

Minutes of the Finance & Audit Committee Special Meeting Salt Spring Island Fire Protection District

Meeting held: **July 5, 2017**

Trustees Meeting Room, Ganges Fire Hall

In attendance:

Committee Members: Trustee Howard Baker, Trustee Rollie Cook

Regrets: Trustee Howard Holzapfel

Staff Members: Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat

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

The meeting was called to order at 3:32 p.m. by CAO Peat.

1. Election of Committee Chair

CAO Peat called for nominations for the position of Chair of the Finance & Audit Committee. No nominations were received. In the absence of a permanent committee chair, CAO Peat then asked for nominations for the position of Acting Chair.

Committee Member Cook nominated Trustee Howard Baker. There being no other nominations Committee Member Baker was declared Acting Chair.

2. Approval of Agenda

A proposed agenda was circulated prior to the meeting.

Motion to accept the agenda as circulated moved by Committee Member Cook.
CARRIED

3. 2018 Operating Budget Deliberations

The 2017 Budget Worksheet Version No. 1 dated July 13, 2016 was circulated. (Copy attached to the original minutes.)

In the general discussions Committee Member Cook reiterated his comments made board meetings that in preparing for the renewal of FUS accreditation in 2020, documenting/improving water availability for fire flows is a major concern. Committee Member Cook suggested that for the next several years the Operating Budget should include the cost of installing additional dry hydrants and/or construction of water storage ponds.

After discussion, it was the consensus of Members that if the Committee's recommended 2018 Operating Budget necessitates an increased Tax Requisition

the increase should be less than inflation and the incremental change in assessed value because of the boundary extension (Skywater subdivision).

Committee Member Cook suggested that members consider the possibility of including a requisition to set aside monies in a separate capital works renewal reserve fund specifically for the replacement of Ganges Fire Hall.

4. In-camera Session

Motion to move to an in-camera session to discuss 2018 Operating Budget wages and benefits moved by Committee Member Cook.

CARRIED

The meeting moved in camera at 3:44 p.m. The meeting reconvened at 4:56 p.m.

Arise and Report

It was the consensus of the Committee that the 2018 Operating Budget:

- Budget Line # 73 – Wages & Salaries be \$1,376,250.
- Budget Line # 74 – SSIFR Firemen’s Association Stipend be \$214,000.

Total Wages & Related Expenses - \$1,590,250.

- Budget Line # 78 – Employer CPP Expense be \$28,600.
- Budget Line # 79 – Employer EI Expense be \$13,450.
- Budget Line # 80 – Group Life, AD&D & WCB be \$45,500.
- Budget Line # 81 – BC Medical Service Plan be \$17,100.
- Budget Line # 82 – Employee Group Health, Dental Plans & LTD be \$61,250.
- Budget Line # 83 – HUB Health Benefits (POC members) be \$34,000.
- Budget Line # 84 – Employer Registered Pension Plan be \$172,250.
- Budget Line # 85 – Matching RRSP be \$13,200.
- Budget Line # 86 – Employee Allowances be \$350.

Total Statutory & Group Benefits - \$385,750.

It was noted by Committee Members that the total recommended wages and benefits budget for 2018 is less than 2017 (Budget Line # 88, \$1,976,000 compared with \$2,003,450).

5. Next Meeting

The next meeting of the Finance & Audit Committee is scheduled on July 10, 2017, 4:00 p.m., at the Lower Hall Ganges United Church.

6. Adjournment

There being no further business, **motion** to adjourn moved by Committee Member Cook.
CARRIED

The meeting adjourned at 4:58 p.m.

Committee Chair

Andrew Peat
Corporate Administrator

DRAFT