

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

Meeting held: **June 19, 2017**
Lower Hall, Ganges United Church

In attendance:

Trustees: Per Svendsen (Alternate Chair), Howard Baker, Chris Budd, Rollie Cook, Mary Lynn Hetherington, Howard Holzapfel

Staff Members: Corporate Administrator and Financial Officer Andrew Peat, SSIFFA Lieutenant Peter Andress

Recording Secretary: Sarah Shugar

Others Present: 17 members of the public, Driftwood Reporter

Regrets: Mitch Forest (Chair), Chief Arjuna George

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

CAO Peat called the meeting to order at 7:06 p.m. and called for nominations for alternate chairperson.

Trustee Cook nominated Trustee Svendsen and Trustee Baker seconded the nomination. CAO Peat called a second and third time for nominations. As there were no further nominations, Trustee Svendsen was declared Acting Chair by acclamation.

The meeting recessed for the Town Hall session at 7:07 p.m. and reconvened at 7:39 p.m.

1. Approval of Agenda

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

The following additions to the agenda were presented for consideration:

9.6 Meeting Procedures Bylaw

9.7 Training in Paradise – Door Prizes

Motion to accept the agenda as amended moved by Trustee Hetherington, seconded by Trustee Holzapfel.

CARRIED

2. Approval of Minutes

1.1 Receive and Accept the Minutes of the Special meeting held April 24, 2017 - tabled

It was noted that at the meeting of May 15, 2017 Trustees requested that notes from the April 24, 2017 meeting be added as an addendum to the minutes, to include the responses from Chief George.

By general consent, the Board of Trustees agreed to table this item.

1.2 Receive and Accept the Minutes of the Town Hall meeting held May 15, 2017

By general consent, the Board of Trustees accepted the Town Hall meeting minutes of May 15, 2017 as presented.

1.3 Receive and Accept the Minutes of the meeting held May 15, 2017

Motion that the Board of Trustees meeting minutes of May 15, 2017 be accepted moved by Trustee Holzapfel, seconded Trustee Budd.
CARRIED

1.4 Receive and Accept the Minutes of the In-camera meeting held May 15, 2017 – moved to the in camera meeting

1.5 Receive and Accept the Minutes of the Special meeting held May 16, 2017

Motion that the Board of Trustees Special Meeting minutes of May 16, 2017 be accepted moved by Trustee Budd, seconded by Trustee Hetherington.
CARRIED

1.6 Receive and Accept the Minutes of the In-camera meeting held May 16, 2017 – moved to the in camera meeting

3. Committee Reports

3.1 Facilities & Physical Plant

3.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held May 11, 2017

By general consent, the Board of Trustees received the draft minutes of the Facilities & Physical Plant Committee meeting held May 11, 2017.

3.2 Finance & Audit

3.2.1 Receive the draft Budget Report period ending April 30, 2017

CAO Peat presented the report.

By general consent, the Board of Trustees received the draft Budget Report period ending April 30, 2017.

3.3 Human Resources & Legal – none

3.4 Marketing & Communications – none

3.5 Occupational Health & Safety Committee

3.5.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held May 25, 2017

By general consent, the Board of Trustees received the draft minutes of the Occupational Health and Safety Committee meeting held May 25, 2017.

- 3.6 Strategic Planning & Policy Development – none**
- 4. Correspondence - none**
- 5. Fire Chief's Report**
 - 5.1 Fire Chief's Report – May 2017**

The Fire Chief's Report for May 2017 was circulated prior to the meeting. Assistant Chief Holmes reported over one hundred registrations have been received for Training in Paradise 2017.
- 6. Salt Spring Firefighters' Association Report**

The Salt Spring Firefighters' Association Report was presented.
- 7. Old Business**
 - 7.1 Indemnification Bylaw – no update**
 - 7.2 Update regarding Decontamination Chambers – infrared saunas - SS Fire Rescue Foundation funding proposals**

Assistant Chief Holmes reported there would be one decontamination chamber at Hall No. 2 and two decontamination chambers at Hall No. 3. A member of the public donated one unit and the Salt Spring Fire /Rescue Foundation donated two units. Chief George is drafting operational guidelines for the use of the decontamination chambers.
 - 7.3 CRD use of Hall #3 for Emergency Response radio room (FPP) – no update**
 - 7.4 Discuss recommendation regarding proposed Election Procedures Policy - tabled**

By general consent, the Board of Trustees agreed to table the item.
 - 7.5 Update regarding drafting Fire Inspections Policy Statement – no update**
 - 7.6 Update regarding “Donations” and “Official Receipts” polices – no update**
 - 7.7 Update regarding “Fire Department Establishment and Operations Bylaw” - tabled**

By general consent, the Board of Trustees agreed to table the item.

7.8 Update regarding Petition to amend Letters Patent (Conflict of Interest) UBCM Resolution

CAO Peat reported the proposed resolution was received from the District of Oak Bay with a request to endorse the resolution or otherwise.

Motion that the Board of Trustees endorse the proposed UBCM resolution moved by Trustee Baker, seconded by Trustee Cook.
CARRIED

7.9 Appointments to Standing Committees

CAO Peat reported several applications from member of the public have been received and the applications will be considered during the in camera meeting.

Motion that the Board of Trustees appoint Trustee Rollie Cook, Trustee Howard Holzapfel and Trustee Howard Baker to the Finance and Audit Plant Committee as management representatives moved by Trustee Budd, seconded by Trustee Hetherington.
CARRIED

Motion that the Board of Trustees appoint Trustee Mary Lynn Hetherington to the Human Resources and Legal Committee moved by Trustee Cook, seconded by Trustee Holzapfel.
CARRIED

Motion that the Board of Trustees appoint Trustee Chris Budd and Trustee Rollie Cook to the Marketing and Communications Committee moved by Trustee Hetherington, seconded by Trustee Holzapfel.
CARRIED

Motion that the Board of Trustees appoint Trustee Mary Lynn Hetherington as management representative, Chief Arjuna George as employer representative and Andrew Peat as alternate employer representative to the Occupational Health and Safety Committee moved by Trustee Holzapfel, seconded by Trustee Cook.
CARRIED

Motion that the Board of Trustees appoint Trustee Howard Baker and Trustee Rollie Cook to the Strategic Planning and Policy Development Committee moved by Trustee Budd, seconded by Trustee Holzapfel.
CARRIED

CAO Peat acknowledged the Trustees and public volunteers.

7.10 Develop specifications for Engine 202 replacement

Assistant Chief Holmes reported Chief George is drafting a letter of intent prior to the Request for Proposals for Engine 202 replacement.

7.11 Retain structural engineer regarding repair or replacement roof Fire Hall No. 3

Trustee Baker reported the roof issue at Hall No. 3 may be due to inadequate ventilation.

Motion that the Board of Trustees request Chief George to contact CRD Building Inspection regarding ventilation at Hall No. 3, moved by Trustee Budd, seconded by Trustee Hetherington.
CARRIED

7.12 Update regarding Webcam on Fire Hall No. 1 hose tower – no update

7.13 CAFC Convention (September 2017 Vancouver)

CAO Peat reported the Chief is entitled to attend one conference per year.

Motion that the Board of Trustees approve Chief George to attend the 2017 CAFC Convention moved by Trustee Holzapfel, seconded by Trustee Budd.
CARRIED

7.14 Update regarding Policy statement “Joint consultation Committee”

CAO Peat requested that the employer representative and local representative Jaime Holmes meet to review the proposed policy statement and forward any revisions to the Board for consideration. It was noted the Joint Consultation Committee is not the venue to discuss grievances.

A member of the public asked why the policy states the Joint Consultation Committee will only meet in closed meetings. CAO Peat reported the Joint Consultation Committee would meet in closed meeting to allow for a full and frank discussion without prejudice.

7.15 Hydrant maintenance agreement – North Salt Spring Waterworks District

CAO Peat requested that a Trustee be appointed as lead representative to negotiate the Fire Hydrant Maintenance Agreement with North Salt Spring Waterworks District.

Motion that the Board of Trustees appoint Trustee Svendsen as lead representative to negotiate the Fire Hydrant Maintenance Agreement with North Salt Spring Waterworks District moved by Trustee Baker, seconded by Trustee Cook.
CARRIED

7.16 Update regarding Fire Hall No. 1 office hours

CAO Peat reported that the office would be open during lunch hour.

7.17 Update regarding professional assessment of air quality in all areas of Hall No. 1

CAO Peat reported WorkSafe BC has suggested that it is not a requirement to have a professional air quality assessment done and a better use of the funds would be to purchase air exchange equipment for the office area.

7.18 Recommendation regarding revisiting recommendation of Herold Engineering report of December 12, 2016 – no update

7.19 Update regarding Board review of Bullying & Harassment policy and procedures - tabled

By general consent, the Board of Trustees agreed to table this item to a special meeting.

7.20 Review and consider RFP (Request for Proposal) “Master Fire Plan” - tabled

The draft Master Fire Plan RFP is complete and CAO Peat requested the Board of Trustees to review the Terms of Reference.

By general consent, the Board of Trustees agreed to table the item to a special meeting.

7.21 Discuss requirements of FUS for adequate water supply for fire flow purposes (additional dry hydrants)

Trustee Cook asked if all of the properties in the Salt Spring Island Fire Protection District are within the required distance of a usable fire hydrant or dry hydrant, to meet the FUS certification requirement.

Assistant Chief Holmes reported for insurance purposes the property would need to be within 5 km of a fire hydrant and within 8 km of a fire hall. The District has maps of available water sources if a hydrant is not available.

Motion that the Board of Trustees request Chief George and staff to provide a report on fire flow alternate sources other than North Salt Spring Waterworks District that would meet the requirements of an FUS Certification to ensure that the District has suitable dry hydrants in place by 2020 moved by Trustee Cook, seconded by Trustee Budd.

CARRIED

It was noted that the Board of Trustees request the report to be available by end of July 2017 and that the Finance and Audit Committee would develop a funding strategy over the next three years.

H. Holzapfel left the meeting at 9:03 p.m. and returned to the meeting at 9:07 p.m.

C. Budd left the meeting at 9:07 p.m. and returned to the meeting at 9:11 p.m.

7.22 Report regarding LGMA Conference / Workshop

CAO Peat presented a verbal report regarding the LGMA Conference.

7.23 Post Incorporation Referendum “Town Hall” meeting

CAO Peat reported two tentative dates for Town Hall meetings are scheduled in September following the Salt Spring Island Incorporation referendum on September 8, 2017.

8. Bylaws

8.1. Introduce and consider proposed Bylaw No. 132 Fire Service Level – no update

8.2. Introduce and consider proposed Bylaw No. 133 Meeting Procedures Bylaw – no update

9. New Business

9.1 Discuss desirability of Board of Trustees taking a public position with regards to “Incorporation Referendum” (CAO Peat)

There was discussion regarding whether the Board of Trustees should take a public position regarding incorporation.

Motion that the Board of Trustees direct CAO Peat to review the Salt Spring Island Incorporation Study report with reference to its impact regarding fire service and investigate other funding models and report to the Board of Trustees moved by Trustee Hetherington, seconded by Trustee Budd.

CARRIED

9.2 Discuss impact of proposed Islands Trust Bylaw No. 491 Ganges Village Plan – Harbourwalk

Trustee Cook expressed concern regarding a proposal for the Ganges Marina property to expand to a three level building. There was discussion regarding the FUS requirements for an aerial truck.

Motion that the Board of Trustees direct Chief George to formally respond to the Islands Trust staff report regarding proposed Islands Trust Bylaw No. 491 Ganges Village Plan – Harbourwalk project outlining the impact on the District moved by Trustee Cook, seconded by Trustee Baker.

CARRIED

9.3 Discuss desirability of including in the 2018 Operating Budget a requisition to set aside funds from general tax revenue for fire hall replacement – tabled.

By general consent, the Board of Trustees agreed to table the item.

9.4 Discuss desirability of obtaining a field laser drug detector (OH&S)

The Occupational Health and Safety Committee recommended that the Board of Trustees investigate obtaining a “field laser drug detector” for the

safety of first responders and to seek funding partnerships with community organizations.

Trustee Hetherington reported that she attended an Island Health event regarding the overdose crisis and reported that there is general consensus that the field laser drug detector is not necessary.

9.5 Trustees availability over summer months and meeting schedule

There was discussion regarding scheduling special meetings to address the number of agenda items that have been tabled for further consideration.

By general consent, the Board of Trustees directed CAO Peat to schedule Special Meetings at 5:30 p.m. on the following dates: July 5, 2017; July 10, 2017; July 24, 2017; August 9, 2017; August 14, 2017 and August 28, 2017.

9.6 Meeting Procedures Bylaw – tabled

By general consent, the Board of Trustees agreed to table the item.

M. Hetherington left the meeting at 9:48 p.m. and returned to the meeting at 9:51 p.m.

9.7 Training in Paradise – Door Prizes

Motion that the Board of Trustees authorize Chief George and staff to solicit door prizes from local businesses for the Training in Paradise event moved by Trustee Cook, seconded by Trustee Budd.
CARRIED

10. Delegations - none

11. In-camera session to discuss solicitor's legal opinions and contract negotiations

Motion to move to an in camera session to discuss appointments of public members to Board committees, solicitor's legal opinions and contract negotiations moved by Trustee Budd, seconded by Trustee Baker.
CARRIED

The meeting moved in-camera at 9:53 p.m. and reconvened at 11:06 p.m.

12. Rise and Report

The Board of Trustees appointed Julia Lucich as public member to the Human Resources and Legal Committee.

The Board of Trustees appointed Jane Horsburgh and Stanley Shapiro as public members to the Marketing and Communications Committee.

The Board of Trustees appointed Neil MacConnell, Shelley Nitikman and Ben Sutton to the Strategic Planning and Policy Development Committee.

13. Adjournment

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

The meeting adjourned at 11:06 p.m.

The next regular meeting of the trustees is scheduled for July 17, 2017.

Per Svendsen
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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