

Minutes of the Strategic Planning and Policy Development Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **August 21, 2017**
Training Room, Ganges Fire Hall

In attendance: Trustee Howard Baker (Chair), Trustee Rollie Cook, Shelley Nitikman and Neil McConnell

Staff Members: Chief Arjuna George

Others Present: 1 member of the public

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

The meeting was called to order at 2:00 p.m. by Chair Baker

1. Approval of Agenda

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

Motion that the agenda be accepted as circulated made by Committee Member Nitikman
CARRIED

2. Approval of Minutes

2.1 Receive and approve minutes of the meeting held July 10, 2017

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

Motion that the minutes of the July 10, 2017 meeting be accepted as circulated moved by Committee Member Cook.
CARRIED

2.2 Receive and approve minutes of the special meetings held July 21, 2017

2.3 Receive and approve minutes of the In-camera special meeting held July 21, 2017

The minutes of the special meeting in-camera special meeting held July 21, 2017 were distributed prior to the meeting.

Motion that the minutes of the special meetings held July 21, 2017 be accepted as circulated moved by Committee Member Nitikman.
CARRIED

3. Old Business

3.1 Update regarding RFP Master Fire Plan

Committee Member McConnell reported that he had met with Corporate Administrator Andrew Peat and was scheduled to meet again to resolve unfinished items about the RFP for Master Fire Plan

There was further discussion about the first phase of the Master Fire Plan (MFP part 1) referencing NFPA 1720 concerning response times. It was found that these response time standards affected all emergency services not just fire protection.

Chief George reported that he had spoken to the people at FireWise and that they had indicated that their firm complete MFP part 1 for under our \$10,000 limit but did not have the capacity to do the required GIS data mapping. Chief George will contact CRD to find what resources they could contribute to our GIS mapping needs.

3.2 Reconsider proposed Meeting Procedures Bylaw 2016

Committee Members agreed to study existing and proposed versions of Bylaw #119, Meeting Procedures Bylaw for consideration at next meeting.

3.3 Update regarding Fire Service Level - none

4. New Business

4.1 Update regarding drafting of Fire Inspections Policy Statement – none

4.2 Receive and consider proposed policy “Gifts to Salt Spring Island Fire Protection District”

4.3 Receive and consider proposed policy “Gifts to Employees”

4.4 Receive and consider proposed policy “Charitable Donations Receipts”

Copies of the proposed policies were distributed prior to the meeting.

Motion by general consent it is the recommendation of the Strategic Planning & Policy Development Committee that proposed policies: Gifts to Salt Spring Island Fire Protection District; Gifts to Employees; and Charitable Donations Receipts be adopted.

4.5 Review Fire Department Establishment and Operations Bylaw No. 59

By general consent it was agreed to table consideration of existing Bylaw #59 to a future meeting.

4.6 Proposed Special General “Town Hall” meeting of members

There was general discussion about scope and purpose of the proposed Special General meeting to be held in October after the Incorporation vote. Referendum are known.

5. Next meeting

By general consent committee members agreed to holding regular meetings on the second Monday of the month at the Ganges Firehall beginning at 2:00 PM.

The next meeting of the Strategic Planning and Policy Development Committee is scheduled for September 11, 2017, 2:00 PM at the Ganges Fire Hall Training Room.

6. Adjournment

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

The meeting adjourned at 4:00 PM.

Howard Baker
Committee Chair

Andrew Peat
Corporate Administrator