

Agenda

Salt Spring Island Fire Protection District

Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: March 17, 2025

Time: 7:00 p.m.

Place: Ganges Fire Hall Training Room

105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

1. CALL TO ORDER

We would like to begin this meeting by humbly acknowledging that we live and work in the unceded territories of the Coast Salish Peoples. This meeting is an official forum for the Salt Spring Island Fire Protection District Board to conduct its business. This is a place of employment and our staff have the right to a safe and respectful workplace.

2. TOWN HALL SESSION

Members of the public can address questions or comments and we request that you direct comments to the Board and not other members of the public, speak to the issues and not individuals and be clear, concise and respectful.

3. APPROVAL OF AGENDA

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held February 24, 2025 – For Approval

That the draft minutes of the Regular Trustee meeting held February 24, 2025 be adopted.

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

5.1.1 Minutes of the March 6, 2025 meeting – For Information

5.2 Finance & Audit Committee - None

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the February 26, 2025 meeting – For Information

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the March 6, 2025 meeting – For Information

6. CORRESPONDENCE

- 6.1 Email Date March 7 2025 Received from NSSWD Re: Request to Islands Trust Council for Increased Staff Resources on SSI**

7. REPORTS

- 7.1 Fire Chief's Report – February 2025**

- 7.2 Salt Spring Island Fire Fighters' Association Report – March 2025**

- 7.3 CAO Reports**

- 7.3.1 Budget Report to January 31, 2025**

- 7.3.2 Driftwood Article dated March 5 2025 Re Fire Underwriters Survey (FUS) Test**

8. OLD BUSINESS

- 8.1 Trustee Election**

- 8.1.1 Notice of Election by Acclamation – Returning Officer Anthony Kennedy**

- 8.2 New Fire Hall Project**

- 8.2.1 New Fire Hall Project Status Update to February 28, 2025 – Staff Report**

9. NEW BUSINESS

- 9.1 Fire Underwriters Survey (FUS) Fire Insurance Grade Report**

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to direct staff to request a Fire Underwriters Survey (FUS) Fire Insurance Grade Report.

10. BYLAWS – None

11. DELEGATIONS

12. IN-CAMERA MEETING - None

13. NEXT MEETING

The next regular meeting is scheduled on April 28, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

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

Date: February 24, 2025

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

Members Present: Rollie Cook, Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee
Dennis Lucarelli, Trustee
Rob Oliver, Trustee
John Wakefield, Trustee
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Mysha Dewar-McLelland, Salt Spring Island Fire Fighter's Association Treasurer
Hans Hazenboom, Owners Representative for New Fire Hall Project
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Laura Patrick, Islands Trust Local Trustee
3 members of the public

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 7:00 p.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

2. TOWN HALL

Chair Cook opened the Town Hall at 7:01 p.m. There were no speakers at the town hall portion of the meeting.

3. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

Item 7.1 Fire Chief's Report – January 2025

Item 7.2 Association Report – February 2025

By general consent, the agenda was approved as amended.

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held January 20, 2025

2025-005

MOVED by Trustee Hetherington, SECONDED by Trustee Wakefield,

That the draft minutes of the Regular Trustee meeting held January 20, 2025 be adopted.

CARRIED

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee – None

5.2 Finance & Audit Committee – None

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the January 22, 2025 meeting

The minutes were received for information.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the February 6, 2025 meeting

The minutes were received for information.

6. CORRESPONDENCE – None

7. REPORTS

7.1 Fire Chief's Report – January 2025

Chief Holmes presented the Fire Chief Report for January 2025. Chief Holmes highlighted that Salt Spring Fire Rescue was successful in the FUS Tender Shuttle test on February 22, 2025.

By general consent, the report was received for information.

7.2 Salt Spring Island Fire Fighters' Association Report – February 2025

Salt Spring Island Fire Fighter's Association Treasurer Dewer-McLelland presented the Association report for February 2025.

By general consent, the report was received for information.

7.3 CAO Reports

7.3.1 Budget Report to December 31, 2024

7.3.1.1 2024 Income and Expense Statement Analysis – Staff Report

CAO Deileman presented a staff report regarding the 2024 Income and Expense Statement Analysis. Chair Cook acknowledged the Executive team for the excellent financial management.

7.3.2 Driftwood Article dated January 22, 2025 Re Wildfire Prep Essentials

7.3.3 Driftwood Notice dated January 29, 2025 Re Expression of Interest

7.3.4 Driftwood Article dated January 29, 2025 Re Election

7.3.5 Driftwood Article dated January 29, 2025 Re 2024 Calls

7.3.6 Driftwood Notice dated February 12, 2025 Re Call for Nominations

The Driftwood articles were received for information.

8. OLD BUSINESS

8.1 New Fire Hall Project

8.1.1 New Fire Hall Project Status Update to January 31, 2025

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report to February 13, 2025.

By general consent, the report was received.

8.2 Strategic Plan 2024-2025 Update – For Information

CAO Dieleman presented a Strategic Plan 2024-2025 Update.

8.3 Draft Trustee Election Procedures Policy AG-4201-01 – For Approval

Draft Trustee Election Procedures Policy AG-4201-01 was presented.

2025-006

MOVED by Trustee Wakefield, SECONDED by Trustee Oliver,

That the Board of Trustees approve Trustee Election Procedures Policy AG-4201-01.

CARRIED

8.4 Expression of Interest for Land Acquisition – Staff Report

CAO Dieleman presented a staff report regarding expression of interest for land acquisition for future fire halls.

The report was received.

9. NEW BUSINESS - None

10. BYLAWS

10.1 Notice to Repeal Bylaw No. 144 cited as “Election and Assent Voting Bylaw No. 144”

CAO Dieleman reported Trustee Election Procedures Policy AG-4201-01 replaces Bylaw 144 cited as “Election and Assent Voting Bylaw No. 144”.

2025-007

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

That the Board of Trustees repeal Bylaw No. 144 cited as “Election and Assent Voting Bylaw No. 144”.

CARRIED

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2025-008

MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (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

The items of business to be considered in the in-camera meeting are approval of in camera meeting minutes, potential land acquisition and service contracts.

The meeting moved in camera at 7:58 p.m.

12.2 Motion to Re-open the Meeting

2025-009

MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,
That the Board of Trustees re-open this meeting to a public session.
CARRIED

The meeting re-opened at 9:29 p.m.

12.3 Arise and Report

The Board of Trustees received a report Office of the Information and Privacy Commissioner and agreed to review Freedom of Information procedures that resulted in the disclosure of an applicant's name in a public meeting. The minutes of the In-camera Meeting January 20, 2025 were adopted and the minutes of the New Fire Hall Project Steering Committee In-camera meeting held February 13, 2025 were received for information.

13. NEXT MEETING

The next regular meeting is scheduled on March 17, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 9:30 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

Minutes of the Salt Spring Island Fire Protection District Communications & Marketing Committee

Meeting held: March 6, 2025
SSIFPD Administration Office
1202-115 Fulford-Ganges Road, Salt Spring Island

Members Present: Robin Williams, Committee Chair
Dennis Lucarelli, Trustee

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

Regrets: Rollie Cook, Board of Trustees Chair and ex-officio member
Jenny McClean, Public Member

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

1. CALL TO ORDER

Chair Williams called the meeting to order at 2:05 p.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. APPROVAL OF MINUTES

3.1 Minutes of the Meeting held January 16, 2025

By general consent, the draft minutes of the Communications and Marketing Committee meeting held January 16, 2025 were adopted.

4. OLD BUSINESS

4.1 Annual General Meeting

CAO Dieleman reported the Committee Chair's will present an annual Chair Report for each Committee. The AGM Notice will be advertised in the Driftwood and will be posted on the District website.

By general consent, the Communications and Marketing Committee agreed Trustee Lucarelli would contact a writer to see if they would be willing to assist in writing articles.

4.2 New Fire Hall Opening

There was discussion regarding the new fire hall opening. May 4th is International Firefighter's Day. The target date for a new fire hall opening celebration will be Sunday, May 3, 2026.

5. NEW BUSINESS

5.1 Old Truck

Chair Williams reported he attended the February Firefighter's Association meeting and reported the SSI Firefighter's Association has a Building Committee that owns two heritage firefighting vehicles, the jeep and the old fire truck.

5.2 Communication Issues

Chair Williams presented preliminary design for the new fire hall museum building. Chair Williams reported he attended the February Firefighter's Association meeting to present the preliminary plans. Chair Williams reported the Society could fundraise for solar power for the new fire hall, a saltwater pump and/or the new fire hall museum building. Several fundraising ideas were discussed. The museum will honour Volunteer Firefighter's and the temporary working name is "Salt Spring Island Volunteer Firefighter Heritage Centre". This project will not be funded by the District.

6. NEXT MEETING

The next meeting of the Communications and Marketing Committee will be held on April 3, 2025 at 2:00 p.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 3:00 p.m.

Robin Williams
Chair, Communications and Marketing Committee

Rodney Dieleman
Corporate Administrator

Meeting Minutes of the Salt Spring Island Fire Protection District Joint Occupational Health and Wellness Safety Committee Regular Meeting

Date: February 26, 2025
Time: 6:00 p.m.
Location: Fire Hall No. 2
 2470 Fulford Ganges Road, Salt Spring Island

Members Present: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
 Nancy Pursell, Co-Chair (Employee Rep POC 2024-2026)
 Abe Hohn (Employee Rep POC 2025 – 2027)
 Steve Leichter (Employee Rep POC 2025 – 2027)
 Grant Gussie (Employee Alternate POC 2025)
 Cam Proudfoot (Employee Rep Union 2025)
 Jason Webster (Recruit Rep 2025)
 Brandi Wyldewood (Recruit Alternate 2025)

Regrets: Gord Fraser (Employee Alternate Union 2025)
 Gray Wardle (Employee Alternate Rep POC 2025)
 Ken Akerman (Employee Rep Union 2024)

Others Present: Warren Nuyens

1. CALL TO ORDER

Co-Chair Holmes called the meeting to order at 6:35 p.m. The Hall 2 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

Agenda item 5.1 Traffic Break Down – was added by Member A. Hohn.

By general consent, the agenda was accepted.

3. MINUTES

3.1 Receive and Approve Draft Minutes of the January 22, 2025 meeting

The following items amendments were presented:

- Jason Webster (Recruit Rep 2025)
- Brandi Wyldewood (Recruit Alternate Rep)
- Abe Hohn (Employee Rep POC 2025-2027)

By general consent, the minutes of the January 22, 2025 meeting were approved as amended.

4. OLD BUSINESS

4.1 Proposed Draft Operational Guidelines 2.17.00 Arriving in Personal Vehicle – no update.

4.2 2024 Priorities – will be brought forward with the 2025 Priorities

Everyone Is Responsible for Their Safety (Health & Fitness, EFAP, Immunizations) -Team Lead Abe Hohn

Operational Guidelines and Policies - Team Lead Chief Holmes

Critical Incident Stress Management (CISM)/Peer Support – Team Lead Ken Akerman

Mental Health Night (Survey) – Team Lead Gray Wardle

Investigations Process – Team Lead Nancy Pursell and Steve Leichter

4.3 2023/2024 JOHWS Evaluation Report

The 2023/2024 evaluation reports are in process.

4.4 Review of OG 5.06.00 and 5.07.00 Fire and Life Safety / Prevention – no update

4.5 2025 Priorities

2023 and 2024 Priority Lists were reviewed by committee members. The 2025 Priority List:

- Mental Health Night (BCMSA – BC Frontline Worker Occupational Awareness Training Series to continue prior to Association Meetings) (Lead – Member Wyldewood)
- CISM and Peer Support (Lead Members - Pursell and Hohn)
- OGs and Policies – Health and Safety review (Lead - Member Chief Holmes)
- Near Miss Reporting (Lead - Member Proudfoot)
- Survey – follow up and analysis (Lead – Member Webster)

5. NEW BUSINESS

5.1 Traffic Break Down – Member Hohn

There was discussion regarding the safest method to break down the traffic control system at incidents. The members will review and discuss Operational Guidelines:

2.85.00 Flag Person (Traffic) Operations; 2.84.02 Tow Truck Operations; and 2.85.01 Local Highways Contractor Assistance Operations at the April meeting.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections:

Hall 1 – Was completed prior to the Jan. 22nd meeting. Issues identified: the emergency light in the training room has a dead battery; a fire extinguisher is requested for the workshop to be located under the fire extinguisher sign by the compressor.

Hall 2 – Inspection to be completed prior to the meeting. Issues identified: electrical outlet outside the engine bay is missing a cover plate, electrical cord on the diesel pump should be replaced (no ground on plug), no hearing protection in the tender bay, Brush 2 bay door the pressure/crush sensor is not operating, consider painting around the pit to mark the edge of the pit, spent flare and fireworks were removed from the back of the hall.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident

No new incidents reported

7.2 Appointment of Accident/Incident Investigators

Members Hohn and Purssell will be the primary investigators in March 2025 and Members Fraser and Leichter will be the alternate investigators. The appointments were approved by Chief Holmes.

8. EDUCATION

8.1 Education

An OSH 1 course will be found Member Grant to attend.
J. Webster – registered in OSH 1 - April 1, 2025 online
C. Proudfoot will review the OSH 1 dates and request a course.

9. OTHER BUSINESS

9.1 Association Safety Talk

The following items will be presented at the next Association meeting:

- Reminder to wear appropriate PPE on calls. For medical calls, it is recommended to wear a surgical or N95 mask. (Following BCEHS procedures)
- Near Misses

- Introduce the 2025 Safety Committee Priority List.

10. NEXT MEETING

The next meeting will be held on March 26th, 2025, at 6:00 p.m. at Hall 3.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 7:40 p.m.

Nancy Purssell, Committee Co-Chair

Jamie Holmes, Fire Chief & Committee Co-Chair

Minutes of the Salt Spring Island Fire Protection District Strategic Planning and Policy Development Committee Meeting

Meeting held: March 6, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Rollie Cook, Board of Trustees Chair and Ex officio member
Mary Lynn Hetherington, Trustee
Keith Ballantyne, Public Member

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Sarah Shugar, Recorder

Regrets: Jamie Holmes, Fire Chief

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

1. CALL TO ORDER

Chair Lucarelli called the meeting to order at 10:00 a.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- 4.4 Trustee Governance Workshop
- 5.3 Draft Freedom of Information Policy

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held February 6, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on February 6, 2025 were adopted.

4. OLD BUSINESS

4.1 5-Year (2024-2029) Strategic Plan Update for AGM – Update

CAO Dieleman presented a 5-Year (2024-2029) Strategic Plan Update. CAO Dieleman reported it is anticipated the hydrant maintenance cost agreement with NSSWD is going to be higher next year.

4.2 2025 Trustee Election – Update

CAO Dieleman reported one nomination was received and Robin Williams has been elected by acclamation. There will be one vacant seat on the Board of Trustees.

4.3 FUS Review – Update

Chief Holmes reported the District was successful with the Fire Underwriters Survey (FUS) Accreditation Evaluation on February 22, 2025. The insurance rating in the Ganges Fire Hall area should be rated “2” and currently the rating is “3A”. A new FUS review would likely be in the Fall 2025 or Spring 2026. Currently staff update any changes through a FUS portal although a full review is due.

MOVED by Trustee Hetherington,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to request a Fire Underwriters Survey (FUS) Fire Insurance Grade Report.

CARRIED

4.4 Trustee Governance Workshop

A Trustee Governance Workshop will be scheduled. The Committee suggested to invite POC and Career staff representatives to the Governance Workshop.

5. NEW BUSINESS

5.1 Bylaw No 158 – Meeting Procedures Bylaw 2025

CAO Dieleman presented a draft Meeting Procedures Bylaw that would replace Bylaw No. 158 – Meeting Procedures Bylaw. This is a first draft, staff will continue to update and forward the draft bylaw to the Ministry staff for review.

5.2 Draft Payroll Policy - None

5.3 Draft Freedom of Information Policy

CAO Dieleman presented a draft Freedom of Information Policy that would update AG-5301-01 Freedom of Information and Protection of Privacy policy. CAO Dieleman presented the Office of the Information and Privacy Commissioner (OIPC) Municipal Disclosure of Records guidelines. Staff will send the draft policy to the Office of the Information and Privacy Commissioner (OIPC) for review.

6. NEXT MEETING

The next meeting is scheduled on April 3, 2025 at 10:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:25 a.m.

Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee

Rodney Dieleman
Corporate Administrator

From: Mark Boysen <cao@nsswaterworks.ca>
Sent: Friday, March 7, 2025 3:27:56 PM
To: chutton@islandstrust.bc.ca <chutton@islandstrust.bc.ca>; 'Dan Ovington' <dovington@crd.bc.ca>; Stephen Henderson <shenderson@crd.bc.ca>; Rodney Dieleman <rdieleman@saltspringfire.com>
Subject: FW: NSSWD Letter to Islands Trust Council

Hi everyone,
 We sent the Islands Trust Council a letter from our Chair today. We cc'd your elected officials and making sure you are aware of the correspondence.
 Have a good weekend.
 Mark

Mark Boysen
 Chief Administrative Officer
 250 537 9902

Every Drop Counts



From: Mark Boysen
Sent: March 7, 2025 11:50 AM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Cc: Brian Pyper <bpyper@nsswaterworks.ca>; Sandra Ungerson <sandra@nsswaterworks.ca>; Elizabeth FitzZaland <efitzzaland@nsswaterworks.ca>; Steve Lam <slam@nsswaterworks.ca>; David Courtney <dcourtney@nsswaterworks.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Gary Holman <directorssi@crd.bc.ca>; Rollie Cook <trusteecook@saltspringfire.com>
Subject: NSSWD Letter to Islands Trust Council

Good morning Alexandra,
 Please find attached a letter from the NSSWD Chair to the Islands Trust Council for next weeks meeting in Nanaimo.
 Thank you.
 Mark

Mark Boysen
 Chief Administrative Officer
 250 537 9902

Every Drop Counts

March 7, 2025

Islands Trust Council
Islands Trust
200 – 1627 Fort Street
Victoria, BC
V8R 1H8

Re: Request to Islands Trust Council for Increased Staff Resources on Salt Spring Island

Dear Islands Trust Council,

On behalf of the North Salt Spring Waterworks District (NSSWD) Board, I would like to share our concern regarding the capacity of the Islands Trust staff on Salt Spring Island (SSI) to provide the planning and land use services required for the Island's nearly 12,000 residents.

The NSSWD services roughly 1,800 connections (~5,500 customers) via withdrawals from two separate lake and infrastructure systems: St. Mary Lake and Maxwell Lake. However, due to water supply concerns, NSSWD implemented a moratorium in 2014/2015 banning any new connections on either system, including those within the Ganges area, which are serviced primarily via Maxwell Lake.

On January 27th, 2025, following completion of a decade-long detailed analysis of our water supply reliability and system infrastructure, the NSSWD Board approved a short-term, partial lift of its water moratorium policy. This lift, which applies only to the Maxwell Lake system and an additional water withdrawal equivalent to roughly 300 multi-detached units, goes into effect immediately (March 31, 2025). Through the evaluation process, NSSWD has also developed a long-term vision of improvements that will build resiliency in our water supply across both systems in the face of future climate change. This includes building the Maxwell Treatment Plant so both systems can be joined, allowing Maxwell Lake to support the more restricted and troubling summer supply available from St. Mary Lake. Full details of this work can be found at www.northsaltspringwaterworks.ca

The NSSWD Board and staff have made great efforts to responsibly manage Salt Spring Island's largest yet limited water supply. To maximize the benefits of our current partial lift of the moratorium and our future infrastructure improvements, policy that prioritizes the housing needs of this community is needed. To do this effectively as a community, given the critical shortage of affordable and workforce housing on SSI, we require a clear understanding of the Islands Trust's current and long-term land-use and housing policies. Examples include prioritizing immediate implementation tools that address housing needs and an expedited Official Community Plan update.

Based on our understanding of staff workload and resources, increased support for Islands Trust staff is needed immediately to ensure community and housing priorities of residents are met. The abilities of the Trust's SSI staff are not in question, and we appreciate the support local staff have provided NSSWD staff to help us work through our moratorium review process. SSI residents contribute over \$3 million to the Islands Trust annual budget and development decisions in our community require adequate resources. We feel it is crucial that appropriate staffing support is urgently prioritized at this important time.

Sincerely,

Brian Pyper, Chair

cc. Board of Trustees, North Salt Spring Waterworks District
Laura Patrick, Salt Spring Island Trustee, Islands Trust
Jamie Harris, Salt Spring Island Trustee, Islands Trust
Gary Holman, Salt Spring Island Electoral Area Director, CRD
Rollie Cook, Salt Spring Island Fire Protection District

Salt Spring Island Fire Rescue

Fire Chief's Report

February 2025



Vision

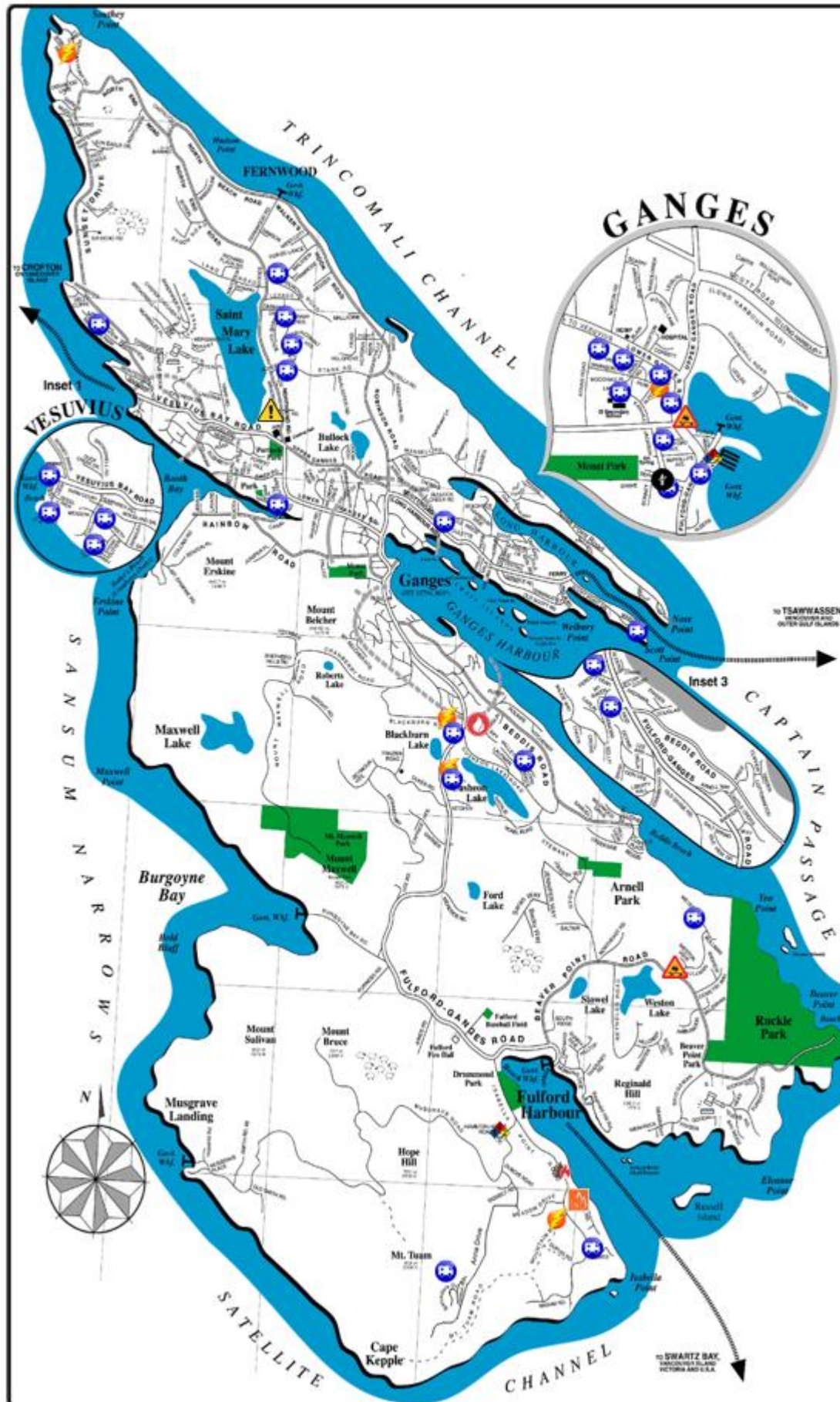
A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

Mission

Always learning, engaging and adapting to be response ready.

Response Report

INCIDENT LEGEND		Feb-25					TOTAL CALLS: 96			
		JAN	FEB	MAR	APR	MAY	OCT	NOV	DEC	
Act/Bylaw	Complaint	5	2							7
Aircraft	Emergency									0
Alarm	Alarm	2								2
Assistance	Assistance	1	1							2
Explosion	Explosion									0
Fire	Brush		1							1
	Chimney	2								2
	Misc		1							1
	Structure	2	1							3
	Boat									0
	Vehicle									0
HazMat	HazMat		2							2
Hydro	Hydro	1	5							6
Medical	Medical	29	28							57
MVI	MVI	7	2							9
Rescue	Rescue	1	1							2
Smoke/Smell/Sighting	Brush									0
	Structure	2								2
Total Calls for the month:		52	44	0	0	0	0	0	0	96
	2016	46	35	34	46	72	65	52	48	647
	2017	63	66	46	39	74	44	45	63	701
	2018	47	38	45	41	62	49	34	183	816
	2019	59	58	49	64	61	32	54	44	655
	2020	62	52	57	53	30	73	39	89	674
	2021	43	52	60	46	43	64	63	46	759
	2022	33	29	32	53	85	62	61	50	668
	2023	55	40	54	46	75	37	45	48	735
	2024	60	48	57	56	49	47	62	52	700
	2025	52	44	0	0	0	0	0	0	96
	2025									
	FIRE	9	10	0	0	0	0	0	0	19
	RESCUE	8	3	0	0	0	0	0	0	11
	MEDICAL	29	28	0	0	0	0	0	0	57
	ASSISTANCE	6	3	0	0	0	0	0	0	9
	TOTAL	52	44	0	0	0	0	0	0	96



Operations

No calls of note in February but the week of snow added some challenges to our operations this month.

The structure fire noted in the response report was a portable shelter next to a RV that fortunately was discovered and extinguished by the owner prior to fire department arrival. Once again old lithium batteries appear to be the source of ignition. The shelter, a couch, and the front of a vehicle were damaged due to the fire. It serves as another reminder to recycle old lithium batteries and considering storing active batteries in metal storage lockers.



Superior Tender Shuttle Service Accreditation: The Superior Tender Shuttle Accreditation (STSS) is a significant fire protection method for areas without fire hydrants. It involves using water trucks, known as tenders, to shuttle water from a source to the site of a fire. This method aims to provide a level of fire protection equivalent to a municipal hydrant system.

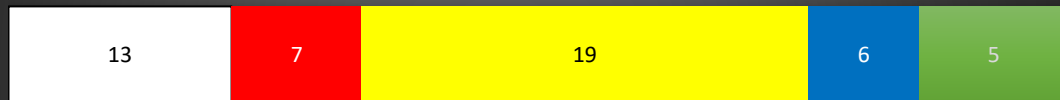
To achieve STSS accreditation, fire departments must demonstrate their ability to transport and maintain a water flow of 200 Imperial Gallons Per Minute (IGPM) for at least 1 hour. This accreditation can lead to reduced insurance premiums for property owners within the covered areas, which include properties within 8 km of a firehall and 5 km of a recognized water source.

Salt Spring Island Fire Rescue first received this accreditation in April 2011, which was a significant achievement for the department. This led to decreased fire insurance rates for many residents. The department re-accredited in 2016 and, after a reprieve due to COVID-19, prepared for another on-site accreditation process in 2025.

In February 2025, a team consisting of 24 department members practiced diligently and successfully completed the accreditation test, with Fire Protection Specialist Jomari Gaza from Fire Underwriters Survey overseeing the process. His positive remark, “Beautiful” at the 30-minute mark highlighted the team’s excellent performance. Deputy Chief Lundy and Platoon Chief Ponsford organized the evaluation team and the whole crew did an amazing job. We would also like to thank BC Ferries for letting us use the ferry lanes at Long Harbour for the evaluation and North Salt Spring Waterworks for ensuring the fire hydrants and water system stayed in great working order.



Salt Spring Island Fire Rescue Roster



■ Career ■ POC Officers ■ POC Firefighters ■ POC FIT ■ Recruit FF

Fire Safety Act: The province enacted the new Fire Safety Act late in 2024. We were waiting for the province to define how Improvement Districts would be handled in the new act and finally heard word last week. Improvement Districts will not have powers under the Fire Safety Act unless given through the Regional Districts. This seems like another way for the province to continue to squeeze Improvement Districts out of the conversation. I have met with CRD initially and they would like all our bylaws, policies, operational guidelines, and procedures regarding fire inspections and investigations. It could mean the end of our current risk-based inspection program and move to a complaint driven model handled by the CRD.

Prevention

Ken Akerman is now filling the Assistant Chief's role with A/C Sherrin's retirement. A/C Akerman will be responsible for Prevention including Fire and Life Safety Education, Inspections, and FireSmart coordination. A/C Akerman will also oversee Recruit Firefighter training as it takes place over the weekends.

Fire and Life Safety Education:

- We participated in several Education events over the month,
- 16 Students were taught CPR at GISS
- We saw over 80 grade 11 students during the Party Program where we talked about road safety and motor vehicle accidents

Fire Smart:

- 10 Fire Smart home assessments were completed
- At Seedy Saturday a booth was set up and 14 people come through and learned about Fire Smart practices and principles.
- 5 Neighbourhoods were given a Canadian Fire Smart Recognition Award for the work they have been doing to keep improve their neighbourhood in case of a wildfire.



Training



883.25 hours of training in February. **Regular** training consisted of First Responder training, fire attack techniques, as well as Tender Shuttle practices. Our **FIT** group Haz-Mat, Traffic Control, First Responder, and most FIT members were on the Tender Shuttle team. **Recruits** spent the bulk of the month working on SCBA training as well as Communications.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JL HOLMES'.

Jamie Holmes, Fire Chief



March 2025 Association Report

Dear SSIFPD Trustees,

February was an extraordinarily quiet month for the Association because snow forced our monthly meeting to be cancelled. Furthermore, we didn't have any social events planned for February. However, committees were still hard at work in the background.

Last month, SSIFPD Trustees asked the SSIFFA Executive to suggest additional mental health measures that they could consider. We are consulting with members and committees and will keep the Trustees updated when we have news.

As always, I would like to thank the Trustees for their continued support of the SSIFFA.

Thanks,

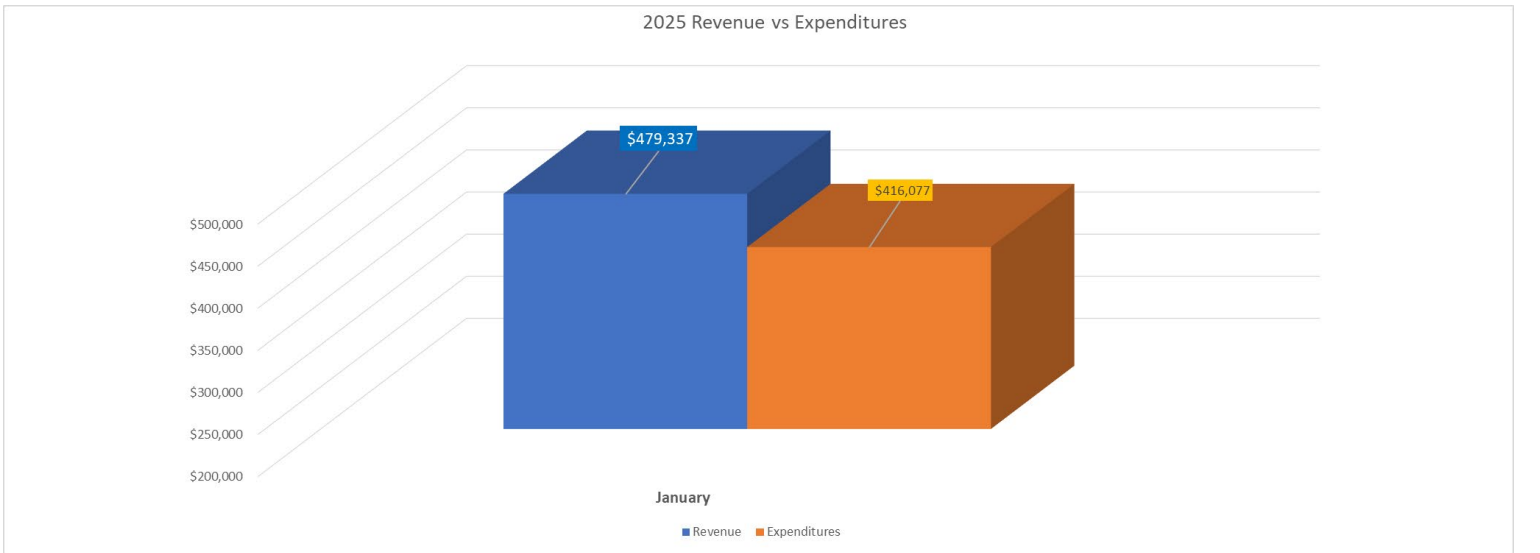
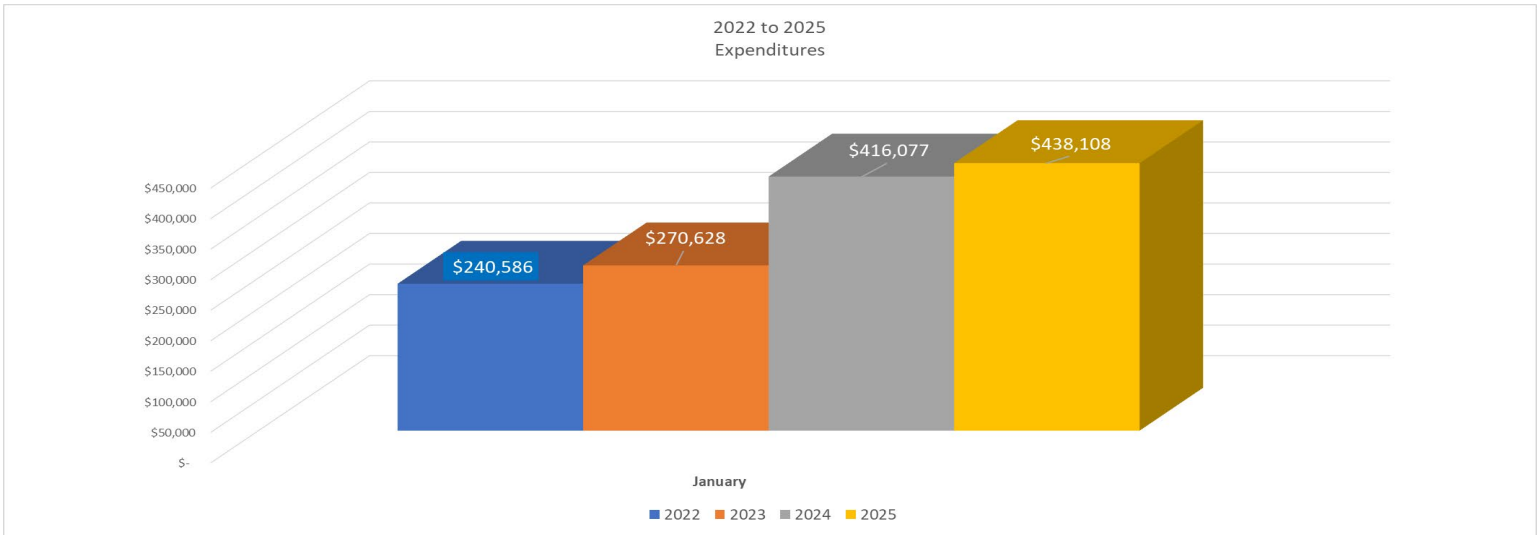
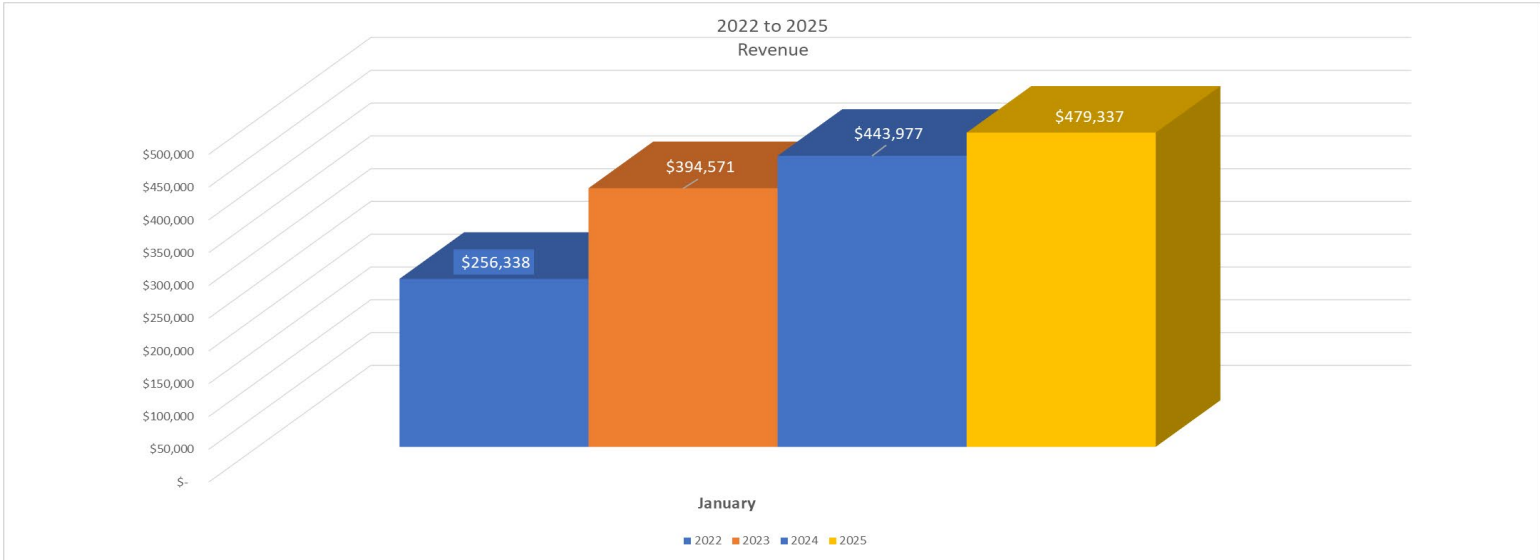
David Demner
SSIFFA President

Salt Spring Island Fire Protection District 2025 Budget

January 31, 2025				
New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
2	Income			
3	Interest General	\$ 10,370	\$ 9,755	\$ 6,750
4	Interest CWRRF	\$ 5,107	\$ 3,901	\$ -
5	Miscellaneous Income	\$ -	\$ -	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 428,500	\$ 465,682	\$ 5,588,184
9	Total Income	\$ 443,977	\$ 479,337	\$ 5,649,934
10				
11	Administration Expenses			
12	Administration Trustee Meetings - Transcription	\$ -	\$ -	\$ -
13	Advertising	\$ 318	\$ 3,127	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 318		\$ 30,000
15	Annual Appreciation Dinner	\$ 243		\$ 8,000
16	Audit & Related Fees	\$ -	\$ -	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 239	\$ 373	\$ 1,750
18	Communications - Phone	\$ 714	\$ 1,346	\$ 20,000
19	Communications & Miscellaneous			\$ 7,200
20	Community Relations	\$ 65	\$ 64	\$ 1,500
21	Conferences			\$ 5,000
22	Consulting Fees			\$ 25,500
23	Dues & Subscriptions	\$ 455		\$ 5,100
24	Fireworks			\$ 5,000
25	Freight/Postage	\$ 373	\$ 157	\$ 4,500
26	Insurance	\$ 4,209	\$ 4,625	\$ 54,000
27	Labour Relations			\$ 24,000
28	Legal	\$ 3,097	\$ 351	\$ 15,300
29	Licenses, leases & Rentals	\$ 1,256	\$ 1,296	\$ 18,000
30	New Fire Hall Planning & Public Engagement	\$ -	\$ -	\$ -
31	New Fire Hall Referendum	\$ -	\$ -	\$ -
32	Office Supplies & Equipment	\$ 1,653	\$ 1,022	\$ 15,500
33	Professional Development - Excluded Staff			\$ 2,000
34	Technical Support	\$ -	\$ -	\$ -
35	Total Administration Expenses	\$ 12,940	\$ 12,361	\$ 261,150
36				
37				
38	Amortization	\$ 17,083	\$ 18,750	\$ 225,000
39				
40	Clothing - Career	\$ 92	\$ 688	\$ 17,000
41	Clothing - Paid on Call	\$ 808	\$ 4	\$ 15,450
42	Clothing - Protective	\$ 775	\$ 1,027	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 572	\$ 703	\$ 15,450
44	Employee/ POC Recognition	\$ 129		\$ 10,300
45	Equipment - Repair & Maintenance	\$ 10	\$ 272	\$ 11,000
46	Equipment Purchase - Small Tools			\$ 11,000
47	Fire Department Record System			\$ 4,000
48	Fire Prevention & Public Education			\$ 15,500
49	Fire Station Repair & Maintenance	\$ 2,302	\$ 2,649	\$ 69,000
50	Fire Station Utilities	\$ 4,423	\$ 6,935	\$ 39,500
51	First Responder	\$ 2,541	\$ 1,893	\$ 16,000
52	Foam	\$ -	\$ -	\$ 3,750
53	Health & Wellness	\$ 473	\$ 350	\$ 5,665
54	Hydrant Install/Repair	\$ -	\$ -	\$ 9,270
55	Landscaping	\$ 1,170		\$ 7,800
56	Miscellaneous			\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 385		\$ 5,000
58	Radio Equipment Repair & Supplies			\$ 2,500
59	Self Contained Breathing Apparatus	\$ 839		\$ 10,300
60	Supplies & Sundries	\$ 252	\$ 574	\$ 10,300
61	Training - Paid-on-call & Career	\$ 2,874	\$ 3,071	\$ 77,500
62	Vehicle Operating	\$ 3,859	\$ 1,791	\$ 103,500
63	Total Operating Expenses	\$ 21,504	\$ 19,958	\$ 528,785
64				
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -

Salt Spring Island Fire Protection District 2025 Budget

January 31, 2025				
New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
66				
67	Wage & Related Expenses			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 226,933	\$ 294,331	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 28,203	\$ 19,893	\$ 278,500
70	Total Wages	\$ 255,136	\$ 314,224	\$ 2,818,373
71	Statutory & Group Benefits			
72	Employee Allowances			\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 25,883	\$ 10,844	\$ 152,530
74	Employer CPP Expense	\$ 19,763	\$ 16,563	\$ 72,775
75	Employer EI Expense	\$ 7,741	\$ 6,612	\$ 28,553
76	Employer Health Tax	\$ 7,459	\$ 6,280	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 35,956	\$ 33,847	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 250		\$ 51,000
79	Group Life, AD&D & WCB	\$ 15,945	\$ 18,665	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 8,287	\$ 6,429	\$ 92,000
81	Matching RRSP	\$ 5,213	\$ 1,825	\$ 15,000
82	Total Statutory & Group Benefits	\$ 126,498	\$ 101,065	\$ 900,500
83	Total Wages & Benefits	\$ 381,634	\$ 415,289	\$ 3,718,873
84				
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 57,000
86				
87	Total Expenses	\$ 446,008	\$ 466,358	\$ 4,790,808
88	Surplus Before Capital Expenses	-\$ 2,031	\$ 12,980	\$ 859,125
89				
90	Capital Account			
91	Budget Capital Expenses Funded by Operating Fund (SCBA Lease)			\$ -
92	Budget Capital Expenses Funded by Operating Fund (Small Capital)			-\$ 30,000
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)			-\$ 50,000
94	Budget Capital Expenses Funded by Operating Funds (Hydrant Maintenance)			-\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Apparatus)		\$ -	\$ -
96	Budget Capital Expenses Funded by Reserves (Small Capital)		\$ -	\$ -
97	Transfer to General Capital Purposes Reserve Fund (Apparatus)			-\$ 340,000
98	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)			-\$ 564,125
99	Transfer to General Capital Purposes Reserve Fund (Unspecified)		\$ -	\$ -
100	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)			-\$ 50,000
101	Transfer to General Capital Purposes Reserve Fund (SCBA)		\$ -	\$ -
102	Transfer to General Capital Purposes Reserve Fund (Digital Pagers)		\$ -	\$ -
103	Transfer to Operating Fund from General Capital Purposes (Soft Costs New Fire Hall)		\$ -	\$ -
104	Transfer to Operating Fund from General Capital Purposes (2019 Digital Pagers)		\$ -	\$ -
105	Transfer to Operating Fund from Payroll Reserve Fund		\$ -	\$ -
106	Total Capital Expenses & Transfers to/from Reserve Funds	\$ -	\$ -	-\$ 1,084,125
107				
108	Principal Payments - LTD & Lease (SCBA)	-\$ 54,225	-\$ 58,889	\$ -
109				
110	Surplus After Capital Expenses & Principal Payments LTD	-\$ 56,256	-\$ 45,910	-\$ 225,000
111	Non Cash Expense (Amortization)	\$ 17,083	\$ 18,750	\$ 225,000
112	Change in Working Capital (Current Assets - Current Liabilities)	-\$ 39,173	-\$ 27,160	\$ 0





**NORTH
SALT SPRING
WATERWORKS
DISTRICT**

NOTICE TO THE RATEPAYERS OF THE NORTH SALT SPRING WATERWORKS DISTRICT

CALL FOR NOMINATIONS FOR THE ELECTION OF ONE TRUSTEE

Nomination of candidates for this position must be made in writing, duly signed and seconded, by two duly qualified electors of the North Salt Spring Waterworks District with signature of agreement by the nominee, and delivered to the District Office at or before:

8:00 a.m. February 12, 2025

12:00 noon March 12, 2025

NOMINATIONS WILL NOT BE ACCEPTED FROM THE FLOOR

The Trustee position is for a three year term commencing at the Annual General Meeting, to be held on Thursday, May 8, 2025 at 6:00 p.m. at the Community Gospel Chapel, 147 Vesuvius Bay Road and virtually through Microsoft Teams. The link will be posted on the district website for the public to join. The Trustee election will use both a mail-in ballot process for advanced voting, and an in person ballot process for voting on the day of the AGM. Voting packages for advanced voting will be mailed on March 24, 2025 and ballots must be received at the District office by May 6, 2025 at 4:30 p.m. In person voting on the day of the AGM will begin at 2:00 p.m. and end at 6:00 p.m. The results of the election will be announced at the AGM as soon as they are available.

To be eligible a nominee must be a Canadian Citizen, 18 years of age or older, an owner, or spouse of an owner of land in the North Salt Spring Waterworks District, and entitled to be registered as a voter under the Elections Act.

Visit the "Who We Are" and "Becoming a Trustee" pages on our website for more information about the role of a Trustee.

Nomination forms are available at the District Office and online in the Resources/Forms section of the District website.

NOTICE OF 2025 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Ratepayers of the North Salt Spring Waterworks District will be held at 6:00 p.m. on Thursday, May 8, 2025 at the Community Gospel Chapel, 147 Vesuvius Bay Road, Salt Spring Island, BC, and virtually through Microsoft Teams (the link will be available on our website).

Fall occupancy possible



PHOTO BY GAIL SJUBERG

Lady Minto Hospital Foundation property at 101 Bittancourt Rd., undergoing transformation from a motel to 18 units of housing for Salt Spring Island healthcare workers.

HOUSING

continued from 1

Foundation board members had made clear that without the rezoning, the project would have to be scrapped — with dire consequences to the already fraught staffing situation at Lady Minto Hospital. That possibility, Patrick said, was more than enough to prompt action.

"Our OCP adopts a precautionary principle," said Patrick, "and says I'm supposed to act if I know there's going to be harm. I know there's real harm if we lose our healthcare facilities."

Patrick also noted the broad public support for the project, saying she was in receipt of significant feedback from constituents: they wanted the rezoning — and the healthcare worker housing project — to go through.

"The one thing I'm hearing from the community is that if this housing project isn't supported by our official community plan, what is?"

Organizers have said the project could be ready for healthcare workers to move into as early as this fall.

"We're grateful to everyone who supported this initiative," said foundation chair Julian Clark, "from residents who wrote letters of support to the elected officials who recognized this project's alignment with the spirit and intent of the official community plan. This truly was a community effort. Providing affordable housing for our healthcare workers directly addresses a major challenge facing our healthcare system. This is a big step forward."

FIRE PROTECTION

Crews ace shuttle test

Accreditation could ease
home insurance costs

BY ROBB MAGLEY
DRIFTWOOD STAFF

Salt Spring Island Fire Rescue crews tested their tender shuttle service — the trucks that bring water to the scene of a fire — on Saturday, Feb. 22, under the watchful eyes of evaluators from the Fire Underwriters Survey (FUS).

And at the Salt Spring Island Fire Protection District's meeting Monday, Feb. 24, Fire Chief Jamie Holmes delivered some good news.

"Sneak preview, everybody," chuckled Holmes, who had told trustees full results would be in next month's report. "We were successful in our tender shuttle accreditation, so that will suffice for FUS for another decade."

The test requires a fire department to deliver a high flow rate of water within minutes of arriving at a fire site with the "first major piece of apparatus," according to FUS documentation — in other words, the clock starts

when the wheels stop rolling.

The "superior" level of tanker shuttle service Salt Spring's department earned is recognized by insurers as the equivalent of having hydrant protection — and FUS accreditation, which must be renewed every 10 years, can make homeowner insurance less expensive for properties where fire hydrants might be further away.

"Just a reminder to the public again, please make sure you talk to your insurance provider and look at the map," said Holmes, noting the coverage area is documented online at saltspringfire.com.

"If you are in that area, please make sure you're getting that break on your personal insurance."

Perfecting the choreographed maneuvers of trucks, tanks, hoses and firefighters is a challenging undertaking, Holmes said, and he credited crews for a ton of hard work getting there — including several firefighters relatively new to the service.

"We tried to make sure we trained the future generations," said Holmes, "because [Deputy Chief] Dale Lundy and I are not going to be here in a decade."

**Salt Spring Island Fire Protection District
Notice of Election by Acclamation of
One (1) Trustee**

Notice is hereby given to the owners of land within the Salt Spring Island Fire Protection District that nominated candidate:

Robin Williams

Stand elected to the Salt Spring Island Fire Protection District Board of Trustees by acclamation for a three (3) year term of office to commence at the end of the Annual General Meeting which will be held on April 14, 2025 and terminate at the end of the Annual General meeting to be held in the year 2028.

One additional Trustee position is to be filled through a nomination and election process at dates which will be announced.

Dated March 3, 2025

Anthony A. Kennedy
295 Mountain Park Drive
Salt Spring Island, BC V8K 1G3
Home phone: 250-537-8815 Cell Phone: 1-647-284-2900

**Salt Spring Island Fire Protection District (SSIFPD)
Staff Report**

Date: **March 12, 2025**
 Subject: **New Fire Hall Project Status Update for February 28, 2025**
 To: **Board of Trustees**
 From: **Rodney Dieleman, CAO**

Issue: New Fire Hall Project Status Update for February 28, 2025

The Project Steering Committee continues to oversee project development, ensuring consultants adhere to established specifications, budget limitations, and community expectations. Regular updates are provided to the Board of Trustees and shared on the Salt Spring Island Fire Rescue website to maintain transparency. The project remains on track within its approved funding of \$13.7 million.

Project Budget & Expenditures:

As of February 28, 2025, a total of \$3,235,362 has been allocated to design, engineering, and construction. This includes expenses related to final drawings, civil work, foundation preparation, rebar installation, and concrete pouring. Further details on progress and expenditures can be found in the Owner's Representative Report below.

**Salt Spring Island Fire Protection District
New Fire Hall at 455 Lower Ganges Road**

Description	Project Charter Budget	Budget at March 12, 2025	Actuals to February 28, 2025
Construction Costs	\$ 8,075,200	\$ 10,286,349	\$ 2,188,069
2021 cost escalation estimate	\$ 1,532,900	included	
Permits	\$ 100,000	included	
Insurance	\$ 100,000	included	
Construction Contingency	\$ 1,391,900	\$ 333,119	
	\$ 11,200,000	\$ 10,619,468	\$ 2,188,069
Architect	\$ 858,000	\$ 831,640	\$ 714,400
Project Manager	\$ 560,000	\$ 194,900	\$ 87,496
Contractor	\$ 672,000	\$ 555,258	\$ 246,076
Interim Financing	\$ 410,000	\$ 680,000	\$ 19,320
	\$ 2,500,000	\$ 2,261,798	\$ 1,067,293
	\$ 13,700,000.00	\$ 12,881,265.84	\$ 3,255,362.35
Capital Region Community Works Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$ 3,000,000	\$ 2,181,266	\$ 1,887,614
CIBC interim loan	\$ 9,700,000	\$ 9,700,000	\$ 367,748
	\$ 13,700,000.00	\$ 12,881,265.84	\$ 3,255,362.35

Owner's Representative Progress Report

1. Construction Progress:

- Concrete forming for training/hose tower is progressing.
- Under slab electrical conduits have been installed.
- Under slab plumbing drains have been installed
- The coordination of structural steel and timber framing is ongoing.
- Permanent steel post and page wire fencing along the north and west of the property is being installed.
- Catch basins are being installed behind the building.
- There are biweekly consultant meetings to update and coordinate the building complexity during construction.

2. Safety and Security:

- No incidents to report.

3. Forecast (upcoming weeks):

- The first stage of forming for the training/hose tower will continue, with reinforcing being installed and forms being closed for pouring concrete.
- Preparation of main floor concrete pour might be done in stages, weather permitting.
- All efforts are being made to expedite the steel supply.

Conclusion:

The project is progressing as planned with some adjustments.

Recommendation:

That the Board of Trustees accept this report as information.

Project Overview

ACTIVITY DESCRIPTION/PICTURES



Training/Hose Tower



Electrical Conduits



Plumbing



Plumbing