Thetis Island Improvement District

(Volunteer Fire Protection and Emergency Response Services)

P.O. Box 3-13

Thetis Island, BC, V0R 2Y0

Minutes of the October 28, 2026, Board Meeting

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

Guests: *TIVFD Chief Caldbeck*

Staff: *Aaberg*

Public: *1*

Regrets: *Staff Koeppen, TIVFD Deputy Chief Kerr*

Location: *Forbes hall community centre board room*

Territorial Acknowledgement

Call to order*: Trustee Rush (Chair) called the meeting to order at 9:30 AM*

Agenda Items:

1. Adoption of previous meeting minutes

- *Trustee Shelford moved to adopt the TIID July 28, 2026, meeting minutes as written*
- *Seconded by Trustee Sutter*
- ***Carried unanimously***

2. Introduction of late items: None

3. Business arising from minutes and unfinished business: Appreciation dinner planning. Alarms activated issue. Ryder Box project.

3.1 Appreciation dinner planning

- *Trustee Rush (Chair) provided a summary of the planning and roles of the trustees in set up and take down of the venue.*

3.2 Alarms activated issue

- *FC Caldbeck reported that the issue of false alarms from a private residential property has not been repeated since the previous board meeting.*
- *The TIVFD did not take any action on this item because it seems to have been resolved*

3.3 Ryder Box project

- *Trustee Adair brought the board up to date on progress and the expected completion date*

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)*

- *FC Caldbeck provided a detailed report including the following highlights:*
- *FC Caldbeck provided detailed information concerning the structure fire at lot 242 Kenwood Road on July 1, 2026.*
- *Emergency Responses, Work Parties, Community & Safety Initiatives, Equipment & Infrastructure, Training & Operations, Administration, a Roster of 17 members as of September.*

Discussion

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

- *Trustee Dickie provided a detailed report*
- *General Comments, Quarterly meetings, and Safety inspections.*
- *The Safety Committee Members are Chief Caldbeck and Trustee Dickie for "management" (with Deputy Chief Kerr as an alternate). Trustee Fred Adair is an alternate management representative. Employee representatives are FF Aaron Malone and Lt. N. Kasting, with FF M. Harris as alternate.*
- *The safety record was reviewed, including one injury and two near misses.*
- *Discussion about the need for a Stryker power cot. Options on financing are being explored*
- *Stryker brand Power Cot: Purchase of a suitable power cot (new or reconditioned) is being researched. Also, equipping the power cot with "all terrain" tires is being researched. This would be used in steep, rough, or soft areas such as beaches while transporting a patient from an incident to the Rescue. There is concern for both patients and first responders being injured while using the present equipment.*

Discussion

6.3 Maintenance (Trustee Adair) *(on file)*

- *Trustee Adair provided a detailed report*
- *Trustee Adair provided details about the roof construction on the Ryder Box*
- *An offer from Trustee Adair to work on a list of things that need attention when contractors do scheduled maintenance, such as the servicing of the heat pump.*

- *The faulty front door lock has been attended to. A broken fitting on the water line to the apron pump has been replaced.*
- *Replacing the emergency generator's power outage switch (that is meant to change from Grid power to the generator and back again when there is a power failure) is being pursued.*

Discussion

6.4 Financials (Staff Aaberg)

- *Staff Aaberg requested guidance concerning how and when to pay the FF's fuel rebates and the TIVFD honoraria.*
- *It was agreed by all trustees that these would be based annually November to November, paid by e-transfer, and followed up with a card given at the annual fire department appreciation dinner.*

Discussion

6.5 Administrative Officer (Trustee Rush (Chair) reported for staff Koeppen *(On file))*

- *Staff Koeppen to submit 2027 Fire Protection & First Responder Bylaw No. 99 and support documents to the Ministry of Municipal Affairs following trustee approval.*
- *Action item for staff Koeppen concerning the discussion around insurance for all TIVFD Volunteers.*
- *Trustee Shelford provided staff Koeppen with a letter from insurance company stating that "ON DUTY coverage protects all who volunteer with your department, not just your active firefighters". Insurance letter on file*

6.6 Port Commission (Trustee Sutter) ***(****on file)*

- *Trustee Sutter provided a detailed report*
- *The rotten boards on the dock were repaired but there continues to only be one picnic table. Some of the railings have been painted. TIVFD painted the emergency boat ones.*
- *Govt Dock / Wharf Issues: Bylaw enforcement, overnight boat parking, and space allocation concerns for ferry crew.*
- *Herold Engineering Assessment: Review of the updated above-water condition assessment, revised replacement cost estimates, and timelines.*
- *Funding of the dock and boat launch remain an issue. Discussions on future taxation, requisition requirements, long-term funding options, and clarification on why the 2027 tax increase was not advanced.*
- *Next steps and deadlines for a potential 25% tax increase for 2028*

Discussion

6.7 Insurance (Trustee Shelford) *(on file)*

- *Trustee Shelford provide a detailed report*

- *The broker for TIID insurance is Novacord. This is the second renaming since we started with Megson Fitzpatrick in 2024. MF was taken over by Acera, and now Acera has become Novacord. Our contact, Marika Gruber, is presently on maternity leave. She provided a list of alternate contacts, have it on file.*
- *We have three policies with Novacord: Commercial Package. Directors and Officers. Cyber Insurance.*
- *Other Policies – Provident: Provides on-duty and off duty coverage for firefighters. Renewal Date January 21, 2027*
- *ICBC Fleet insurance: Vehicles covered – 2026 Engine 1, 2008 Tender, 1999 Engine 2, 2008 Rescue, 2026 Command, 2000 Utility, 2026 aluminum trailer. Fleet insurance renewal takes place effective Aug 1, 2027*

7. Resolutions or Bylaws:

7.1 Bylaws: Approve 2027 Fire Protection and First Responder Bylaw #99 *(on file)*

Motion #120.2026.10.28

- *Motion made by Trustee Adair to approve the 2027 Fire Protection and First Responder Bylaw #99 in the amount of $379,159 (Three hundred seventy-nine thousand one hundred fifty-nine dollars)*
- *Seconded by Trustee Shelford*
- ***Carried unanimously***

8. New Business: Transfer $25,000 GST rebate from the operating account to the Capital Works Account

8.1 Motion #121.2026.10.28

- *Motion made by Trustee Sutter to approve the transfer of the $25,000 (Twenty-five thousand) GST rebate from the operating account to the Capital Works Account*
- *Seconded by Trustee Shelford*
- ***Carried unanimously***

8.2 Service Capacity Policy

- *FC Caldbeck reviewed the purpose and content of the Service Capacity Policy and explained the need for it to be reviewed and updated.*
- *Also, new property owners need to be made aware of their responsibilities and TIVFD's abilities. There is also a need to have up-to-date information and site plans as the use of properties evolves.*
- *The Fire Chief and Officers are working on this. Trustee Adair has a person in mind who might input the information into the FirePro system. He offered to discuss this with the person and advise us of the outcome.*

8.3 Capernwray Harbour Donation

- *Noted that Capernwray Harbour Bible Centre recently made a generous financial donation to the Fire Department.*

8.4 *Special note*

- *This Board meeting was the last one that Fire Chief Caldbeck will attend before her retirement, Thanks were exchanged between the Chief and the Trustees and staff for long time mutual respect and support.*

9. Next scheduled meeting – *Tuesday, January 26, 2027*

10. Adjournment

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

Meeting adjourned at 10:50 AM