

**M I N U T E S**  
of the Board of Directors of

**PICKERING AUXILIARY RESCUE ASSOCIATION**

**December 10, 2018 Pickering Ontario, 5:00 pm (EST)**

**Present:** Bill McLean  
Colin Thomson  
Gary Endicott (by phone)  
Rob Anderson  
Miles Thompson  
John Rycroft

Also present at the invitation of the Board, Jennifer McGuinty, Treasurer and Secretary of the Association.

Bill McLean declared the meeting open at 4:00.

**Commodore's Report**

Operations & Safety

Equipment & Maintenance

1. Boat was removed from service on 10 Nov and hauled out on 14 Nov. Stored in the boat yard in Pickering for the winter
2. 2019 (and forward) Expenditures plan -see attached
3. Winter Service Plans & Activities
  - a. Outdrives being overhauled
  - b. New extension for RDF by metalcraft
  - c. Paint exterior -Needs an internal location (Can City of Pickering offer anything?)
4. Maintenance Plan being developed by Toronto Yacht Services.
  - a. Objective is to have a more regular plan that is executed in a timely manner.
  - b. Have requested increase in funding from the Region (\$43400 to \$52550)
5. Equipment to be purchased -additional wireless headsets; floater suits, MOB lights, MOB AIS, Marine Camera, Towing Bridle.
6. Continued discussions on second vessel continues. Have asked PFS if there is a need to be addressed. Will discuss with Ajax / Whitby fire departments accordingly.

## Community

1. Grants -see applications
  - a. City of Pickering -headsets (\$5425)
  - b. OPG -safety equipment (\$6850)
  - c. Whitby -before we apply again, we need to address the branding question on a name change. A risk has been raised to monitor this.
  - d. Fire House -TBD
2. Participated in Christmas parades. No more events planned until Spring 2019
3. Drafting congratulation letters for local mayors and councillors. (see attached)
4. 2019 Council meetings plan and messaging (2nd vessel and long term replacement?)

## Training

1. Focus on CCGA phase training continues. ~40% completed
2. Develop plan for CCGA Ride Checks for 2019.
3. Roadmap developed to outline progress from individual to crew competency. See Attached.
4. Reintroducing new members onboard training in 2019.
5. Continued development of PARA Level training program for individual skills and qualifications.
6. Research continues into Master's Limited options.

## Administration

1. 44 members with a max of 50 allowed.
  - a. Interviews completed this fall using an improved and documented recruiting process
  - b. Decisions being made on 11 Dec executive meeting.
2. Organizational change
  - a. Vice Commodore Operations (Francois Gauthier) is now Operations & Safety. This department now includes the standards and readiness aspects. This group has the lead on the new readiness program which will compliment our existing training program.
  - b. Electronics team (lead by Rob Anderson) has been established to review and develop a plan for replacement of the navigational system and optimized use of our full suite of instruments.
3. Roadmap illustrates opportunities for membership to get more involved with both PARA and CCGA roles and education.

## CCGA

1. CCGA is planning on introducing 10 new admin members to accommodate support and board members.

## Unit Risk Profile

1. See attached

2. Changes since last quarter.
  - a. Emerging risks
    - i. There is a risk that the Region funding will be insufficient to maintain a regular maintenance program for the engines (High). The ask is for a 25% increase.
    - ii. There is a risk that Whitby will not fund future grants until a name rebranding is completed (Medium).
  - b. Increasing
    - i. There is a risk that the CCGA 5-year ride check requirement will not be met. This will be an issue heading into 2019 and 2020 given so many people have now completed the Phase training. The primary issue is availability of external instructors to conduct these evaluations. A CCGA instructor class is tentatively scheduled for late April 2019. TSAR (Toronto) has 1 candidate, PARA 2, QSAR 1 (Belleville), BARU 1 (Brighton). These local units should be able to help with the external signoffs (in addition to COMRA) once the instructors are qualified.
  - c. Decreasing
    - i. There is a risk regarding the implications of commercial registration and subsequently not operating under a CCGA tasking. The plan to use taskings for all boat activities worked well in 2018 and will continue in 2019.
    - ii. There is a risk that PARA can not comply with the membership directive for a maximum of 50 members including the board of directors. Board CCGA membership is decreasing but will remain high till the new membership profile is officially introduced.

A discussion was held regarding strategy to get ongoing funding commitments from communities within PARA's service area, what type of "secondary" vessel would be the best type of addition. The executive committee will be tasked with investigating the pros and cons of various secondary vessels as well as ongoing operational costs associated with each.

Robert Anderson clarified that the CCGA requirements were that PARA have 50 active members but that 10 administrative members were also permitted.

## **Financial Report**

The unaudited financial statements to the end of November were presented.

Colin Thomson moved, John Rycroft seconded that funds not required for immediate operational needs (new equipment reserves) be put into a 60 day to one year best rate bank investment vehicle. Funds must be available after an initial 30 day hold for unforeseen emergency expenditures.

***Carried***

Miles Thompson moved, Rob Anderson seconded that 50% of the invested funds be put in to a long term investment vehicle.

***Carried***

**Future Meeting Dates**

- i. March 25, 2019 – 5 pm council chambers

Colin moved, Rob seconded that the meeting be adjourned.

There being no further business Bill McLean declared the meeting terminated.

Bill McLean

Jennifer S. McGuinty

Approved •

Appendixes attached:

- A1 Risks Dec 2018
- A2 Training and Career Roadmap 2018
- A3 2018 2019 Expenditures ver3
- A4 FB-IMG
- B1 BS to Nov 30 2018
- B2 PS to Nov 30 2018