



## Canadian Ski Patrol, Calgary Zone Association

Tuesday November 14<sup>th</sup>, 2017  
 7:00pm – 9:00pm  
 Banff Trail Community Association  
 2115 20 Ave NW  
 Calgary, Alberta

### Attendees

Kevin Biggs	VP Equipment	Marielle Flottat	PL Lake Louise
Dean Gould	Secretary	Alex Fuller	PL Nordic
Jean Rioux	President	John Blaber	PL Nakiska
Dean Trimble	VP Operations	Pat Cripps	Co-PL COP
Cody Whitten	VP Administration	Olivier Fuldauer	PL Norquay
Chris Oliver	VP Education/PL Sunshine	Nicole Oliver	PL Panorama
Neil McKendrick	VP Finance		

### Absent

Jarrett McRitchie	PL Special Events
Brad Johnston	Co-PL COP

## Meeting Minutes

1.	<p><b><u>Welcome &amp; Introductions</u></b></p> <ul style="list-style-type: none"> <li>• Presidents introduction – opening of meeting</li> <li>• Agenda amended to include additional discussion items – late submission of Reports</li> </ul>
2.	<p><b><u>Prior Meeting Minutes – not available</u></b></p> <ul style="list-style-type: none"> <li>• Minutes from October 10<sup>th</sup> meeting not yet prepared and provided to executive team. Secretary to prepare ASAP.</li> </ul>

3.

**President’s Report by Rioux**

- Mentoring initiative update – still ongoing
  - Gord Bell added to list of mentors
  
- 3 to 5 Year Member Recruiting Strategy – Cody provided summary of existing Patroller Stats (outlined below) – as of November 13, 2017

**Canadian Ski Patrol - Calgary Zone**

Patroller Stats as of November 13, 2017

	2015	2016	2017
Returning Patrollers			
Lake Louise	62	64	69
Nakisa	39	34	46
Nordic	3	5	7
Norquay	25	18	17
Panorama		1	3
Sunshine			7
Other Areas or Unassigned Patrollers	25	9	15
<b>Total Returning Patrollers</b>	<b>154</b>	<b>131</b>	<b>164</b>
<b>New Patrollers</b>	<b>44</b>	<b>55</b>	<b>54</b>
<b>Active Zone Patrollers</b>	<b>198</b>	<b>186</b>	<b>218</b>

The following is a list of patrollers that did not return or transferred out of the Calgary Zone this season:

Lake Louise – 12 regrets

Nakiska – 15 regrets

Nordic – 2 regrets

Norquay – 4 regrets

Other/Unassigned – 11 regrets

- Cody commented that we either lost or did not identify a resident hill for almost 30% of the 2016/17 recruits
- It was also suggested that the CZ start to think about limiting the number of recruits we take into the CZ to ensure they find a hill to patrol at. Most hills are getting close to their limit in terms of number of new patrollers they can accept.
- The CZ, with the assistance of the executive and hill PL’s need to continue to monitor this matter to better understand the situation (attrition rate, needs, requirements, etc.).
  - Operations to determine ideal number of Members for the Zone, working on a spreadsheet
  - Average recruiting rate
  - Average retention rate
  - % of completed roster days (ZONE)

With this information we can get the ideal number of patrollers required for the Zone to meets its commitments and cover all the roster days

- With the Ideal Number, RnR will have recruiting target
- With the known number of candidates & returning Patrollers, Education will know what is needed for the coming years for training & space requirement

**ACTION ITEM:**

- Each PL to provide stats, number’s, and forecasts of needs/requirements for their respective hill.
- PL’s are requested to continue to monitor the situation to identify any possible trends, etc.

- Rioux made reference to the recent emails/notices National recently provided outlining how they were reviewing the possibility of outsourcing the First Aid portfolio to a third party such as the Red Cross. While this matter is of significant interest to the Zone and each individual patroller, Rioux suggested that if any decision is made by National on this matter, he will put decision to a vote to the Zone members and present survey results to National. He encouraged members to send questions/comments to National so they have a better understanding of our respective concerns ([questions@skipatrol.ca](mailto:questions@skipatrol.ca))

**ACTION ITEM:**

- Rioux to monitor situation and National's position on the outsourcing of the First-Aid Recertification annual requirements for each Division and Zone.

4.

**Action Items from Prior Executive Meeting**

- Biggs to arrange effort with Oliver and McRitchie to inventory CZ equipment/gear (including WC trailer and main storage trailer) and determine disposition plans **ACTION ITEM: detailed inventory still required**
- Biggs McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded. **ACTION ITEM: Biggs & McRitchie to provide update at later date**
- Biggs to arrange effort with Trimble to inspect World Cup trailer and ensure proper maintenance is conducted – Evaluated and estimated cost to undertake axle work is \$600-\$700 – **TRAILER SERVICING COMPLETED**
- Oliver to discuss with Sandra Williams to bring forward alternatives for CISM refresher course. Mid-week not feasible, but potentially Friday/Saturday. **ACTION ITEM: Update required at later date**
- Berry to ensure security screening letters are included in new patroller package – Riley requires template of letter. New members are responsible for cost, as this is not included in the total cost for the rookie course. – **COMPLETED**
- CZ Executives to notify Scullen to add items to the Zone Calendar. CZ Executives are requested to review for conflicts prior to posting. CZ Executives to indicate if items are for "Members Only" or "General Public" so they can be secured appropriately. Scullen indicated this can be done quite easily and will not take long to incorporate. **COMPLETED**
- Biggs to identify number of jackets and packs required for both Spring and Fall Rookie class, along with having additional available to returning patrollers in need of replacement. Requires input from PLs. **ACTION ITEM: Biggs has heard back from some PL's but not all. ALL PL's to provide Biggs with Patroller number count, and needs.**
- Trimble to investigate Division personal health insurance coverage. Provide reference (eg. website) on "What to do if you get injured while patrolling". **ACTION ITEM: Trimble needs to provide data to Scullen in order to have data posted on CZ website.**

5.

**New Business**

- Various members of executive to follow up on the various outstanding Action Items
- Motorcycle Response Unit (MRU) – Special Events. John Bannerman provided very detailed over view of MRU. Ideal for venues that are involving a large area and/or long distances, as the response time with critical equipment is enhanced. Providing another possible platform for CSP to provide its first aid services. Central Zone has provided an operating procedures manual CZ could use to model CZMRU. Very high standards are incorporated in both the motorcycle requirements/specs along with skill level of operator. **ACTION ITEM: Bannerman was given approval to proceed in scoping out possible Pilot Project of MRU. Bannerman to talk to and coordinate with McRitchie. Bannerman to provide update at later date on implementation of possible Pilot Project.**
- Review proposed organizational change – Member Services. Whitten provided draft CZ Organization Chart. Various Executive and PL's provided comment/suggestions. Following meeting – Whitten provided updated Org Chart incorporating suggested edits. **ACTION ITEM: Org Chart to be made available to CZ members on web site. Final format of Org Chart to be reviewed again at next meeting.**

6.

## VP Reports

### Administration – Whitten

- Bylaws approved at Special Meeting on October 14th, and procedures updated and issued.  
**ACTION ITEM** – Procedures will need to be updated to reflect new Executive positions
- Finalizing list of patrollers “in good standing” (registered, paid fees, passed recert).  
**ACTION ITEM** – Provide updated list to Executive once list is complete. List to be grouped by ski area to assist PL’s
- Registration went well. All returning Patrollers have paid annual dues.
- Require name badges for rookies, along with some blanks
- CSP metal signs for posting up at ski hills available (approx. 20 available)
- Requesting update on CZ website storage capacity to start document download

### Operations - Trimble

- Nothing to report  
**ACTION ITEM** – Obtain write-up Eleanor Culver prepared on WCB/Insurance costs provide updated list to Executive once list is complete. List to be grouped by ski area to assist PL’s

### Communication – Scullen

- Documents web pages for each hill have been created.  
**ACTION ITEM** – PL’s to provide list of patrollers to provide them with access to each respective hills documents
- Events Calendar Public vs Members – **COMPLETED**
- Roster system review. PL’s to arrange demo presentation with Scullen
- National Fund Raising Initiative – as per the March 2016 CZ Meeting Minutes, CZ committed to provide National with \$0.50 per item sold or a minimum of \$4,000 for the years 2015 – 2017. Finance records show CZ made to donations to National (\$4,321 (2016) and \$5,030 (2017)). To assist National even further in this initiative, the Executive agreed to provide Scullen with \$500 to assist in National’s Communications Group in the digital consolidation of the NDS. The executives voted on this matter and approved, subject to Scullen providing back-up and receipts on all expenses related to the \$500 contribution.  
**ACTION ITEM** – Sullen to provide receipts on expenditures related to \$500 contribution.

### Education - Oliver

- Most returning patrollers have recertified. A couple still outstanding.
- There are 44 rookies, plus 10 from Spring Course, plus 8 transfers in to CZ, providing 62 new patrollers.
- Rookie On-Snow is scheduled for Dec 9 & 10 up at Lake Louise
- Field trip up at COP scheduled for Saturday, Nov.18
- Require building/facility/space for both equipment storage and annual re-cert requirements. The Whithorn facility is no longer available for CSP usage. Need something sustainable. Initial Recert weekend went well. Space was a little constrained due to limited class space. WIFI is not available
- Oliver is implementing a “Brian Honeywell Award” in honor and memory of the Brian Honeywell. Award recipients will be required to be significant contributors to the Education portfolio  
**ACTION ITEM** – Solicit CZ Membership for ideas. Also look to cost sharing arrangement with Mtn Division

### Equipment – Biggs

- Require list of rookies so that disbursement of Jacket & Packs and First-Aid kits can be provided. First-Aid kits to be provided at On-Snow Clinic.

### Finance – McKendrick

- Finally received GST Rebate from 2015 (\$5,400)

## VP Reports – continued

### Recruitment & Retention – Berry

- Two rookies still have not paid. Decision is that unless they pay, they are not allowed to take On-Snow Clinic.
- With 62 new patrollers joining CZ, need to ensure they all find a hill to patrol. Eight of which are boarders and only two hills currently accept boarders (Nakiska and LL).

**ACTION ITEM – PL's to advise both Whitten and Berry of rookies/transferee's who have passed ski test**

### Equipment – Biggs

- Require list of rookies
- Preparing First-Aid kits for distribution to rookies
- Require sun-valleys. Suggested Biggs contact Peter Spears to fabricate. Panorama (Nicole Oliver requires a few for the hill)
- 46' Smart Tv in storage. Questioned if CZ still needs it. Executive discussion supported retaining it to use at open house and training venues. John Bannerman is arranging to rent TV for a couple of days (\$30 daily rental fee).

7.

## PL REPORTS

### • **COP – Cripps & Johnson**

- Met with WinSport and they are not willing to take on the WCB for volunteers from CSP.
- Revisit in 2018/19 Ski Season
- Maintain communication with WinSport

**ACTION ITEM – Obtain writeup on WCB from Eleanor Culver to better understand WCB costs**

### • **Lake Louise – Flottat**

- Provided detailed report to Operations outlining Roster Statistics
- LL roster is close to being full, limited number of spots available
- Roster is 95% for most of December.
- Returning weekend was very successful as training modules involved both paid and volunteers running modules.

### • **Nakiska - Blaber**

- Met with hill management and set number of CSP patrol required for November
- Obtained hill contact person for upcoming Division First Aid competition and Division On-Snow

### • **Nordic – Fuller**

- Training Day set for Dec 9. Area Mgmt contract in place and signed
- Added Peter Loughed as partner area
- Require Aeronautical Radio Licence (requirement of Alberta Parks)
- Communications with Conservation Officers ongoing

### • **Norquay – Fuldauer**

- Returning weekend set for November 18
- Looking to add more to Patrol roster (need more people)

## Meeting Minutes

### PL REPORTS - continued

- **Panorama – Oliver (Nicole)**

- Meeting with hill management went well. Some personnel issues from last year
- Need performance evaluation moving forward to better address patrollers contributions/deficiencies
- Need copy of Mtn Division Insurance policy/WCB to show to hill
- Require Sunvalley's & blankets
- Sling Roster system – new (still in evaluating)

**ACTION ITEM** – Rioux working with National & Mtn Division on Insurance and WCB coverage (not understood very well – require details and supporting documents to provide to hills)

- **Sunshine - Oliver (Chris)**

- Hill is accepting a very limited number of new patrollers as the CSP is new and need to ensure growth is managed properly
- Ski testing is managed by Sunshine Ski School Instructors. Essentially everyone who tries out passes.
- New patrollers to Sunshine are limited to certain areas of the hill and as their experience is enhanced, along with skiing ability, they are exposed to more areas of the mountain. Staged progression format.

### Next Meeting:

December 12, 2017  
7:00pm – 9:00pm  
Banff Trail Community Association  
2115 20 Ave NW  
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