

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

Meeting held: **September 18, 2017**
Lower Hall, Ganges United Church
111 Hereford Avenue, Salt Spring Island

In attendance:

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

Regrets: Chris Budd

Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Assistant Chief Jaime Holmes, SSIFFA President Peter Address

Recording Secretary: Sarah Shugar

Others Present: 9 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 7:03 p.m.

The meeting recessed for the Town Hall session at 7:03 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 item was presented for consideration:

9.9 Deployment of Resources

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

CARRIED

2. Approval of Minutes

2.1 Receive and Accept the Minutes of the Town Hall meeting held August 21, 2017

Motion that the Board of Trustees accept the Town Hall Meeting minutes of August 21, 2017 moved by Trustee Baker, seconded by Trustee Holzapfel.

CARRIED

2.2 Receive and Accept the Minutes of the meeting held August 21, 2017

Motion that the Board of Trustees accept the minutes of August 21, 2017 moved by Trustee Baker, seconded by Chair Svendsen.

CARRIED

2.3 Receive and Accept the Minutes of the In-camera meeting held August 21, 2017- moved to the In-camera meeting

3. Committee Reports

3.1 Facilities & Physical Plant – none

3.2 Finance & Audit

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

CAO Peat reported the July Budget Report includes wage costs of members that were deployed to Williams Lake (approximately \$8,500). Before submitting an invoice to the Province, CAO Peat is waiting for clarification regarding whether the District can charge for backfilling of career members. For the deployments, it is estimated the District will net about \$50,000 after expenses.

The budget was received.

3.3 Human Resources & Legal – none

3.4 Marketing & Communications

3.4.1 Receive the draft minutes of the Marketing & Communications Committee meeting held September 11, 2017 - none

3.5 Occupational Health & Safety Committee

3.5.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held August 27, 2017

By general consent, the Board of Trustees received the Occupational Health & Safety Committee minutes of August 27, 2017.

3.6 Strategic Planning & Policy Development

3.6.1 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held August 21, 2017

By general consent, the Board of Trustees received the Strategic Planning & Policy Development Committee minutes of August 21, 2017.

3.6.2 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held September 11, 2017 – none

4. Correspondence

4.1 Correspondence Julia Lucich

The correspondence was received.

5. Fire Chief's Report

5.1 Fire Chief's Report – August 2017

The Fire Chief's Report for August 2017 was circulated prior to the meeting. Assistant Chief Holmes noted there were three deployments to the wildfires in Williams Lake and one shorter deployment to Clinton. A review of the experience and the deployment of resources is scheduled on October 24, 2017.

6. Salt Spring Firefighters' Association Report – none

7. Old Business

7.1 Develop specifications for Engine 202 replacement

Assistant Chief Holmes reported discussions are ongoing regarding the replacement of Engine 202 and an RFP will be drafted once the specifications have been confirmed.

7.2 Update regarding replacement roof Fire Hall No. 3 (F&PP)

Trustee Baker reported a CRD Building Inspector conducted a site visit to determine whether there is adequate ventilation and it was determined that the condensation issue is due to a construction fault. The recommendation would be to address the ventilation issue by installing a ventilation fan above the utility room and duct the bathroom exhaust fan to the outside wall at the north end of the building.

By general consent, the Board of Trustees direct Chief George to request the CRD Building Inspector to provide a written report regarding the roof condition at Fire Hall No. 3.

7.3 Update regarding Webcam on Fire Hall No. 1 hose tower

A webcam has been installed in the Fire Hall No. 1 tower and it was noted that people and license plates are not identifiable from the webcam.

7.4 Update regarding Policy statement "Joint Consultation Committee" (District & IAFF) - none

7.5 Hydrant maintenance agreement – North Salt Spring Waterworks District (NSSWD)

CAO Peat reported that NSSWD has indicated that it would continue hydrant maintenance and that cost contributions from the Fire District would be appreciated.

There was discussion and the following comments were noted:

- The Letters Patent dated 1947 speak to supplying water supply for fire suppression.

- The Fire District has flow testing equipment although flow testing adds stress to the water distribution system.
- NSSWD conducts annual maintenance and cleaning of hydrants although does not conduct annual flow tests.
- There may be an opportunity to coordinate flow testing with maintenance flushing.
- Flow testing was flagged as an issue in the 2015 FUS report.
- The SSI Fire Protection District tax base is larger than the NSSWD tax base and the SSI Fire Protection District does use the hydrants for other purposes such as for the shuttle system.

7.6 Update regarding Fire Hall No. 1 air quality - moved to the in-camera meeting

7.7 Post Incorporation Referendum “Town Hall” meeting

By general consent, the Board of Trustees agreed that the post referendum town hall meeting be scheduled in November 2017.

7.8 Update regarding RFP response time and staffing models

CAO Peat reported an RFP for response time and staffing models was posted on the Civic BC website with a closing date of September 29, 2017. One response has been received to date and the Strategic Planning and Policy Development Committee will review the bids that are received.

By general consent, the Board of Trustees requests that, prior to the closing date for the RFP, Chief George confirm whether the GIS mapping can be conducted by a paid-on-call member.

7.9 Update on response offered during Provincial Emergency

CAO Peat reported a review of the wildfire response is scheduled on October 24, 2017 and the members that were deployed will report on the experience. An invitation will be sent to the Board of Trustees.

7.10 Update regarding proposed Deployment Policy

The Strategic Planning and Policy Development Committee has reviewed the draft deployment policy and was considered under agenda item 9.9 Deployment of Resources..

7.11 Consideration of amended 2018 Operating Fund Budget

CAO Peat reported at the last meeting, the Board amended the budget by increasing the tax requisition by \$50,000 to fund a specific transfer to a new reserve account and subsequently it has been discovered that the proposed insurance expense is inadequate. Insurance premiums have increased to approximately \$48,000 for 2017 in part due to higher costs to “rebuild” the fire halls.

Motion that the Board of Trustees amend the proposed 2018 operating budget line No. 22 – Insurance from \$35,000 to \$48,000 moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

Motion that the insurance contracts for commercial and liability insurance be tendered prior to renewal in 2018 moved by Trustee Holzapfel, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees amend the proposed 2018 Operating Budget by adding budget line 67b – Styled Communications in the amount of \$10,000 moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

Trustee Hetherington OPPOSED

By general consent, the Board of Trustees request that the Finance and Audit Committee conduct a review of the marketing and communications budget prior to release of the funds.

Motion that the Board of Trustees approve the proposed 2018 Operating Budget as amended moved by Trustee Baker, seconded by Trustee Holzapfel.

CARRIED

7.12 Transfer of funds from CWRRF Account to Operating Account

Motion that the Board of Trustees direct CAO Peat to transfer \$339,000 from the Capital Works Renewal Replacement Fund account (Island Savings Credit Union) to the operating fund account (Bank of Montreal) as authorized by Bylaw No 131 “2016 Capital Works Renewal Reserve Fund Disbursement Bylaw” moved by Trustee Cook, seconded by Trustee Holzapfel.

CARRIED

7.13 Update regarding Financial Audit Services RFP

CAO Peat reported the Financial Audit Services RFP is posted on the Civic BC website and the District website, the deadline for submissions is September 29, 2017 and that the Finance and Audit Committee will review the proposals.

8. Bylaws

8.1 Second reading of proposed Bylaw No. 132 Fire Protection Taxation Bylaw 2018

Motion that proposed Bylaw No. 132 cited as the “Fire Protection Taxation Bylaw 2018” be read a second time moved by Trustee Holzapfel, seconded by Trustee Baker.

CARRIED

It was noted that the taxation amount proposed in Bylaw No. 132 cited as the "Fire Protection Taxation Bylaw 2018" is \$2,577,000.

8.2 Second reading of proposed Bylaw No. 133 Fire Hall No. 1 Reserve Fund Establishment Bylaw

Motion that proposed Bylaw No. 133 cited as "Fire Hall No. 1 Renewal Reserve Fund Establishment Bylaw" be read a second time moved by Trustee Cook, seconded by Trustee Hetherington.
CARRIED

9. New Business

9.1 Receive and discuss proposed policy "Gifts to Salt Spring Island Fire Protection District"

CAO Peat reported that the proposed policy gives the Fire Chief discretion to spend small cash donations but large donations require approval by the Board of Trustees.

Motion that the Board of Trustees approve the draft "Gifts to Salt Spring Island Fire Protection District" policy as presented moved Trustee Baker, seconded by Trustee Hetherington.
CARRIED

9.2 Receive and discuss proposed policy "Gifts to Employees"

Motion that the Board of Trustees approve the draft "Gifts to Employees" policy as presented moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED

9.3 Receive and discuss proposed policy "Charitable Donation Receipts"

Motion that the Board of Trustees approve the draft "Charitable Donation Receipts" policy as presented moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED

9.4 Consider recommendation regarding testing drinking water at Fire Hall No. 2

CAO Peat reported that the Drinking Water Protection Act requires the District to test the drinking water every six months.

Motion that the Board of Trustees require that the drinking water at Fire Hall No. 2 be tested semi-annually moved by Trustee Hetherington, seconded by Chair Svendsen.
CARRIED

9.5 Consider the desirability of District providing audio recordings of Board meetings

Trustee Holzapfel expressed support for audio recording the Board meetings and that the audio recordings be posted to the web site. The total cost of audio recording equipment would be less than \$1,000.

Motion that the Board of Trustees approve the purchase of audio recording equipment not to exceed \$1,000 and that the District will be ready to post the audio recording on the website prior to January 2018 moved by Trustee Holzapfel, seconded by Trustee Cook.
CARRIED

By general consent, the Board of Trustees agreed CAO Peat would draft an Audio Recording policy to be reviewed by the Marketing and Communications Committee.

9.6 Post Incorporation Referendum – moving forward and Board priorities

Chair Svendsen spoke to the following priorities of the Board of Trustees following the Incorporation Referendum held on September 9, 2017: the contract negotiations are in progress, a new fire hall, a new fire engine, water supply, inter-agency communications, and alternate governance models.

9.7 Consider the desirability of writing the Ministry regarding eligibility of improvement districts for infrastructure funding grants

CAO Peat reported that Improvement Districts in Alberta have access to infrastructure funding grants and that he has drafted a letter to the Province and MLA Gary Holman.

Motion that the Board of Trustees of the Salt Spring Island Fire Protection District request that the Minister of Community, Sport and Cultural Development remove all barriers to improvement districts receiving equal and direct access to Federal and Provincial grant funding; and enable improvement districts to access capital funding without responsibility for their service and ownership of assets being transferred to regional districts, moved Trustee Hetherington, seconded by Trustee Holzapfel.
CARRIED

By general consent, the Board of Trustees direct CAO Peat to seek support from other improvement districts regarding access to infrastructure funding grants.

9.8 Consider the desirability of writing Ministry regarding enforcement of Open Burning regulations and ability to impose penalties

CAO Peat reported there is question regarding whether the District has authority to impose penalties for enforcement of open burning regulations within the boundary of the improvement district.

Motion that the Board of Trustees direct Chief George to draft an Operational Guideline regarding “progressive penalties for enforcement of Open Burning regulations” and that the Operational Guideline be reviewed by legal counsel, moved by Trustee Holzapfel, seconded by Trustee Hetherington.

CARRIED

9.9 Deployment of Resources

CAO Peat reported the District does not have a policy regarding the deployment of resources in response to a request from the Office of the Fire Commissioner. The draft policy was reviewed and recommended by the Strategic Planning & Policy Development Committee at their September 11th, 2017 meeting. A copy of the “Deployment of Resources Outside of District” draft policy was circulated prior to the meeting.

Motion to accept the draft Deployment of Resources Outside of District policy as presented moved by Trustee Baker, seconded by Trustee Hetherington.

CARRIED

10. Delegations - none

11. In-camera session to discuss proposed License of Occupation and estimates regarding Fire Hall No. 1 HVAC proposal

Motion that the Board of Trustees move in-camera moved by Trustee Baker, seconded by Chair Svendsen.

CARRIED

The meeting moved in-camera at 8:55 p.m. and reconvened at 10:01 p.m.

12. Rise and Report

The Board of Trustees accepted the Fresco Refrigeration Ltd. quote for the Hall No. 1 HVAC system.

13. Adjournment

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

The meeting adjourned at 10:02 p.m.

The next regular meeting of the trustees is scheduled for October 16, 2017.

Per Svendsen
Chair, Board of Trustee

Andrew Peat
Corporate Administrator

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