

Minutes of the Trustee Meeting of the Salt Spring Island Fire Protection District

Meeting held: **15 June 2015**

Lower Hall, Ganges United Church

In attendance: Trustees: Linda Lee (Chair), Mitch Forest, Michael Garside, Derek Hill, Norbert Schlenker, Michele Severn

Regrets: Michael Schubart

Staff Members: Chief Tom Bremner, SSIFFA Lieutenant Eric Taylor, Corporate Administration Officer (CAO) Andrew Peat

23 residents

Called to Order: 7:21pm

Approval of Agenda

A proposed agenda was circulated to trustees prior to the meeting. Chair Lee asked that several amendments be made: after “Delegations” the Board will move to an in-camera meeting to discuss the Human Resources Committee in-camera meeting of 09 June 2015; additional correspondence has been received from North Salt Spring Waterworks (2) and Mr. Reg Jefferd; and that under “New Business” Bylaw No. 122 should read Bylaw No. 123. Trustee Schlenker asked that under “New Business” he be permitted to introduce additional motions. **Motion** that the agenda be accepted as amended moved by Chair Lee seconded by Trustee Schlenker. Carried.

Acceptance of Minutes

Draft Minutes of the 20 April 2015 Annual General Meeting

Draft minutes of the 20 April 2015 Annual General Meeting were distributed prior to the meeting for the information of trustees – to be approved at the 2016 Annual General Meeting. (Copy attached to the original minutes.)

Minutes of the 11 May 2015 “Town Hall” Meeting

Minutes of the 11 May 2015 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the town hall meeting of 11 May 2015 be accepted as circulated moved by Trustee Schlenker seconded by Trustee Hill. Carried.

Minutes of the 11 May 2015 Meeting

Minutes of the 11 May 2015 meeting were distributed prior to the meeting. **Motion** that the minutes of the meeting of 11 May 2015 be accepted as circulated moved by Trustee Severn seconded by Trustee Schlenker. Carried.

Minutes of the 11 May 2015 In-camera Meeting

Minutes of the 11 May 2015 in-camera meeting were distributed prior to the meeting.

Motion that the minutes of the in-camera meeting of 11 May 2015 be accepted as circulated moved by Trustee Hill seconded by Trustee Garside. Carried.

Minutes of the 25 May 2015 Special Meeting

Minutes of the 25 May 2015 special meeting were distributed prior to the meeting. **Motion** that the minutes of the special meeting of 25 May 2015 be accepted as circulated moved by Trustee Forest seconded by Trustee Severn. Carried.

Committee Reports

Draft Minutes of the 09 June 2015 Human Resources Committee Meeting

Draft minutes of the 09 June 2015 Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 09 June 2015 meeting of the Human Resources Committee be received moved by Trustee Hill. Carried. The committee made no recommendations.

Draft Minutes of the 09 June 2015 In-camera Human Resources Committee Meeting

Draft minutes of the 09 June 2015 in-camera Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 09 June 2015 meeting of the in-camera Human Resources Committee be received moved by Trustee Hill. Carried. Trustees to deal with matters raised at an in-camera session.

Draft Minutes of the 08 June 2015 Open-burning Bylaw Committee Meeting

Draft minutes of the 08 June 2015 Open-burning Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 08 June 2015 meeting of the Open-burning Bylaw Committee be received moved by Trustee Schlenker. Carried. The committee made one recommendation.

Trustee Schlenker advised that notwithstanding the absence of two members and resignation of another it was his hope that the proposed open-burning bylaw balanced the various community interests. The proposed bylaw left in language/clauses that might be contentious as it was the consensus of committee members that these should be dealt with at the board level. **Motion** that Bylaw No. 125 Open-burning Regulations now be introduced and read for the first time moved by Trustee Schlenker seconded by Trustee Severn. Carried. Chair Lee commented that trustees will likely hold a special meeting of the board to allow for additional public input and possible amendments by trustees before second reading. Chair Lee thanked the committee for their work, specifically mentioning Committee Chair Schlenker and Lieutenant Sherrin.

Correspondence

Correspondence received was distributed to trustees prior to the meeting and at the meeting. (Copies attached to the original minutes.)

Correspondence from Paul Marcano (06 May 2015) concerned the collective agreement with IAAF. It was the consensus of the meeting that the correspondence be referred to the Human Resources & Legal Committee.

Correspondence from Maxine Leichter (14 May 2015) concerned membership on Facilities and Physical Plant Committee, terms of reference for committees, and the selection/recruiting of committee members. It was the consensus of the meeting that the

correspondence be referred to the “Strategic Planning & Policy Development Committee” for comment and review.

Correspondence from Julia Lucich (20 May 2015) concerned the availability of resources from the BC Office of the Ombudsperson to assist the Board in reviewing “best practices” for governance. Chair Lee thanked Julia Lucich for bringing the resource to the notice of the District and it would be considered for a future workshop.

Correspondence from Mary Gillies (20 May 2015) concerned recent SSIFFA paid-on-call retirements and the impact on line officer availability. Chief Bremner commented that he had incorporated additional information into his monthly report and that he would reply to Ms. Gillies.

Correspondence from Reuben Kaufman (22 May 2015) concerned the “FireSmart Program” – a program to minimize fire risk to a property at the wildland-urban interface. Chief Bremner was tasked to reply to Mr. Kaufman.

Correspondence from Julia Lucich (09 June 2015) and Reg Jefferd (15 June 2015) concerning “Fire Service Level Policy” will be taken under advisement when the matter is considered.

Correspondence from Ron Stepaniuk, District Manager North Salt Spring Waterworks (08 June and 15 June 2015) concerned the current drought condition and water conservation measures implemented. In the discussion Chief Bremner commented that the Fire Service is very conscious of water usage and that the “Training in Paradise” weekend will use nominal additional of water – the pumping and pumps course is to be held at the high school. Responding to a comment made concerning Fulford Community Hall already running out of water, Chief replied that Fulford Fire Hall utilizes water from a 20,000 gallon storage tank that is filled from Fulford Creek. Chief Bremner was tasked to reply to North Salt Spring Waterworks.

Fire Chief’s Report

Chief Bremner’s monthly report for May 2015 was distributed prior to the meeting. (Copies attached to the original minutes.) Responding to a question from Trustee Forest, Chief Bremner said that in future he would report in greater detail on progress implementing the recommendations of the Walker Resource Group (prioritized in the 23 May 2015 Workshop report). After discussion it was the consensus of the meeting that the matter of roof repairs at Ganges Fire Hall be handled by the Facilities & Physical Plant Committee. Trustee Forest reported on his informal meeting with Chief Bremner regarding the need for a second compressor and it was the consensus of the meeting that the matter also be referred to the Facilities & Physical Plant Committee.

Salt Spring Island Fire Fighters Association (SIFFA) Report

SSIFFA President Lieutenant Eric Taylor advised the meeting the annual “Boot Drive” over the May long weekend raised some \$4,500 for BC Children’s Hospital. Lieutenant

Taylor also advised that the Association recently donated \$250 to Salt Spring Island Community Services to assist with the purchase of infant car seats and members continue to be available by appointment to inspect infant car seats and assist with their proper installation.

Old Business

District Boundaries

CAO Peat advised that no reply has yet been received from Polaris Land Surveying Ltd regarding confirmation of their mapping of district boundaries from the Letters Patent. Any discrepancies with mapping provided by the Ministry will have to be resolved with GeoBC .

Emergency Water Delivery – fire hydrant responsibility

Chair Lee advised that a joint meeting of the Fire District and North Salt Spring Waterworks boards has been scheduled for 06 July 2015.

Bylaw No.125 Fire Regulations (Open-burning Bylaw)

Dealt with under Open-burning Bylaw Committee report.

Terms of Reference for Board Committees

Proposed “Terms of Reference” for standing board committees were distributed prior to the meeting. (Copies attached to the original minutes.) Trustees Hill, Schlenker, and Severn were thanked for their work. It was the consensus of the meeting that the report is a working document with committees to review and recommend amendments to their respective terms of reference prior to formal approval by the board.

Appoint Members to Standing Committees of the Board

Trustee Severn asked to step down as a member of the Human Resources Committee.

Motion that the appointment of Trustee Severn to the Human Resources Committee be rescinded moved by Trustee Severn seconded by Trustee Hill. Carried.

There was discussion about which standing committees trustees wished to serve on.

Motion that Trustee Schlenker be appointed to the Human Resources & Legal Committee; that Trustees Hill and Severn be appointed to the Marketing & Communications Committee; that Trustees Forest, Garside, Hill and Schubart be appointed to the Facilities & Physical Plant Committee; and that Trustees Schlenker and Severn be appointed to the Strategic Planning & Policy Development Committee moved by Trustee Schlenker seconded by Trustee Severn. Carried.

A proposed “Application Form” for public participation on board committees was distributed prior to the meeting (Copy attached to the original minutes.) It was the consensus of the meeting that the deadline for receipt of applications would be July 3, 2015 to allow time for the Human Resources Committee to meet to review applications and recommend appointments for consideration by the board at the July 20, 2015 meeting. CAO Peat was tasked to have advertising placed in the Driftwood newspaper and a notice uploaded to our website.

Communications Policy

It was the consensus of the meeting that draft communications policy should be dealt with by the Marketing & Communications Committee.

Fire Service Level Policy

It was the consensus of the meeting that discussion of “Fire Service Level” policy be dealt with by the Strategic Planning & Policy Development Committee. Chair Lee expressed the desire that the committee formulate a plan on how best to move forward in a timely manner.

Fire Underwriters Survey

Chair Lee advised that a special meeting of the Board of Trustees has been scheduled for 05 August 2015 to receive the report and ask questions of the consultant.

Proposed Elections Bylaw

CAO Peat advised that Ministry representative have advised that election regulations should be done by “policy and procedure” rather than by bylaw. He has collected sample policies and will prepare a draft statement for the consideration of the Strategic Planning & Policy Development Committee.

District legal representation

Trustee Schlenker advised that he and Trustee Hill are continuing to make consultations and enquiries. It was the consensus of the meeting that the matter should be dealt with the Human Resources & Legal Committee with a recommendation to be made to the board.

Document Management System

Nothing to report, Trustee Schlenker to attend to the matter.

Website Updating

It was the consensus of the meeting that until the “Administrative Function Review” is completed material changes to the website should be put on hold. Chair Lee asked that trustee related notices/information should be posted on the “trustees’ page” and not on the “home page” which should be primarily for the Fire Service. After discussion it was agreed that with the large number of PDF documents made available it would be useful to consolidate them into one “omnibus file” for downloading/archiving. In response to a question from Trustee Schlenker, CAO Peat advised meeting notices and supporting documents are deleted from the “front page” after the meeting but are still available from a link on the trustees’ page. The need for better communications with the Driftwood regarding updating meeting locations and dates was mentioned.

Mutual Aid Agreements

Chief Bremner and Trustee Hill both advised that conversations are continuing.

New Business

Local Government Management Association Workshop

Information regarding an upcoming LGMA workshop was distributed prior to the meeting. (Copy of brochure attached to the original minutes.) By general consensus it was agreed that consideration be table until after the “Administration Function Review”.

Report of the 23 May 2015 Walker Resource Group Workshop

A written report on the 23 May 2015 trustee and senior staff workshop facilitated by Richard Walker (Walker Resource Group) was distributed prior to the meeting. (Copy attached to the original minutes). Chair Lee asked that on page 9 under “The SSIFPD Management Team” section the sentence “Trustee Garside was also invited to participate in the bi-weekly meetings” should be deleted as it does not reflect participants recollection of what was said. It was also agreed that individuals on Management and Leadership teams should be identified by position rather than by name.

Bylaw No. 128 Vehicle Exhaust Systems (a bylaw to amend Bylaw No. 123)

Motion that Bylaw No. 128 Vehicle Exhaust Systems now be introduced and read for the first time moved by Trustee Hill seconded by Trustee Forest. Carried. CAO Peat advised trustees that because of delays in the installation of the Nederman vehicle exhaust systems, the District was unable to arrange long term financing through the Province in the spring funding cycle and instead must wait until the fall. The only change in wording is in clause #3 where were temporary borrowings will be repaid on or before 31 December 2015 (instead of 30 June 2015). Motion that the certification clause be amended by inserting “is” to read “I hereby certify under the seal of the Salt spring Island Fire Protection District that this is a true copy of Bylaw No. 128” moved by Trustee Schlenker seconded by Chair Lee. **Motion** that the amended Bylaw No. 128 Vehicle Exhaust Systems be adopted moved by Chair Lee seconded by Trustee Severn. Carried.

Trustee meeting Packages/Materials
Dealt with under website updating.

Assignment of Stand-by Duty Vehicle

Motion that the Board instructs the Chief to reduce the number of times the duty vehicle is assigned overnight to personnel other than the Chief and Deputy Chief to the maximum extent possible through the remainder of 2015 moved by Trustee Schlenker seconded by Trustee Forest. Carried. Trustees Forest, Hill, Lee and Schlenker voting in favour of the motion, trustees Garside and Severn voting against.

Trustee Schlenker commented that the board has a duty to reduce expenses not only in future years but beginning right now and that he estimates possible savings in the high five figures. Chair Lee and Trustee Schlenker both commented that their understanding of the contract does not preclude excluded staff from performing the duty. Trustee Severn commented that matters such as this motion are often dealt firstly by a committee which would provide an opportunity for Chief Bremner and Deputy Chief George to provide

comment and input. Chief Bremner commented that he could only advise the board that there is an arrangement in place that provides coverage and that the union local may have a different interpretation of what the contract language means and permits. Trustee Hill commented that the cost of the stand-by duty shift is a matter of contention in our community and that as the Chief has acknowledged his duty to always look for ways to reduce costs - excluded staff taking the stand-by duty vehicle shift is an easy way to do so. Trustee Garside commented that in his opinion it is paramount that the board understand the implications of taking this action and that he did not want the District to incur legal expenses that could have been avoided if the matter had been researched further. Responding to the concern express about staff burn-out, Chair Lee commented that as a means to reduce costs the motion requests that excluded staff participate in covering the stand-by duty shift as much as possible and that it is not the intended to direct the Chief and Deputy Chief to take “complete ownership”. In replying to a question from Chair Lee, Chief Bremner commented that he is not aware of any clause in his or Deputy Chief George’s contract that would not allow them to do the duty shift if directed to do so by the board.

Motion that the Chief report to the Board each month the number of times he and the Deputy Chief had the duty vehicle overnight, union members had the duty vehicle, and paid-on-call members had the duty vehicle moved by Trustee Schlenker seconded by Trustee Forest. Carried. The information is to be recorded in Chief’s monthly report to the board.

Delegations

None

In-Camera meeting

Motion moved by Trustee Hill seconded by Trustee Forest that Draft Minutes of the In-Camera meeting of the Human Resources Committee meeting of 09 June 2015 be considered in-camera. Carried. The meeting moved to an in-camera meeting at 8:57 pm and arose from the in-camera meeting at 9:18pm.

Motion that a special meeting of the Board of Trustees be held 29 June 2015 to authorize the signing of a consulting contract with the preferred proponent for the “Administrative Function Review” moved by Trustee Schlenker seconded by Chair Lee. Carried. The meeting is to be held in the Trustees Office Ganges Fire Hall beginning at 4:00pm.

Adjournment

There being no further business **motion** to adjourn moved by Trustee Schlenker. Carried. The meeting adjourned at 9:19pm.

A special meeting of trustees will be held 29 June 2015.

The next scheduled regular meeting of the trustees is 20 July 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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