

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

Meeting held: December 10, 2018
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Trustees Present: Per Svendsen (Chair)
Howard Baker
Rollie Cook
Mary Lynn Hetherington
Howard Holzapfel
Ron Lindstrom

Regrets: Chris Budd, Trustee
Andrew Peat, Corporate Administrator and Financial Officer

Staff Members Present: Arjuna George, Fire Chief
Mitchell Sherrin, SSI Fire Fighter's Association President
Nancy Pursell, Firefighter
Sarah Shugar, Recording Secretary

Others Present: Gary Holman, Capital Regional District Director
Driftwood Reporter
1 member of the public

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

Chair Svendsen called the meeting to order at 7:06 p.m.

1. APPROVAL OF AGENDA

The following item was presented for consideration:

10.3 Training Budget

Motion to accept the agenda as amended moved by Trustee Cook, seconded by Trustee Baker.

CARRIED

1.1 Town Hall

Chair Svendsen welcomed everyone in attendance and asked if there were any comments or questions from the public. There were no comments or questions from the public.

2. BOARD MINUTES

2.1 Receive and Accept the Minutes of the meeting held November 19, 2018

The draft minutes were circulated to Trustees prior to the meeting.

The following items were presented for consideration:

Item 8.9 Replace "**Motion** to accept the recommendation of the Strategic Planning and Policy Development Committee to amend the Mission Statement to read: "A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve" and that the Vision Statement be amended to read: "Always learning, engaging, and adapting to be response ready." moved by Trustee Lindstrom, seconded by Chair Svendsen." with "**Motion** to accept the recommendation of the Strategic Planning and Policy Development Committee to amend the Vision Statement to read: "A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve" and that the Mission Statement be amended to read: "Always learning, engaging, and adapting to be response ready." moved by Trustee Lindstrom, seconded by Chair Svendsen."

Item 8.10 Replace "The new Fire Hall Advisory Group will consist of 7 community members plus 2 Trustees." with "The new Fire Hall Advisory Group will consist of up to 7 community members plus 2 Trustees."

Motion that the Board of Trustees accept the minutes of the November 19, 2018 Regular Meeting as amended moved by Trustee Cook, seconded by Trustee Lindstrom.

CARRIED

2.3 Receive and Accept the Minutes of the In-camera meeting held November 19, 2018 (moved to the In-camera meeting)

3. COMMITTEE REPORTS

3.1 Facilities & Physical Plant – none

3.2 Finance & Audit

3.2.1 Receive the draft Budget Report period ending October 31, 2018

Motion that the Board of Trustees receive the draft Budget Report ending October 31, 2018 as presented, moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

3.3 Human Resources & Legal- none

3.4 Communications & Marketing - none

3.5 Occupational Health & Safety Committee

3.5.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held December 6, 2018 - none

3.6 Strategic Planning & Policy Development – none

4. CORRESPONDENCE

4.1 Correspondence Dated November 16, 2018 – Elizabeth May M.P.

4.2 Correspondence Dated November 21, 2018 – Richard Kerr

It was noted that Chair Svendsen will send a letter to Richard Kerr to thank him for his work on the Committees.

Motion that the Board of Trustees receive the correspondence items moved by Trustee Hetherington, seconded by Trustee Holzapfel.

CARRIED

5. FIRE CHIEF'S REPORT

5.1 For the month of November 2018

Chief George presented the Fire Chief's Report for November and the following items were highlighted: Salt Spring Island Fire Rescue responded to 34 incidents in November for a total of 633 incidents to date in 2018. SSIFR received 14 Paid-on-Call (POC) Firefighter applications and 2 Field Incident Technician (FIT) applications, 12 of the POC applicants and 2 FIT applicants were interviewed and the successful applicants will receive a position offer in December for a January 2019 start date. SSIFR members collectively participated in over 626 hours of training in November. SSIFR met with other local agencies in preparation for the upcoming storm and winter season. November was a busy month for the fire preventions staff with several Fire and Life Safety education events in the community. SSIFR received a total donation of \$2,000 from the Salt Spring Island Lions Club for the Smoke Alarm Program.

There was a question regarding whether the District could charge for alarm bell response calls and whether Chief George could provide an estimate of the cost of false alarm calls to the District.

Motion to accept the Fire Chief Report for November 2018 moved by Trustee Holzappel, seconded by Trustee Baker.

CARRIED

6. SALT SPRING ISLAND FIRE FIGHTERS' ASSOCIATION REPORT

6.1 For the month of November

Salt Spring Island Fire Fighters' Association President Sherrin presented the Salt Spring Island Fire Fighters' Association report for November 2018.

Motion that the Board of Trustees accept the Salt Spring Island Fire Fighter's Association letter dated December 6, 2018 moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

7. SALT SPRING ISLAND FIRE RESCUE FOUNDATION

Salt Spring Island Fire Fighters' Association President Sherrin reported that the Salt Spring Island Fire Rescue Foundation has decided not to proceed with the Shaw Family grant application proposal that was presented at the November 19, 2018 Board of Trustees meeting.

8. OLD BUSINESS

8.1 Appointments to Standing Committees of the Board - none

8.2 Update regarding initiating discussion with FUS regarding obtaining an insurance grading specifically for Ganges Core

There was no update.

There was a question regarding whether the District has a map that outlines the Ganges core boundaries. Chief George reported that the District does not have a map that outlines the Ganges core boundaries at this time.

8.3 Update regarding Strategic Planning priorities and January 12, 2019 workshop

Trustee Lindstrom reported a Consultant Recommendations document will be presented to the Strategic Planning & Policy Development Committee on December 11, 2018 and the Committee recommendations will be brought forward to the Strategic Planning Day scheduled on January 12, 2019.

8.4 Update regarding recommendation for Paid-on-call Recruitment Policy

The draft Paid-on-Call Member Recruitment Policy was presented for consideration.

Motion that the Board of Trustees approve the draft Paid-on-Call Member Recruitment Policy as presented, moved by Chair Svendsen, seconded by Trustee Holzapfel.

CARRIED

8.5 Update regarding investigation of alternatives to improve fire flow capacity

Chief George reported he will provide a staff report regarding investigation of alternatives to improve fire flow capacity to the next Board meeting.

8.6 Discussion regarding December 1, 2018 for Board Governance Workshop

The Governance Workshop meeting notes and an email from Linda Adams dated December 3, 2018 regarding the Governance Session – follow up were presented.

8.7 Discuss Staff Report September 11, 2018 Electronic Meetings

It was noted that there were a few issues with the web conferencing connection at the November 19, 2018 Board meeting and further work will need to be done to address the issues.

8.8 Update regarding RFP New Fire Hall Advisory Group Facilitator

Trustee Lindstrom reported the draft New Fire Hall Advisory Group Facilitator RFP will be reviewed by the Strategic Planning and Policy Development Committee on December 11, 2018 and will be circulated to the Board by email. The RFP will likely be posted in January 2019.

8.8 Update regarding Mini Pumper replacements

There was no update.

8.10 Update regarding local government agency collaboration

Chair Svendsen reported that he attended a meeting with CRD CAO Robert Lapham, CRD Director Holman and CRD staff regarding local government agency collaboration on December 10, 2018.

CRD Director Holman reported the CRD Salt Spring Island Emergency Operations Centre is currently located in the basement of the Salt Spring Island Courthouse

and is vulnerable in earthquake situation. The Capital Region Emergency Service Telecommunications (CREST) is implementing an emergency communications system upgrade and has proposed to install a new tower to improve radio communications in Ganges. Elizabeth Zook, the Emergency Services Coordinator has been appointed as the CRD representative on the CREST Board. All Salt Spring Island emergency responders will be receiving new CREST radios.

6. Bylaws

9.1 Bylaw No. 136 “Electronic Meeting Bylaw 2018”

Proposed Bylaw No. 136 entitled Electronic Meeting Bylaw 2018 was presented. It was noted that discussion is needed regarding the number of Trustees that can attend each meeting electronically.

Motion that the Board of Trustees table the draft Bylaw No. 136 entitled “Electronic Meeting Bylaw 2018”.

CARRIED

7. New Business

10.1 GVFCA February 2019 - Labour Relations Seminar

Chief George reported he is registered for the GVFCA February 2019 - Labour Relations Seminar and Trustee Holzapfel and Trustee Hetherington expressed interest in attending.

10.2 Staff Report regarding Response Times and BC Building Code

A briefing dated December 3, 2018 regarding Response Times and BC Building Code was presented.

10.3 Training Budget

Trustee Baker reported that the Finance & Audit Committee requested that staff prepare a training budget and asked why a training budget has not been presented.

There was discussion regarding the training budget and it was noted the Finance and Audit Committee review the budgets.

11. DELEGATIONS - None

12. IN-CAMERA SESSION TO DISCUSS HUMAN RESOURCES MATTERS

Motion to move in camera at 7:47 p.m. to discuss human resources matters moved by Trustee Holzapfel, seconded by Chair Svendsen.

CARRIED

The meeting moved in camera at 7:50 p.m. and reconvened at 9:27 p.m.

13. RISE AND REPORT - none

14. ADJOURNMENT

The next regular meeting of the trustees is scheduled on January 21, 2019, 7:00 p.m. at the Fire Hall.

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

The meeting adjourned at 9:30 p.m.

Per Svendsen
Chair, Board of Trustees

Andrew Peat
Corporate Administrator