



Canadian Ski Patrol, Calgary Zone Association

Tuesday December 12th, 2012
 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	Ryan Scullen	VP Communications
Jarrett McRitchie	PL Special Events	Alex Fuller	PL Nordic
Nicole Oliver	PL Panorama		

Absent

Brad Johnston	Co-PL COP	Olivier Fuldauer	PL Norquay
Alex Fuller	PL Nordic	Riley Berry	VP Recruit & Retention
Chris Oliver	VP Education/PL Sunshine	Neil McKendrick	VP Finance

Meeting Minutes

1.	<p><u>Welcome & Introductions</u></p> <ul style="list-style-type: none"> • Presidents introduction – opening of meeting.
2.	<p><u>Prior Meeting Minutes</u></p> <ul style="list-style-type: none"> • Solicit any clarifications to prior meeting minutes • <i>Motion to accept prior minutes (November) – minutes were accepted as presented</i>
3.	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Mentoring initiative update <ul style="list-style-type: none"> ○ <i>Ongoing review</i> ○ <i>Continue to keep initiative going for a while</i> • 3 to 5 Year Member Recruiting Strategy <ul style="list-style-type: none"> ○ <i>Ongoing review</i> ○ <i>Continue to keep initiative going for a while</i> • Review final organization plan <ul style="list-style-type: none"> ○ <i>Made requested changes from when it was initially presented</i> ○ <i>Members with VOTING RIGHTS clearly identified</i> ○ <i>Motion to accept Organizational Chart/Plan was unanimously agreed upon by attending members</i> <p>ACTION ITEM: Whitten needs to update Procedures Manual to reflect the new roles and responsibilities as reflected and summarized on the Organizational Chart/Plan</p>

Meeting Minutes

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
- McRitchie will investigate options to modify Special Events Trailer after Special Events season has concluded
- Oliver to discuss with Sandra Williams to bring forward alternatives for CISM refresher course. Mid-week not feasible, but potentially Friday/Saturday.
- 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. 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". Trimble needs to provide data to Scullen in order to have data posted on CZ website.
- 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 to monitor situation and National's position on the outsourcing of the First-Aid Recertification annual requirements for each Division and Zone
 - *No update on this*
- Bannerman to coordinate with McRitchie on Pilot Project of Motorcycle Response Unit
- Final review of Zone Org Chart - **completed**
- Rioux to clarify insurance and WCB coverage. Trimble to obtain write-up Eleanor Culver prepared on WCB / Insurance costs
 - *As soon as policy is signed it will be posted on CZ website. It will also be announced to all CZ members through the I.C.E.*
- PL's to provide to Scullen a list of patrollers to arrange access for respective hills documents
- Oliver to solicit ideas for Honeywell award and sponsorship options with Division
- Scullen to provide receipts on digital consolidation expenditures related to \$500 contribution to National

5 New Business

- Insurance Coverage
 - *Rioux has held inter-provincial discussion regarding insurance coverage.*
 - *From an insurance stand-point, currently, members are only covered for Accidental Death & Dismemberment (AD & D)*
 - *WCB – only covers a member while they are on active duty as a patroller*
 - *WCB – provides approx.. \$500/month, for up to 13 weeks. This coverage is compensation for the loss of wages a member would presumably lose by being away from his/her job while injured.*
 - *Mountain Division insurance coverage, Effective January 1 2018, covers the gap in WCB. It will provide coverage while driving to and from the ski hill.*
- Police Check
 - *Only Rioux and Berry are people who see VSC letters obtained from CPS*
 - *List of people who have not obtained VSC is to be provided to PL's*
 - **ACTION ITEM: Berry to provide list of people who have not obtained VSC to PL's**
 - *CZ does not wish to incorporate Alta Provincial Rules to bypass cost in obtaining VSC. Too much paperwork and record keeping in relation to minor cost. The cost is borne by the candidate seeking the letter. It is not incurred by CZ.*

Meeting Minutes

- 5 **New Business** -continued
- Review Organization Chart - **completed**
Current executive voted and are in favour of the current format and descriptors referenced in the Organization Chart. It is to be made available in the CZ website to active members
 - Visiting CSP Members from outside of CZ
 - Process and Procedure under review
This matter has gone to National for comment and input to provide some guidelines/direction
6. **VP Reports**
- Administration – see report.
 - Revised CZ Procedures has been sent to all Executive Members for comment, and proofing (accuracy)
 - NDS is up to date (2 people were removed)
 - On-Line Storage is working well
 - Communications - see report
 - Utilizing On-line storage
 - Approval back-up box, working well
 - Meeting with Make-Shift. Set up sand-box to evaluate Beta Pilot. Nicole, Marielle and John are to be the members of sub-committee .
 - Mike is not interested in maintaining code on existing system – moving forward.
 - Beta Pilot has all the functions and capabilities of existing system
ACTION ITEM: Scullen tis to obtain cost estimate/quote from MAKE-SHIFT asap before sub-committee meets
 - Education – see report. Nothing new to add.
 - Equipment – No report
 - First Aid Kits have been distributed to all rookies
 - Blankets to be distributed to all hills (approx. 7-8 per hill)
ACTION ITEM: Biggs to distribute blankets to PL's to bring up to their respective hill
 - Finance – see report
 - Expencc Reports. If people provide their bank info the money can be wired versus having to write a cheque.
 - Operations - No report. Nothing new to add.
 - Member Services - see report
 - Berry needs some help with all the various roles and responsibilities he is managing
 - There are currently 56 who will be looking for a hill to patrol (combination of rookies and transferee's). This exceeds CZ requirements. Need to reach out to Castle, Fernie, Koicking Horse to see if they need any patrollers.
ACTION ITEM: With most of the hills reaching their capacity in terms of required Patrollers, the CZ needs to be very diligent in identifying approximate numbers required for next year so that all rookies are able to find a hill to patrol at. We do not want to find ourselves with a surplus of patrollers with no place to patrol. All PL's to provide estimated required number of patrollers they forecast to need for the upcoming ski season to Berry.

Meeting Minutes

7. **Patrol Leader Reports**
- COP – no report.
 - Lake Louise – see report.
 - Rostering on in advance appears to be creating a bit of a problem, leaving few spots for people to obtain the week prior to the weekend. GOOD PROBLEM TO HAVE – I GUESS.
 - Roster is almost full until the end of February
 - Forecast model is continuously being revised and updated. Very difficult to predict with any amount of accuracy on how many people is the right number of people (variables such as people getting injured, people wanting to take a sabbatical, people retiring, etc.)
 - Looking to add two additional spots to the roster. Require Hill Management to approve.
 - Looking to develop Competency Program (experience, skills, and knowledge)

ACTION ITEM: Need PL's to communicate better on people joining from other hills.
 - Nakiska – see report
 - Nordic – see report.
 - Need FA Kits for rookies ASAP !

ACTION ITEM: Biggs to supply Alex with FA kits
 - Norquay – see report

ACTION ITEM: Olivier is asking that all hills that want to be part of the I.C.E. article promoting a free shadow day indicate their interest so that something can be printed in next issue.
 - Panorama – see report.
 - Hill has requested more blankets
 - Sunshine – see report.
 - The hill has close to the minimum 15 patrollers they requested.
 - Things are going great

Next Meeting:

January 9, 2018
7:00pm – 9:00pm
Banff Trail Community Association
2115 20 Ave NW
Calgary, Alberta