

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

- Meeting held:** June 17, 2019
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island
- Members Present:** Ron Lindstrom, Chair
Rollie Cook, Trustee
Andreas Gedeon, Trustee
Mary Lynn Hetherington, Trustee
Howard Holzapfel, Trustee
Per Svendsen, Trustee
- Staff Members Present:** Arjuna George, Fire Chief
Mitchell Sherrin, Salt Spring Island Fire Fighter's Association President
Sarah Shugar, Recording Secretary
- Regrets:** Jo MacDonald, Trustee
Andrew Peat, Corporate Administrator and Financial Officer
- Others Present:** Rob Wiltzen, Salt Spring Island Fire Rescue Foundation Chair
Six members of the public

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

Chair Lindstrom called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

The following item was presented for consideration:

10.6 Board Orientation Session

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

CARRIED

1.1 Town Hall Session

Chair Lindstrom welcomed everyone in attendance and asked if there were any comments or questions from the public.

A member of the public asked for an update regarding International Association of Fire Fighters (IAFF) negotiations. Chair Lindstrom reported there is no update at this time.

2. BOARD MINUTES

2.1 Receive and Accept the Minutes of the meeting held May 27, 2019

Motion that the Board of Trustees adopt the minutes of the May 27, 2019 Meeting moved by Trustee Cook, seconded by Trustee Svendsen.

CARRIED

2.2 Receive and Accept the Minutes of the In-camera meeting held May 27, 2019 (to 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 April 2019

The draft budget report ending April 2019 was presented.

Motion that the Board of Trustees receive the draft Budget Report period ending April 2019 moved by Trustee Hetherington, seconded by Trustee Gedeon.

CARRIED

3.3 Human Resources & Legal – none

3.4 Communications & Marketing - none

3.5 Occupational Health & Safety

3.5.1 Receive the draft Minutes of the OHS Committee meeting held May 23, 2019

Motion that the Board of Trustees receive the minutes of the May 23, 2019 Occupational Health and Safety Committee meeting moved by Trustee Hetherington, seconded by Trustee Svendsen.

CARRIED

3.6 Strategic Planning & Policy Development – none

4. CORRESPONDENCE – None

5. FIRE CHIEF'S REPORT

5.1 For the month of May 2019

Chief George presented the Fire Chief's Report for May 2019 and the following items were highlighted: Salt Spring Island Fire Rescue (SSIFR) responded to 61 incidents in May for a total of 291 incidents in 2019. SSIFR responded to an early morning residential structure fire on Thomas Road and Chief George mentioned response time was excellent. Chief George thanked the Board of Trustees for hosting the annual awards night on International Firefighters Day and acknowledged Captain Peter Andress, Lieutenant Jason Gaffney and three new acting Lieutenants Chantelle Pohl, Ben Westlake and Dustin Bean as the Fire Officer candidates for 2019. Training events in May included First Responder Skills, Auto Extrication, and Mental Health Resiliency for our members and families. Three test drills were conducted to draft water from Ganges Harbour as part of an insurance grading proposal to the Fire Underwriters Survey (FUS). SSIFR conducted 14 Fire/Life Safety Inspections, 3 New Project Review, 3 Site Inspections and 572 Community Outreach contacts including fire extinguisher training, broom chipping event, the PARTY program (Prevent Alcohol Related Trauma in Youth), and the Emergency Preparedness Fair held on May 11, 2019.

Motion that the Board of Trustees receive the Fire Chief Report dated May 2019 moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

6. SALT SPRING ISLAND FIRE FIGHTERS' ASSOCIATION REPORT

Salt Spring Island Fire Fighters' Association (SSIFFA) President Sherrin presented a report dated June 12, 2019 and the following items were highlighted: the SSIFFA annual boot drive raised \$3,703 for the Gulf Islands Fire Rescue Cadet Camp; SSIFFA donated \$500 to the Island Pathways Bicycle Working Group and \$250 to the Victoria Hospice Society; SSIFFA has committed \$10,000 for the repairs, upkeep and maintenance of the 1960 Jeep and the 1926 Republic Fire Truck; and SSIFFA presented the most Outstanding Firefighter of the Year award to Jared Oakes and the President's Choice Award to Captain Doug Ponsford at the annual awards night.

7. SALT SPRING ISLAND FIRE RESCUE FOUNDATION

Salt Spring Island Fire Rescue Foundation Chair Rob Wiltzen asked the Board of Trustees to provide direction regarding priorities for funding that the SSIFR Foundation can work towards. Chair Lindstrom reported the draft Strategic Priorities document would be a useful resource for funding direction and there will opportunities to liaison with the New Fire Hall Advisory Group. There was discussion regarding the opportunity for the SSIFR Foundation to raise funds to purchase equipment that is above and beyond the equipment replacement identified in the annual budget. There was also discussion

regarding whether the Board of Trustees could appoint a Trustee as an ex-officio member of the Salt Spring Island Fire Rescue Foundation to be a liaison.

By general consent, the Board of Trustees expressed appreciation to the Salt Spring Island Fire Rescue Foundation.

8. OLD BUSINESS

8.1 Appointments to Standing Committees of the Board (to In-camera meeting)

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

Chief George reported three test drills were conducted to draft ocean water from Ganges Harbour as part of a grading proposal to the Fire Underwriters Survey (FUS). The ability to utilize saltwater for fire flows could backup conventional sources that may be taxed in a major incident. The test drills were successful.

Motion that the Board of Trustees agreed to table “initiating discussion with FUS regarding obtaining an insurance grading specifically for the Ganges core” moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

8.3 SPPD Committee recommendations regarding Strategic Planning Priorities

Trustee Lindstrom presented the draft Strategic Planning Priorities document and noted there are minor revisions needed. The Strategic Planning Priorities document will be circulated to the Board of Trustees on a quarterly basis for review.

Motion that the Board of Trustees adopt in principle the Strategic Planning Priorities document as presented, and request staff to investigate engaging a consultant to assist the Board of Trustees to implement the planning process moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

By general consent, the Board of Trustees acknowledged and thanked the members of the Strategic Planning & Policy Development Committee for their report on the Strategic Planning Priorities.

8.4 Update regarding investigation of alternatives to improve fire flow capacity

Chief George reported North Salt Spring Waterworks District is completing hydrant flow testing for twenty-four hydrants in the Ganges Core area.

8.5 Update regarding Mini Pumper replacements

Motion that the Board of Trustees agreed to table “Update regarding Mini Pumper replacements” moved by Trustee Holzapfel, seconded by Trustee Svendsen.

CARRIED

8.6 Update regarding local government agency collaboration

Motion that the Board of Trustees agreed to table “Update regarding local government agency collaboration” moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

8.7 Update regarding Staff Report February 22, 2019 Beach Fires

Motion that the Board of Trustees agreed to table “Update regarding Staff Report February 22, 2019 Beach Fires” moved by Trustee Cook, seconded by Trustee Holzapfel.

CARRIED

8.8 Update regarding Executive Search and CAO Replacement

Chair Lindstrom presented the expression of interest for the Executive Search and CAO Replacement. The posting closes July 5, 2019 and the Board of Trustees expects to have a new CAO hired in September/October 2019.

8.9 Update regarding Province’s Community Emergency Preparedness Fund (CEPF)

Motion that the Board of Trustees agreed to table “Update regarding Province’s Community Emergency Preparedness Fund (CEPF)” moved by Trustee Gedeon, seconded by Trustee Hetherington.

CARRIED

8.10 Staff Report regarding Policy changes necessitated because of amendments to Employment Standards Legislation - none

8.11 Staff Report Regarding Audio Recording of April 15, 2019 Board meeting

A staff report dated June 15, 2019 regarding a Review of Audio Recording of April 15, 2019 and Salt Spring Island Fire Protection District Conflict of interest – There was discussion.

9. BYLAWS – None

10. NEW BUSINESS

10.1 Staff Report Analysis 2019 Property Taxes Brinkworthy Site

The Staff Report was received.

10.2 Availability of Trustees for Meetings Over Summer Months

There was discussion regarding Trustee availability in July and August. Trustee Svendsen reported he is not available and Trustee Gedeon may not be available for meetings in August.

10.3 Direction to Finance & Audit Committee on 2020 Operating Budget matters, including allocation to Reserve accounts, Staffing, and limitation on Operating Budget increases (excluding payroll and capital accounts)

Trustee Cook suggested that it would be timely for the Board of Trustees to provide direction to the Finance and Audit Committee regarding budget allocations. Trustee Gedeon spoke to Provincial legislation regarding budget planning for replacement costs. Chief George reported the long-term asset management program would be ready to present to the Board of Trustees prior to the budget meetings.

Motion that the Board of Trustees direct staff to prepare a report for the Finance and Audit Committee and the Board of Trustees regarding funding for the repair and replacement of the three main fire halls moved by Trustee Cook, seconded by Trustee Gedeon.

TABLED

Motion to table the previous motion, moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees direct staff to provide a report regarding creating capacity to fully fund a deputy chief position and to assess the need to increase the CAO position from 0.8 to 1.0 moved by Trustee Cook, seconded by Trustee Gedeon.

CARRIED

10.4 Update regarding Fire Hall Advisory Working Group

Chair Lindstrom reported the FireWise Service Agreement is finalized and the first meeting will be scheduled soon. Five members have been appointed to the Fire Hall Advisory Working Group.

10.5 Consider the necessity to review and amend Bylaw No. 119 “Meeting Procedures Bylaw 2012”

There was discussion regarding the need to set time limits for presentations by members of the public at Board meetings.

Motion that the Board of Trustees amend Bylaw No. 119 “Meeting Procedures Bylaw 2012” as follows: to provide for a three minute speaking allowance per speaker, that each speaker is granted one speaking slot per meeting and that each member of the public may present a written submission moved by Trustee Cook, seconded by Trustee Gedeon.

CARRIED

Motion that the Board of Trustees give first reading to Bylaw No. 119 “Meeting Procedures Bylaw 2012” as amended moved by Trustee Cook, seconded by Trustee Gedeon.

CARRIED

10.6 Board Orientation Session

There was discussion regarding scheduling a Board Orientation Session.

Motion to direct staff to schedule a Board Orientation Session with Linda Adams, that will include strategic priorities and financial implications, on a Saturday within the next several weeks moved by Trustee Gedeon, seconded by Trustee Cook.

CARRIED

11. DELEGATIONS - None

12. IN-CAMERA SESSION TO DISCUSS LEGAL MATTERS AND RFQ EXECUTIVE SEARCH AND RFP NEW FIRE HALL ADVISORY GROUP FACILITATOR

Motion to move in camera at 8:17 p.m. to discuss Human Resources matters and a proposed contract moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

The meeting moved in camera at 8:17 p.m. and reconvened at 8:58 p.m.

13. ARISE AND REPORT

Motion that the Board of Trustees appoint Trustee Hetherington to the Finance and Audit Committee moved by Trustee Cook, seconded by Trustee Svendsen.

CARRIED

Motion that the Board of Trustees appoint Denis McGuire to the Fire Hall Advisory Working Group Committee conditional upon receipt of a committee public volunteer application moved by Trustee Svendsen, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees appoint Wynona Cook to the Fire Hall Advisory Working Group Committee moved by Trustee Hetherington, seconded by Trustee Holzapfel.

CARRIED

14. ADJOURNMENT

The next regular meeting of the Trustees is scheduled on July 15, 2019, 7:00 p.m.

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

The meeting adjourned at 9:00 p.m.

Ron Lindstrom
Chair, Board of Trustees

Andrew Peat
Corporate Administrator