

# **Minutes of the Strategic Planning and Policy Development Committee Meeting Salt Spring Island Fire Protection District**

Meeting held: **October 10, 2017**  
Training Room, Ganges Fire Hall

**In attendance:** Trustee Howard Baker (Chair), and Neil MacConnell, and Shelly Nitikman

**Regrets:** Trustee Rollie Cook

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

The meeting was called to order at 2:01 p.m. by Committee Chair Baker

## **1. Approval of Agenda**

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

By **general consent** the agenda was approved as circulated.

## **2. Approval of Minutes**

### **2.1 Receive and approve minutes of the meeting held Sept. 11, 2017**

The minutes of the September 11<sup>th</sup> regular meeting were distributed prior to the meeting.

By **general consent** the minutes were approved as circulated.

## **3. Old Business**

### **3.1 Update regarding RFP Master Fire Plan**

Committee Chair Baker reported that on developments regarding the proposed contract for Stage No 1 of the Master Fire Plan. Specifically, that discussions have been held with a preferred proponent to refine and clarify the Scope of Work and that an amended consulting services agreement has been circulated to trustees for comment and consideration.

There was discussion.

### **3.2 Reconsider proposed Meeting Procedures Bylaw 2016**

In the discussion the possibility of using electronic devices in the conduction meeting was mentioned.

It was the consensus of the Committee members present that reconsideration of the proposed Meeting Procedures Bylaw be tabled until the next meeting.

**3.3 Update regarding Fire Inspections Policy - none**

**3.4 Update regarding proposed Special General Meeting in October/November - none**

**3.5 Review Bylaw # 49, Fire Department Establishment and Operations**

It was the consensus of the Committee members present that discussion of this item of business be tabled until the next meeting to provide Chief George with an opportunity for input.

**4. New Business**

**4.1 Review and discuss Fire Underwriters Survey (FUS) 2015 recommendations**

It was the consensus of the Committee members present that discussion of this item of business be tabled until the next meeting. A proposed Deployment Policy was circulated to members prior to the meeting. There was discussion.

**4.2. Discuss timelines for scheduling of Committee action items**

There was discussion about the desirability of documenting Committee priorities (action items) and when appropriate deadlines for completion. Recording information on an excel spreadsheet was suggested with a time horizon of 33 months.

Committee Chair Baker undertook to report back at the next meeting.

**4.3 Discuss parameters of GIS mapping**

Committee Chair Baker reported that the proposed scope of work for Stage No. 1 of the Master Fire Plan includes GIS mapping of data.

It was the consensus of the Committee members present that further discussion be tabled until the next meeting to allow for input from Chief George.

**5. Next meeting**

The next meeting of the Committee is scheduled to be held on November 13, 2017 at the Ganges Firehall beginning at 1:00 PM.

**6. Adjournment**

There being no further business, by **general consent** the meeting was adjourned.

The meeting adjourned at 3:35 PM.

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Howard Baker  
Committee Chair

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Andrew Peat  
Corporate Administrator