

Minutes of the Fifty Eighth Annual General Meeting of the Salt Spring Island Fire Protection District

Meeting held: April 16, 2018

**Hart Bradley Memorial Hall, Salt Spring Island Lions Club
103 Bonnet Avenue, Salt Spring Island**

In attendance:

Trustees: Per Svendsen (Chair), Howard Baker, Chris Budd; Rollie Cook, Mary Lynn Hetherington, Howard Holzapfel

Staff Members: Corporate Administrator and Financial Officer Andrew Peat; Salt Spring Island Firefighters' Association President Lieutenant Mitchell Sherrin

Recording Secretary: Sarah Shugar

Others Present: Ron Lindstrom (Trustee Elect); Driftwood Reporter; Frederic Lizotte, Certified Professional Accountant; 19 members of the public

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

The meeting was called to order at 7:04 p.m.

1. WELCOME FROM CHAIR OF BOARD OF TRUSTEES

Chair Svendsen welcomed everyone in attendance. He called for introductions and introductions were carried out.

2. APPROVAL OF AGENDA

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

The following addition to the agenda was presented for consideration:

13.1 Committee Reports

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

CARRIED

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

Motion that the Board of Trustees appoint Sarah Shugar as recording secretary and CAO Peat as Parliamentarian moved by Trustee Cook, seconded by Trustee Holzapfel.

CARRIED

4. REVIEW AND ACCEPT MINUTES OF THE FIFTY SEVENTH ANNUAL GENERAL MEETING

The minutes of the Fifty Seventh Annual General Meeting were distributed prior to the meeting.

Motion that the minutes of the Fifty Seventh Annual General meeting be accepted moved by Trustee Budd, seconded by Trustee Cook.
CARRIED

5. AUDITED FINANCIAL REPORT

Financial Committee Member Howard Holzapfel and CAO Peat presented the Annual Financial Statements for the fiscal year ending December 31, 2017 and called for questions and comments from attendees regarding the report.

One member of the public asked for clarification regarding the funds that were budgeted for a Master Fire Plan which has not been conducted. Is there an explanation as why that has not happened and what has happened to those funds?

CAO Peat reported that a consultant has been hired to do the first phase of the Master Fire Plan which is an analysis of turnout and response times. A contract was agreed upon in December 2017 and the report is expected soon. There is \$18,000 in the 2018 budget for the second phase of the Master Fire Plan. The Request for Proposals (RFP) and Terms of Reference for phase two have not been issued.

Motion to approve the Audited Financial Report as presented moved by Trustee Baker, seconded by Trustee Holzapfel.
CARRIED

6. FIRE CHIEF'S REPORT

Chief George was unable to attend the meeting. The Fire Chief's 2017 Annual Report was circulated prior to the meeting.

Motion to receive the Fire Chief's 2017 Annual Report moved by Trustee Hetherington, seconded by Stanley Shapiro.
CARRIED

7. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

Lieutenant Mitchell Sherrin presented the Salt Spring Island Firefighters' Association Report of Activities for 2017. The Association donated \$9,400 to the Salt Spring Island Community Food Bank (\$4,400 from members' contributions and \$5,000 raised through the Annual Boot Drive). An additional \$3,000 was donated to a variety of community groups. The Association was proud to award the Steve Thomas Memorial Bursary to GISS student Wyatt Scheres and the Travis Guedes Leadership Award to GISS student Catelyn Creswick.

Motion to receive the 2017 Salt Spring Island Firefighters' Association Report moved by Trustee Budd, seconded by Trustee Holzapfel.
CARRIED

A member of the public asked if there is a reporting process between the District and the Salt Spring Island Fire/Rescue Foundation. CAO Peat commented that the Foundation is separate from the District and does not report to the Board.

Foundation Treasurer Lieutenant Mitchell Sherrin reported the Foundation's next meeting is scheduled for May 11, 2018.

8. CHAIR OF THE BOARD OF TRUSTEES REPORT TO BE PRESENTED BY CHAIR SVENDSEN

Chair Svendsen presented the Chair of the Board of Trustees Report 2017 and highlighted the following items: the District is now a member of the Greater Victoria Labour Relations Association (GVLRA) which will handle upcoming contract negotiations; discussions are ongoing with North Salt Spring Waterworks District regarding water supply; exploring the options to build a water storage pond in Fulford valley and install a dry hydrant in Ganges; hosted a Town Hall session; discussions regarding building a new fire hall. Chair Svendsen acknowledged and thanked the Firefighters, Trustees, Staff, and Committee Members for their continued excellent work.

Motion to receive the Chair Report for 2017 moved by Dave Holt, seconded by Trustee Cook.
CARRIED

9. CALL FOR A MOTION TO FIX THE REMUNERATION OF THE TRUSTEES FOR THE ENSUING YEAR - none

10. ELECTION RESULTS

Chair Svendsen read the proclamation from Election Officer Thomas Moore that stated Howard Holzapfel, Ronald Lindstrom and Per Svendsen were each declared elected Trustees for three-year term commencing at the close of this meeting.

Motion to receive the proclamation from Election Officer Thomas Moore moved by Trustee Hetherington, seconded by Trustee Baker.
CARRIED

11. QUESTIONS FROM THE FLOOR

The Chair called for questions and comments from attendees.

Trustee Cook asked members of the public to provide feedback regarding whether the community would like the District to move ahead with a referendum for a new fire hall.

Chair Svendsen reported there was a lot of feedback received at the Town Hall meeting regarding the new fire hall.

A member of the public asked (1) what is the status of the Brinkworthy property (2) what is the current borrowing rate. The member of the public noted the Master Fire Plan is the foundation for moving ahead with plans for a new fire hall and recommended the District present a menu of three options to the community including costs.

CAO Peat spoke to the borrowing rate and debt servicing.

Trustee Holzapfel stated that the District needs to poll the community regarding (1) how much is reasonable to spend on the new fire hall and (2) what increase would be reasonable for the taxpayers.

A member of the public asked for an update regarding the Fire Hall No. 1 property in Ganges.

CAO Peat reported the District is the registered owner of 105 Lower Ganges Road property (Ganges Fire Hall).

A member of the public expressed support for keeping the Fire Hall No. 1 property in public hands and expressed support for early and continued community consultations regarding the new fire hall. He expressed support for allocating the current \$165,000 annual reserve allocation towards borrowing costs for the new fire hall to reduce the burden on taxpayers.

Trustee Cook reported that the approximate cost (principal plus interest) to service a loan of \$1,000,000 is approximately \$80,000 per year.

Trustee Budd expressed support for reestablishing collaboration between the District and the community.

A member of the public asked for an update regarding the GVLRA negotiations.

CAO Peat reported the GVLRA is the District's accredited bargaining agent for contract negotiations. Negotiations will be done by GVLRA representatives with CAO Peat and Chief George attending as resource persons. The number of IAFF representatives at the bargaining table will be determined by IAFF Local 4467. The current agreement expired December 31, 2016 and members have been without a contract since that date.

12. OLD BUSINESS - none

13. NEW BUSINESS

13.1 Committee Reports

Chair Svendsen acknowledged Committee Members for their service on the Facilities and Physical Plant Committee and reported the Committee has been conducting research regarding replacement of Fire Hall No. 1.

Trustee Holzapfel acknowledged Committee Members who have served on the Finance and Audit Committee.

Trustee Budd acknowledged Committee Members for their service on the Communications Committee and reported the committee hosted a Town Hall meeting.

Trustee Hetherington acknowledged Committee Members of the Occupational Health and Safety Committee and reported the mandate of the Committee is to ensure safety of the staff and firefighters.

Trustee Baker acknowledged the Committee Members the Strategic Planning and Policy Development Committee and reported the Firewise Consulting report regarding response times is expected soon.

Trustee Cook invited interested members of the public to volunteer to become a committee member.

14. ADJOURNMENT

There being no further business **motion** to adjourn moved by Trustee Holzapfel, seconded by Trustee Hetherington.
CARRIED

The meeting adjourned at 8:12 p.m.

Per Svendsen
Chair Board of Trustees

Andrew Peat
Corporate Administrator