

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

Meeting held: **November 13, 2017**
Training Room, Ganges Fire Hall

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

Staff Members: Assistant Chief Jamie Holmes, CAO Andrew Peat

Regrets: Trustee Rollie Cook

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

The meeting was called to order at 2:00 p.m. by Committee Chair Baker.

1. Approval of Agenda

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

Motion that the agenda be accepted as circulated moved by Committee Member MacConnell.

CARRIED

2. Chair's Report

By **general consent** it was agreed to defer consideration till a future meeting.

3. Approval of Minutes

3.1 Receive and approve minutes of the meeting held October 10, 2017 - none

4. Old Business

4.1 Discuss GIS mapping parameters for "Master Fire Plan"

In the discussion, mention was made that limited GIS mapping is included in the Fire Wise Consulting contract – relating to response times for different zones (urban, suburban, rural or remote) and mapping of existing and potential sources of water for fire flow purposes.

After discussion it was the **general consent** of the meeting that further consideration of this matter be tabled until after receipt of the Phase I report from Fire Wise Consulting.

4.2 Update regarding “Fire Department Establishment and Operations Bylaw”, Bylaw No. 59

By **general consent** of the meeting that further consideration of this matter be tabled until after recommendations have been received from Chief George. The new “Fire Safety Act”, has not yet been proclaimed. The new legislation replaces the “Fire Services Act” which has not been substantially updated since 1979.

4.3. Update regarding drafting of “Inspections Policy”

In the discussion it was mentioned that the new “Fire Safety Act” will impact any proposed inspections policy and the need for a bylaw to provide for enforcement of inspections of commercial buildings.

By **general consent** it was agreed that further consideration of this matter be tabled until after proclamation of the “Fire Safety Act” but to confirm current policy.

4.4. Update regarding “meeting procedures Bylaw”, Bylaw No. 119 – using electronic technology

In the discussion it was mentioned that while all governing bodies are held to a high standard in conducting meetings, municipalities and regional districts are permitted by legislation to conduct meetings by means of electronic or other communications facilities and members who participate by such means are deemed to be present at the meeting. An improvement district is not explicitly authorized to do the same.

By **general consent** it is the recommendation of the Strategic Planning & Policy Development Committee to the Board of Trustees that the Corporate Administrator be instructed to contact the Ministry of Municipalities to clarify whether it is possible for the District to permit participation by electronic or other communication means.

5. New Business

5.1 Implications on strategic planning regarding possible acquisition of an aerial apparatus (ladder truck)

There was discussion of the need for a ladder truck and the strategic implications involved. The latest FUS report recommended that the District consider a ladder truck as an option during the upcoming fire engine replacement cycles. The District’s ability to respond to fires in complex structures and three/four story buildings as firefighters cannot readily access roofs and do not have the means to directing streams of water from an elevated position. It is understood that currently the number of complex or three plus story buildings in the Ganges core area is at or exceeds the threshold mentioned in the FUS report where an aerial apparatus should be considered. Development proposals being considered by the Islands

Trust will increase this number. It was mentioned that at the most recent Facilities Committee meeting that with proper maintenance and proof of reliability, apparatus can have a useful service life as long as thirty years and that Chief George recommended that replacing a front line engine with an aerial apparatus be deferred with the next engine replacement (2023).

5.2. Four- year Operating and Capital Budget

Proposed four-year Operating and Capital Budgets were distributed at the meeting in the form of a coversheet and Excel spreadsheet. With action items in the left-hand column and calendar quarters across the top for viewing as a bar chart. Subsequent pages would expand on the various action items.

5.3 Master Fire Plan, Phase I Consulting Services Agreement

The proposed Consulting Services Agreement was reviewed in detail by committee members.

By general consent of the meeting it is the recommendation of the Strategic Planning & Policy Development Committee that:

- a) On page 1, the date of reference of the Agreement be changed to November;
- b) On page 1, the opening sentence in the third paragraph be changed to read “This agreement is evidence that in consideration of payment of \$1.00..”;
- c) Section 4 section (b) is changed after the word association to read “the Consultant acknowledges and agrees that the District has entered into this agreement relying on the representations and warranties in this section; and“
- d) Schedule “A” Terms of Reference, Services first sentence of the first paragraph is changed to read “Within limitations imposed by available resources....”;
- e) In the second sentenced express changed to read “expressed”;
- f) The last sentence is changed to read “ ... NFPA 1720 benchmark, or other standards acceptable to the District for a comparable fire department”.
- g) The last sentence in the second paragraph changed by deleting the words “if appropriate”.
- h) The first sentence in the third paragraph changed to read “The consultant is also asked to identify variances in the number of incidents (for example seasonal increase or decreases) and make recommendations...”
- i) Schedule “A” Terms of Reference, Provision of consulting services, section 1. Changed to read “Analyze properties within the geographic...”;
- j) Section 3, changed to read “... and make recommendations as to how better deploy...”;

- k) Section 5 changed to read “Based on an assessment of SSIFR staffing...”
- l) Section 6, changed to read “... firefighting apparatus and suggest changes to increase or exceed meeting NFPA 1720 standards.”;
- m) Section 7, changed to read “Assess the impact of Fire Hall No. 1 relocation to the Brinkworthy site on delineation of demand zones (specifically changes of zones from rural to remote) and impact on meeting or exceeding ...”;
- n) Section 8, changed to read “Assess the impact of consolidating Fire Hall No. 1 and no. 3...”;
- o) Section 9, changed to read “ If the Ganges core area were determined to be “urban” rather than “suburban” re-assess SSIFR’s Fire Suppression...”;
- p) Section 10, changed to read “...staffing model and apparatus to meet or exceed the standards of Table 4.3.2”;
- q) Section 11, change the sentence to read “.... Demand zones and provide usable source data in a digital file than can be used by the District or other future consultants.”;
- r) Section Remuneration change the second sentence to read “The expenses will be for travel by vehicle at...”;
- s) On the last page the authorized signatory on behalf of the District be changed to “Fire Chief Arjuna George”.

5.4 Strategies regarding FUS

By **general consent** of the meeting it was agreed to table discussion of this item of business until the next meeting

5.5 Receive and discuss proposed Live Fire Training Policy

By **general consent** of the meeting it was agreed to table discussion of this item of business until the next meeting.

5. Next meeting

The next meeting of the Committee is scheduled to be held on December 11, 2017 at the Ganges Fire Hall Training Room beginning at 1:00pm.

6. Adjournment

There being no further business, **motion** to adjourn moved by Committee Chair Baker.

CARRIED

The meeting adjourned at 3:35 PM.

Howard Baker
Committee Chair

Andrew Peat
Corporate Administrator