

Staff Report: Reconfiguration of Ganges Fire Hall Office Spaces  
To: Board of Trustees  
CAO Andrew Peat,  
All Staff  
From: Chief Arjuna George  
Date: December 17, 2017

To maximize the available office space at Fire Hall #1 and allow office access to firefighters and trustees, I propose the following improvements.

I propose that a shared work station be set up in the back office (former Trustees Office) which would be available on a first come first served basis. The work station could be used by members needing access to a work station on their day off, by paid-on-call employees, and by Trustees.

The 2018 Small Capital Budget included \$4,000 for upgrading/replacing existing work stations and I understand Alex has been asked to order these early in 2018.

Employees and trustees must remember that they are sharing the space with others who are also doing their jobs and to always be mindful of this and respectful of others. Both work stations that will be available for trustee's use are shared with others (specifically contract employees) and on occasion operations may take priority.

If trustees plan to meet informally as a group to discuss matters or work collaboratively on a project, the Training Room or the CRD meeting room should be booked for this purpose. The front office (Capt Lundy's old office) is a quiet, secure work area for board members who require privacy and access to a phone and computer.

Arjuna George  
Fire Chief