

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

Meeting held: **August 21, 2017**  
Lower Hall, Ganges United Church  
111 Hereford Avenue, Salt Spring Island

## **In attendance:**

Trustees: Per Svendsen (Chair), Howard Baker, Chris Budd, Rollie Cook  
Regrets: Mary Lynn Hetherington, Howard Holzapfel  
Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Chief Arjuna George; SSIFFA Secretary Nancy Pursell  
Recording Secretary: Sarah Shugar  
Others Present: 16 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 7:02 p.m. The meeting recessed for the Town Hall session at 7:03 p.m. and reconvened at 7:37 p.m.

## **1. Approval of Agenda**

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

**Motion** to accept the agenda moved by Trustee Baker, seconded by Trustee Budd.  
CARRIED

## **2. Approval of Minutes**

### **2.1 Receive and Accept the Minutes of the Town Hall meeting held July 17, 2017**

**Motion** that the Board of Trustees accept the Town Hall Meeting minutes of July 17, 2017 moved by Trustee Baker, seconded by Chair Svendsen.  
CARRIED

### **2.2 Receive and Accept the Minutes of the meeting held July 17, 2017**

**Motion** that the Board of Trustees accept the minutes of July 17, 2017 moved by Trustee Baker, seconded by Trustee Budd.  
CARRIED

### **2.3 Receive and Accept the Minutes of the In-camera meeting held July 17, 2017 - moved to the in camera meeting**

## **3. Committee Reports**

### **3.1 Facilities & Physical Plant**

- 3.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held August 3, 2017

**Motion** that the Board of Trustees receive the draft minutes of the Facilities & Physical Plant Committee meeting held August 3, 2017 moved by Trustee Cooke, seconded by Chair Svendsen.  
CARRIED

### **3.2 Finance & Audit**

- 3.2.1 Receive the draft Budget Report period ending June 30, 2017

CAO Peat presented the report.

- 3.2.2 Receive the draft minutes of the Finance & Audit Committee meeting held July 24, 2017

**Motion** that the Board of Trustees receive the draft minutes of the Finance and Audit Committee meeting held July 24, 2017 moved by Trustee Cook, seconded by Trustee Budd.  
CARRIED

- 3.2.3 Receive the draft minutes of the Finance & Audit Committee meeting held July 31, 2017

**Motion** that the Board of Trustees receive the draft minutes of the Finance and Audit Committee meeting held July 31, 2017 moved by Trustee Baker, seconded by Chair Svendsen.  
CARRIED

- 3.2.3.1 Proposed 2018 Operating Fund Budget

The Proposed 2018 Operating Fund Budget was presented.

### **3.3 Human Resources & Legal – none**

### **3.4 Marketing & Communications – none**

### **3.5 Occupational Health & Safety Committee**

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

**Motion** that the Board of Trustees receive the draft minutes of the Occupational Health and Safety Committee meeting held July 27, 2017 moved by Trustee Cook, seconded by Trustee Baker.  
CARRIED

### **3.6 Strategic Planning & Policy Development**

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

**Motion** that the Board of Trustees receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held July 21, 2017 moved by Trustee Baker, seconded by Trustee Cook. CARRIED

- 3.6.2 Receive the draft minutes of the Strategic Planning & Policy Development Committee In-camera meeting held July 21, 2017 – moved to the in camera meeting

### **3.6 Strategic Planning & Policy Development – none**

## **4. Correspondence**

### **4.1 Correspondence R. Hawkins**

The correspondence was received.

**By general consent**, the Board of Trustees request Chief George to meet with R. Hawkins.

### **4.2 Correspondence N. Schlenker et al**

Chief George reported the Salt Spring Fire Protection District has a press release prepared regarding the District's authority to fine for unauthorized open burning. The press release is on hold pending further information from the RCMP and BC Forest Service.

The correspondence was received.

### **4.3 Correspondence S. Sanderson**

The correspondence was received.

## **5. Fire Chief's Report**

### **5.1 Fire Chief's Report – July 2017**

The Fire Chief's Report for July 2017 was circulated prior to the meeting. Chief George presented the following highlights: SSIFR responded to 24 open burning calls, 3 prohibited open burns and one incident related to fire works. The District sent out email notifications regarding open burning restrictions and conducted 36 inspections for High Risk Permits. Training-in-Paradise 2017 was successful with 137 students attending. Two additional crews assisted with fighting the wildfires in the interior of BC.

There was a question regarding whether it would be reasonable to charge a fee for fire permits and comment regarding alternatives to Open-Burning such as composting branches etc.

## **6. Salt Spring Firefighters' Association Report**

Nancy Pursell presented the Salt Spring Firefighters' Association Report for July 2017.

## **7. Old Business**

### **7.1 Appointments to Standing Committees – moved to the in camera meeting**

### **7.2 Develop specifications for Engine 202 replacement – no update**

### **7.3 Update regarding replacement roof Fire Hall No. 3**

Trustee Baker reported the CRD building inspector is available to conduct an inspection of Fire Hall No. 3. Chair Svendsen reported the District has received one quote and the inspection confirmed there is damage to the roof. CAO Peat reported that no other local contractor has expressed interest in submitting a bid for the work.

**By general consent**, the Board of Trustees agreed Trustee Baker would request the CRD building inspector to conduct an inspection on the roofing on Fire Hall No. 3.

### **7.4 Update regarding Webcam on Fire Hall No. 1 hose tower**

Chief George reported the camera would be installed within two weeks.

### **7.5 Update regarding Policy statement “Joint Consultation Committee” – no update**

### **7.6 Hydrant maintenance agreement – North Salt Spring Waterworks**

Chief George reported the North Salt Spring Waterworks District informally recommended a \$9,000 budget for hydrant maintenance.

### **7.7 Update regarding Fire Hall No. 1 air quality (OH&S)**

Chief George reported one quote has been received and one quote is in process regarding the air quality in Fire Hall No. 1.

### **7.8 Post Incorporation Referendum “Town Hall” meeting**

**By general consent**, the Board of Trustees agreed CAO Peat would schedule a meeting at the Lions Hall or the Community Gospel Church following the incorporation referendum.

### **7.9 Update regarding Core Density, Islands Trust Bylaw No. 491 Ganges Village Plan – Harbourwalk**

CAO Peat reported Chair Svendsen and Chief George sent a letter to the Islands Trust regarding the impact to the District and the requirement for a ladder truck. (Copy attached to the original minutes.)

**7.10 Update regarding response time and staffing models (Chief George) – no update**

**7.11 CREST radio replacement (Trustee Holzapfel)**

By general consent, the Board of Trustees agreed to table this item.

**7.12 Proposed quarterly meetings to discuss inter-agency issues (Trustee Holzapfel)**

By general consent, the Board of Trustees agreed to table this item.

**7.13 Meeting venue (Trustee Holzapfel)**

CAO Peat reported the current meeting venue costs \$60 per night.

A member of the public expressed support for meeting in the current meeting venue as a neutral location and there is road noise compared with the Training Room.

**Motion** that the Board of Trustees agreed the Board meetings will continue to be held at the United Church meeting room moved by Trustee Cook, seconded by Trustee Baker.

CARRIED

**7.14 Update response offered regarding Provincial Emergency - Williams Lake (Chief George)**

CAO Peat reported the District would invoice the Province for the crew and tender truck that attended the wildfires in the interior of BC.

**7.15 Consider Draft Deployment Policy (CAO Peat)**

CAO Peat reported the current bylaw does not provide authority to list available apparatus or to deploy District assets when requested.

**Motion** that the Board of Trustees refer the draft Deployment Policy to the Strategic Planning and Policy Development Committee moved by Trustee Cook, seconded by Chair Svendsen.

CARRIED

**8. Bylaws**

**8.1 Introduce and consider proposed Bylaw No. 132 Fire Protection Taxation Bylaw 2018**

**Motion** that the Board of Trustees amend section 1 of proposed “Fire Protection Taxation Bylaw 2018” to the amount of \$2,577,000 moved by Trustee Cook, seconded by Trustee Baker.  
CARRIED

CAO Peat presented Bylaw No. 132 Fire Protection Taxation Bylaw 2018 as amended.

**Motion** that amended Bylaw No. 132 Fire Protection Taxation Bylaw 2018 be read a first time moved by Trustee Cook, seconded by Trustee Budd.  
CARRIED

**8.2 Introduce and consider proposed Bylaw No. 133 Fire Hall No. 1 Reserve Fund Establishment Bylaw (F&A)**

CAO Peat presented proposed Bylaw No. 133 Fire Hall No. 1 Reserve Fund Establishment Bylaw.

**Motion** that proposed Bylaw No. 133 Fire Hall No. 1 Reserve Fund Establishment Bylaw be read a first time moved by Trustee Cook, seconded by Trustee Baker.  
CARRIED

**9. New Business**

**9.1 First Phase Master Fire Plan – analyze response times against NFPA 1720 (SPPD)**

**Motion** that the Board of Trustees engage an outside consultant to review and analyze current response times against NFPA 1720 (organization and deployment of Volunteer Fire Departments); and propose alternative staffing models to meet the safety standard within current operating budget constraints moved by Trustee Baker, seconded by Trustee Cook.  
CARRIED

**9.2 Consider recommendation of the Finance & Audit Committee that excess cash balances be transferred to Fire Hall No. 1 Reserve Fund**

Trustee Baker presented the following recommendation from the Finance and Audit Committee: that the Board of Trustees will as a matter of policy after the end of each fiscal year: transfer excess cash balances remaining in the operating fund accounts to a new reserve account specifically designated to be used for a replacement for Fire Hall No. 1.

**9.4 Signing officers on District accounts**

**Motion** that the Board of Trustees add Trustee Holzapfel to the list of signing officers on District accounts moved by Trustee Baker, seconded by Chair Svendsen.  
CARRIED

Signing officers on the District's accounts to be any two of Trustee Howard Baker, Trustee Martin (Chris) Budd, Trustee Howard Holzapfel, Chief Arjuna George and Corporate and Financial Officer Andrew Peat.

**9.3 Consider recommendation of the Finance & Audit Committee that 2018 Operating Budget be amended to increase Tax Revenue by \$50,000 to fund a transfer to Fire Hall No. 1 Reserve Fund**

**Motion** to accept the recommendation of the Finance and Audit Committee that the Board of Trustees amend the proposed 2018 Operating Budget, increasing tax revenue to fund a \$50,000 transfer to a reserve fund specifically for a new fire hall moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

There was question regarding how the new tender was funded. CAO Peat reported that authorized disbursement from the Capital Works Renewal Reserve Fund (Islands Savings) has not been done and at present the purchase of the new tender paid from general operating fund balances (Bank of Montreal).

**Motion** that Trustees will consider at the next regular Board of Trustees meeting, authorizing the CAO to transfer the new tender funds (\$339,000) and concurrently consider whether any of the funds would be added to either of the reserve accounts, moved by Trustee Cook seconded by Chair Svendsen.

CARRIED

**9.5 Introduce and consider proposed RFP for Financial Audit Services**

**Motion** to request CAO Peat to post a Request to Proposal (RFP) for Financial Audit Services moved by Trustee Baker, seconded by Chair Svendsen.

CARRIED

**10. Delegations - none**

**11. In-camera session to discuss update regarding collective agreement negotiations**

**Motion** that the Board of Trustees move in camera at 8:55 p.m. moved by Trustee Baker, seconded by Chair Svendsen.

CARRIED

The meeting moved in-camera at 8:55 p.m. and reconvened at 9:30 p.m.

**12. Rise and Report**

**Motion** that the Board of Trustees appoint Gerard Zentner to the Facilities and Physical Plant Committee moved by Trustee Baker, seconded by Trustee Budd.

CARRIED

**Motion** that the Board of Trustees appoint Trustee Cook to the Marketing and Communications Committee moved by Trustee Baker, seconded by Chair Svendsen.  
CARRIED

**13. Adjournment**

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

The meeting adjourned at 9:31 p.m.

The next regular meeting of the trustees is scheduled for September 18, 2017.

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Per Svendsen  
Chair, Board of Trustees

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Andrew Peat  
Corporate Administrator

DRAFT