

Thetis Island Improvement District
(Volunteer Fire Protection and Emergency Response Services)

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

Minutes of the July 28, 2026, Board Meeting

Present: *Trustee Rush (Chair), Trustee Shelford, Trustee Dickie, Trustee Sutter, Trustee Adair*

Guests: *TIVFD Chief Caldbeck, TIVFD Deputy Chief Kerr*

Staff: *Koeppen, Aaberg (Staff Aaberg attended via zoom)*

Public: 6

Regrets:

Location: *Forbes hall community centre board room*

Territorial Acknowledgement

Call to order: *Trustee Rush (Chair) called the meeting to order at 1:03 PM*

Agenda Items:

1. Adoption of previous meeting minutes

- *Trustee Sutter moved to adopt the TIID May 9, 2026, pre and post AGM meeting minutes as written.*
- *Seconded by Trustee Shelford*
- ***Carried unanimously***

2. Introduction of late items: None

3. Business arising from minutes and unfinished business: Appreciation Dinner planning for November 7th. Old engine one sale. 2027 AGM; May 8th, 2027

3.1 Appreciation Dinner planning for November 7th

- *Trustee Rush (Chair) confirmed Forbes Hall and Ann Dickie and crew have been booked*

3.2 Old engine one sale

- *FC Caldbeck and Deputy FC Kerr noted there has been some interest in purchase of Old Fire engine one*

Discussion

3.3 2027 AGM May 8th, 2027

- *Trustee Rush (Chair) noted future AGM and Election Planning for 2027*
- *AGM and trustee elections (2 positions) with a date set for Saturday, May 8, 2027*
- *Noted both Trustee Adair and Trustee Sutter positions will be up for election (3-year term)*

Discussion

4. Petitions and Delegations: None

5. Correspondence: Review

6. Reports: TIVFD, Safety Committee, Maintenance Committee, Financial Officer, Administrative Officer, Port Commission, Chair and Other

6.1 TIVFD (TIVFD Chief Caldbeck) (on file)

- *Provided highlights: Emergency Responses, Community & Safety Initiatives, Equipment & Infrastructure, Training & Operations, Administration, Roster of 18 members.*
- *A note of thanks to Peter Walsh and Laurie Leung for the use of their trailer for the wildfire season.*

Discussion

6.2 TIVFD Safety Committee (Trustee Dickie) (on file)

- *Trustee Dickie Provided a detailed report. General Comments, Quarterly meetings, and Safety inspections*

Discussion

6.3 Maintenance (Trustee Adair) (on file)

- *Trustee Adair provided a detailed report*

6.4 Financials (Staff Aaberg)

- *Upcoming financials*

6.5 Port Commission (Trustee Sutter)

- *Trustee Sutter reported that she was not able to attend the scheduled CVRD meeting*
- *Trustee Rush (Chair) attended. Noted that the CVRD contacts are now under Community Services Department*
- *Trustee Sutter noted that the painting issues on the dock have not been resolved*

Discussion

6.6 Chair (Trustee Rush)

- *Trustee Rush (Chair) reported that he attended a meeting at the Fire Chiefs conference and Expo in Victoria with Improvement Districts and former Fire Commissioner concerning the appointment of fire investigators for improvement districts.*

Discussion

7. Resolutions or Bylaws:

8. New Business:

8.1 Transfer \$27,700 to the Capital Works Account from the Operating Savings Account.

Motion #119.2026.07.28

- *Motion made by Trustee Rush (Chair) to approve the transfer 27,700.00 (twenty-seven thousand seven hundred dollars) to the Capital Works account from the Operating Savings Account*
- *Seconded by Trustee Shelford*
- **Carried unanimously**

8.2 Electronic Motion dated 06/02/26

Motion #118.2026.06.02

- *Motion that the Thetis Island Improvement District Board of Trustees approve the final payment to Fort Garry Fire Trucks in the amount of \$405,031.64 as per the attached Capital Disbursement Bylaw number 98.*
- **Motion approved: 06/02/26**
- *Trustee Keith Rush - yes*
- *Trustee Graeme Shelford - yes*
- *Trustee Bill Dickie - yes*
- *Trustee Michelle Sutter - yes*
- *Trustee Fred Adair – yes*

9. 2027 operating plan schedule, assumptions etc.

- *Trustee Rush (Chair) noted new budget planning is now underway*
- *Administration budget by end of September*
- *Budget submission to the ministry due end of October*

10. Alarms activated

- *Trustee Sutter raised concerns with multiple home alarm activation at the same location*
- *The issue is that each time this happens the fire department responds full on. A real cost in time and resources.*
- *Suggested that a letter be sent to the homeowners addressing these issues*

Action Item: Trustee Sutter, FC Caldbeck to draft a letter for circulation to Trustees

11. Engine 2 replacement discussion

- *General discussion regarding replacement, upgrading, various thoughts and ideas to consider*

12. WorkSafe BC

- *A general discussion was had concerning WorkSafe BC.*
- *Contractors and employees are covered.*
- *What coverage does the fire department have for volunteers including all auxiliary volunteers.*
- *What is the coverage beyond TIVFD members.*

Action item: Staff Koeppen to follow up and report back

FC Caldbeck will make enquires with the Cowichan Valley Fire Chiefs association

13. Improving water supply

Discussion

15. Comments from general public

- *Lesley and Randy Buhr addressed the Improvement District meeting. Thanked the TIVFD and support volunteers for their outstanding efforts in responding to the recent house fire in July.*
- *Enquired as to what the general protocols and procedures are on Thetis Island around this kind of event.*
- *FC Caldbeck responded*
- *As appreciation and in support have generously offered to fund a water tank trailer for the Fire Department. They have investigated the cost and are prepared to donate 10K for this purchase only.*

Discussion

- *Improvement District members, Fire Chief and Deputy Fire Chief thanked Lesley and Randy Buhr for their generous offer.*

16. Next scheduled meeting – Wednesday, October 28, 2026

17. Adjournment

- *Motion to Adjourn by Trustee Adair*
- *Seconded by Trustee Sutter*

Meeting adjourned at 3:05 PM