

Minutes of the Facilities and Physical Plant Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **October 12, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Trustee Per Svendsen (Chair), Brian Cunningham, Mervin Walde
Staff Member: Chief Arjuna George
Absent: Trustee Chris Budd

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

Committee Chair Svendsen called the meeting to order at 7:05 p.m.

1. Approval of Agenda

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

The following additions to the agenda were presented for consideration:

- 5.1 Discussion of Committee priorities
- 5.2 Discussion of advisability of obtaining professional assessment of Fire Hall no. 1 buildings

Motion that the agenda be approved as amended moved by Committee Member Walde seconded by Committee Member Cunningham.
CARRIED

2. Minutes

The minutes of the August 3, 2017 meeting were distributed prior to the meeting.

Motion that the minutes of the meeting held August 3, 2017 be accepted as circulated moved by Committee Chair Svendsen seconded by Committee Member Cunningham.
CARRIED.

3. Correspondence - none

4. Old Business

4.1. Update regarding RFP Strategic Planning (10 Year Plan)

Committee Chair Svendsen reported that the District is negotiating a contract with Fire Wise Consulting Ltd. to review and analyze response times against accepted standards and propose alternative staffing models to meet the safety standard within current operating budget constraints.

4.2. Update regarding water storage pond on Fulford Hall property

Motion it is the recommendation of the Facilities & Physical Plant Committee that the District apply to the Agricultural Land Commission for permission to construct a pond to store water for fire flow purposes moved by Committee Member Cunningham.
CARRIED

There is a \$1,500 fee for make application to conduct a non-farm use activity within the Agricultural Land Reserve.

4.3. Update regarding Fire Hydrant Maintenance Contract

Chief George reported that North Salt Spring Waterworks has undertaken to do hydrant maintenance and the District is prepared to offer some financial assistance (\$9,000 included in the 2018 Budget). Letters of Understanding are to be exchanged.

4.4. Fire Hall tours

Chief George reported that tours are planned for November 24 2017.

4.5. Update regarding document management

Chief George reported that the District is planning to adopt records management protocols recommended by the Local Government Management Association for smaller municipalities. Priorities are personnel files and financial records.

4.6. Update regarding Seismic review RFP

By **general consent** it was agreed that further discussion of this agenda item be tabled.

4.7. 2017 vehicle purchase Fire Engine to replace Engine 202 – no report

4.8. Update regarding Hall No. 1 Ventilation

Chief George reported that the Board has accepted the proposal from Fresco Refrigeration to do the work.

4.9. Update regarding Hall No. 3 Roof

Chief George reported that the Board has received correspondence from Mr. Darryl Janyk, CRD Building Inspection. (Copy attached to the original minutes). There was discussion.

By general consent the Committee agreed with the Board's decision that the situation be monitored over the winter months and revisited in Spring 2018.

4.10. Update regarding Community Camera Hall No. 1

Salt Spring Exchange has installed a community camera at Fire Hall No. 1.

By **general consent** it was agreed that this agenda item is closed.

4.11. Update regarding ground subsidence Hall No. 1

There was discussion and agreement that conditions will continue to be monitored by staff. Members do not considered necessary to engage the services of an outside firm.

4.12. Update regarding temporary storage structures for surplus apparatus

Chief George reported that staff are still investigating options for suitable storage structures for “reserve” Tender 302 storage.

5. New Business

5.1. Discussion of Committee Priorities

After discussion, it was the consensus of members that the near-term priority is the new apparatus to replace Engine 202. Committee members also realized that sometime next year the Board must address replacement of Fire Hall No. 1.

5.2. Discussion of obtaining a professional assessment of the remaining useful life of Fire Hall No. 1 (Ganges)

Committee Chair Svendsen reported that it was a recommendation of the OH&S Committee that the District engage a professional engineer to provide an assessment of the remaining useful life of Ganges Fire Hall. Knowing how much of time remains until major maintenance expenses come due for Fire Hall No. 1 will provide the District with a time frame for completion of a replacement fire hall. There was discussion.

6. Next Meeting

The next meeting of the Facilities and Physical Plant Committee is scheduled for November 9, 7:00 p.m., at the Ganges Fire Hall Training Room.

7. Adjournment

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

The meeting adjourned at 8:05 p.m.

Per Svendsen
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT