

Minutes of the Meeting of the Salt Spring Island Fire Protection District Fire Hall Advisory Committee

Meeting held: November 28, 2019
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dave Ferguson, FireWise Consulting Ltd. (Chair)
Wynona Cook, Community Member at Large
Rollie Cook, Trustee & Finance and Audit Committee Chair
Mary Lynn Hetherington, Trustee & Communications and Marketing Committee Chair
Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Ron Lindstrom, Trustee & Strategic Planning & Priorities Committee Chair
Neil MacConnell, Community Member at Large
Robert Mackie, Community Member at Large
Martin Ogilvie, Community Member at Large
Sandra Ungerson, North Salt Spring Waterworks District Trustee

Staff Members Present: Arjuna George, Fire Chief
Laurie Taylor Corporate Administrator and Financial Officer (via web conferencing)
Sarah Shugar, Recorder

Regrets: Tony Beck, Community Member at Large
Dennis Maguire, Community Member at Large
Per Svendsen, Trustee & Facilities and Physical Plant Committee Chair

Others Present: Ernie Polsom, FireWise Consulting Ltd. (via web conferencing)
Glen Sanders, FireWise Consulting Ltd.
Jan Enns, Communications Consultant (via web conferencing)

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

Chair Ferguson called the meeting to order at 6:20 p.m.

1. WELCOME

Chair Ferguson welcomed everyone to the meeting. Chair Ferguson welcomed new member Sandra Ungerson, North Salt Spring Waterworks District Trustee and introductions were carried out.

2. APPROVAL OF AGENDA

The agenda was circulated prior to the meeting.

Motion to accept the agenda moved by Member Cook and seconded by Member Mackie.

CARRIED

3. APPROVAL OF MINUTES OF SEPTEMBER 5, 2019 MEETING

The minutes were circulated prior to the meeting.

Motion to approve the minutes of the September 5, 2019 Fire Rescue Advisory Committee meeting moved by Member MacConnell and seconded by Member Ogilvie.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Summary of Driftwood Newspaper Articles

The Driftwood Newspaper articles are available on the Sharepoint document sharing website.

4.2 Name Change for Advisory Group

Member Holman asked for clarification regarding whether the name of the Committee would impact the future name of the building. It was noted the name of the Committee does not impact the future name of the building.

Rollie Cook arrived at the meeting at 6:37 p.m.

4.3 Amendments to Terms of Reference

The Fire Rescue Advisory Committee Terms of Reference document was presented.

There was a question regarding whether CAO Taylor has reviewed the Terms of Reference. CAO Taylor reported she has reviewed the Fire Rescue Advisory Committee Terms of Reference and has no further recommendations.

By general consent, the Fire Rescue Advisory Committee agreed Chair Ferguson would update the Fire Rescue Advisory Committee Terms of Reference as follows: Composition - Item 2 – replace “In addition, membership may include representatives from the Capital Regional District, Islands Trust and North Salt Spring Waterworks District.” with “In addition, membership may include one representative from the Capital Regional District, one representative from the

Islands Trust and one representative from the North Salt Spring Waterworks District.”

4.4 Engineering Consultant for Fire Hall 1 Structural Assessment

Chair Ferguson reported Harold Engineering Ltd. has been asked to provide an opinion regarding the costs and timeline to update the 2005 Fire Hall No. 1 Structural Assessment Report. The intent is to update the previous assessments and not repeat work that has already been done.

5. APPROVAL OF NOTES OF OCTOBER 5, 2019

The minutes were circulated prior to the meeting.

The following items were presented for consideration:

- Item 4 – Replace “Support was expressed for the referendum question to be a two-part question such as “(1) Are you in favour of a new public safety building? and (2) If yes, (1) Are you in favour of a basic building that meets standards or (2) Would you support a building that includes additional amenities?”. with “There was a suggestion for the referendum question to be a two-part question such as “(1) Are you in favour of a new public safety building? and (2) If yes, (1) Are you in favour of a basic building that meets standards or (2) Would you support a building that includes additional amenities?” Concern was expressed that it is too early in the process to consider such a question.”
- Item 12 - Replace “Good enough” versus “ideal” with “There was a suggestion that the goal should be to build a fire hall that will be sufficient for the duties that will take place.
- Add a disclaimer regarding workshop notes.

Motion that the September 5, 2019 Fire Rescue Advisory Committee workshop notes be approved as amended, moved by Member R. Cook and seconded by Member Holman.

CARRIED

6. DEVELOPMENT OF BUSINESS CASE

6.1 Process Overview

Mr. Ernie Polsom presented a Salt Spring Island Fire Rescue Needs and Facilities Assessment Process Review document dated November 22, 2019. He spoke to where the Committee is in the process and suggested the Committee is at the Current State of Analysis stage that includes review current situation, facts, data and identify options that consider BC Building codes and standards review: Worksafe BC analysis, legislative review, operational/ functional review, future state assessment, and siting considerations.

In discussion the following comments were noted:

- There was a question regarding where does the action “to identify the space requirements and total of the spaces” fit into the process.
- There was a question regarding where does the impacts of climate change fit into the process.
- There was a question regarding where does the business plan fit into the process and who is responsible for the business plan. It is the Committee’s responsibility to recommend the business case and the Board of Trustees will decide whether to approve the business case.

By general consent, the Fire Rescue Advisory Committee requested that the Salt Spring Island Fire Rescue Needs and Facilities Assessment Process Overview document be amended as follows:

- Include a current assessment analysis (space plan) and a future needs assessment prior to “Develop Options”;
- Add climate resilience following “partnerships” under “Develop Options”;
- Replace “Committee approval” with “Committee recommendation” under “Recommendation and Decision”; and
- Remove “Alternate Approval Process” under “Develop Chosen Strategy”.

6.2 Understanding of Purpose

E. Polsom spoke to the need for direction from the Committee to conduct the assessment of the Ganges Fire Hall to proceed with a report regarding what are the space requirements, legislative and regulatory requirements, what are the current and future operational needs of the department.

In discussion the following comments were noted:

- There was a suggestion that the purpose should not exclude the option to renovate the Ganges Hall.
- Concern was expressed regarding spending funds on work that has already been done.
- There was a suggestion to research the zoning to identify the maximum square footage allowed on the Ganges site and compare to what is needed.

Motion that the Fire Rescue Advisory Committee recommend that the Board of Trustees undertake the technical work required to determine the suitability of the Ganges Hall site to determine whether continued use of the site is suitable moved by Member Holman and seconded by Member MacConell.

CARRIED

6.3 Functional and Operational Review of Ganges Fire Hall

6.4 Summary of Guiding Principles

Ms. Jan Enns presented a Powerpoint presentation entitled Communications and Engagement. A draft SSIFPD Fire Rescue Advisory Committee Guiding Principles

document dated November 18, 2019 was circulated prior to the meeting.

In discussion the following comments were noted:

- There was a question regarding where does First Nations consultation fit into the scope of the guiding principle.
- There was a suggestion to include “to ensure that the future of this building the Ganges fire hall building is for community use” in the guiding principles.
- There was a suggestion to include fire and life safety education in the guiding principles.

Please forward comments regarding the guiding principles to Chair Ferguson.

7. Communications and Engagement

7.1 Project Update – Process

J. Enns spoke to the process for project updates. The goal would be to agree on 3 to 4 highlights at the end of each meeting to inform the basis of a press release. The goal would be to have a short turn around time. The project team (Firewise representatives, Board of Trustees Chair Lindstrom, and CAO Taylor) would review on behalf of the Board of Trustees and the Committee and Jan Enns would publish to the press release. SS exchange, Driftwood and SSIFR website. Jan Enns requested minute takers notes at end of meeting.

There was a question regarding whether a project update would be published following this meeting. A project update will be published following this meeting. The highlights from tonight’s meeting include:

- A process overview to map out the process steps
- The Committee has agreed to review the existing sites.

By general consent, the Fire Rescue Advisory Committee expressed support for the process for project updates as presented.

7.2 Project identification

7.2.1 Icon for Project Updates

A document was circulated with Icon ideas.

Motion that the Fire Rescue Advisory Committee agreed to adopt graphic 1d as presented moved by Member W. Cook and seconded by Member Ungerson.

CARRIED

7.3 Key Messages Q & A

Jan Enns will draft a one-page press release and a Q & A document. Please forward suggested questions to Chair Ferguson.

7.4 Web-site Update

7.4.1 Storing, tracking, documents relating to project Website update

J. Enns reported staff are in the process of setting up the website to have placeholders for Committee documents including Committee updates, minutes, agendas, etc.

7.5 Media and Social Media Response Strategy overview

J. Enns presented the media and social media response strategy and noted the project team will monitor the various news and social media pages and will only correct misinformation via the Salt Spring Fire Rescue social media page.

8. Discussion on Next Steps

The next steps will include a project update press release and setting up the project page on the Salt Spring Fire Rescue website.

9. Dates and Times for Future Meeting

The next meeting will be at the call of the Chair.

10. Closing Remarks

Chair Ferguson thanked everyone for attending.

11. Adjournment

By general consent, the meeting adjourned at 9:05 p.m.

Dave Ferguson
Committee Chair

Laurie Taylor
Corporate Administrator