. Correspondence:

A. Statistics Canada – Job Vacancy and Wage Survey

Received and presented

B. Shuswap Insurance

The building insurance was renewed on October 13, 2018. The liability insurance is due on November 13, 2018. This policy will be automatically renewed.

- C. FCM – SBID Asset Management Planning approval letter

The approval letter was received and presented.

8. Business Arising:

- A. Community meeting dates

Community meeting dates will be set once the asset management planning program is underway.

- B. SBID logo design and outreach

In progress – Trustee Klyne, Teresa and Dwayne are currently working on this.

- C. Financial Institutions – Credit Union/Royal Bank

Banking services will be continued with the Interior Savings Credit Union for the time being.

- D. Select committee discussion – Murray Creek Water System Infrastructure

Deferred – Mr. Kohut was not present at this meeting to present an update.

- E. Letter to CNR/CPR/HVC requesting monetary donations for the purchase of a newer fire truck

A revised letter was completed and distributed for review. Trustee Jefferson will source contact information for both the CN and CP railway contacts.

- F. Water system damage / repairs

Trustee Jefferson provided additional information to include in the letter that is being prepared to submit to the TNRD. The information will be included in the draft letter and circulated to the Trustees for further review.

- G. J. Kohut email re: Property removal from SBID – July 16, 2018

A motion has been made by the SBID Board of Trustees to deny Mr. Kohut's request to remove his two properties from the Spences Bridge Improvement District Service Area.

MOVED Figley/Klyne

THAT the SBID Board of Trustees deny the request from Mr. Kohut, as detailed in a March 31, 2018 and July 16, 2018 email to the SBID Board of Trustees to remove his two properties from the SBID service area.

CARRIED

- H. Email received from S. Rice August 17, 2018

Deferred

I. CFIB Fire protection agreement

Trustee Jefferson delivered two copies of the draft cover letter and agreement to the CFIB office on October 18, 2018 which was received by the CFIB receptionist.

First Responder clauses were removed from the draft agreement.

J. 2019 Budget

Budget discussions will be continued and concluded on October 25, 2018.

9. Bylaws:

A. Review of draft Bylaw 185: Amending bylaw 124 – A bylaw to provide for the establishment and operation of a fire department

Deferred – Fire Chief Shaw left the meeting prior to discussing this item. When discussed, the proposed Bylaw number for this item will need to be changed, as the 2019 Street Lighting and Fire Protection Taxation Bylaw will become Bylaw 185

10. Resolutions:

None

11. New Business:

A. Insurance policies

Discussed under financial reports

B. SBID Admin building repairs and upgrades - green initiatives and funding sources

Will discuss this topic in further detail after sections of the asset management planning project are complete. Green initiatives are eligible under gas tax funds.

C. Street Lighting concerns

Require two streetlight poles to be installed by the community hall. These requests are done through SLIM. Trustee Jefferson and the administrative officer are the contact for the SLIM program.

There has been a complaint that the fire hall outside lights are left on all the time. Trustee Figley confirmed that only one light above the main entrance door is left on.

12. Next meeting:

The next regular SBID Board of Trustees meeting is scheduled for October 25, 2018 at 4:30 pm. The 2019 Street Lighting and Fire Protection Taxation Bylaw will be the only agenda item for this meeting.

13. Adjournment:

MOVED Figley/Klyne

THAT the meeting be adjourned at 7:15 pm

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, October 18th, 2018.



Trustee Michael Jefferson, SBID Chair



Tawnya Collins, SBID Administrative Officer