

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

**Date:** January 16, 2023

**Location:** Training Room, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island and  
Electronic Meeting (Zoom)

**Members Present:** Rollie Cook, Chair  
Mary Lynn Hetherington, Trustee  
Rob Oliver, Trustee  
John Wakefield, Trustee  
Robin Williams, Trustee

**Regrets:** Wynona Cook, Trustee

**Staff Members Present:** Rodney Dieleman, Corporate Administrator and Financial Officer  
Jamie Holmes, Fire Chief  
Sarah Shugar, Recorder

**Others Present:** Gulf Islands Driftwood Reporter  
Approximately 4 members of the public  
Krystal Capranos, Salt Spring Island Fire Fighters Association President

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

## 1. CALL TO ORDER

Chair Cook called the meeting to order at 7:05 p.m. and acknowledged that the meeting is being held in the unceded and traditional territories of the Coast Salish Peoples.

## 2. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

Item 5.6 New Fire Hall Project Steering Committee – CAO Update

Item 7.2 Salt Spring Island Fire Fighters' Association Report dated January 2023

**By general consent,** the agenda was approved as amended.

**3. TOWN HALL**

There were no questions or comments at the town hall session.

**4. BOARD MINUTES**

**4.1 Minutes of the Regular Trustee meeting held December 12, 2022**

**2023-001**

**MOVED by Trustee Hetherington, SECONDED by Trustee Wakefield,**

That the draft minutes of the Regular Trustee meeting held December 12, 2022 be adopted.

**CARRIED**

**5. STANDING COMMITTEE REPORTS**

**5.1 Communications & Marketing**

**5.1.1 Draft Minutes of the January 12, 2023 meeting**

The minutes were received.

**5.2 Facilities & Physical Plant - none**

**5.3 Finance & Audit – none**

**5.4 Joint Occupational Health & Wellness**

**5.4.1 Draft Minutes of the December 14, 2022 meeting**

The minutes were received.

**5.5 Strategic Planning & Policy Development**

**5.5.1 Draft Minutes of the January 12, 2023 meeting**

The minutes were received.

**5.6 New Fire Hall Project Steering – CAO Update**

CAO Dieleman presented an update regarding the New Fire Hall Project. The Request for Proposals (RFP) for a project architect and a construction manager closed on November 30, 2022. Nine proposals for the architect RFP were received. Four proposals for the construction manager RFP were received. The Steering Committee evaluated the RFP's and recommended that the Board award the architect contract to Johnston Davidson Architecture (JDA) and the construction manager contract to MKM Projects Ltd. The design phase is expected to be complete by mid to end of August 2023 and construction is expected to begin in January 2024. The projected completion

date is estimated to be late 2024/early 2025. There was a question regarding a groundbreaking ceremony at the new fire hall site. Site preparations could begin as early as July 2023.

## **6. CORRESPONDENCE**

### **6.1 Letter dated Dec. 15, 2022 received from McLean, Lizotte, Wheadon and Company re: Auditor Engagement Letter**

**By general consent**, the correspondence was received.

## **7. REPORTS**

### **7.1 Fire Chief's Report December 2022**

Chief Holmes presented the Chief Report for December 2022.

There was a question regarding a recent fire incident. Chief Holmes reported there was a fire in a two-bay garage with a suite above. Approximately 20 firefighters and 12 apparatus were on scene. Tenders shuttled water from the Beddis Water District water supply to the incident. There was a total loss of the garage and a vehicle. A firefighter sustained a minor injury at the scene.

### **7.2 Salt Spring Island Fire Fighters' Association Report dated January 2023**

SSIFFA President Capranos presented a report dated January 16, 2023.

### **7.3 CAO Report**

#### **7.3.1 Budget Report to November 30, 2022**

CAO Dieleman presented a budget report to November 30, 2022.

**By general consent**, the report was received.

#### **7.3.2 Profit & Loss Budget vs. Actual Budget Report to November 30, 2022**

CAO Dieleman presented a Profit & Loss Budget vs. Actual Budget Report to November 30, 2022.

**By general consent**, the report was received.

## **8. OLD BUSINESS**

### **8.1 Fire Service Level**

Trustee Wakefield reported Fire Service Level was referred to the Strategic Planning and Policy Development Committee to consider whether the Fire Service

level should be a bylaw, policy. At a January 12, 2023 meeting, the Strategic Planning and Policy Development Committee recommended the Board of Trustees direct staff to prepare a draft Fire Service Level Policy to declare that Salt Spring Island Fire Rescue is a Full Service Fire Level.

**2023-002**

**MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,**

That the Board of Trustees direct staff to prepare a draft Fire Service Level Policy to declare that Salt Spring Island Fire Rescue is a Full Service Fire Level.

**CARRIED**

**8.2 5-Year Strategic Plan**

Trustee Wakefield reported at a January 12, 2023 meeting, the Strategic Planning and Policy Development Committee recommended the Board of Trustees direct staff to engage a consultant to lead a strategic planning process to develop a 5-year strategic plan and that the 5-year strategic plan is to be completed by July 1, 2023. The first step in the strategic planning process would likely be a consultant led Trustee and stakeholder workshop.

**2023-003**

**MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,**

That the Board of Trustees direct staff to engage a consultant to lead a strategic planning process to develop a 5-year strategic plan and that the 5-year strategic plan is to be completed by July 1, 2023.

**CARRIED**

**9. NEW BUSINESS**

**9.1 Audit of 2022 Financial Records**

CAO Dieleman reported it is a requirement to have an audit of financial statements. It was noted appointment of an auditor for the 2023 statements will be done at the next Annual General Meeting.

**2023-004**

**MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,**

That the Board of Trustees engage McLean, Lizotte, Wheadon and Company to perform an audit of the Salt Spring Island Fire Protection District 2022 financial records with an audited statement to be prepared and submitted to the Board for approval.

**CARRIED**

**9.2 New Fire Hall Project Communications – Project Sign and Ground breaking Ceremony**

Trustee Hetherington reported at a January 12, 2023 meeting, the Communications and Marketing Committee recommended that the Board of Trustees request staff to provide estimates and funding options for a new fire hall project construction sign and a groundbreaking ceremony. There was a question regarding how a groundbreaking

ceremony would be funded. CAO Dieleman advised it would be preferable that this be funded from the operating budget.

**2023-005**

**MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,**

That the Board of Trustees request staff to provide estimates and funding options for a new fire hall project construction sign and a ground breaking ceremony.

**CARRIED**

**10. BYLAWS – None**

**11. DELEGATIONS - None**

**12. IN-CAMERA MEETING**

**12.1 Motion to Close the Meeting**

**2023-006**

**MOVED by Trustee Wakefield, SECONDED by Trustee Oliver**

At 7:36 p.m., the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and that staff be invited to remain.

**CARRIED**

**12.2 Motion to Re-open the Meeting**

**2023-007**

**MOVED by Trustee Williams, SECONDED by Trustee Hetherington,**

At 8:36 p.m., that the Board of Trustees re-open this meeting to a public session.

**CARRIED**

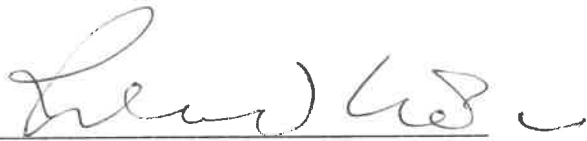
**12.3 Arise and Report – None**

**13. NEXT MEETING**

The next regular meeting is scheduled on February 27, 2023 at 7:00 p.m. at the Ganges Fire Hall Training Room. Please check the District website for details.

**14. ADJOURNMENT**

**By general consent, the meeting adjourned at 8:40 p.m.**



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Roland Cook  
Chair, Board of Trustees



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Rodney Dieleman  
Corporate Administrator