

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

Meeting held: **January 15<sup>th</sup>, 2019**  
Training Room, Ganges Fire Hall

**In Attendance:** Trustee Ron Lindstrom (Chair); Trustee Howard Baker; John Gauld;  
Trustee Mary Lynn Hetherington; Neil MacConnell  
**Regrets:** Trustee Rollie Cook  
**Staff:** CAO Andrew Peat; Fire Chief Arjuna George

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

## 1. **Call to Order**

The meeting was called to order at 10:01 A.M. by Committee Chair Lindstrom.

## 2. **Approval of Agenda**

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

By **general consent** the Agenda was accepted as circulated.

## 3. **Approval of Minutes**

### 3.1 **Receive and approve minutes of the meeting held November 13<sup>th</sup>, 2018**

The minutes of the November 13<sup>th</sup>, 2018 meeting were circulated to members prior to the meeting.

The following were presented for consideration:

Item 6.4      Replace "This item was dealt with in item 6.6.1" to read  
"This item was dealt with in item 6.6.2"

Item 6.9      Replace "... that Chief George be asked to provide a report  
on how to remedy data deficiencies on response time that  
were identified in the Fire Wise Report" with "... that Chief  
George be asked to provide a report on how to remedy  
data deficiencies on response time records that were  
identified in the Fire Wise Report".

**Motion** to accept the minutes of the November 13<sup>th</sup>, 2018 meeting as amended moved by Committee Member Hetherington.  
**CARRIED**

#### 4. Chair's Report

Committee Chair Lindstrom reported that the Board of Trustees held their regular monthly meeting on December 10, 2018. At that meeting Chief George reported that members responded to 34 incidents in November and 14 Paid-on-Call firefighter and 2 Field Incident Technician (FIT) applications had been received with interviews scheduled for December.

#### 5. Old Business

##### 5.1 Update regarding December 1, 2018 Board Governance workshop

The summary of flipchart meeting notes of the December 1, 2018 Governance workshop was circulated prior to the meeting.

Chief George arrived at the meeting at 10:19 A.M.

##### 5.2 Update regarding Board Strategic Planning Priorities February 2<sup>nd</sup>, 2019 workshop

Committee Chair Lindstrom reported that the Strategic Planning Priorities workshop with Linda Adams is scheduled for February 2<sup>nd</sup>, 2019 and public members of the committees are encouraged to attend.

##### 5.3 Discussion proposed RFP – Outside Chair Fire Hall Advisory Working Group, and impact of possible collaboration with CRD

A revised RFP prepared by CAO Peat was circulated to members prior to the meeting. After discussion, it was suggested that: "Project Schedule" be extended with a new anticipated completion date for the final report of October 2019; the closing date for submissions be amended to be three or four weeks after initial posting; and that the *Bid Form* be amended to itemize fees for each task listed in the "Project Schedule".

There was discussion about the possible impact of collaboration with the Capital Regional District it was agreed that the RFP should proceed as proposed.

By **general consent** it is the recommendation of the Strategic Planning & Policy Development Committee to the Board of Trustees that the Committee review submissions received in response to the RFP and recommend a preferred proponent to the Board.

##### 5.4 Discuss draft policy – Board & Committee Member Attendance and Participation

After discussion it was agreed that it would be more appropriate to consider the draft policy as part of a broader deliberation of governance and that the matter be tabled.

**5.5 SPPD Committee meeting schedule January – April 2019**

After discussion it was agreed that the regularly scheduled meetings of the be held on the second Tuesday of the month at 10:00 AM.

**5.6 Update regarding joint meeting of SPPD and Finance Committees**

Committee Chair Lindstrom reported that no date had been set for the joint meeting. CAO Peat suggested that in addition to discussing transfers to Reserve Funds and financing options for a new Fire Hall that the joint meeting might also review the recommendations of the auditor's Management Letter.

**5.7 Fire Wise recommendation 9.4.1 regarding supporting Fire Chief to carry out responsibilities**

Copies of the relevant bylaws were copied to members prior to the meeting - Bylaw No 59 Fire Department Establishment and Operations Bylaw and Bylaw No. 125 Open-Burning Bylaw No 125, 2014. Committee Chair Lindstrom commented that if the District moves to a "one employee model", existing bylaws should be also be reviewed.

Chief George said that his report compiling consultants' recommendations, includes staff suggestions for Board policies that are necessary to support operations.

**5.8 Fire Wise recommendation 9.6.1 regarding outstanding recommendations from existing 10 Year Plan and other reports**

Chief George's report "Consultant Recommendations (SSIFR)" was distributed to members prior to the meeting. Committee Chair Lindstrom thanked Chief for doing this. In the discussion it was suggest that there is a need to remove duplication, completed tasks moved to the end, and prior to the February 2<sup>nd</sup> workshop the list of tasks reduced if possible, to a more manageable number perhaps using broader strategic planning priority headings.

There was discussion about the need for greater collaboration between local government agencies (CRD and Islands Trust) and the extent that the Fire District can direct or influence outcomes.

**6. New Business - none**

**7. Adjournment**

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

CARRIED

The meeting adjourned at 11:23 A.M.

The next regular meeting of the Strategic Planning & Policy Development Committee is February 12<sup>th</sup>, 2019 beginning at 10:00 A.M.

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Ron Lindstrom  
Committee Chair

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Andrew Peat  
Corporate Administrator

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