

NBCASAR Board of Directors
Minutes
January 16, 2023
Virtual Meeting Via Teams

Meeting Commenced at 19:18 on January 16, 2023

Attendance: Gerry Snodgrass, Mike Blizzard, Matt Cassidy, Merredith Brewer, and Paul Whalen via cell for short time.

Regrets: Tim Houlahan, Ian Cameron, Kent Flemming, Randy Adams

Approval of Agenda: Gerry Snodgrass

Reading and Approval of Minutes from November 21, 2022

Any errors or omissions? Matt: Under old business a). Should read First Aid Kits TC-replace with WorkSafe NB.

Motion from Gerry Snodgrass that minutes from last meeting November 21, 2023, be accepted as corrected.

Officer's Reports

Secretary Secretary's Report: No report Tim Houlahan absent.

President's Report: Attached. Sent prior to meeting.

Discussed:

- Members MUST be renewed if they turn yellow before March 31, 2023.
- Medical Self Declarations (MSD) must be completed by each member. This may also be a good time to trigger sending our of
CASARA Training Manual, SOP's, Policies manuals Bylaws (national and MO), Safety Policy.

Action> 2023-2024 budgeting process to be initiated. Discussions with zones will start in January. February 15, 2023, forecast to be submitted to national. Merredith Brewer/Ian Cameron

Action> Matt Cassidy to check Safety Manual for documents we are required to distribute to members.

Treasurer's Report: No Report Ian Cameron absent.

Discussion: General discussion around reimbursement rates and unbudgeted SAREX. Agreed there will be an opportunity for discussion during the budgeting process.

Action> Mike Blizzard will check with Ian to determine use of training funds available in Q4.

Provincial Training Officer's Report: Attached sent out prior to meeting.

Action> Matt Cassidy/ Mike Blizzard will discuss R2MR course and make recommendations if members should participate.

National Director's Report: Attached sent out prior to meeting.

Zone 2 Report: Paul Whalen joined by phone without power. He will send to Merredith report sent to him by Kent Flemming.

Zone 3 Report: Gerry Snodgrass reported that all is well. Training is carried out within the limiting factors of Wx, budget and member availability. PTO report presents the details.

Zone 4 Report: OpEval air, ground, equipment and administration passed. Operational. Now aircraft is down for maintenance.

Old Business

- a) First Aid kits ~~TC~~ Work Place NB guidelines – (Matt)

Action> Matt will follow up on zones to ensure they replace old kits with new wall or bag first aid kits.

- b) Emergency Response Plan -(Matt)

Action> Matt will distribute final ERP to directors and as PSO will meet with zones to ensure a zone ERP exists.

- c) Enhance job descriptions. Merredith, Tim- In progress.

Action> Tim and Merredith to meet deadline to have complete for next meeting.

- d) Workers' comp – need to find someone from MO to champion – (Matt)- In progress

- e) Language of website/minutes Tabled until September 2023

- f) Section 9 of bylaws –Tabled until AGM- (Ian)

- g) Reimbursement rates: Discussion and recommendations will be received from zones during the budgeting process.

New Business:

- a). Inventory:

Action> Inventory to be initiated by Ian Cameron. No completion date set.

- b). in Reach: Recommendations from Richard Mann discussed and sent to Ian Cameron. Agreement to activate happened at pre

Action> Activate in Reach for Miramichi and Saint John. Discuss with Ian Cameron/ Merredith Brewer

- c). Set Date for AGM- Date will be set at March meeting or decided on and notice will be sent out. Mike suggested we check with Jeff Isenor for availability.

Next meeting March 14, 2023, 2000h

Meeting Adjourned at 2018hMinutes Submitted by Merredith Brewer for Tim Houlihan