

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

Meeting held: July 15, 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
Jo MacDonald, Trustee
Per Svendsen, Trustee

Staff Members Present: Andrew Peat, Corporate Administrator and Financial Officer
Jaime Holmes, Assistant Fire Chief
Mitchell Sherrin, Salt Spring Island Fire Fighter's Association President
Sarah Shugar, Recording Secretary

Regrets: Arjuna George, Fire Chief

Others Present: Gary Holman, Capital Regional District (CRD) Electoral Area Director
Gulf Islands Driftwood Reporter
Approximately 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:

- 4.3 Occupational Health and Safety (OHS) Committee dated July 10, 2019 regarding Employee Mental Health

Motion to accept the agenda as amended moved by Trustee MacDonald, 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 negotiations are in process and there is no update at this time.

The town hall session closed at 7:06 p.m.

2. BOARD MINUTES

2.1 Receive and Accept the Minutes of the meeting held June 17, 2019

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

Motion that the Board of Trustees adopt the minutes of the June 17, 2019 Regular Meeting moved by Trustee Cook, seconded by Trustee Gedeon.

CARRIED

2.2 Receive and Accept the Minutes of the In-camera meeting held June 17, 2019 (to In-Camera meeting)

3. COMMITTEE REPORTS

3.1 Facilities & Physical Plant

3.1.1 Receive the draft Minutes of the Facilities & Physical Plant Committee meeting held June 26, 2019

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

Motion that the Board of Trustees receive the minutes of the June 26, 2019 Facilities & Physical Plant Committee Meeting moved by Trustee Svendsen seconded by Trustee Hetherington.

CARRIED

3.2 Finance & Audit

3.2.1 Receive the draft Budget Report period ending May 2019

The draft budget report ending May 2019 was presented.

Motion that the Board of Trustees receive the draft Budget Report period ending May 2019 moved by Trustee MacDonald, seconded by Trustee Cook.

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 June 23, 2019 - None

3.6 Strategic Planning & Policy Development

3.6.1 Receive the draft Minutes of the SPPD Committee meeting held July 4, 2019

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

Motion that the Board of Trustees receive the minutes of the July 4, 2019 Strategic Planning & Policy Development Committee meeting moved by Chair Lindstrom, seconded by Trustee Cook.

CARRIED

4. CORRESPONDENCE

4.1 Salt Spring Island Farmers' Institute dated June 18, 2019 regarding future use of the Ganges Fire Hall

4.2 Reg Jefferd dated July 10, 2019 regarding Harbourwalk Dry Hydrants

4.3 Occupational Health and Safety (OHS) Committee dated July 10, 2019 regarding need for position to oversee employee mental and emotional health and wellness

Trustee Hetherington presented the letter dated July 10, 2019 concerning employee mental health.

In discussion the following comments were noted:

- An OHS representative is scheduled to present to the Board of Trustees at the Strategic Planning Workshop on July 20, 2019.
- Support was expressed for the Human Resources Committee to consider the need for a position to oversee employee mental and emotional health and wellness.
- Trustee Cook noted the Finance and Audit Committee would need to receive information regarding budget requests prior to August 15, 2019.

Motion that the Board of Trustees acknowledge receipt of the letter received from the Occupational and Health Committee dated July 10, 2019 concerning employee mental health and request an extension to consider further options moved by Trustee Cook, seconded by Trustee Svendsen.

CARRIED

Motion to receive the correspondence items moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

5. FIRE CHIEF'S REPORT

5.1 For the month of June 2019

Assistant Chief Holmes presented the Fire Chief's Report for June 2019 and the following items were highlighted: Salt Spring Island Fire Rescue (SSIFR) responded to 58 incidents in June. SSIFR received a Certificate of Recognition from Gulf Islands Secondary School for participation in the Work Experience Program; BC Wildfire Service is predicting above normal temperatures in July, September and October. Training events in June included First Responder Training, ocean water drafting (Ganges test trials), water rescue boat operations, firefighting foam, fire hose handling, pumps and pumping, and auto extrication. SSIFR conducted 32 fire/life Safety Inspections, 5 site consultations and 160 community outreach contacts in June including FireSmart presentations, a parent safety presentation, car seat installations and a cut broom in bloom chipping event at Fulford Hall.

Motion that the Board of Trustees receive the Fire Chief Report dated June 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 July 10, 2019 and the following items were highlighted: The SSIFFA presented the Travis Guedes Leadership Award, the Steve Thomas Memorial Bursary and the Children of SSIFFA Members scholarship at the 2019 Gulf Islands Secondary School (GISS) Graduation Ceremony. SSIFFA members donated \$218 to the GISS Safe Grad event by providing an automobile safety kit as a door prize.

7. SALT SPRING ISLAND FIRE RESCUE FOUNDATION - None

8. OLD BUSINESS

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

8.2 SPPD Committee recommendations regarding Strategic Planning priorities

Trustee Lindstrom reported a strategic planning workshop facilitated by Linda Adams is scheduled on July 20, 2019. The SPPD Committee will develop a system to monitor and report progress to the Board of Trustees.

8.3 Update regarding investigation of alternatives to improve fire flow capacity - none

8.4 Update regarding Mini Pumper replacements

Assistant Chief Holmes presented a staff briefing dated July 11, 2019 regarding Mini Rescue 1 (M103). The estimated cost to repurpose Mini Pumper 1 (M103) into a rescue unit and repurpose the pump unit for wild land and training purposes would be approximately \$2,000.

In discussion the following comments were noted:

- The pump is a stand-alone unit and a cover could be built to protect the pump from the elements.
- Support was expressed for repurposing the pump.
- There was a question regarding whether a new mini would need to be purchased to replace Mini Rescue 1 (M103). There is no recommendation to purchase a third vehicle.
- There was a question regarding whether staff looked into the possibility of selling the Mini Pumper. It was noted the resale value is estimated to be less than one third of the replacement value.
- There was a question regarding whether all options to repurpose the apparatus have been considered. It was noted the Facilities and Physical Plant Committee considered options to repurpose the apparatus.

Motion that the Board of Trustees approve the Fire Chief to repurpose Mini Pumper 1 (M103) into a rescue unit and repurpose the pump unit for wild land and training purposes” moved by Trustee Svendsen, seconded by Trustee Hetherington.

CARRIED

Trustee Holzapfel OPPOSED

8.5 Staff Report regarding Policy changes necessitated because of amendments to Employment Standards Legislation - Tabled

By general consent, the Board of Trustees agreed to table this item to the next meeting.

8.6 Update regarding Fire Hall Advisory Working Group

Chair Lindstrom reported the Fire Hall Advisory Working Group inaugural meeting is scheduled on July 24, 2019 at 6:30 p.m.

9. BYLAWS

9.1 Bylaw No. XXX "Meeting Procedures Bylaw 2019"

CAO Peat will circulate an amended Meeting Procedures Bylaw 2019 for consideration at the next regular meeting.

10. NEW BUSINESS

10.1 Discuss Memo regarding "Saltwater pump and Water Main Study"

10.1.1 Correspondence June 28, 2019 CRD Director Gary Holman regarding Harbour Boardwalk

Trustee Cook presented a memo dated July 4, 2019 regarding the potential for collaborating with the CRD to install pumps and piping along the Ganges Harbourwalk for fire flow purposes. Trustee Cook proposed the District could cost share with the CRD for the conceptual design drawings that are estimated to cost \$10,000.

CRD Director Holman reported the Capital Regional District has forwarded the letter from SSIFR to the CRD regarding the possibility of collaboration on the Ganges Harbour Boardwalk to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). He reported the Islands Trust has applied for a Statutory Right-of-Way application for the Ganges Harbour Boardwalk and the CRD has agreed to administer the Statutory Right-of-Way application. FLNRORD has requested the CRD to provide detailed conceptual drawings and the CRD will include details regarding the option to include a pipe system for fire use. CRD Director Holman reported the letter from SSIFR demonstrates additional community safety interest in completion of the Ganges Harbour Boardwalk.

In discussion the following comments were noted:

- Support was expressed that the Board of Trustees approve a \$5,000 expenditure to cost share with the CRD towards the conceptual design drawings.
- Support was expressed that the proposal is an excellent opportunity for inter agency collaboration.
- Support was expressed for prioritizing the scheduled equipment replacement.
- Concern was expressed that the Board of Trustees did not approve the letter that was sent to the CRD.
- Concern was expressed that Fire Underwriters Survey (FUS) has not provided information regarding insurance cost savings if SSIFR improved the fire rating.

- It was noted the maximum practical lift for dry hydrant pumps is 20 feet.
- Concern was expressed that more information is needed including whether the boardwalk design could accommodate the maximum lift of the pumps.
- Support was expressed for quantifying the operational demand.
- Concern was expressed regarding the risk of connecting the water for fire flow purposes to a project that may not be completed.
- Support was expressed to contact BC Ferries regarding access to the saltwater pump that is located at the Long Harbour terminal.
- Support was expressed for the points brought forward in the correspondence received from Mr. Reg Jefferd dated July 10, 2019 regarding Boardwalk Dry Hydrant System.

Motion that the Board of Trustees supports the efforts of the Capital Regional District (CRD) to build a community harbour boardwalk and request the CRD to consider the public safety needs of the Fire District to provide a high volume of water to meet Fire Underwriters Survey (FUS) fire flow requirements and consider ways to facilitate the District to access additional water moved by Trustee Cook, seconded by Trustee MacDonald.

CARRIED

Trustee Hetherington, Trustee Holzapfel, Trustee Svendsen OPPOSED

Motion that the Board of Trustees request the Facilities & Physical Plant Committee to address the Fire Underwriters Survey (FUS) fire flow requirements and address other identified apparatus deficiencies moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

10.2 July 7, 2019 Salt Spring Forum “Firestorm: How Wildfire will Shape our Future”

The Salt Spring Forum hosted a “Firestorm: How Wildfire will Shape our Future” on July 7, 2019.

Salt Spring Island Fire Fighter’s Association President Sherrin spoke to the FireSmart program, the potential for catastrophic fire and noted the SSIFR will apply for a grant to update the Community Wildfire Protection Plan.

By general consent, the Board of Trustees request staff to provide a report regarding how the District can prepare for a catastrophic wildfire.

10.3 Discuss Staff Report “Open Burning Smoke Control Regulations”

Assistant Chief Holmes presented a staff briefing dated July 11, 2019 regarding Open Burning Smoke Control Regulations. The Province has declared new Open Burning Smoke Control Regulation that will be in effect on September 15, 2019.

Chief George will present a staff report regarding updating the Open Burning Bylaw at the next meeting.

10.4 July 20, 2019 Trustee Orientation & Strategic Planning Workshop with Linda Adams

CAO Peat reported the Orientation & Strategic Planning Workshop facilitated by Linda Adams is scheduled on July 20, 2019 9:00 a.m. to 4:00 p.m.

10.5 2020 Transfers from Operating Fund (BMO) to Reserve Funds (ISCU)

CAO Peat reported the funds allocated in the 2019 operating budget for apparatus and fire hall replacement need to be transferred from the operating fund to reserve funds.

By general consent, the Board of Trustees authorized staff to transfer the apparatus and fire hall replacement funds from the operating fund to reserve funds.

10.6 Discuss F&PP Committee regarding purchase of suitable generators for all three Fire Halls

Trustee Svendsen reported the Facilities & Physical Plant Committee has recommended the Board of Trustees obtain quotes for the purchase of a generator for use in all three fire halls as a backup electrical source.

In discussion the following comments were noted:

- There was a question regarding whether the District has a light mast for emergency operations. Assistant Chief Holmes reported the District does not have a generator that can power a light mast.
- It was noted that one generator is needed at a minimum and up to three generators in total.
- Support was expressed for a permanent generator for the Ganges Fire Hall and portable generators.

Motion that the Board of Trustees request staff to obtain quotes for the purchase of a suitable generator and hook-ups for use in all three Fire Halls and report at the next Board meeting moved by Trustee Gedeon, seconded Trustee Hetherington.

CARRIED

10.7 Discuss Staff Report “Gulf Islands Secondary School (GISS) Junior Firefighter Program”

Assistant Chief Holmes presented a briefing dated July 11, 2019 regarding the Gulf Islands Secondary School (GISS) Junior Firefighter Program.

In discussion the following comments were noted:

- There was a question regarding the application process. The GISS career councillors would conduct the first assessment and the District would interview applicants.
- Support was expressed for the social value of the program.
- Support was expressed for gender equality in the program. It was noted since 2005 more female cadets have gone through the cadet program than male cadets.
- There was a question regarding funding. GISS would provide the funding for students that graduate from the program.

Motion that the Board of Trustees endorse the High school Junior Firefighter Program offering basic firefighting training to our local high school students while supporting the District's recruitment strategies moved by Trustee Cook, seconded by Trustee Holzapfel.

CARRIED

11. DELEGATIONS - None

12. IN-CAMERA SESSION TO DISCUSS HUMAN RESOURCE MATTERS

Motion to move in camera at 9:14 p.m. to discuss Human Resources matters moved by Trustee Gedeon, seconded by Trustee Cook.

CARRIED

The meeting moved in camera at 9:14 p.m. and reconvened at 10:08 p.m.

Motion to re-open the meeting to the public at 10:10 p.m. moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

13. ARISE AND REPORT

Motion to appoint Trustee Hetherington to the Facilities and Physical Plant Committee moved by Trustee Gedeon, seconded by Trustee Svendsen.

CARRIED

14. ADJOURNMENT

The next regular meeting of the Trustees is scheduled on August 19, 2019 at 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 10:10 p.m.

Ron Lindstrom
Chair, Board of Trustees

Andrew Peat
Corporate Administrator

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