

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

Meeting held: **October 16, 2017**  
Lower Hall, Ganges United Church  
111 Hereford Avenue, Salt Spring Island

**In attendance:**

Trustees: Per Svendsen (Chair), Howard Baker, Mary Lynn Hetherington, Howard Holzapfel

Regrets: Chris Budd, Rollie Cook

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

Recording Secretary: Sarah Shugar

Others Present: 7 members of the public, Driftwood Reporter

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

Chair Svendsen called the meeting to order at 7:00 p.m.

Trustee Hetherington presented Chief George with the Fire-Rescue jacket that belonged to Mr. Denis Andrews, a retired firefighter and trustee who volunteered with the Salt Spring Island Fire Protection District for 34 years.

The meeting recessed for the Town Hall session at 7:00 p.m. and reconvened at 7:04 p.m.

**1. Approval of Agenda**

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

The following items were presented for consideration:

9.5 Committees

9.6 Survey of Hall No. 1

**Motion** to accept the agenda as amended moved by Trustee Baker, seconded by Chair Svendsen  
CARRIED

**2. Approval of Minutes**

**2.1 Receive and Accept the Minutes of the Town Hall meeting held September 18, 2017**

**Motion** that the Board of Trustees accept the Town Hall Meeting minutes of September 18, 2017 moved by Chair Svendsen, seconded by Trustee Baker.  
CARRIED

**2.2 Receive and Accept the Minutes of the meeting held September 18, 2017**

**Motion** that the minutes of September 18, 2017 be amended by replacing “Gary Holman” with “Adam Olsen” and that the minutes be accepted as amended moved by Trustee Baker, seconded by Trustee Hetherington.  
CARRIED

**2.3 Receive and Accept the Minutes of the In-camera meeting held September 18, 2017- moved to the in camera meeting**

**3. Committee Reports**

**3.1 Facilities and Physical Plant – none**

**3.2 Finance and Audit**

3.2.1 Receive the draft Budget Report period ending August 31, 2017

**Motion** that the Board of Trustees receive the draft budget report period ending August 31, 2017 moved by Trustee Baker, seconded by Trustee Holzapfel.  
CARRIED

3.2.2 Receive the draft minutes of the Finance and Audit Committee meeting held October 2, 2017

**Motion** that the Board of Trustees receive the draft minutes of the Finance and Audit Committee meeting held October 2, 2017 moved by Trustee Baker, seconded by Trustee Holzapfel.  
CARRIED

3.2.3 Receive the draft minutes of the Finance and Audit Committee meeting held October 5, 2017

**Motion** that the Board of Trustees receive the draft minutes of the Finance and Audit Committee meeting held October 5, 2017 moved by Trustee Holzapfel, seconded by Trustee Baker.  
CARRIED

3.2.4 Receive the draft minutes of the Finance and Audit Committee in camera meeting held October 5, 2017 – moved to the in camera meeting

**3.3 Human Resources and Legal – none**

**3.4 Marketing and Communications**

3.4.1 Receive the draft minutes of the Marketing & Communications Committee meeting held September 11, 2017

**Motion** to receive the draft minutes of the Marketing and Communications Committee meeting held September 11, 2017 moved by Trustee Hetherington, seconded by Trustee Baker.  
CARRIED

**3.5 Occupational Health and Safety Committee -none**

**3.6 Strategic Planning and Policy Development**

3.6.1 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held September 11, 2017

**By general consent**, the Board of Trustees received the draft minutes of the Strategic Planning & Policy Development Committee meeting held September 11, 2017 moved by Trustee Hetherington, seconded by Trustee Baker.

**4. Correspondence**

**4.1 Correspondence September 19, 2017 Ministry of Agriculture**

**4.2 Correspondence September 18, 2017 CRD Building Inspector**

**4.3 Correspondence October 6, 2017 BC Labour Relations Board**

The correspondence items were received.

**5. Fire Chief's Report**

**5.1 Fire Chief's Report – September 2017**

The Fire Chief's Report for September 2017 was circulated prior to the meeting. Chief George presented the following highlights: the District responded to 63 incidents in September; a fifth deployment of members was sent to the Williams Lake area on September 4, 2017; fire permits are now available; there were several structure fires and there was a brush fire on Mount Maxwell. The annual recruit drive is open until October 31, 2017 with applications available at Hall No. 1 and on the website. A Wildfire 2017 Deployment Summary report was included.

Chief George reported a Mass Casualty Incidents (MCI) multi-agency exercise is scheduled for October 25, 2017

**Motion** to receive the Chief Report dated September 2017 moved by Trustee Hetherington, seconded by Trustee Holzapfel.  
CARRIED

**6. Salt Spring Firefighters' Association Report – none**

**7. Old Business**

**7.1 Develop specifications for Engine 202 replacement**

There was discussion regarding purchase of an aerial truck or a quint truck as a replacement for Engine 202 and whether the vehicle would be purchased new or used.

**7.2 Update regarding replacement roof Fire Hall No. 3**

A report was received from the CRD Building Inspection regarding the damage due to the roof trusses and insulation due to condensation.

**Motion** that the Board of Trustees agreed to refer this item to the Facilities and Physical Plant Committee in light of the correspondence from the CRD Building Inspector moved by Chair Svendsen, seconded by Trustee Baker.  
CARRIED

**7.3 Update regarding policy statement “Joint Consultation Committee” (District & AFF)**

**By general consent**, the Board of Trustees agreed CAO Peat would discuss the Joint Consultation Committee policy statement with Committee members (Trustee Hetherington and Trustee Holzapfel) and IAFF Local 4467 President Chief Holmes.

**7.4 Hydrant maintenance agreement – North Salt Spring Waterworks District**

Chief George reported he met with the North Salt Spring Waterworks District on October 16, 2017 regarding operations.

**By general consent**, CAO Peat will draft a letter to the North Salt Spring Waterworks District regarding a hydrant maintenance agreement and circulate to Trustees for consideration.

**Motion** that the Board of Trustees consider a select committee of the Board of Trustees to meet with the North Salt Spring Waterworks District Board moved by Trustee Baker, seconded by Chair Svendsen.  
CARRIED

**7.5 Update regarding Fire Hall No. 1 HVAC installation**

Chief George reported the HVAC system has been ordered.

**7.6 Post Incorporation Referendum “Town Hall” meeting**

**By general consent**, the Board of Trustees agreed staff would look into scheduling a post incorporation referendum “Town Hall” meeting in early 2018.

**7.7 Update regarding RFP response time and staffing models – moved to the in camera meeting**

**7.8 Update on response offered during Provincial Emergency**

Chief George presented the BC Wildfire 2017 Deployment Summary report in item 5.1 – Fire Chief’s Report.

**7.9 AG-1401-01 Deployment of Resources APPROVED**

Received for information.

**7.10 AF-3102-01 Gifts to SSIFPD APPROVED**

Received for information.

**7.11 AE-2404-01 Gifts to Employees APPROVED**

Received for information.

**7.12 AF-3103-01 Charitable Donation Receipts APPROVED**

Received for information.

**7.13 Update on Audio Recording Policy – update**

It was noted Trustee Holzapfel would discuss the purchase of audio recording equipment with Chief George.

**7.14 Moving forward and Board priorities**

Chair Svendsen presented a report regarding Moving Forward, 2018 Board Priorities dated October 16, 2017.

**Motion** to receive the Chair Report moved by Trustee Hetherington, seconded by Trustee Baker.

CARRIED

**7.15 Update on OG regarding Open Burning progressive penalties – no update**

**7.16 Update regarding Financial Audit Services – moved to the in camera meeting**

**8. Bylaws – none**

**9. New Business**

**9.1 Consider recommendation to purchase an aerial apparatus as the replacement vehicle for Engine No. 202**

**Motion** whereas there are a number of social housing developments incorporating three story structures proposed; whereas it is a policy of the

Islands Trust to increase density in the Ganges core; whereas it is a recommendation of the 2015 Fire Underwriters Survey report to acquire a ladder truck; and whereas obtaining a ladder apparatus will necessitate borrowings and interest rates are expected to rise, it is the recommendation of the Finance and Audit Committee that the Board of Trustees consider the purchase of an aerial apparatus as the replacement vehicle for Engine 202 moved by Trustee Baker, seconded by Trustee Hetherington.

**Motion** to refer the recommendation to the Facilities and Physical Plant Committee for consideration moved by Trustee Hetherington, seconded by Trustee Baker.

CARRIED

**9.2 Consider the recommendation to prepare bylaw to authorize borrowings to purchase a replacement for Engine no. 202**

**Motion** to accept the recommendation of the Finance and Audit Committee that a bylaw be prepared authorizing borrowings to a maximum of \$950,000 to purchase a replacement for Engine No. 202 with elector approval sought using the alternative approval process moved by Trustee Hetherington, seconded by Trustee Holzapfel.

TABLED

**Motion** to table the motion to a future meeting pending recommendation from the Facilities and Physical Plant Committee moved by Trustee Hetherington, seconded by Chair Svendsen.

CARRIED

**9.3 Consider recommendation to authorize expenditure of \$1,000 Communications budget**

**Motion** that the Board of Trustees accept the recommendation of the Finance and Audit Committee to authorize expenditures up to \$1000 for "Communications" prior to approval of a comprehensive work plan budget from the Marketing and Communications Committee moved by Trustee Baker, seconded by Trustee Holzapfel.

CARRIED

**9.4 Report "Fire Rescue Canada – Canadian Fire Chiefs Conference" - none**

**9.5 Committees – moved to the in camera meeting**

**9.6 Survey of Hall No. 1**

CAO Peat reported that the Occupational Health and Safety Committee recommended a survey to determine the life of the Fire Hall.

**By general consent**, the Board of Trustees agreed to not conduct a survey regarding the life of the Fire Hall at this time.

**10. Delegations - none**

The meeting recessed at 8:05 p.m. and reconvened at 8:13 p.m.

**11. In-camera session to discuss recommendation regarding selection of Financial Audit Services and to discuss a confidential staff report**

**Motion** that the Board of Trustees move in camera at 8:13 p.m. to discuss a recommendation regarding selection of Financial Audit Services and to discuss a confidential staff report moved by Chair Svendsen, seconded by Trustee Baker.  
CARRIED

The meeting moved in-camera at 8:13 p.m. and reconvened at 9:47 p.m.

**12. Rise and Report**

**Motion** that the Board of Trustees accept the recommendation of the Finance and Audit Committee that Frederic Lizotte of McLean Lizotte Wheaton and Company be retained as auditor for the Salt Spring Fire Protection District moved by Trustee Baker, seconded by Trustee Holzapfel.  
CARRIED

**Motion** that the Board of Trustees appoint Howard Holzapfel to the Facilities and Physical Plant Committee moved by Chair Svendsen, seconded by Trustee Hetherington.  
CARRIED

**13. Adjournment**

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

The meeting adjourned at 9:47 p.m.

The next regular meeting of the trustees is scheduled for November 20, 2017.

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Per Svendsen  
Chair, Board of Trustee

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Andrew Peat  
Corporate Administrator