

Minutes of the  
Human Resources Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **06 July, 2015**

Trustee's Office, Ganges Fire Hall

**In attendance:** Committee Members: Committee Chair Derek Hill, Mitchell Forest, and Norbert Schlenker

Trustees: Linda Lee

Staff: Corporate Administration Officer (CAO) Andrew Peat

The meeting was called to order at 10:01am by Committee Chair Hill

**Approval of Agenda**

A proposed agenda was circulated to committee members prior to the meeting. Agreed by general consent to accept the agenda as circulated.

**Approval of Minutes**

CAO Peat advised that minutes for the June 19, 2015 In-camera committee meeting have not yet been completed. Agreed by general consent that approval of June 19, 2015 meetings be tabled.

**New Business**

Comparative data from similar Fire Services/Departments

Committee Member Forest commented that in conjunction with the "Administration Function Review" it would be useful at the same time to compile additional statistical information (front line staffing, equipment, sites) from comparable Districts/departments. Committee Member Forest agreed to draft additional questions to be asked concurrently and to assist with identifying comparable departments. In identifying comparable departments population served, geographic size, rural/urban, and staffing model (Career/POC) were mentioned as factors to consider. Because the final consulting contract "reduced the hours" and that additional information is considered desirable, Committee Chair Hill has agreed with TallSky staff (Kate Noble) that the District would compile the comparative data. Committee Chair Hill tasked to arrange and coordinate.

Draft Policy Statement regarding an annual governance workshop for trustees.

Committee members discussed the desirability of holding an annual governance workshop (Walker Resource Group Recommendation #5). Motion moved by Committee Member Schlenker that it is the **recommendation** of the committee that CAO Peat be tasked to write an appropriate policy stating that before the second monthly meeting of the Board following the Annual General Meeting there will be an annual governance workshop held for trustees.

Website upgrading and re-design

Trustee Lee commented that IT (information technology) and website support is part of the "Administrative Function Review" and consideration should be tabled till after the consultant's

report is received. It was the consensus of the meeting that the matter would more appropriately be dealt with by the Marketing and Communications Committee.

**In-Camera meeting**

**Motion** moved by Committee Member Schlenker seconded by Committee Member Forest that human resources issues be considered in-camera. Carried. The meeting moved to an in-camera meeting at 10:25am and arose from the in-camera meeting at 10:57am.

**Adjournment**

There being no further business **motion** to adjourn moved by Committee Member Schlenker. Carried. The meeting adjourned at 10:57am.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator