

Agenda
Trustee Meeting of the
Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: May 22, 2020

Time: 11:00 a.m.

Via: Videoconferencing

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Board Minutes**
 - 3.1 Receive and Accept the Minutes of the Regular meeting held May 8, 2020
- 4. In-camera Meeting**
 - 4.1 Motion to Close the Meeting

That the Board of Trustees close this meeting to discuss legal and property matters, and that staff be invited to remain.
 - 4.2 Motion to Re-open the Meeting

That the Board of Trustees re-open this meeting to a public session.
 - 4.3 Arise and Report
- 5. Adjournment**

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

Meeting held: May 8, 2020

Location: Electronic Meeting

Members Present: Ron Lindstrom, Chair
Rollie Cook, Trustee
Andreas Gedeon, Trustee
Mary Lynn Hetherington, Trustee
Howard Holzapfel, Trustee
Jo MacDonald, Trustee
Per Svendsen, Trustee

Staff Members Present: Laurie Taylor, Corporate Administrator and Financial Officer
Arjuna George, Fire Chief
Sarah Shugar, Recorder

Others Present: Dave Ferguson, Firewise Consulting Ltd.
Jan Enns, Jan Enns Communications
Fred Lizotte, McLean, Lizotte, Wheadon & Company
Gulf Islands Driftwood Newspaper

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

1. CALL TO ORDER

Chair Lindstrom called the meeting to order at 6:30 p.m. and welcomed Trustees and staff to the first electronic meeting of the Board of Trustees.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. BOARD MINUTES

3.1 Receive and Accept the Minutes of the Special meeting held April 27, 2020

2020-046

MOVED by Trustee Holzapfel and **SECONDED** by Trustee MacDonald,

That the Board of Trustees adopt the minutes of the April 27, 2020 Special Meeting.

CARRIED

4. BUSINESS

4.1. 2019 Audited Financial Statements

Fred Lizotte of McLean, Lizotte, Wheadon & Company presented the 2019 Audited Financial statements.

2020-047

MOVED by Trustee Holzapfel and SECONDED by Trustee MacDonald,

That the Board approve the 2019 Audited Financial statements prepared by McLean, Lizotte, Wheadon & Company.

CARRIED

4.2. Fire Rescue Advisory Committee Recommendations

CAO Taylor presented a staff report dated April 27, 2020 regarding Fire Rescue Advisory Committee recommendations arising from their meeting held May 6, 2020. She reported North Salt Spring Waterworks (NSSWD) has denied the District's request for water service for the Brinkworthy property due to the NSSWD moratorium on new water connections. Chair and staff are scheduled to meet with NSSWD to discuss the water connection issue next week. She reported Chair and staff are scheduled to meet with CRD staff and CRD Electoral Area Director Holman to explore potential options for a new fire hall and disposal of the Ganges fire hall. She noted the information received at these meetings will be reported back to the Board.

4.2.1. SSIFPD Communications & Engagement Plan – Fire and Rescue Needs and Facilities Assessment

J. Enns presented an updated Communications and Engagement Plan dated May 4, 2020. The Communications and Engagement Plan has been updated in response to the COVID pandemic with a greater focus on online opportunities to inform and engage the community. She presented information about the District's engagement webpage that is being added to the District's website to host the project communications information including the opportunity to have a discussion forum in a moderated space instead of on social media. She noted the key message is to be sensitive to the COVID pandemic situation and highlight the District's mandate to move forward and be prepared for when the timing is right.

In discussion the following comments were noted:

- There was a suggestion that there could be an opportunity to support the local economy with the building project to include local suppliers and contractors if the project could move ahead in the fall of 2020. J. Enns advised it is critical to continue to make evidence based decisions and continue to move forward including the space needs, costs and potential partnerships. She recommended revisiting the timing for a referendum and noted it may be too early to make a decision to plan

for a referendum in the fall of 2020.

- There was a comment that the recent articles in the Driftwood newspaper and the Salt Spring Exchange followed the Decide, Announce and Decide (DAD) approach of telling the community what is being done without asking for feedback. There was a request to package the Herold Engineering and Firewise Consulting reports into a one-page article to include in the Driftwood newspaper with a feedback mechanism attached. There was a suggestion to request the communications consultant to provide a plan that includes an insert in the Driftwood newspaper and a poll.
- Concern was expressed regarding the strategy to guide the community. The communications strategy should be driven on the facts. The COVID pandemic is a factor but we are missing the urgency of the situation that the Ganges firehall is crumbling.
- There was a comment that there may be opportunity for public works projects in the economic stimulus package that is expected in the fall of 2020.
- There was a comment that the last three fire hall referendums failed due to the public not being included and that decisions were made without public input.
- There was a comment that the Islands Marketplace is a free, local news publication.

2020-047

MOVED by Trustee MacDonald, SECONDED by Trustee Svendsen,

That the Board approve the updated Salt Spring Island Fire Protection District Communications & Engagement Plan – Fire and Rescue Needs and Facilities Assessment.

CARRIED

4.2.2 SSIFPD Fire Station Baseline Needs Assessment Report – Firewise Consulting

D. Ferguson presented an overview of the SSIFPD Fire Station Baseline Needs Assessment Report recommendations.

2020-048

MOVED by Trustee Cook, SECONDED by Trustee Hetherington,

That the Board receive the SSIFPD Fire Station Baseline Needs Assessment Report and discuss the recommendations in an in camera meeting.

CARRIED

4.2.3 Draft Fire Rescue Advisory Committee Meeting Minutes dated May 6, 2020

2020-049

MOVED by Trustee Cook and SECONDED by Trustee MacDonald,

That the Board of Trustees receive the draft minutes of the Fire Rescue Advisory Committee meeting held May 6, 2020.

CARRIED

5. IN-CAMERA MEETING

5.1 Motion to Close the Meeting

2020-050

MOVED by Trustee MacDonald and SECONDED by Trustee Svendsen,

That the Board close this meeting to discuss legal and property matters, and that staff be invited to remain.

CARRIED

The meeting moved to an in camera session at 12:05 p.m.

5.2 Motion to Re-open the Meeting

2020-051

MOVED by Trustee MacDonald and SECONDED by Trustee Svendsen,

That the Board re-open this meeting to a public session.

CARRIED

The meeting re-opened to the public at 1:23 p.m.

5.3 Arise and Report - None

6. ADJOURNMENT

By general consent, the meeting was adjourned at 1:23 p.m.

Ron Lindstrom
Chair, Board of Trustees

Laurie Taylor
Corporate Administrator