

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

Meeting held: October 2, 2017
Staff Lounge, Ganges Fire Hall

In attendance:

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

Staff Members: Corporate Administrator and Financial Officer Andrew Peat

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

Committee Chair Holzapfel called the meeting to order at 4:00 p.m.

1. Approval of Agenda

A proposed agenda was circulated prior to the meeting. Committee Member Baker asked that the following be added:

4. Discuss the necessity for and desirability of cost recovery measures for call-outs for false alarms;
5. Discuss the desirability of reviewing approved Purchasing Policy AF-3701-03; and
6. Discuss the desirability of recommending Marketing & Communication expenditures.

By general consent the agenda was approved as amended.

2. Response to Request for Proposal – Financial Audit Services

Three proposals were received and opened at the meeting. The proposals were received from:

William King CPA, BDO Canada LLP;
Frederic Lizotte CPA, Mclean Lizotte Wheaton & Company; and
Sheila C. Henn CPA, Paterson Henn CPA Chartered Professional Accountants

Copies of the proposals were distributed to Committee members together with an evaluation matrix.

3. Engine 202 replacement and the Alternative Approval Process

Committee members discussed the planned replacement of Engine 202 and whether it would be prudent to instead consider some sort of aerial apparatus. There was discussion.

Motion whereas there are a number of social housing developments incorporating three story structures proposes; 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 Committee Member Cook.

CARRIED

Unanimous

There was discussion about whether in view of the expense for a ladder truck trustees should consider purchasing “pre-owned” apparatus. Internet searches by members had found several web-sites selling used fire apparatus. CAO Peat commented that pre-owned apparatus that would be acceptable for FUS accreditation would likely require financing. There was consensus that financing should be pre-arranged if possible.

Motion that it is the recommendation of the Finance & Audit Committee to the Board of Trustees that a bylaw be prepared authorizing borrowings to a maximum of \$750,000 to purchase a replacement for Engine No. 202 with elector approval sought using the alternative approval process moved by Committee Member Cook.

CARRIED

CAO Peat advised that all borrowings require the consent of the electorate and in the past, this has been given by the “Alternative Approval Process” (counter petition). Information on the Alternative Approval Process was distributed to Committee members.

4. Desirability of cost recovery measures for call-outs to “false alarms”

Committee Member Baker asked whether it would be desirable to investigate levying a charge to owners of premises for repeated call-outs for false alarms. CAO Peat commented that cost recoveries while technically a charge against the property cannot be enforced except by court action. CAO Peat stated that he believed that the inspections policy being prepared by Chief George includes possible charges for re-inspections to encourage compliance and that measures contemplated for repeated call-outs for false alarms could follow increasing penalties for not taking remedial action.

By general consent it was agreed that consideration of cost recovery measures for false alarms be tabled until the next regular meeting of the Committee.

5. Review approved Purchasing Policy AF-3701-03

Committee Member Baker asked that the committee review the approved Purchasing policy.

By general consent it was agreed that review of the Purchasing Policy be tabled until the next regular meeting.

6. Marketing & Communications Committee (Communications Budget)

A budget line item for “Communications” (\$10,000) is included in the approved 2018 operating budget with funds to be released after proposals recommended by the Marketing & Communications Committee had been vetted by Finance & Audit. There was discussion about the desirability of releasing some funding to allow Marketing & Communications to “begin work”.

Motion it is the recommendation of the Finance & Audit Committee that the Board of Trustees authorize expenditures up to \$1,000 for “Communications” prior to approval of a comprehensive work plan budget from the Marketing Committee moved by Committee Member Baker.

CARRIED

7. Adjournment

There being no further business, **motion** to adjourn moved by Committee Chair Holzapfel.

CARRIED

The meeting adjourned at 5:15 p.m.

The next meeting of the Finance & Audit Committee to review proposals received in response to the Financial Audit Services RFP is scheduled to be held on October 5, 2017 at 1:00 p.m.

Howard Holzapfel
Committee Chair

Andrew Peat
Corporate Administrator