

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

Meeting held: **November 20, 2017**
Lower Hall, Ganges United Church
111 Hereford Avenue, Salt Spring Island

In attendance:

Trustees: Per Svendsen (Chair), Howard Baker, Rollie Cook, Mary Lynn Hetherington
Regrets: Chris Budd, Howard Holzapfel
Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Chief Arjuna George, SSIFFA President Peter Address
Recording Secretary: Sarah Shugar
Others Present: 7 members of the public

These minutes follow the order of the agenda although the sequence may have varied.

Chair Svendsen called the meeting to order at 7:03 p.m. The meeting recessed for the Town Hall session at 7:03 p.m. and reconvened at 7:12 p.m.

1. Approval of Agenda

A proposed agenda was circulated to trustees prior to the meeting.

Motion to accept the agenda moved by Trustee Cook, seconded by Trustee Heatherington.
CARRIED

2. Approval of Minutes

2.1 Receive and Accept the Minutes of the Town Hall meeting held October 16, 2017

Motion that the Board of Trustees accept the Town Hall Meeting minutes of October 16, 2017 moved by Trustee Hetherington, seconded by Chair Svendsen.
CARRIED

2.2 Receive and Accept the Minutes of the meeting held October 16, 2017

Motion that the Board of Trustees accept the minutes of October 16, 2017 moved by Chair Svendsen, seconded by Trustee Hetherington.
CARRIED

2.3 Receive and Accept the Minutes of the In-camera meeting held October 16, 2017- moved to the in camera meeting

- 2.4 **Receive and Accept the Minutes of the Special meeting held November 19, 2017 - none**
- 2.5 **Receive and Accept the Minutes of the In-Camera meeting held November 19, 2017 - none**
3. **Committee Reports**
- 3.1 **Facilities and Physical Plant**
- 3.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held October 12, 2017
- Motion** that the Board of Trustees receive the draft minutes of the Facilities & Physical Plant Committee meeting held October 12, 2017 moved by Trustee Hetherington, seconded by Trustee Cook.
CARRIED
- 3.1.2 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held November 9, 2017 - none
- 3.2 **Finance and Audit**
- 3.2.1 Receive the draft Budget Report period ending September 30, 2017
- CAO Peat presented the draft Budget Report period ending September 30, 2017. The District has received approximately \$64,000 to date from the Province of BC for the deployments to Williams Lake.
- Motion** that the Board of Trustees receive draft budget report ending September 30, 2017 moved by Trustee Hetherington, seconded by Trustee Cook.
CARRIED
- 3.2.2 Receive the draft minutes of the Finance & Audit Committee meeting held November 3, 2017
- Motion** that the Board of Trustees receive the draft minutes of the Finance and Audit Committee meeting held November 3, 2017 moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED
- 3.2.3 Receive the draft minutes of the In-camera Finance & Audit Committee meeting held November 3, 2017 – moved to in camera
- 3.3 **Human Resources and Legal – none**
- 3.4 **Marketing and Communications**

- 3.4.1 Receive the draft minutes of the Marketing & Communications Committee meeting held October 18, 2017

Motion that the Board of Trustees receive the draft minutes of the Marketing and Communications Committee meeting held October 18, 2017 moved by Trustee Baker, seconded by Chair Svendsen.
CARRIED

- 3.4.2 Receive the draft minutes of the Marketing & Communications Committee meeting held November 8, 2017

Motion that the Board of Trustees receive the draft minutes of the Marketing and Communications Committee meeting held November 8, 2017 moved by Trustee Hetherington, seconded by Chair Svendsen.
CARRIED

3.5 Occupational Health and Safety Committee

- 3.5.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held September 28, 2017

Motion that the Board of Trustees receive the draft minutes of the Occupational Health & Safety Committee meeting held September 28, 2017 moved by Chair Svendsen, seconded by Trustee Hetherington.
CARRIED

- 3.5.2 Receive the draft minutes of the Occupational Health & Safety Committee meeting held October 26, 2017

Motion that the Board of Trustees receive the draft minutes of the Occupational Health & Safety Committee meeting held October 26, 2017 moved by Trustee Hetherington, seconded by Trustee Baker.
CARRIED

It was noted the attendance would be amended to include Trustee Hetherington.

3.6 Strategic Planning and Policy Development

- 3.6.1 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held October 10, 2017 -none

- 3.6.2 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held November 13, 2017 -none

4. Correspondence

4.1 Correspondence October 30, 2017 City of Williams Lake

4.2 Correspondence November 8, 2017 OFC to Fire Chiefs Association

of BC

The correspondence items were received.

5. Fire Chief's Report

5.1 Fire Chief's Report – October 2017

The Fire Chief's Report for October 2017 was circulated prior to the meeting. Chief George presented the following highlights: the District has responded to 3 structure fires in October and 19 structure-related incidents in 2017. The annual recruit campaign is complete with fourteen applications received, the fitness tests are complete and the interviews are scheduled for next week. The District participated in the largest maritime training scenario in Canada on October 25, 2017 with over 1000 first responders involved and Bob Turner, Assistant Deputy Minister of Integrated Resource Operations Division presented the District with a certificate of appreciation for the District's contribution. Fire Prevention week was held October 8 to 14, 2017 and included visits to 5 local schools and an Open House event. The District hosted the Halloween festivities and Chief George noted it is time for winter preparations including chimney cleaning, and vehicle preparations.

Motion to receive the Fire Chief Report dated October 2017 moved by Trustee Hetherington, seconded by Trustee Baker.
CARRIED

6. Salt Spring Firefighters' Association Report

6.1 For month of September 2017

The report was received.

6.2 For month of October 2017

The report was received.

7. Old Business

7.1 Develop specifications for Engine 202 replacement

Chair Svendsen presented an update regarding replacement of Engine 202.

Motion that the Board of Trustees request Chief George to investigate the option to acquire a pre-owned or demo apparatus as a replacement for Engine 202 moved by Chair Svendsen, seconded by Trustee Hetherington.
CARRIED
Trustee Baker OPPOSED

7.2 Update regarding replacement roof Fire Hall No. 3 (F&PP)

It was generally agreed to remove this item from agenda and bring it back in the Spring 2018. Chief George reported the condensation at Hall No. 3 would be monitored over the winter.

7.3 Update regarding Policy statement “Joint consultation Committee” (District & IAFF)

CAO Peat reported Trustee Hetherington met with Jaime Holmes and a meeting will be held with Trustee Holzapfel.

7.4 Hydrant maintenance agreement – North Salt Spring Waterworks (CAO Peat)

CAO Peat will send a letter to North Salt Spring Waterworks District regarding the hydrant maintenance agreement. Chief George reported that NSSWD has completed 80% of their digital modeling and is expected to be complete early 2018.

7.5 Update regarding Fire Hall No. 1 HVAC installation (Chief George)

Chief George reported the HVAC system at Hall No.1 is installed and working.

7.6 Post Incorporation Referendum “Town Hall” meeting (M&C)

Marketing and Communications Committee member Stan Shapiro reported that the Marketing and Communications Committee has submitted a Committee Report regarding recommendations for a Town Hall meeting. There was question whether it would be appropriate to schedule the meeting prior to the purchase of a new apparatus.

Motion that the Board of Trustees accept the proposal to schedule a Town Hall meeting on Wednesday, January 24, 2018 at the Lions Hall moved by Trustee Cook, seconded by Trustee Hetherington.
CARRIED

7.7 Update on Audio Recording Policy (M&C)

CAO Peat reported the target date for audio recording regular meetings is January 2018. There was discussion regarding the option to change the location of the regular Board meetings.

Motion that the Board of Trustees accept the draft Audio Record of Board of Trustee Meetings Policy as amended by the Marketing and Communications Committee moved by Trustee Hetherington, seconded by Trustee Cook.
CARRIED

7.8 Update on OG regarding Open Burning progressive penalties

Chief George reported this item is pending approval of the Fire Safety Act and he expects that he would bring guidelines prior to the fire season in 2018.

By general consent the Board of Trustees agreed to table Open Burning Progressive Penalties pending proclamation of the Fire Safety Act.

7.9 Consider recommendation to purchase of an aerial apparatus as the replacement vehicle for Engine No. 202

Motion that the Board of Trustees accept the recommendation of the Facilities and Physical Plant Committee to defer consideration of purchase of an aerial apparatus until the next engine replacement scheduled for 2023 (Engine 3) moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

7.10 Consider the recommendation to prepare bylaw to authorize borrowings to purchase a replacement for Engine No. 202

CAO Peat reported the District may seek approval to authorize borrowings to purchase a replacement for Engine No. 202 by a counter petition or referendum and a referendum would likely cost the District over \$5,000.

Motion that the Board of Trustees agreed to table authorization for borrowings to purchase a replacement for Engine No. 202 to follow the Town Hall meeting in January 2018 moved by Trustee Baker, seconded by Trustee Hetherington.

CARRIED

7.11 Staff Report “Fire Rescue Canada – Canadian Fire Chiefs Conference

Chief George presented the staff report on the Fire Rescue Canada Conference 2017 dated November 20, 2017.

Motion to receive the report moved by Trustee Hetherington, seconded by Chair Svendsen.

CARRIED

8. Bylaws – none

9. New Business

9.1 Staff Report “Utilization of Surplus Deployment Funds”

Chief George reported that the District’s Community Wildland Interface Fire Protection Plan was written in 2005 and is now outdated. CAO Peat reported the District would apply for two summer students positions for 2018 and it has been suggested that one position could focus on updating the Plan.

Chief George's recommended that fifty percent of the unbudgeted deployment funds (\$15,000 to \$20,000) be designated to operations.

By general consent, the Board of Trustees agreed that Chief George would prepare a proposal regarding utilization of surplus deployment funds for consideration of the Facilities and Physical Plant Committee.

9.2 Greater Vancouver Fire Chiefs' Association – Labour Relations Seminar

Motion that the Board of Trustees approve Chief George and Trustee Hetherington to attend the Greater Vancouver Fire Chiefs Association – Labour Relations Seminar moved by Trustee Cook, seconded by Trustee Baker.

CARRIED

9.3 Consider proposed policy “Alcohol and Drug Use” (CAO Peat)

CAO Peat presented the draft “Alcohol and Drug Use” policy.

Motion that the draft “Alcohol and Drug Use” policy be referred to the Occupational Health and Safety Committee for comment moved by Chair Svendsen, seconded by Trustee Hetherington.

CARRIED

9.4 Appointments to Standing Committees – to In-camera meeting

CAO Peat reported the Board of Trustees has received a letter of resignation from Jane Horsburgh, Marketing and Communications Committee member and CAO Peat will send a letter of gratitude.

9.5 Consider proposed changed to Terms of Reference “Marketing & Communications Committee”

CAO Peat presented the proposed Terms of Reference for the Marketing & Communications Committee.

Motion that the Board of Trustees accept the draft Marketing and Communications Committee Terms of Reference as amended moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees accept approve the Marketing and Communications Committee recommendation to amend the Committee name to “Communications and Marketing Committee” moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

9.6 Consider recommendation to establish progressive penalties for repeated call-outs for false alarms

This item is pending proclamation of the Fire Safety Act. See item 7.8.

9.7 Consider recommendation to open US\$ CWRRF account

CAO Peat reported the Finance and Audit Committee has expressed support to open a US dollar account and that the Finance and Audit Committee have authorization to transfer the funds.

Motion that the Board of Trustees authorize opening a US Dollar CWRRF Account at Island Savings Credit Union moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

It was noted CAO Peat would investigate currency exchange options.

9.8 Consider recommendation regarding out-sourcing payroll function to third party

CAO Peat reported that the District looked into outsourcing the payroll function to a third party in years past and did not proceed due to the complexity.

By general consent, the Board of Trustees agreed to table out-sourcing payroll function to third party pending further information.

9.9 Update regarding water storage pond at Fire Hall No. 2

CAO Peat reported that he has written a letter to SSI Farmland Trust regarding an extended lease.

There was a question regarding dry hydrants and Chief George reported there are many factors in consideration of installation of additional dry hydrants.

Motion that the Board of Trustees send a letter to the adjacent property owners at Fulford Fire Hall regarding whether there is interest in leasing surplus agriculture land for agricultural purposes moved by Hetherington, seconded by Baker.

CARRIED

10. Delegations - none

11. In-camera session to discuss a proposed contract for services and appointments to standing committees

Motion that the Board of Trustees move in camera at 8:43 p.m. to discuss a recommendation regarding consulting contracts moved by Chair Svendsen, seconded by Trustee Cook.

CARRIED

The meeting moved in-camera at 8:43 p.m. and reconvened at 10:01 p.m.

12. Rise and Report

Motion that the Fire Wise Consulting Ltd. services agreement be signed by Chair Svendsen moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED

Motion that the Board of Trustees accept the Fire Wise Consulting Ltd. services agreement as amended moved by Trustee Cook, seconded by Trustee Hetherington.
CARRIED

Motion that the Board of Trustees appoint John Gauld to the Facilities and Physical Plant Committee and the Strategic Planning and Policy Development Committee moved by Trustee Hetherington, seconded by Trustee Baker.
CARRIED

Motion that the Board of Trustees approve the request to convert the Trustee office space to an operations office space and that a work station be set up for Trustees in the admin area moved by Chair Svendsen, seconded by Trustee Hetherington.
CARRIED
Trustee Baker OPPOSED

13. Adjournment

There being no further business, **motion** to adjourn moved by Trustee Baker, seconded by Trustee Hetherington and carried.

The meeting adjourned at 10:02 p.m.

The next regular meeting of the trustees is scheduled for December 18, 2017.

Per Svendsen
Chair, Board of Trustee

Andrew Peat
Corporate Administrator