

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

Date: March 17, 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
Grant Gussie, Salt Spring Island Fire Fighter's Association
Hans Hazenboom, Owners Representative for New Fire Hall Project
Mysha Dewar-McClelland, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 2 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 in the town hall.

3. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- Item 6.2 - Letter from an Improvement District re access to grant funding and loans
- Item 9.2 - Drake Road Housing under New Business by Trustee Williams
- Item 12.1 - Motion to waive notice for an in-camera special meeting at the conclusion of this meeting to receive a report from the legal services team.

2025-010

MOVED by Trustee Williams, SECONDED by Trustee Wakefield,
That the agenda be approved as amended.

CARRIED

4. BOARD MINUTES

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

2025-011

MOVED by Trustee Oliver, SECONDED by Trustee Williams,
That the draft minutes of the Regular Trustee meeting held February 24, 2025 be adopted.

CARRIED

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

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

The minutes were received 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

The minutes were received for information.

5.4 Strategic Planning & Policy Development Committee

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

The minutes were received 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**

The correspondence was received.

6.2 Letter from an Improvement District re access to grant funding and loans

CAO Dieleman reported he has not circulated the correspondence yet and it will be brought forward to the next regular meeting agenda. An Improvement District has

asked SSIFPD to consider joining forces to lobby to support Improvement Districts being eligible to access government funding.

2025-012

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,

That the Board of Trustees request CAO Dieleman share the letter with the Board and refer the correspondence to the Strategic Planning and Policy Development Committee.

CARRIED

7. REPORTS

7.1 Fire Chief's Report – February 2025

Chief Holmes presented the Fire Chief Report for February 2025. Chief Holmes highlighted a recent structure fire caused by old, poorly stored lithium batteries. SSIFR has requested the province to provide more literature and a campaign to help notify the public regarding fire risk of old lithium batteries. SSIFR was successful in passing the Tender Shuttle Accreditation and has asked Fire Underwriters Survey (FUS) for a new map reflecting new approved water supplies. The BC Fire Safety Act was enacted by the province in late 2024 after over a decade in the making. The report states Improvement Districts do not have the power to enforce the Fire Safety Act. The CRD is asking for our Operational Guidelines, Procedures, Policies, and letters patent. Chief Holmes is asking the Board to look at and move forward on the draft 2016 Fire Inspection Prevention policy.

2025-013

MOVED by Trustee Wakefield, SECONDED by Trustee Williams,

That the Board of Trustees refer the 2016 draft Fire Inspection Prevention policy to the Strategic Planning and Policy Development Committee.

CARRIED

By general consent, the report was received for information.

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

Salt Spring Island Fire Fighter's Association Secretary Grant Gussie presented the Association report for March 2025.

By general consent, the report was received for information.

7.3 CAO Reports

7.3.1 Budget Report to January 31, 2025

CAO Dieleman presented the budget report to January 31, 2025. The District received tax revenue the last week of December 2024.

By general consent, the report was received.

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

The Driftwood article was received for information.

8. OLD BUSINESS

8.1 Trustee Election

8.1.1 Notice of Election by Acclamation – Returning Officer Anthony Kennedy

The Notice of Election by acclamation was presented. Congratulations to Trustee Williams to be re-elected by acclamation for a 3-year term. One nomination was received for two Trustee positions and one Trustee position will be vacant. Trustee Williams will be acclaimed at the April 14, 2025 AGM. There was no need for a mail-in ballot or election process this year.

CAO Dieleman reported a Fire Hall Site Tour for Trustees is scheduled on April 12, 2025. The 2025 AGM is scheduled on April 14, 2025 and a Trustee Governance Workshop is scheduled on April 17, 2025.

By general consent, the notice was received.

8.2 New Fire Hall Project

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

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report. Installation of steel is scheduled for the first or second week of April. The first stage of the hose tower will continue in the coming weeks.

By general consent, the report was received.

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.

2025-014

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,

That the Board of Trustees accept the recommendation of the Strategic Planning Committee to direct staff to request a FUS Fire Insurance Grade Report.

CARRIED

9.2 Drake Road Supported Housing Development

Trustee Williams brought forward a concern regarding whether the District has the capacity to protect the BC Housing Supported Housing four-storey building on Drake Road. The height of this development exceeds the Islands Trust height bylaw, which is in place because of the height SSIFR ladders can safely reach. In response to Chief Holmes inquiry, the District has been informed that as a BC Housing project this building is not required to adhere to local bylaws.

2025-015

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees refer the issue of the four-storey building on Drake Road, and related safety concerns and the option to seek support from the government to finance a ladder truck to the Communications and Marketing Committee.

CARRIED

10. BYLAWS - None

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2025-016

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

Motion to waive notice for an in-camera special meeting at the conclusion of this meeting to receive a report from the legal services team.

CARRIED

2025-017

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain.

CARRIED

The item of business to be considered at the in-camera meeting is a Code of Conduct complaint report from Council.

The meeting moved in camera at 8:16 p.m.

12.2 Motion to Re-open the Meeting

2025-018

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 9:02 p.m.

12.3 Arise and Report

The Board of Trustees received a report regarding a Code of Conduct complaint.

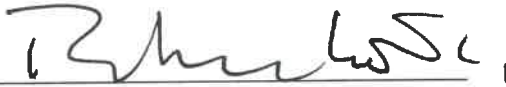
13. NEXT MEETING

The 2025 Annual General Meeting is scheduled on April 14, 2025 at 6:30 p.m. at the Ganges Fire Hall Training Room.

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

14. ADJOURNMENT

By general consent, the meeting was adjourned at 9:03 p.m.



Rollie Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator