

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

Meeting held: **November 3, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Trustee Howard Holzapfel (Chair), Trustee Howard Baker

Staff Member: Corporate and Financial Administrator Andrew Peat

Regrets: Trustee Rollie Cooke

Members of Public: 1

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

1. Call to Order

Committee Chair Holzapfel called the meeting to order at 1:09 p.m.

2. Approval of Agenda

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

The following additions to the agenda were presented for consideration:

6.4 Discussion of Payroll Process

The agenda as amended was approved by general consent.

3. Minutes

The minutes of the April 19, 2017 meeting were distributed prior to the meeting.

The minutes of the July 5, 2017 meeting were distributed prior to the meeting.

The minutes of the July 10, 2017 meeting were distributed prior to the meeting.

The minutes of the July 24, 2017 meeting were distributed prior to the meeting.

The minutes of the July 31, 2017 meeting were distributed prior to the meeting.

The minutes of the October 2, 2017 meeting were distributed prior to the meeting.

The minutes of the October 5, 2017 meeting were distributed prior to the meeting.

Motion that the minutes of the meeting held April 3rd, July 5th, July 10th, July 24th, July 31st, October 2nd and October 5th, 2017 be accepted as circulated moved by Committee Chair Holzapfel seconded by Committee Member Baker.

CARRIED.

4. Correspondence

CAO Peat reported that correspondence was received from the Municipal Pension Plan settling higher Employer Contribution rates for 2018 – Group 5 (career members) + 0.21%, excluded staff +2.52%. Employee contribution rates are

unchanged. Excluded staff rates changed because of changes in the demographic profile of group members.

5. Old Business

5.1. Desirability of cost recovery measures for call-outs to false alarms

CAO Peat circulated a report to members with details of sixty-seven alarm call-outs for the past twelve months. It was noted that there was only one commercial/residential establishment with more than two incidents. There was discussion.

Motion that it is the recommendation of the Finance & Audit Committee to the Board of Trustees that staff be directed to draft a policy that gives the Fire Chief discretionary authority to bill property owners for repeated false alarm call-outs moved by Committee Member Baker.

CARRIED

CAO Peat commented that an improvement district does not have the ability to impose fines but rather only cost recovery. It was the consensus of the meeting that staff should have the ability to impose progressive discipline to encourage compliance with reasonable requests that alarm systems be properly serviced and maintained.

5.2. Review approved Purchasing Policy AF-3701-03

A copy of the current Purchasing Policy was distributed to members prior to the meeting. There was discussion about the Committee's responsibility to provide oversight but not to micro-manage operations. It was agreed that if Committee Members have concerns about "value received" they would follow up with staff.

6. New Business

6.1. September 2017 Budget Report

Budget report for the nine months ending September 30, 2017 was distributed to members prior to the meeting. Net Income is \$44,122.55 – some \$43,021.15 better than budget.

CAO Peat reported that OFC Deployment Revenue is not recorded on the statements to offset the related wage and sundry expenses (\$53,111.35).

6.2. Desirability of Monitoring Overtime and Shift Extensions

CAO Peat distributed a Payroll Expense Summary for the nine months ending September 30, 2017 together with details of overtime and shift-extensions paid out. In the discussion it was noted that overtime paid out includes costs incurred by the District while career members were on OFC Deployment.

CAO Peat commented that anticipated revenue more than offsets the total cost to deploy apparatus and members to Williams Lake and Clinton during the

Provincial Emergency.

Motion it is the recommendation of the Finance & Audit Committee to the Board of Trustees that in future and to the extent possible that staff be deployed and compensated as “paid-on-call” members in response to requests from the Office of the Fire Commissioner moved by Committee Member Baker.
CARRIED.

6.3. Update regarding apparatus replacement

Committee members expressed a desire that the District manage risks from foreign exchange fluctuations - recent apparatus purchases have been from suppliers in the United States.

Motion it is the recommendation of the Finance & Audit Committee to the Board of Trustees that: a savings account be opened at Island Savings Credit Union to hold Capital Works Renewal Reserve Fund (CWWRF) monies in US dollars; and monies to be “moved” between CWRRF savings accounts (Canadian dollar account to US dollar account) on the authorization of two Committee members moved by Committee Chair Holzapfel.
CARRIED

6.4. Discussion of Payroll Process

Preparation of the bi-weekly payroll was discussed. CAO Peat reported that for the past while, he has “done” the payroll with our bookkeeper, being the second set of eyes. Each payroll has four separate runs (salaried career, standby duty shifts, admin staff and backfills, and POC) and takes some 4 hours.

CAO Peat further reported that during his tenure discussions were held with ADP Canada about outsourcing payroll processing. In the end payroll was kept in house because of difficulties customizing the software to meet our needs (volunteer firefighter earnings get special treatment) and the realization that most of the time is spent verifying the hours worked and not entering data and processing the actual payroll runs.

Motion it is the recommendation of the Finance and Audit Committee to the Board of Trustees that staff be instructed to investigate the practicality of outsourcing processing of payroll to a payroll service provider moved by Committee Chair Holzapfel.
CARRIED.

7. In-camera session to discuss the financial impact of proposed apparatus purchase

Motion that the Committee move in-camera moved by Committee Chair Holzapfel.
CARRIED.

The meeting moved in-camera at 2:57 p.m. and reconvened at 3:25 p.m.

8. Arise & Report

Motion it is the recommendation of the Finance and Audit Committee that the Facilities & Physical Plant Committee meet to consider options for apparatus replacement and that the Board give first reading of a Bylaw to authorize borrowings to fund the purchase of a replacement apparatus moved by Committee Chair Holzapfel.

CARRIED

9. Adjournment

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

CARRIED

The meeting adjourned at 3:25 p.m.

Howard H
Committee Chair

Andrew Peat
Corporate Administrator