

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

Meeting held: **16 February 2015**

In attendance: Trustees: Dan Lee (Chair), Ron Chamney, Michael Garside, Richard Hannah, Bruce Patterson, Michael Schubart, Michele Severn.

Staff Members: Chief Tom Bremner, SSIFFA Lieutenant Mitchell Sherrin, Corporate Administration Officer (CAO) Andrew Peat

32 residents

Called to Order: 19:48

Acceptance of Minutes

Minutes of the 19 January 2015 monthly Trustees' meeting were distributed prior to the meeting. CAO Peat asked that under Old Business District Boundaries the paragraph be amended to read:

Chief Bremner advised in his report that with the help of outside resources, Polaris Land Surveying Inc. he hopes to finalize work next month. Trustees expressed their thanks for the assistance offered by Polaris.

Motion to accept the minutes as amended moved by Trustee Schubart seconded by Trustee Severn. Carried.

Minutes of the 02 February 2015 Trustees' meeting were read by CAO Peat. **Motion** to accept the minutes as read moved by Trustee Garside, seconded by Trustee Hannah. Carried.

Business Arising from the Minutes

Walker Resource Group Fire Services Review Report

After the acceptance of the 02 February 2015 minutes there was discussion concerning implementation of recommendations contained in the report. Trustee Chamney said that with input from the public, recommendations should be prioritized and realistic timelines set. Given upcoming trustee elections (20 April 2015 tentative date for AGM) work will begin in earnest after that date. Trustee Chamney agreed to prepare and present a timeline schedule where tasks can be assigned to staff members and/or trustees.

Committee Reports

Finance Committee

Draft minutes of the 28 January 2015 meeting of the Finance Committee were distributed prior to the meeting. (Copy attached to the original minutes). Committee Chair Chamney summarized the report and suggested that in-line with WRG recommendations committee membership might be expanded to include members of the public. Audited 2014 financial statements are expected to be received by 05 April 2015 with the Finance Committee meeting shortly thereafter to review them. CAO Peat has been instructed to

investigate alternate payroll software as existing software is not robust/flexible enough to handle our needs. CAO Peat reported that letters have been sent to local financial institutions soliciting proposals for the investment of Capital Replacement Reserve funds. **Motion** to receive the report of the 28 January 2015 Finance Committee meeting moved by Trustee Chamney seconded by Trustee Schubart. Carried.

Human Resources Committee

Draft minutes of the 28 January 2015 meeting of the Human Resource Committee were distributed prior to the meeting. (Copy attached to the original minutes). In the discussion concerning the Committee's recommendation that Andrew Peat be appointed Financial Administrator, it was noted that the Local Government Act allows the Corporate and Financial Administrator offices to be held by one person. **Motion** moved by Trustee Severn seconded by Trustee Hannah that Andrew Peat be appointed Financial Administrator of the Salt Spring Island Fire Protection District. Carried. **Motion** to receive the report of the 28 January 2015 Human Resource Committee meeting moved by Trustee Severn seconded by Trustee Schubart. Carried

Correspondence

CAO Peat advised that receipt of a "Request for Access to Information" has been acknowledged and that an email has been sent to a local business (Salt Spring Island Fire Protection) requesting a meeting to discuss possible confusion with ourselves.

Trustee Chamney requested that Mr. Mark Lucich's presentation during the 19 January 2015 "town hall" meeting be received as correspondence. (Copy attached to the original minutes). Trustee Chamney summarized the presentation and thanked Mark and Julia Lucich for their continued interest and engagement.

The Fire Chief's Report

Chief Bremner's report for January 2015 was distributed prior to the meeting. (Copy attached to the original minutes). Repair and maintenance issues at Ganges Fire Hall are ongoing and delays continue in the installing the new ventilation systems. Chief reported that two operational promotions were made in January reinstating the position of Assistant Fire Chief to Jamie Holmes and one staff lieutenant to Ken Akerman. Training of new of Class of 2015 recruits (8 members) began in earnest. **Motion** to receive the Fire Chief's report moved by Trustee Chamney seconded by Trustee Severn. Carried.

Salt Spring Island Fire Fighters Association Report

Lieutenant Sherrin summarized Lieutenant Taylor's report on SSIFA activities. (Copy attached to the original minutes). **Motion** moved by Trustee Schubart seconded by Trustee Hannah to receive the SSIFA report. Carried.

Old Business

District Boundaries

Chief Bremner advised in his report that with the help of Mr. Brent Taylor of Polaris Land Surveying Inc., progress continues to be made.

Emergency Water Delivery - fire hydrant responsibility.

Chief Bremner again advised in his report that he continues to look at alternative options to work with the island's water districts. Trustee Chamney spoke of concerns made in the WRG report concerning the availability of water for firefighting purposes (p.32 recommendation 16). The "Superior Water Shuttle" system was adopted by the District to assure water in rural and remote locations but this can be compromised by road and weather conditions. Letters Patent and existing agreements with other local improvement districts must be review. Trustee Chamney suggested that a special committee of the board be formed to address these concerns. **Motion** moved by Trustee Chamney seconded by Trustee Garside that formation of a board committee to address emergency water delivery and fire hydrant responsibility be tabled until the March meeting. Carried.

Bylaw No. 125 "Fire Regulations"

Trustee Chamney advised that he expects to present a revised bylaw to the March meeting.

Brinkworthy Trail Proposal

Trustee Chamney advised that there are no new developments.

Communications Policy

A proposed "Access to Information Policy and Procedures" was distributed prior to the meeting. (Copy attached to the original minutes.) In the discussion it was suggested that a copy be posted on the website to allow for public comment and input. **Motion** moved by Trustee Chamney seconded by Trustee Hannah that consideration of the policy be tabled until the March meeting to allow for staff review and public input. Carried.

Bylaws

Bylaw No. 127 Ministry of Forests Licence of Occupation

A proposed bylaw prepared by staff was distributed prior to the meeting. (Copy attached to the original minutes). The bylaw authorizes execution of the Licence of Occupation agreement with the Ministry for a further term of 5 years relating to the operation and maintenance of an automated weather station located on the District's Fulford Fire Hall property. Bylaw No. 127 was read by CAO Peat. **Motion** moved by Trustee Severn seconded by Trustee Schubart that the first reading of Bylaw No. 127 be accepted. Carried. Bylaw No. 127 was again read by CAO Peat. **Motion** to reconsider and finally pass Bylaw No. 127 moved by Trustee Chamney seconded by Trustee Garside. Carried.

New Business

Salt Spring Island Fire Rescue Response Level Policy

“Service Delivery Level” recommendation and draft policy documents prepared by Chief Bremner were distributed prior to the meeting. (Copy attached to the original minutes.) The BC Office of the Fire Commissioner has recently established minimum training standards required for fire service personnel which are determined by the Service Level provided. It is Chief Bremner’s recommendation that Salt Spring Island Fire/Rescue be accredited as a “full service” fire service. After discussion it was the consensus of the meeting that the proposed policy and supporting documents should be posted on our website to allow for public input.

Delegations

None.


Adjournment

There being no further business, motion to adjourn moved by Trustee Chamney. Carried.
The meeting adjourned at 20:45

The next scheduled meeting of the trustees is 16 March 2015.



Dan Lee
Chair Board of Trustees



Andrew Peat
Corporate Administrator