

Agenda

Sixty Fifth (65th) Annual General Meeting of the Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: April 14, 2025

Time: 6:30 p.m.

**Place: Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island and
Electronic Meeting (Microsoft Teams)**

1. WELCOME FROM CHAIR

We would like to begin this meeting by humbly acknowledging that we live and work in the unceded and traditional territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

Motion that the Board of Trustees appoint a Parliamentarian and Recording Secretary.

4. REVIEW AND ACCEPT MINUTES OF THE SIXTY FOURTH (64th) ANNUAL GENERAL MEETING HELD APRIL 29, 2024

Motion that the minutes of the Sixty Fourth Annual General Meeting held on April 29, 2024 be accepted.

5. 2024 AUDITED FINANCIAL REPORT

Motion to accept the Annual Financial Statements for the fiscal year ending December 31, 2024 as presented.

Motion to appoint the Auditor for the fiscal year ending December 31, 2025.

6. 2024 FIRE CHIEF'S REPORT

Motion to accept the 2024 Annual Fire Chief's Report.

7. 2024 SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

Motion to accept the 2024 Annual Salt Spring Island Fire Fighter's Association Report.

8. 2024 CHAIR OF THE BOARD OF TRUSTEES & COMMITTEE REPORTS

Motion to accept the 2024 Annual Chair and Committee Reports.

9. CALL FOR A MOTION TO FIX THE REMUNERATION OF THE TRUSTEES FOR THE ENSUING YEAR

That remuneration continue at \$330 per month for Trustees and \$385 per month for the Chair for the ensuing year.

That remuneration be increased to \$_____ per month for Trustees and \$_____ per month for the Chair for the ensuing year.

That remuneration be decreased to \$_____ per month for Trustees and \$_____ per month for the Chair for the ensuing year.

10. ELECTION RESULTS

11. QUESTIONS FROM THE FLOOR

12. OLD BUSINESS

13. NEW BUSINESS

14. ADJOURNMENT

Minutes of the Sixty Fourth (64th) Annual General Meeting of the Salt Spring Island Fire Protection District

Date: April 29, 2024

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

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

Staff Members Present Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Dale Lundy, Deputy Fire Chief
Hans Hazenboom, Owner's Representative
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
13 members of the public (5 Electors and 5 non-Electors in person and 3 on Teams)

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

Chair Cook called the meeting to order at 6:30 p.m.

1. **WELCOME FROM CHAIR OF BOARD OF TRUSTEES**

Chair Cook welcomed everyone in attendance and acknowledged the meeting is being held in the unceded and traditional territories of the Coast Salish Peoples. Introductions were carried out. Chair Cook advised the AGM is a meeting of the ratepayers.

2. **APPROVAL OF AGENDA**

A proposed agenda was circulated prior to the meeting.

MOVED by Trustee Wakefield, SECONDED by Elector Tony Kennedy,
That the agenda be approved.
CARRIED

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

MOVED by Chair Cook, SECONDED by Trustee Wakefield,

that the Board of Trustees appoint Rodney Dieleman as Parliamentarian and Sarah Shugar as recording secretary.

CARRIED

4. REVIEW AND ACCEPT MINUTES OF THE SIXTY-THIRD (63rd) ANNUAL GENERAL MEETING – APRIL 24, 2023

The draft minutes of the Sixty-Third Annual General Meeting held April 24, 2023 were distributed prior to the meeting.

MOVED by Trustee W. Cook, SECONDED by Trustee Hetherington,

That the minutes of the Sixty-Third Annual General meeting held April 24, 2023 be approved.

CARRIED

5. 2023 AUDITED FINANCIAL REPORT

CAO Dieleman reported Certified Professional Accountant Fred Lizotte sends his regrets. CAO Dieleman presented the Annual Financial Statements for the fiscal year ending December 31, 2023.

Elector Julia Lucich asked why the Auditor is not present to answer questions and recommended that the same auditor should not be used for more than 5 years. CAO Dieleman read an email from Auditor Fred Lizotte stating he sends his regrets and cannot attend the meeting due to the Canada Revenue Agency personal income tax deadline of April 30, 2024.

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

That the Annual Financial Statements for the fiscal year ending December 31, 2023 be approved as presented.

CARRIED

MOVED by Trustee Wakefield, SECONDED by Trustee Williams,

That the Board of Trustees direct staff to begin a tender process to appoint an Auditor for the fiscal year ending December 31, 2024.

CARRIED

Trustee Oliver Opposed

6. 2023 FIRE CHIEF'S REPORT

Chief Holmes presented the 2023 Annual Fire Chief's Report. Chief Holmes expressed appreciation for all of the members of Salt Spring Island Fire Rescue.

MOVED by Elector David Holt, SECONDED by Elector Tony Kennedy,
That the 2023 Fire Chief Report be received.
CARRIED

7. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

SSIFFA President David Demner presented the 2023 Annual Salt Spring Island Fire Fighter's Association Report.

Elector Julia Lucich asked what is the wage for Paid On Call (POC) firefighters. SSIFFA President David Demner reported the POC firefighter wage is \$20.50 per hour although can be higher based on rank.

Elector Julia Lucich spoke to the service POC firefighters provide to the community and the value to Salt Spring Island Fire Rescue, expressed support for the POC's to receive a raise and suggested the cost of a mail in ballot process could be better allocated to POC wages. Elector Julia Lucich asked CAO Dieleman if it is appropriate to make a motion and CAO Dieleman advised it would be appropriate to request the Finance and Audit Committee to consider a raise to POC wages.

Elector Mark Lucich asked how long the POC rate has been \$20.50 per hour. CAO Dieleman reported POC wages were raised in January 2024. Chief Holmes reported there was a 4 to 4.5% increase per hour for each rank.

A Trustee advised POC firefighters in the Cowican Valley joined CUPE and asked what rates they are paid.

Elector Bruce Cameron advised average pay for on call firefighters in BC and according to indeed.com is \$24.12 and in Sooke the range is \$16.00 to \$34.00. SSIFFA President David Demner noted the living wage on Salt Spring Island is \$27.00 per hour.

MOVED by Elector Julia Lucich, SECONDED by Elector Mark Lucich,
To request the Finance and Audit Committee to consider a 10% raise for the Paid On Call firefighters.
CARRIED

MOVED by Trustee Williams, SECONDED by Elector Hans Hazenboom,
To accept the 2023 Annual Salt Spring Island Fire Fighter's Association Report.
CARRIED

8. CHAIR OF THE BOARD OF TRUSTEES REPORT

Chair Cook presented the 2023 Chair Annual Report and thanked Trustees for a busy year of work, highlighted that the new fire hall project is on time and on budget and the target completion date is Fall 2025. It was noted the Committee 2023 Annual Reports are included in the agenda package. CAO Dieleman acknowledged the Trustees for their work on Committees. CAO Dieleman provided an update on the new fire hall project including that

site preparation work has begun, the project is on time and on budget and the construction Request for Proposals (RFP) closes on April 30, 2024. The CAO Dieleman welcomed questions regarding the new fire hall project.

Elector Jenny McClean noted a local contractor Charlie's Excavating was awarded the civil works contract and asked for clarification regarding the culverts and drainage at the new fire hall site. Owners Representative Hans Hazenboom reported the ditch was installed in November 2023 to mitigate the amount of water entering the property from Brinkworthy Estates and continued into the culvert that crosses Lower Ganges Road. Charlie's Excavating installed three culverts under the driveways. Water retention ponds will be installed as part of the storm water management plan. Elector Jenny McClean expressed concern that impermeable surfaces would increase the flow of water and advised the ditch was almost at capacity during the winter months.

A Trustee asked whether the project tendering would be done individually or as a single contract. CAO Dieleman reported construction manager MKM Construction Ltd. has issued a tender for the building structure. A Trustee asked whether local contractors have bid on the RFP. Owners Representative Hans Hazenboom reported he provided a list of local contractors to MKM Construction Ltd. and held a meeting with the Salt Spring Construction Association. A Trustee reported the RFP on BC Bid shows a 4 bay 15,500 square feet building. CAO Dieleman reported tender information is confidential until the tender closes and reported the new fire hall building design includes 2 double deep truck bays. Chief Holmes reported the building design has not changed, the architect considers it a 2-bay design, and the construction manager considers it a 4-bay design because 4 apparatus can fit. The two double deep bays will hold four apparatus.

MOVED by Elector Jenny McClean, SECONDED by Elector David Demner,
That the 2023 Chair Annual Report and Committee Reports be received.
CARRIED

9. CALL FOR A MOTION TO FIX THE REMUNERATION OF THE TRUSTEES FOR THE ENSUING YEAR

Elector Julia Lucich asked for clarification regarding whether the Trustee remuneration is for only months that the Board is in session and only for meetings that Trustees attend.

Elector David Demner asked if the remuneration is increased for the number of committees a Trustee is on, noted the workload is high due to the new fire hall project and the remuneration for Trustees can help attract the best people to serve as Trustees.

A Trustee noted the remuneration provides and encourages participation from the community by offering compensation.

Elector Dennis Lucarelli asked what is an approximate time allocation for Trustees each month. Chair Cook reported he spends approximately 30 hours per week on Trustee duties.

A Trustee noted a 10% increase to Trustee remuneration would be approximately \$5,000 per year.

Chief Holmes noted Trustees can opt to donate the remuneration back to Salt Spring Island Fire Rescue.

MOVED by Elector David Demner, SECONDED by Trustee W. Cook,

That remuneration be increased to \$330 per month for Trustees and \$385 per month for the Chair for the ensuing year.

CARRIED

9 in favour

6 opposed

Trustee Oliver, Trustee Courtney and Trustee Wakefield OPPOSED

10. ELECTION RESULTS

Chair Cook acknowledged Trustee Wynona Cook for her years of service as Trustee.

Election Officer Anthony Kennedy reported the following results for the 2024 Trustee election: Dennis Lucarelli 1356 votes (elected), Rob Oliver 1423 votes (re-elected) and Jenny McClean 529 votes. Dennis Lucarelli and Rob Oliver will each commence a three-year term beginning at the close of the AGM. A total of 1815 ballots were received. 1770 eligible ballots were received and 45 ballots were spoiled.

A Trustee commented that the mail in ballot process significantly increased elector participation.

CAO Dieleman welcomed newly elected Trustee Dennis Lucarelli.

11. QUESTIONS FROM THE FLOOR

The Chair called for questions and comments from attendees.

Elector Julia Lucich stated that last year she made comments regarding in camera meetings, and noted the boilerplate statement for holding in camera meetings does not provide the reason the meetings is held in camera. Elector Julia Lucich asked who determines the reason for going in camera, expressed concern that a special meeting held August 9, 2023 was not on the website calendar, it was in the minutes of a subsequent meeting and why would a new fire hall project status update be considered an in camera item. Chair Cook reported the Community Charter requires land, labour and law discussions to be held in closed meetings. Chair Cook advised the August 9, 2023 special meeting was called to address a Trustees comments on social media regarding reversing a tendered contract for architect services for the new fire hall project and the discussion was held in camera as it was specific to land and legal. A Trustee clarified that the intent of the social media comments was to make settlement.

A Trustee advised the Board of Trustees can waive notice of special meeting and decides to hold in camera meetings at the time of adoption of the agenda. CAO Dieleman reported the Board significantly reduced the number of in camera meetings in 2023.

Elector Julia Lucich asked where is the statement of financial information. CAO Dieleman reported the statement of financial information is page 24 of the agenda package. Elector Julia Lucich suggested the statement of financial information be listed as a separate item on the website and commented that the District is fortunate to have Rodney Dieleman as CAO.

Elector Julia Lucich asked whether the Salt Spring Fire Rescue Foundation is active and whether it issues charitable receipts. Chief Holmes reported the Salt Spring Fire Rescue Foundation has been changed to the Salt Spring Fire Rescue Society as foundations cannot run fundraising events. Elector Julia Lucich recommended that the Salt Spring Fire Rescue Society should not use the Salt Spring Island Fire Rescue mailing address. Trustee Williams reported he has been appointed Vice-President and David Demner has been appointed treasurer of the Salt Spring Fire Rescue Society.

12. OLD BUSINESS - none

13. NEW BUSINESS - none

14. ADJOURNMENT

MOVED by Trustee Hetherington, SECONDED by Elector David Demner,
That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:14 p.m.

Roland Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Financial Statements
Year Ended December 31, 2024

Draft for discussion purposes only

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
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Year Ended December 31, 2024

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Salt Spring Island Fire Protection District have been prepared in accordance with Canadian public sector accounting standards (PSAS). When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Salt Spring Island Fire Protection District's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Audit Committee. The Audit Committee is appointed by the Board and meets periodically with management and the members' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Audit Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the members, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by McLean, Lizotte, Wheadon and Company, in accordance with Canadian generally accepted auditing standards.

Jamie Holmes, Fire Chief

Rodney Dieleman, Chief
Administrative Office

Salt Spring Island, BC
April 15, 2024

INDEPENDENT AUDITOR'S REPORT

To the Members of Salt Spring Island Fire Protection District

Report on the Financial Statements

Opinion

We have audited the financial statements of Salt Spring Island Fire Protection District (the "District"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the District in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Salt Spring Island, British Columbia
April 2, 2025

MCLEAN, LIZOTTE, WHEADON AND COMPANY
Chartered Professional Accountants



SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Statement of Financial Position
December 31, 2024

	2024	2023
ASSETS		
Cash (Note 3)	\$ 3,829,500	\$ 3,169,113
Accounts receivable	93,862	171,705
Long term Investments	1,357,354	1,805,456
TOTAL FINANCIAL ASSETS	5,280,716	5,146,274
LIABILITIES		
Accounts payable	550,303	90,993
Current portion of obligations under capital lease (Note 4)	-	60,623
Wages payable	105,240	109,189
Compensated absences and post-employment benefits	345,787	455,924
Deferred revenue	2,794,091	2,571,000
TOTAL FINANCIAL LIABILITIES	3,795,421	3,287,729
NET FINANCIAL ASSETS	1,485,295	1,858,545
NON-FINANCIAL ASSETS		
Inventory	345	1,245
Prepaid expenses	32,374	29,465
Tangible capital assets (Note 5)	5,565,575	3,216,194
	5,598,294	3,246,904
ACCUMULATED SURPLUS	\$ 7,083,589	\$ 5,105,449

ON BEHALF OF THE BOARD

Trustee

Trustee

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Statement of Operations

Year Ended December 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
Taxation	\$ 5,080,250	\$ 5,142,000	\$ 4,589,725
Interest	6,750	155,184	140,986
Other income	55,000	98,119	119,298
	5,142,000	5,395,303	4,850,009
OPERATING EXPENSES			
Automotive	100,250	101,681	137,365
Awards and recognition	10,000	1,760	4,806
Fire protection	74,500	14,996	48,410
Repairs and maintenance - building	35,500	34,561	29,082
Repairs and maintenance - equipment	118,250	106,449	107,128
Training	75,000	70,315	59,408
Utilities	38,250	78,392	36,560
	451,750	408,154	422,759
	4,690,250	4,987,149	4,427,250
ADMINISTRATIVE EXPENSES			
Advertising and promotion	11,000	35,081	4,906
Amortization	200,000	211,329	214,107
Annual dinner	7,500	7,610	7,027
Convention, dues and subscriptions	12,000	6,599	4,741
Fireworks	2,500	4,860	5,897
Insurance	51,000	53,357	48,905
Interest on long term debt	-	868	1,233
Office	88,250	34,100	57,593
Rental	16,750	15,018	15,150
Technical and professional fees	55,000	59,605	40,035
Telephone	18,750	17,462	20,540
	462,750	445,889	420,134
SURPLUS FROM OPERATIONS BEFORE WAGES, BENEFITS AND RELATED ITEMS	4,227,500	4,541,260	4,007,116
SURPLUS BEFORE WAGES AND BENEFITS			
Labour relations	(21,250)	(17,397)	(24,367)
Wages and benefits	(3,347,133)	(3,545,723)	(3,175,499)
	(3,368,383)	(3,563,120)	(3,199,866)
SURPLUS BEFORE OTHER ITEMS	859,117	978,140	807,250
OTHER ITEMS			
Community works funds (Note 7)	-	1,000,000	-
ANNUAL SURPLUS	\$ 859,117	\$ 1,978,140	\$ 807,250

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 5,105,449	\$ 4,298,199
ANNUAL SURPLUS	<u>1,978,140</u>	<u>807,250</u>
ACCUMULATED SURPLUS - END OF YEAR	<u>\$ 7,083,589</u>	<u>\$ 5,105,449</u>

Draft for discussion purposes only

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Statement of Changes in Net Financial Assets
Year Ended December 31, 2024

	Budget 2024	2024	2023
ANNUAL SURPLUS	\$ 859,117	\$ 1,978,140	\$ 807,250
Amortization of tangible capital assets including capital leases	200,000	211,329	214,107
Purchase of tangible capital assets including capital leases	-	(2,560,708)	(733,445)
Loss (gain) on disposal of assets	-	(2)	-
Decrease (increase) in prepaid expenses	-	(2,909)	(1,931)
Decrease (increase) in inventory	-	900	(1,245)
	200,000	(2,351,390)	(522,514)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	1,059,117	(373,250)	284,736
NET FINANCIAL ASSETS - BEGINNING OF YEAR	-	1,858,545	1,573,809
NET FINANCIAL ASSETS - END OF YEAR (Note 3)	\$ 1,059,117	\$ 1,485,295	\$ 1,858,545

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Statement of Cash Flows

Year Ended December 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Annual surplus	\$ 1,978,140	\$ 807,250
Item not affecting cash:		
Amortization of tangible capital assets including capital leases	211,329	214,107
	<u>2,189,469</u>	<u>1,021,357</u>
Changes in non-cash working capital:		
Accounts receivable	77,843	(152,959)
Accounts payable	459,310	55,829
Deferred revenue	223,091	2,571,000
Inventory	900	(1,245)
Prepaid expenses	(2,909)	(1,932)
Wages payable	(3,949)	(707)
Compensated absences and post-employment benefits	(110,137)	(2,472)
	<u>644,149</u>	<u>2,467,514</u>
Cash flow from operating activities	<u>2,833,618</u>	<u>3,488,871</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets including capital leases	(2,560,710)	(736,393)
Long term Investments	448,102	210,459
Cash flow used by investing activities	<u>(2,112,608)</u>	<u>(525,934)</u>
FINANCING ACTIVITY		
Repayment of obligations under capital lease	(60,623)	(57,325)
Cash flow used by financing activity	<u>(60,623)</u>	<u>(57,325)</u>
INCREASE IN CASH FLOW	660,387	2,905,612
Cash - beginning of year	<u>3,169,113</u>	<u>263,501</u>
CASH - END OF YEAR (Note 3)	<u>\$ 3,829,500</u>	<u>\$ 3,169,113</u>

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Notes to Financial Statements

Year Ended December 31, 2024

1. PURPOSE OF THE DISTRICT

The Salt Spring Island Fire Protection District (the "District") is an improvement district incorporated under the Local Government Act of British Columbia in 1959.

The purpose of the District is to provide fire protection services to the residents of the District.

2. SIGNIFICANT ACCOUNTING POLICIES

Financial Statement presentation

The financial statements of the district have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the district are as follows:

Basis of accounting

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Fund accounting

Funds within the financial statements consists of operating, tangible capital assets, and general capital purpose reserve.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

The Tangible Capital Assets Fund reports the assets, liabilities, revenues, and expenses related to Salt Spring Island Fire Protection District's capital assets and building improvements campaign.

The General Capital Purpose Reserve Fund was established by bylaw #134 on June 25, 2018. These funds can only be disbursed through bylaws approved and passed by the Trustees and further approved by the Inspector of Municipalities of the Province of British Columbia for the purposes of upgrading or replacing existing tangible capital assets. Transfers to the Reserve will be made periodically from operating surplus or the sale of district land. Transfers from the Reserve will be made periodically to account for approved disbursements.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Investments

Investments are comprised of term deposits and are recorded at cost, plus accrued interest.

Compensated absences and post-employment benefits

It is the policy of the District to record banked post-employment benefits and compensated absences as an expense in the year earned.

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SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Notes to Financial Statements

Year Ended December 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Employee future benefits

The District and its employees make contributions to the Municipal Pension Plan. The District's contributions are expensed as incurred.

Deferred revenue and deposits

Deferred revenue consists of an advance on next year's tax revenues. Revenue is recognized in the period which it was collected for.

Revenue recognition

The provincial government collects and distributes taxes to the District. Taxation revenues are recorded in the year in for which they are levied. In addition, the provincial government also collects taxes for the capital advance tax levy, which is used to offset the long term debt held with the provincial government.

Non-financial assets and liabilities

Non-financial assets and liabilities are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

I. Tangible capital assets including capital leases

Tangible capital assets are recorded at cost which includes amounts that are directly attributed to acquisition, construction, development or betterment of an asset. The cost, less residual value of the capital asset is amortized on a declining balance basis at the following rates:

Buildings	5%
Computers	30%
Containers and storage	10%
Equipment	20%
Motor vehicles	10%

The District regularly reviews its non-financial assets to eliminate obsolete items. Government grants are treated as a reduction of non-financial assets cost.

Non-financial assets acquired during the year but not placed into use are not amortized until they are placed into use. Non-financial assets no longer in use are not amortized.

Assets under construction are not depreciated until the asset is placed in service.

II. Inventory and prepaid expenses

Inventories and prepaid expenses are recorded at the lower of cost and replacement cost.

(continues)

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Notes to Financial Statements

Year Ended December 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Use of estimates

Preparation of the financial statements in conformity with Canadian public sector accounting standards requires the Board to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities. Actual results could differ from these estimates and adjustments, if any, will be reflected in the period of settlement or upon a change in the estimate.

Financial instruments

The District's financial instruments consist of cash, accounts receivable, investments, accounts payable, and deferred revenue. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, liquidity or credit risk arising from these financial instruments.

3. CASH

	2024	2023
Restricted cash	\$ 38,986	\$ 507,752
Unrestricted cash	3,790,514	2,661,361
	<u>\$ 3,829,500</u>	<u>\$ 3,169,113</u>

Restricted cash was established by bylaw #39 to fund the Capital Works Renewal Reserve Fund and the General Capital Purpose Reserve Fund. These funds can only be disbursed by a bylaw passed by the Trustees and approved by the Inspector of Municipalities of the Province of British Columbia for the purposes of upgrading or replacing existing tangible capital assets.

4. OBLIGATIONS UNDER CAPITAL LEASE

	2024	2023
Calidon Equipment Leasing lease bearing interest at 5.75% per annum, repayable in annual blended payments of \$64,108. The lease matures on April 1, 2025.	\$ -	\$ 60,623
Amounts payable within one year	-	(60,623)
	<u>\$ -</u>	<u>\$ -</u>

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Notes to Financial Statements

Year Ended December 31, 2024

5. TANGIBLE CAPITAL ASSETS INCLUDING CAPITAL LEASES

<u>Cost</u>	2023 Balance	Additions	Disposals	2024 Balance
Buildings	\$ 661,078	\$ -	\$ -	\$ 661,078
Computer equipment	63,446	-	-	63,446
Containers and storage	38,676	-	-	38,676
Equipment	971,934	-	-	971,934
Land	801,492	-	-	801,492
Motor vehicles	3,655,468	383,874	-	4,039,342
Assets under construction	875,398	2,110,983	-	2,986,381
	\$ 7,067,492	\$ 2,494,857	\$ -	\$ 9,562,349

<u>Accumulated Amortization</u>	2023 Balance	Amortization	Accumulated Amortization on Disposals	2024 Balance
Buildings	\$ 471,612	\$ -	\$ -	\$ 458,712
Computer equipment	59,563	1,165	-	60,728
Containers and storage	25,298	1,338	-	26,636
Equipment	748,935	44,600	-	793,535
Motor vehicles	2,545,890	111,273	-	2,657,163
	\$ 3,851,298	\$ 158,376	\$ -	\$ 3,996,774

<u>Net book value</u>	2024	2023
Buildings	\$ 202,366	\$ 189,466
Computer equipment	2,718	3,883
Containers and storage	12,040	13,378
Equipment	178,399	222,999
Land	801,492	801,492
Motor vehicles	1,382,179	1,109,578
Assets under construction	2,986,381	875,398
	\$ 5,565,575	\$ 3,216,194

Assets under construction have not been amortized. Amortization of these assets will commence when the asset is put into service.

6. COMPENSATED ABSENCES AND POST-EMPLOYMENT BENEFITS

The District provides sick leave and certain other benefits to its employees. The accrued benefit obligation has been estimated by the District.

7. COMMUNITY WORKS FUNDS

Community Works Fund Agreement funding is provided by the Government of Canada and use of the funding is established by a funding agreement between the Capital Regional District and the Union of British Columbia Municipalities. Total funding under this agreement is one million dollars and must be used for the construction of the new fire hall.

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Notes to Financial Statements

Year Ended December 31, 2024

8. PENSION PLAN

The District and certain of its employees contribute to the Municipal Pension Plan ("the plan"). The plan is a multi-employer defined benefit plan. The British Columbia Pension Corporation administers the Plan, including the payment of pension benefits on behalf of employers and employees in accordance with the Public Sector Pension Plans Act and the Municipal Pension Plan Rules. The risks and rewards associated with the Plan's unfunded liability or surplus are shared between the employers and the Plan's members and may be reflected in their future contributions.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year. This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

During the year, the District contributed \$308,018 (2023 - \$281,774) on behalf of the employees.

9. BUDGET

The financial plan is prepared on a revenue and expenditure basis. The unaudited budget figures presented in these financial statements have been approved by the trustees for the year and are presented for information purposes only.

10. FINANCIAL INSTRUMENTS

The District is exposed to certain risks from its financial instruments:

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The District is exposed to credit risk through its cash and cash equivalents, accounts receivable and investments. The maximum exposure to credit risk on these instruments is their carrying value.

Credit risk associated with cash and cash equivalents is minimized by ensuring that these assets are held at financial institutions with a high credit quality. The District has deposited cash with reputable financial institutions, from which management believes the risk of loss to be remote.

The District assess, on a continuous basis, accounts receivables and provides for any amounts that are not collectible.

Liquidity risk

Liquidity risk is the risk that the District will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The District manages its liquidity risk by monitoring its operating and capital requirements. The District prepares budget and cash flow forecasts to ensure it has sufficient funds to fulfill its obligations.

Market risk

Market risk is the risk that changes in market prices, as a result of changes in foreign exchange rates or interest rate will affect the District's value of its holdings of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters while optimizing return on investments.

There has been no significant change to the risk exposure from the 2023 fiscal year.

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Notes to Financial Statements
Year Ended December 31, 2024

11. CONTRACTUAL OBLIGATIONS

New Fire Hall Construction

The District began construction of a new fire hall during the 2024 fiscal year. The total cost of this project is estimated to be \$13,000,000 which includes a 13% contingency. The total borrowing will not exceed \$9,700,000 as per the 2022 referendum. The borrowing term will be 20 years.

During the 2024 fiscal year, expenditures towards the construction of the new fire hall have been capitalized as part of assets under construction.

The project is estimated to be complete by December 2025.

12. SUBSEQUENT EVENTS

In January 2025, the District was served notice of litigation for which management is unable to determine the outcome. No provision has been made in the financial statements for this claim.

Revised

Salt Spring Island Fire Protection District Schedule showing the Remuneration and Expenses Paid to or on behalf of each Employee For 2023

1. Elected Officials (Board of Trustees)

Name	Position	Earnings in 2023	Pension 2023	Retroactive Pay Earned Prior to 2023	Expense Reimbursement	Box 14 2023 T4's Total Reimbursement
Rollie Cook	Chair	\$ 3,784.60	\$ -			\$ 3,784.60
Mary Lynn Heatherington	Board Member	\$ 3,184.61	\$ -		\$ 114.43	\$ 3,299.04
Wynona Cook	Board Member	\$ 3,184.61	\$ -			\$ 3,184.61
David Courtney	Board Member	\$ 2,353.82				\$ 2,353.82
John Wakefield	Board Member	\$ 3,184.61	\$ -			\$ 3,184.61
Robin Williams	Board Member	\$ 3,184.61	\$ -			\$ 3,184.61
Rob Oliver	Board Member	\$ 3,184.61	\$ -			\$ 3,184.61
A) Total Elected Officials (Board of Trustees)		\$ 22,061.47	\$ -	\$ -	\$ 114.43	\$ 22,175.90

2. Other Employees

Name	Position	Earnings in 2023	Taxable Benefits	Retroactive Pay Earned Prior to 2023	Expense Reimbursement	Box 14 2023 T4's Total Reimbursement
Smith, Daniel	Fire Fighter	\$ 100,942.59	\$ 3,101.62			\$ 104,044.21
Dieleman, Rodney	CAO	\$ 110,000.00	\$ 2,563.70	\$ -		\$ 112,563.70
Lindstrom, Joshua	Fire Fighter	\$ 125,698.12	\$ 3,084.16	\$ 530.48	\$ 150.00	\$ 129,462.76
Fraser, Gordon	Fire Fighter	\$ 130,926.59	\$ 3,424.69	\$ 3,163.31		\$ 137,514.59
Nuyens, Warren S	Captain	\$ 150,965.49	\$ 6,074.31	\$ 2,678.05	\$ 883.53	\$ 160,601.38
Byne, Patrick	Fire Fighter	\$ 155,231.67	\$ 3,574.15	\$ 3,163.59	\$ 200.00	\$ 162,169.41
Lundy, Dale	Deputy Chief	\$ 157,143.26	\$ 10,097.76	\$ 2,684.74	\$ 1,664.08	\$ 171,589.84
Akerman, Clayton J	Captain	\$ 183,573.48	\$ 4,930.43	\$ 4,642.60		\$ 193,146.51
Akerman, Patrick (Ken)	Captain	\$ 190,876.41	\$ 7,782.84	\$ 5,219.49		\$ 203,878.74
Hunsberger, Cody	Captain	\$ 203,270.30	\$ 6,927.74	\$ 4,967.44		\$ 215,165.48
Sherrin, Mitchell .	Assistant Chief	\$ 212,538.11	\$ 7,982.27	\$ 5,408.66	\$ 2,131.05	\$ 228,060.09
Holmes, Jamie	Fire Chief	\$ 213,709.21	\$ 9,155.34			\$ 222,864.55
B) Employee Remuneration greater than \$75,000		\$ 1,934,875.23	\$ 68,699.01	\$ 32,458.36	\$ 5,028.66	\$ 2,041,061.26

All Employees Earning Greater than \$75,000 per year: \$ 2,041,061.26
 All Other Employees Earning Less than \$75,000 per year: \$ 576,623.34
 Elected Officials: \$ 22,175.90
B) Total Employee Payments for 2023: \$ 2,639,860.50

3. Reconciliation

Per 2023 T4 Data Box 14: Elected Officials: \$ 22,175.90
 Career Wages: \$ 1,981,112.93
 Volunteer Wages: \$ 376,712.16
 Administration: \$ 259,859.51
Box 14 2023 T4's: \$ 2,639,860.50

4. 2023 Payments to Suppliers of Goods and Services in Excess of \$25,000.

Supplier	Description of Good or Service	Amount
Greater Victoria Labour Association	Labour Relations	\$ 25,505.50
Hub Fire Engines & Equipment	Equipment Maintenance	\$ 29,189.80
MKM Projects Ltd	New Fire Hall Construction Service	\$ 35,236.00
Columbia Fuels	Diesel Fuel for Trucks and Heating Fu	\$ 36,808.99
WFR Wholesale	Fleet Maintenance	\$ 36,889.81
Seafirst Insurance Brokers	Corporate Insurance	\$ 38,204.51
P & R Truck Centre	Fleet Maintenance	\$ 47,673.02
Capax Contracting Ltd	Roof Repairs	\$ 56,700.00
Hub Health and Welfare Trust	Volunteer Health Benefits Trust	\$ 59,010.82
SSIFire2020	SCBA Lease	\$ 67,312.85
Woodgrove Chrysler	Community Service Van	\$ 75,616.60
Benefits By Design	Group Benefits	\$ 120,549.11
Intercontinental Truck Body	Chassis for new engine	\$ 155,192.50
Johnston Davidson Architects	New Fire Hall Design Service	\$ 391,661.60

Salt Spring Island Fire Protection District
Schedule showing the Remuneration and Expenses Paid to or on behalf of each Employee
For 2024

1. Elected Officials (Board of Trustees)

Name	Position	Earnings in 2024	Pension 2024	Retroactive Pay Earned Prior to 2024	Exense Reimbursement	Box 14 2024 T4's Total Reimbursement
Rollie Cook	Chair	\$ 4,474.59				\$ 4,474.59
Mary Lynn Heatherington	Board Member	\$ 3,835.41				\$ 3,835.41
Wynona Cook	Board Member	\$ 1,246.14				\$ 1,246.14
David Courtney	Board Member	\$ 3,683.10				\$ 3,683.10
Dennis Lucarelli	Board Member	\$ 2,589.27				\$ 2,589.27
John Wakefield	Board Member	\$ 3,835.41				\$ 3,835.41
Robin Williams	Board Member	\$ 3,835.41				\$ 3,835.41
Rob Oliver	Board Member	\$ 3,835.41				\$ 3,835.41
A) Total Elected Officials (Board of Trustees)		\$ 27,334.74				\$ 27,334.74

2. Other Employees

Name	Position	Earnings in 2024	Overtime in 2024	Taxable Benefits	Retroactive Pay Earned 2024 and Prior.	Exense Reimbursement	Box 14 2024 T4's Total Reimbursement
Capranos, Krystal	Fire Fighter	\$ 93,123.35	\$ 3,731.39	\$ 289.60		\$ 758.86	\$ 97,903.20
Dieleman, Rodney	CAO	\$ 113,363.52		\$ 2,817.52	\$ 12,794.06	\$ 550.00	\$ 129,525.10
Proudfoot, Cameron	Fire Fighter	\$ 122,959.06	\$ 11,139.34	\$ 3,649.12		\$ 908.88	\$ 138,656.40
Smith, Daniel	Fire Fighter	\$ 122,964.78	\$ 4,228.46	\$ 3,587.48		\$ 29.35	\$ 130,810.07
Fraser, Gordon	Fire Fighter	\$ 126,982.97	\$ 20,195.58	\$ 3,716.05		\$ 145.98	\$ 151,040.58
Lindstrom, Joshua	Fire Fighter	\$ 128,238.62	\$ 14,900.57	\$ 3,688.17		\$ 51.50	\$ 146,878.86
Hunsberger, Cody	Captain	\$ 154,687.75	\$ 37,577.77	\$ 7,053.02	\$ 13,813.25	\$ 200.00	\$ 213,331.79
Byne, Patrick	Captain - Acting	\$ 155,127.31	\$ 22,966.97	\$ 3,918.76		\$ 2,437.45	\$ 184,450.49
Akerman, Clayton J	Captain	\$ 155,939.65	\$ 17,591.60	\$ 4,973.22			\$ 178,504.47
Akerman, Patrick (Ken)	Captain	\$ 159,527.82	\$ 14,250.06	\$ 7,763.62			\$ 181,541.50
Sherrin, Mitchell	Assistant Chief	\$ 162,364.66	\$ -	\$ 7,948.59	\$ 28,652.70		\$ 198,965.95
Nuyens, Warren S	Captain	\$ 164,695.12	\$ 7,644.27	\$ 6,213.85		\$ 1,824.62	\$ 180,377.86
Lundy, Dale	Deputy Chief	\$ 166,103.44	\$ -	\$ 10,268.89	\$ 35,474.51	\$ 1,065.40	\$ 212,912.24
Holmes, Jamie	Fire Chief	\$ 175,137.30	\$ -	\$ 9,067.67	\$ 22,275.50	\$ 1,647.44	\$ 208,127.91
B) Employee Remuneration greater than \$75,000		\$ 2,001,215.35	\$ 154,226.01	\$ 74,955.56	\$ 113,010.02	\$ 9,619.48	\$ 2,353,026.42

All Employees Earning Greater than \$75,000 per year: \$ 2,353,026.42
All Other Employees Earning Less than \$75,000 per year: \$ 579,607.00
Elected Officials: \$ 27,334.74
B) Total Employee Payments for 2023: \$ 2,959,968.16

3. Reconciliation

Per 2023 T4 Data Box 14: Elected Officials: \$ 27,334.74
Career Wages: \$ 2,223,501.31
Volunteer Wages: \$ 502,097.06
Administration: \$ 207,035.10
Box 14 2023 T4's: \$ 2,959,968.21

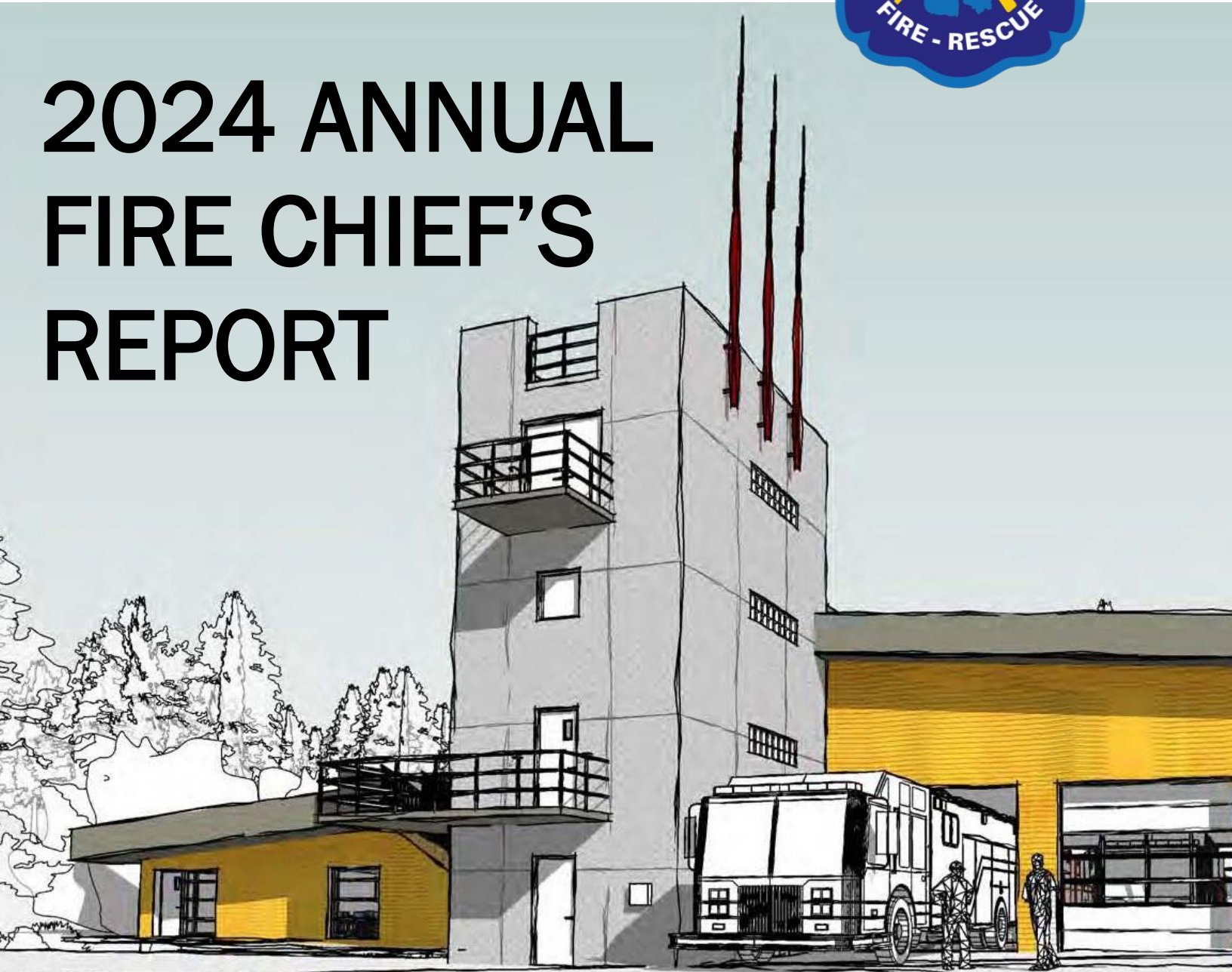
4. 2023 Payments to Suppliers of Goods and Services in Excess of \$25,000.

Supplier	Description of Good or Service	Amount
Velocity Truck Centre	Fleet Maintenance	\$ 25,984.07
School District #64	FireSmart Grant	\$ 28,654.56
Columbia Fuels	Diesel Fuel for Trucks and Heating Fuel	\$ 29,958.95
Young Anderson	Legal Fees	\$ 32,924.79
Seafirst Insurance Brokers	Corporate Insurance	\$ 39,333.00
Hub Health and Welfare Trust	Volunteer Health Benefits Trust	\$ 62,438.20
Calidon Leasing	SCBA Lease	\$ 64,107.48
District of Saanich	Fire Equipment	\$ 73,000.00
MasterCard	Various Goods and Services	\$ 93,521.67
Capital Regional District	New Fire Hall Building Permits, Taxes	\$ 102,551.71
North Salt Spring Water Works	Hydrant Maintenance and Water Services, New Fire Hall Permit	\$ 110,292.42
Intercontinental Truck Body	Chassis for new engine	\$ 128,590.45
Benefits By Design	Group Benefits	\$ 148,234.70
Johnston Davidson Architects	New Fire Hall Design Service	\$ 244,759.16
MKM Projects Ltd	New Fire Hall Construction Service	\$ 1,536,316.79

Salt Spring Island Fire Rescue



2024 ANNUAL FIRE CHIEF'S REPORT



Community Report

Prepared by

Jamie Holmes, Fire Chief

Dale Lundy, Deputy Chief

PERSONAL MISSION: *To be honest, helpful, and human.*

PERSONAL VISION: *To see potential, instead of obstacles.*

CHIEF OFFICERS' VISION: *Empower others within our organization.*

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Message from the Fire Chief's Office

As Fire Chief of Salt Spring Island Fire Rescue, I am honored to present the 2024 Annual Fire Chief's Report. I want to take this opportunity to extend my gratitude to the Salt Spring Island Fire Protection District Board of Trustees and the volunteer committee members who devoted countless hours in 2024 to enhance our community and the department.

I am immensely proud of the men and women serving in all capacities of Salt Spring Island Fire Rescue. They are skilled professionals who face physical, mental, and emotional challenges regularly. This report aims to showcase our performance and the achievements we celebrated throughout the year.

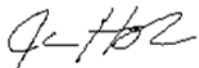


In 2024, Salt Spring Island Fire Rescue achieved several key milestones that reflect our commitment to community safety and service excellence. We successfully maintained high response times, ensuring that emergencies were addressed promptly and effectively. Our team conducted numerous training sessions, enhancing the skills and readiness of our personnel. We also implemented new fire prevention programs that significantly increased community awareness and preparedness. Additionally, we upgraded our emergency equipment to meet safety standards, further bolstering our operational capacity. Overall, our department fostered strong community relationships through outreach initiatives, emphasizing the importance of fire safety and emergency preparedness.

I would also like to thank the families of our members for their unwavering support, as they are an integral part of our fire service family. Our aim is to foster a healthy community for our staff, residents, and visitors. SSIFR is comprised of dedicated professionals committed to delivering exceptional service to our community. We are privileged to serve this great community.

I want to express my sincere appreciation to every member of our department for their extraordinary dedication and hard work throughout the year.

Sincerely,



Jamie Holmes

Fire Chief

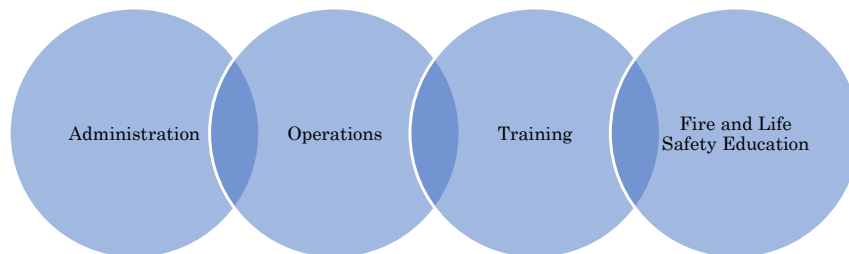
jholmes@saltspringfire.com

Our Purpose to Serve



Focus 2024

- Continue to enhance the health and livability of our community.
- Enhance our relationships with our neighbours and community leaders.
- Foster and support a resilient and diverse community.
- Continue to address the operational and financial requirements for our department.
- Encourage employee mental wellness.
- Construction of a new community fire station.



Organizational Overview

The Salt Spring Island Fire Rescue (SSIFR) is a full-service department providing fire/rescue operations, emergency medical services, fire investigations, fire inspections, and fire and life safety education.

The Fire Department operates from three fire halls located strategically throughout the island to provide a rapid response. Service is delivered utilizing three Engines, three Water Tenders, one Brush, one Mini Pumpers, three Medic Units, one Hazmat Unit, one Inland Water Rescue Boat, one Wildland Sprinkler Unit (SPU) along with two reserve apparatus.

The Fire Department maintains accreditation through Fire Underwriters Survey (FUS) for our water delivery capabilities under the certification of Superior Tender Shuttle.



Fran Leask

you guys are awesome. thank you for all you do ❤️

18w Like Reply Hide



Kathie Lindstrom

Awesome !!! Love your team work 👍

46w Like Reply Hide



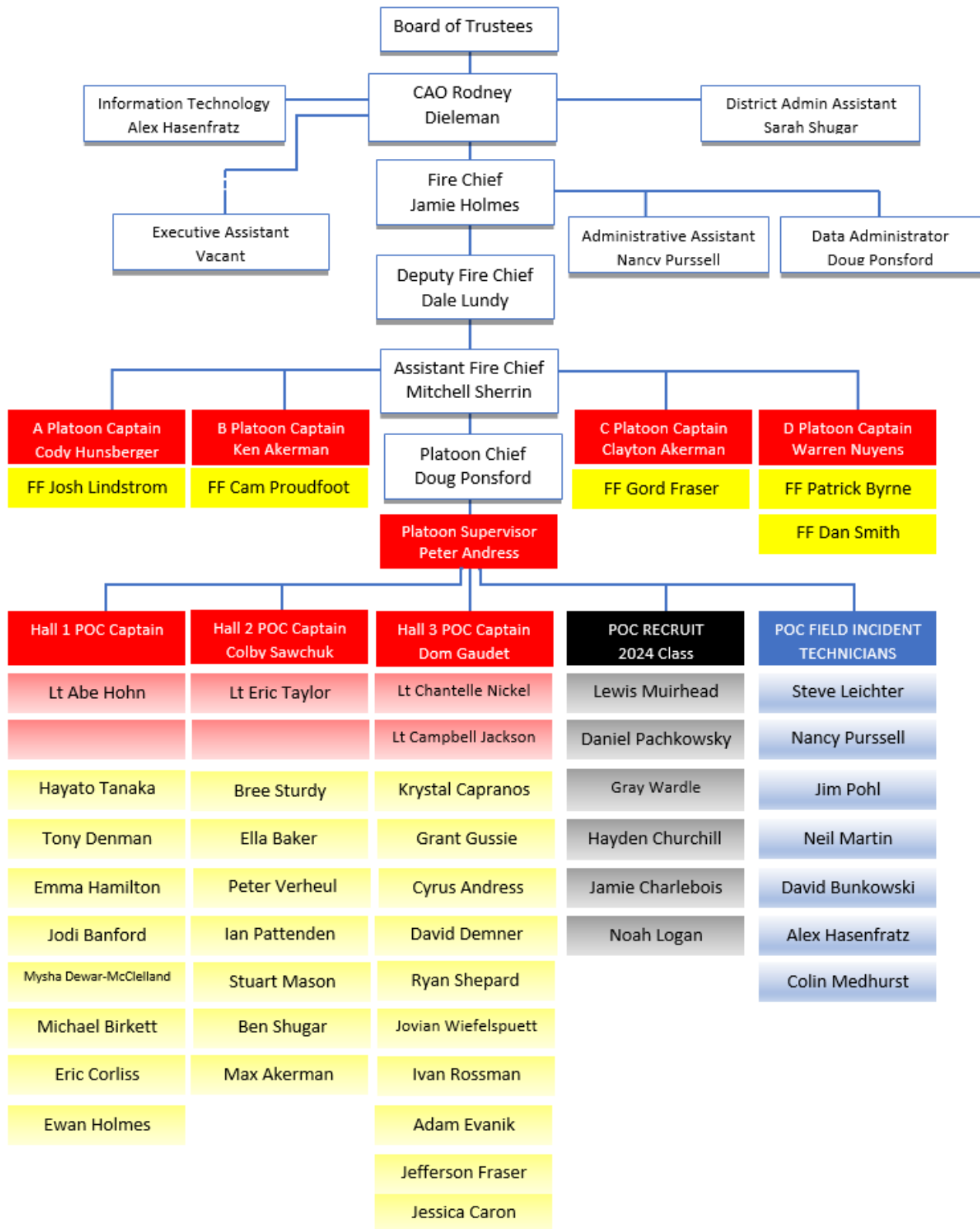
Leigh Anne Milne

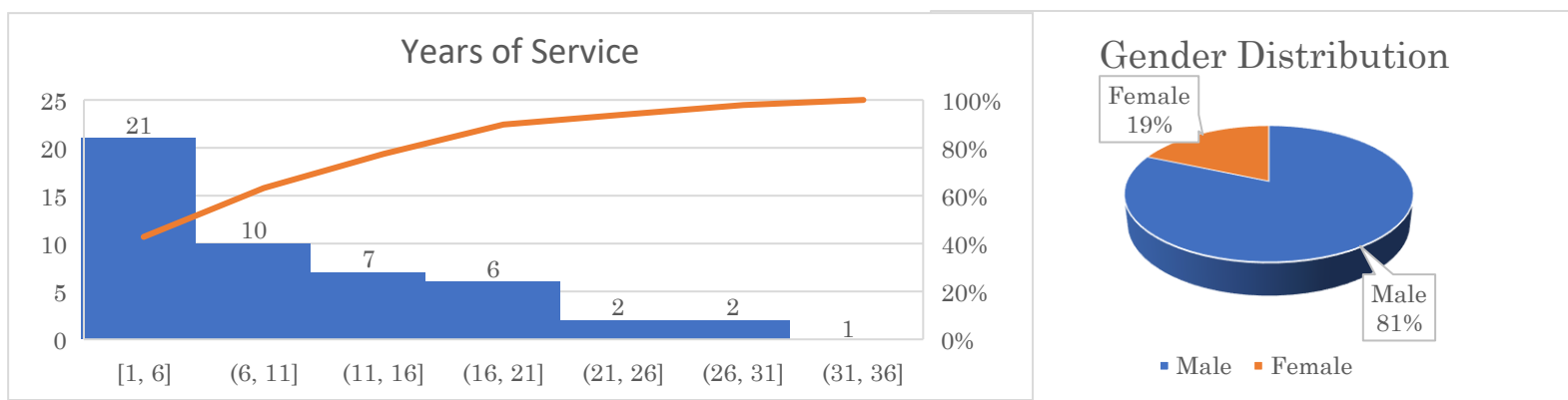
🙏🙏🙏🙏 so much appreciation.

47w Like Reply Hide



Salt Spring Fire Rescue Organizational Chart 2024





SSIFR took on six additional recruit members in 2024. We continue to be a relatively junior department, with more than half of our membership under the ten-year service mark. The average length of service currently sits at 8.9 years, which is higher than average for Paid-On-Call (POC) departments. SSIFR continues to promote diversity in our department with a nineteen percent female membership, we are well above the Canadian average of five percent. Our members range in age from sixteen to sixty plus with the average being 43 years old. The average recruit age is 34, so it's not too late if you are thinking of volunteering.

Salt Spring Island Fire Rescue is very proud to recognize our talented and dedicated members who celebrated years of service milestones in 2024.

Celebrating Milestones

- ❖ Five Years of Fire Service: **David Demner, Hayato Tanaka, Ella Baker, David Bunkowski**
- ❖ Ten Years of Fire Service: **Campbell Jackson, Neil Martin**
- ❖ Fifteen Years of Fire Service: **Cody Hunsberger, Jim Pohl**
- ❖ Most Dedicated to Fire and Life Safety Education: **Mysha Dewar-McClelland (139 hours)**
- ❖ Most Dedicated to Training: **Jessica Caron (334 hours)**
- ❖ Most Dedicated to Calls: **Capt. Sawchuk (127 call hours)**
- ❖ Recruit Firefighter of the Year: **Ewan Holmes**
- ❖ Fire Officer of the Year: **Platoon Supervisor Captain Peter Address**



Operations

Our mission is to minimize injuries, death and property loss related to fires, medical emergencies, and other disasters through efficient delivery of effective fire suppression, rescue and pre-hospital care.

The career members ensure our equipment is in good order, and ready for emergency response through weekly hall inspections and truck equipment checks. Paid-on-Call members assist in emergency response, when available, to give us the numbers required to deal with emergency situations safely and effectively.



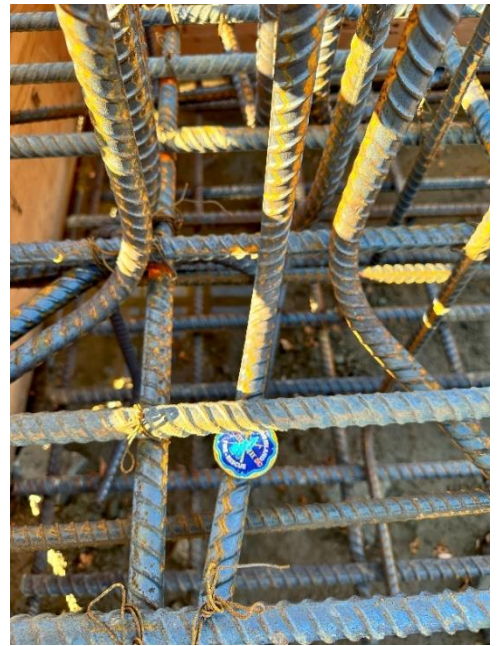
The change in staffing model to a twenty-four-hour staffed Fire Hall #1 that took place in 2021 continued to pay dividends in 2024. Several structure fires were knocked down while still small due to the quick response of on-Duty Crews backed up by Paid-on-Call members. This year SSIFR responded to thirteen structures where fires were extinguished and prevented from spreading to adjacent buildings or to nearby wildland interface areas.

In 2024 we added a Flex Firefighter to reduce overtime costs while still maintaining minimum staffing levels as laid out in the Collective Bargaining Agreement. Krystal's hire is SSIFR's first female career firefighter. Krystal Capranos, a Paid-on-Call member since 2018, has been very active on our Fire and Life Safety Education team, instructing CPR, and emergency medical training, has been a great addition to our career staff.

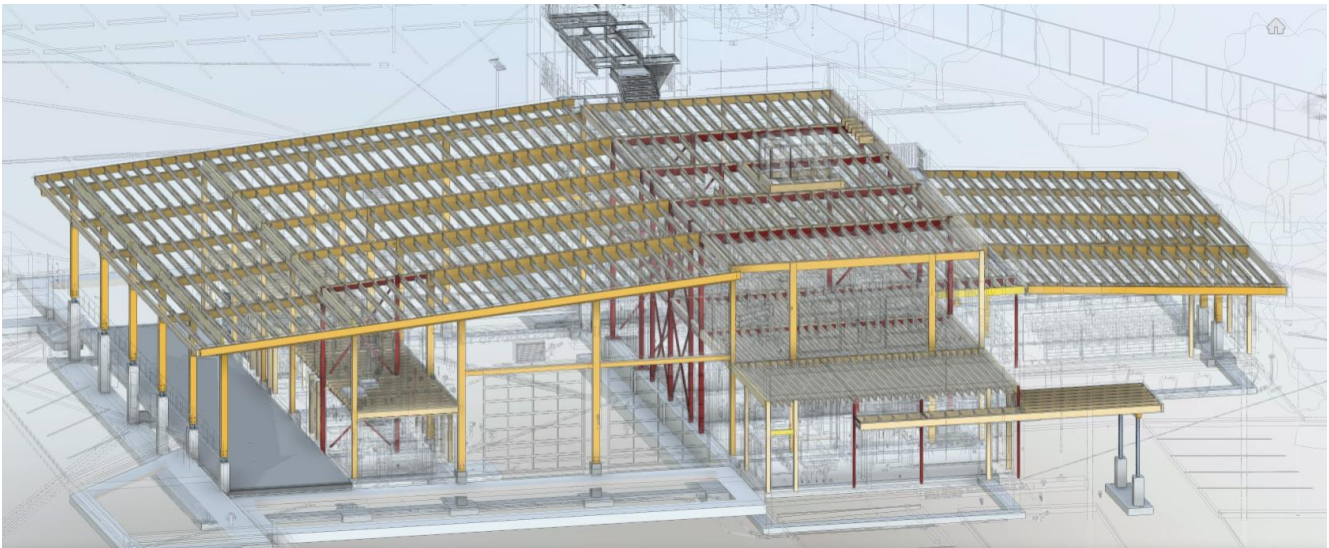
Our fleet continues to be maintained to Fire Underwriter Survey (FUS) standards. We purchased a "new to us" Medic Unit from Saanich Fire Rescue, saving 50% off a new unit. The new Brush 2, specializing in wildland firefighting, was placed into service in June, replacing our aging unit built in 1994. In September the department was the benefactor of a wildfire skid unit from GlobalMedic. We look forward to it providing rapid response this summer on SSI.



New Firehall #1: Groundwork started in earnest on the new Firehall #1 property in April of 2024. Charlie's Excavating started removing topsoil and replacing it with rock for the aprons and parking areas. In an effort to save time and keep the project on budget, the decision was made to move the Training Tower two meters off the main firehall. We obtained the necessary variance approvals from Islands Trust, and our building permit from the CRD to start foundation work over the summer. After more than thirty years of work, by countless people, it was a wonderful feeling to see foundation work being done on a new Firehall #1 building. Although some may feel frustrated at the time it has taken to get the firehall built, I truly feel we are served better by ensuring that we're doing everything possible to get the right building, at the best possible price.



The whole department is looking forward to the completion of the building and I know I speak for everyone in saying it will be worth the wait.



Penelakut: SSIFR visited Penelakut Island to build a relationship with their fire department and assist them wherever possible. We started with a tour of their firehall and their island to get an idea of where to best start. Penelakut members visited the training grounds at the Fulford Firehall in May, and it was a great day of training wrapping up with some cooking by retired Capt. Kurt Irwin. We hope to continue to work with our neighboring island and our team really enjoyed meeting their firefighters and their family members who joined them.

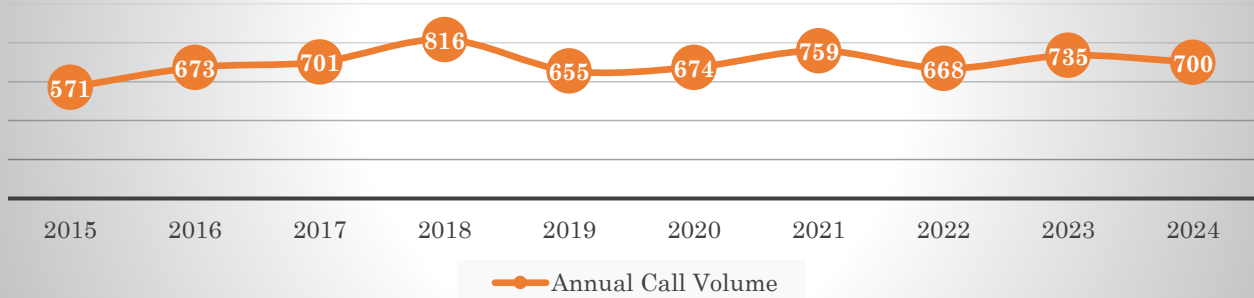


First Due: Transitions over to our new records management system First Due was another major project for the department. Platoon Chief Ponsford worked extra hours to make sure the system is ready to go and that our members were all trained on the new program. First Due replaces multiple programs including FDM, Fire Manager, IAR, Fleet Maintenance, and MS Forms. This has eliminated duplicate entries, and the system is much more harmonious, saving time and money.

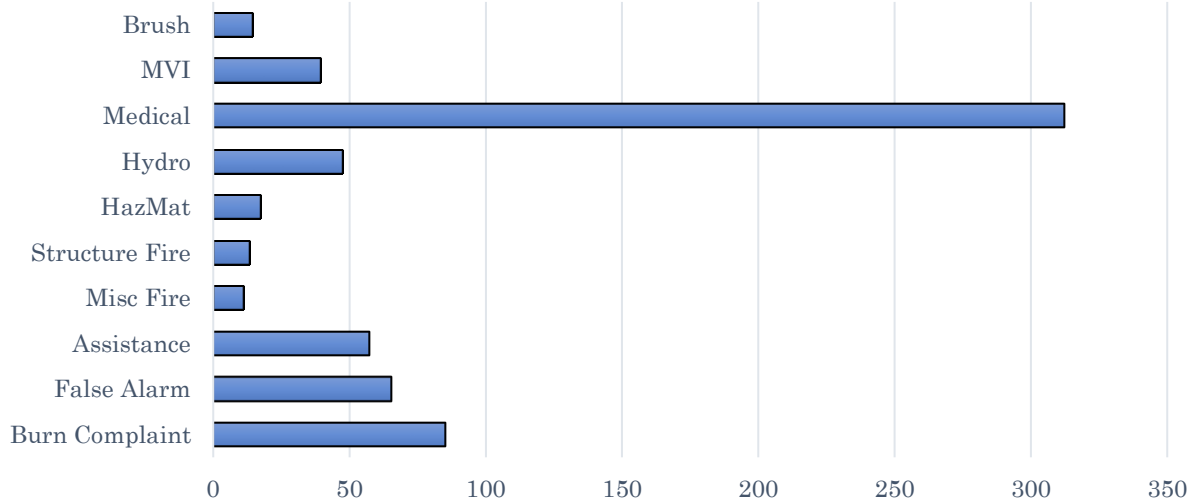
Fire Safety Act: On Aug. 1, 2024, the new Fire Safety Act came into force. Unfortunately, this document over ten years in the making still left many questions when it comes to Fire Protection Districts. We are continuing to work with the CRD, who through the act, appoints Fire Investigators and Fire Inspector to find the best solution for fire safety on Salt Spring Island.



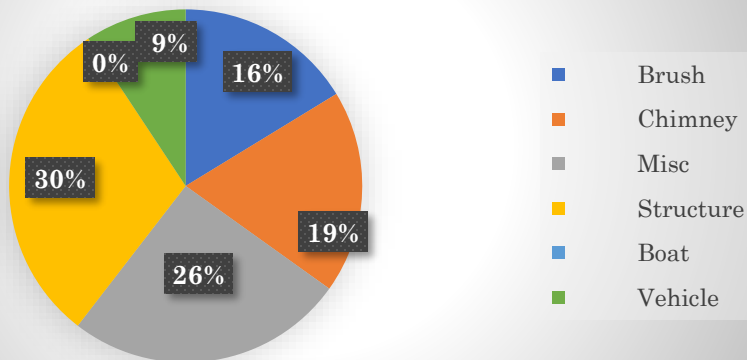
Annual Call Volume 10 Year Trendline



2024 Top 10 Calls



2024 Active Fire Breakdown



*Brush, Chimney,
Misc., Structure,
Boat, Vehicle (As
Dispatched by Fire
Dispatch)*

2024 Incident Information



INCIDENT LEGEND		Dec-24												TOTAL CALLS: 700											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC												
Act/Bylaw	Complaint	1	3	6	9	12	14	12	6	7	5	4	6	85											
Aircraft	Emergency													0											
Alarm	Alarm	7	4	5	5	2	4	5	8	5	7	8	5	65											
Assistance	Assistance	7	3	2	3		5	10	5	6	9	4	3	57											
Explosion	Explosion								1				1	2											
Fire	Brush		1			2	2	1	1					7											
	Chimney	2		1	1		1	1				1	1	8											
	Misc			1	3	2		3		1		1	1	11											
	Structure	2	2		1	2		2	1	1		2	2	13											
	Boat													0											
	Vehicle	1			1					1	1			4											
HazMat	HazMat	2	1		1	2	4	1	3	1	1	1		17											
Hydro	Hydro	8	1	2		2	7	4	1	3	1	10	8	47											
Medical	Medical	26	28	35	26	23	18	31	32	29	18	26	20	312											
MVI	MVI	3		2	3	2	5	3	6	3	4	3	5	39											
Rescue	Rescue		2	1	1		1				1		2	8											
Smoke/Smell	Brush	1	2	1	1		3	3	1			1	1	14											
	Structure		1	1	1			2	4	1		1		11											
	Total Calls for the month:	60	48	57	56	49	64	78	69	58	47	62	52	700											
2024																									
	FIRE	16	8	6	9	10	17	17	12	8	3	17	11	134											
	RESCUE	4	5	9	13	14	20	15	12	10	10	7	13	132											
	MEDICAL	26	28	35	26	23	18	31	32	29	18	26	20	312											
	ASSISTANCE	14	7	7	8	2	9	15	13	11	16	12	8	122											
		60	48	57	56	49	64	78	69	58	47	62	52	700											

Prevention

We conducted 42 inspections of Alternative Water Supplies (ponds, dry hydrants, and tanks)

We switched to Company Inspections in 2024 where the on-duty crews conducted 65 commercial fire-inspections.

- Totals for the branch are as follows:
- Site Visits –17
- Fire Safety Plan Review - 6
- Bylaw Referrals – 1
- Development Permits – 4
- Subdivision Approval – 3
- Driveway Inspections – 8
- Cat 3 Machine Pile - 24



Fire and Life Safety Education (F&LSE)

Community Engagement

2,000+

Community
Engagements

In addition to traditional safety education sessions aimed at school-age children, SSIFR educators strove to reach a broad base of the community with sessions targeted to seniors, the business community, young families, and homeowners. Under the direction of acting A/C Akerman, and acting A/C Nuyens we had another successful year of providing top notch education to the residents of Salt Spring Island.

First Aid Training

CPR/AED Certification at GISS:

January: Restarted program and trained 25 students.

February: Trained 25 students.

March: Continued program, trained grade 9 students.

April: Certified 45 students over two days.

May: Certified 20 students over two days.

June: Certified 39 students over two days.

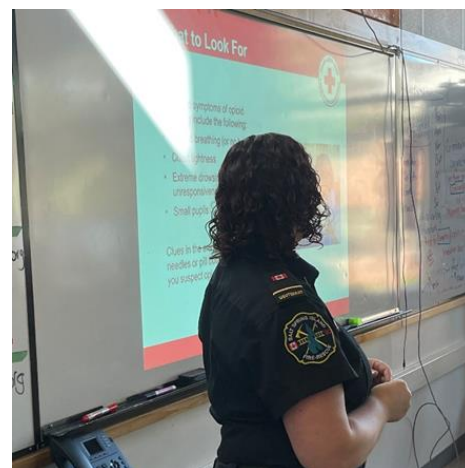
July-August: Recertified 7 members of Salt Spring Girl Guides.

September: Preparations for busy months ahead.

October: Assisted with CPR recertification for community partners.

November: Led CPR/First Aid classes, including a session for families with toddlers.

December: No specific events mentioned.



Other First Aid Classes:

February: Emergency First Aid certification for 10 students, CPR skills workshop for 8 Lion's Club members, Airway Management and Oxygen Therapy workshop for 14 Marine Search and Rescue members.

March: AED and choking management training for Lion's Club members.

April: Planned two community workshops for June.

May: Planned two community workshops for June.

June: Two-day Marine First Aid certification course for 15 participants, one-day CPR/AED certification course for front office staff at Salt Spring Island Health Center, CPR booth at Emergency Preparedness Day, two First Aid information sessions at Family Place.

July-August: Critical life-saving interventions training for 10 residents of Bayside Strata.

October: Infant CPR & First Aid at Family Place.

November: Community First Aid Classes.

FireSmart Initiatives



Home Assessments:

June: Performed 15 Home Assessments.

July-August: Completed 13 Home Assessments.

September: Completed 4 Home Assessments.

October: Completed 4 individual Home Assessments.

November: Completed two Neighborhood Assessments.

SSIFR congratulates and celebrates the achievements of five FireSmart recognized neighbourhoods: Bayside, Cusheon Lake, Kingfisher, Maracaibo and Skywater. Thank you for your efforts to help make Salt Spring Island FireSmart.

Educational Events:

January: Burn it Smart Series with Transition Salt Spring

<https://www.youtube.com/playlist?list=PLRc6q-90hHqVctOPA8JIBxAjb3eY-knzc>

February: Hosted tours and interactive lessons for Fernwood Elementary students, promoted FireSmart at Seedy Saturday, conducted a home safety discussion at Family Place.

March: Hosted FireSmart promotional booth at Salt Spring Home and Garden Show, consulted with Bayside community, conducted presentations for Fernwood Elementary students and Chu-Ann / Elizabeth Pod group.

April: Hosted Hall and Truck tour for Fulford School K-1 class, conducted FireSmart safety information session for Cusheon Lake Pod.

May: Participated in Ruckle Farm Day, hosted Car Seat Clinic and truck tour at Salt Spring Co-op Preschool, attended Early Learning Education Fair at Salt Spring Elementary School.

June: Participated in Salt Spring Island Emergency Services Fair.



July-August: Participated in various events including Canada Day Car Show, Island Ignite, Extinguisher Training, and First Aid for non-profit community groups.

September: Staffed FireSmart booth at Fall Fair, attended 100 Hills "Pod-luck", conducted Fire Extinguisher training for Greenwoods staff, organized 'parent and tot' story time session at library.

October: Conducted several events totaling 134 hours, including Open House, Car Seat Clinic, First Aid Training, Extinguisher Training, FireSmart, and Fire Prevention Week.

November: Led six events totaling over 65 hours, including CPR/First Aid classes, public safety discussions, Fire Hall tours, FireSmart Neighborhood Assessments, and Community First Aid Classes.



This summary highlights the extensive efforts in community education, first aid training, and fire prevention initiatives by Salt Spring Island Fire Rescue throughout 2024 and I would like to thank all the members who helped make these important community engagements. If you would like our team to visit you, please give us a call!



THE TRAINING REPORT

Salt Spring Island Fire Rescue

2024



Aside from our maintenance training program below is a list of additional or optional training that various members took throughout the year. These courses are specific to the needs of members, depending on their seniority.

Air Brake Endorsement – 2.5 days

Emergency Vehicle Driver Evaluator – 2 days

Class 3 Driving Certification - (Duncan)

Emergency Scene Traffic Control – 4 hours

Strategies & Tactics - 2 days

Wildland Structure Protection Program (WSPP-115) - 2 days

Wildland Firefighter 1 (WFF-1) - 2 days

Task Force Leader (Wildland) – 1 day – (Metchosin)

S-100 A Annual Wildland Firefighting Recertification - on-line

Wildland Resiliency & Training Summit – 4 days – (Prince George)

Haz-Mat Awareness NFPA 1001 Requirement - on-line

Haz-Mat Operations NFPA 1001 Requirement - 3 full days

Pumps & Pumping – 2 days

Live Fire Training – 2 days (Pender Island)

First Responder Instructor - 4 days (Victoria)

First Responder Scope Upgrade – 2 days

Fire Inspector Level 1 – on-line - 3 months

Fire Officer 1 – (in person & on-line) - 1 year

Emergency Scene Management – 5 days (New Westminster)

Critical Incident Stress Management (CISM) – on-line - 30 hours

Fire Service Instructor – on-line – 3 days

Wilderness First Aid – 50 hours

Incident Command System 100 – on-line 1 month

Workplace Hazardous Materials Information System (WHMIS) – on-line

Electrical Safety for First Responders (BC Hydro) – on-line

Foundations of Leadership Symposium – 2 days – Penticton

BC Training Officers Educational Conference – 4 days – Squamish

BC Fire Chiefs Education Conference – 4 days – Kamloops





We also introduced a new work shift for our Paid-On-Call (POC) firefighters to work alongside our career duty crew. This initiative allows POC firefighters to familiarize themselves with day shift operations, including truck checks, pre-trip inspections, responding to emergency incidents, training. Every other Friday and Sunday 2 POC members sign up for these shifts, known as Shift Familiarization Friday, and Shift Familiarization Sunday. These opportunities help instill confidence and familiarity with the halls and the apparatus.

I want to thank the entire membership, Fire Chief Jamie Holmes, and the Board of Trustees for their continued support of the training office.

Humbly and respectfully submitted

Dale Lundy
Deputy Fire Chief





Jamie Holmes, Fire Chief

105 Lower Ganges Road

Salt Spring Island, BC

250-537-2531

firechief@saltspringfire.com

EVERYONE PLAYS A ROLE

2024 Salt Spring Island Fire Fighters Association (SSIFFA) President's Report

To Salt Spring Island Fire Protection District Trustees,

The Salt Spring Island Fire Fighters Association (SSIFFA) is a Member-Funded BC Society, which means that members choose to donate a portion of our hourly pay to the SSIFFA. The priorities of the SSIFFA are determined by members in monthly meetings in the form of official motions and votes. Once determined, the executive body is responsible for ensuring implementation of said priorities, whether financial, social, community-based, fitness, or other.

In 2024, we ran many initiatives throughout the year:

- Monthly donations of \$250 to two island organizations
- Ad-hoc donations of almost \$4,000 to on- and off-island groups and individuals
- Social events in most months to foster departmental cohesion, family involvement, and improve mental health
- Emergency Funds to any members in need
- Bi-monthly pre-meeting dinners for all firefighters to get to know each other
- \$2,500 in scholarships to four Grade 12 students with ideas for more in 2025
- Thank-you gifts for retired members
- Weekly free fitness classes for all firefighters and fitness equipment purchases
- Old Truck community events, including Ruckle Park Day, Ladysmith Light Up, and the Salt Spring Cruisers parade

We also organized or participated in specific events or activities:

- In May, our long weekend Boot Drive for Salt Spring Community Services raised \$2,191.98
- In June, executives participated in Board of Trustee strategic planning sessions
- In October, we organized and partially paid for Hallowe'en Fireworks (Canada Day fireworks are cancelled due to wildfire risk) and gave out over 300 hot dogs and hot chocolate
- In November, members participated in the Remembrance Day parade and ran traffic control
- In December, Light-up Ganges holiday event where we decorated the museum
- In December, decorating all three fire halls for the enjoyment of our community members
- Starting in December, we published the second edition of the Fire Fighter calendar, with a theme this year on Pets of Fire Fighters. Sales ultimately provided \$2,400 to the Burn Fund

I personally want to thank all members, especially the individuals who volunteered significant time throughout the year on top of their member contributions, to make our Fire Fighter family and Salt Spring Island community a better place.



David Demner (2024 President)



2024 Chair's Annual Report

The Trustee Board and Executive Team have worked diligently over the last several years to renew the Salt Spring Island Fire Rescue Service. I want to thank the working majority on the Trustee Board for the renewal efforts. We have built reserve funds to invest in infrastructure including the replacement of Fire Hall 1.

We have a strong New Fire Hall Project Steering Committee led by our CAO Rodney Dielman. We are also fortunate to have strong leadership from our Fire Chief Jamie Holmes along with our Owner's Representative Hans Hazenboom to work with our contractor, MKM Construction Ltd. We have strong support on the New Fire Hall Project Steering Committee from Trustee Robin Williams, Trustee John Wakefield, public member Lloyd Cudmore and Chair Rollie Cook.

We are working together to deliver the new fire hall project on time and on budget. The New Fire Hall Project Steering Committee work is reported to the Board of Trustees. Much of our work is done at the committee level, and it means we have refined and improved decisions as a team. Thank you, Trustee colleagues!

The new main Fire Hall will replace the old downtown structure that was built in 1959-1960. The Ganges Fire Hall has served us well and was built by a small community of a few thousand people. Today we have 12,000 people on Salt Spring Island and we are planning for a building life of 30 to 50 years. The new fire hall will also include much needed water storage and office space for the CRD Emergency Services Program.

Our Trustees and executive team have begun planning to replace and reinvest in our two secondary halls as part of our five-year Strategic Plan. Our 2024 governance and strategic planning workshop included trustees, our executive team, and representation from both career and paid on call firefighting staff. Thank you to all for valuable input. The Strategic Planning and Policy Development Committee includes strong direction from Chair Trustee Dennis Lucarelli, Trustee Mary Lynn Hetherington, public member Keith Ballantyne, CAO Rodney Dieleman and Fire Chief Jamie Holmes thank you!

The District faces challenges replacing our fleet of fire engines, pumper trucks, and support vehicles. Salt Spring Island has several three-story buildings, we will need to address our ability to fight fires and rescue residents of multi-story buildings and this will require us to review the funding levels in our reserve fund program. The Drake Road Affordable Housing Project is a four-story building and may cause the District to accelerate its plan for a ladder truck.

We face water supply issues with a warming climate, a long-term drought, and a larger population on the island. We have included approximately 60,000 gallons of new water storage in the plans for the new Fire Hall No. 1. We will need more storage, and we have opportunities for water storage at the Fulford Fire Hall site. We have cooperation agreements with the North Salt Spring Waterworks District for hydrant services. Thank you to our North Salt Spring Waterworks District colleagues.

The Finance and Audit Committee has worked to both control costs and plan for renewing the department infrastructure and capacity. It is a difficult balance. We do not want to increase taxes, although we do have a duty to fund the work of the department. We were able to put significant reserves in place for the new fire hall, fund a new staffing model to provide 24/7 staffing at the main hall several years ago, and fund new equipment. Work is beginning for the budget for the 2026 fiscal year. The Finance and Audit Committee includes strong direction from Chair John Wakefield, Trustee Rob Oliver, CAO Rodney Dieleman, Fire Chief Jamie and Chair Rollie Cook.

The Communications and Marketing Committee Chaired by Trustee Robin Williams is planning for the opening of the New Fire Hall and includes direction from Trustee Lucarelli, public member Jenny McClean, CAO Rodney Dieleman, Fire Chief Jamie and Chair Rollie Cook.

Finally, we need to thank our executive team CAO Rodney Dielman, Fire Chief Jamie Holmes, and Deputy Chief Dale Lundy. They manage the department, making sure the community is safe and the department has the staff, training, and resources to respond to emergencies. We have faced challenges of a biblical nature over the past few years including fire, flood, wind, and snow as well as medical and emergency calls.

It is reassuring to know that we can face these emergency challenges and we have a dedicated and professional team of men and women who take good care of our community. The Board of Trustees thanks each and every member of the team for their dedication and support. Our Fire Service team is very much appreciated, especially as we go forward in a hotter climate, we rely on our team effort. Thank you!

Respectfully signed,

Rollie Cook
Chair, Board of Trustees



Communications and Marketing Committee 2024 Annual Report

The Communications and Marketing Committee members include Chair Robin Williams, Trustee Dennis Lucarelli, Public Member Jenny McClean, Board Chair Rollie Cook, CAO Rodney Dieleman and Fire Chief Jamie Holmes. One public member seat is vacant. The Committee held four meetings in 2024.

The Terms of Reference for the Communications and Marketing Committee state that:

1. The Committee is a standing committee of the Board and responsibilities include but are not limited to:
 - a. Developing policies regarding internal and external communications of the District, including but not limited to policies on privacy, document retention, and freedom of information requests;
 - b. Developing a policy to ensure that the public is informed of District business, as well as enhancing the District's image, via articles in the Gulf Islands Driftwood and the Salt Spring Exchange, District website and social media accounts, print advertising, and press releases;
 - c. When requested by the Board, developing and implementing a communication and marketing plan to inform and involve the public on District initiatives.
2. The Committee shall report and recommend to the Board of Trustees as required on:
 - a. Communications policy;
 - b. Communications plans to inform and involve public on District meetings and initiatives;
 - c. Reports or proposals referred to the Committee by the Board of Trustees;
 - d. Projects to improve communications effectiveness; and e. Amendments to these Terms of Reference.

Respectfully Signed,

Robin Williams,
Communications and Marketing Committee Chair



Finance and Audit Development Committee 2024 Annual Report

The Finance and Audit Committee members include Chair John Wakefield, Trustee Rob Oliver, Board Chair Rollie Cook, CAO Rodney Dieleman and Fire Chief Jamie Holmes. Two public member seats are vacant. The Committee held five meetings in 2024.

The Terms of Reference for the Finance and Audit Committee state that:

1. The Committee shall monitor and report to the Board as required on the financial condition of the District.
2. The Committee shall report and recommend to the Board annually on:
 - a. The appointment of an external auditor;
 - b. Acceptance of the annual audited financial statements;
 - c. The annual operating budget and financial projections, as jointly developed with other committees and staff;
 - d. A capital plan;
 - e. An analysis of financing proposals for capital projects; and
 - f. A draft bylaw to levy taxes to raise the required revenue for the year.
3. The Committee shall report and recommend to the Board as required on:
 - a. Financial policies; and
 - b. Amendments to these Terms of Reference.

2024 Committee Highlights

In 2024, the Finance and Audit Committee work included:

- Recommended the Board of Trustees approve the 2023 Audited Financial Statements.
- Recommended the Board of Trustees review the Draft 2025 Budget and approve presentation for public consultation at the 2024 Town Hall meeting on September 9, 2024.
- Recommended Paid on Call wage increases for the 2025 budget.
- Recommended the Board of Trustees approve the draft 2025 budget as presented.
- Recommended the Board of Trustees appoint McLean, Lizotte, Wheadon and Company Chartered Professional Accountants to be the auditor for the fiscal year ending December 31, 2024.

Respectfully Signed,

John Wakefield,
Finance and Audit Committee Chair



Strategic Planning and Policy Development Committee 2024 Annual Report

The Strategic Planning and Policy Development Committee members include Chair Dennis Lucarelli, Trustee Mary Lynn Hetherington, Public Member Keith Ballantyne, Board Chair Rollie Cook, CAO Rodney Dieleman and Fire Chief Jamie Holmes. One public member seat is vacant. The Committee held nine meetings in 2024.

The Terms of Reference for the Strategic Planning and Policy Development Committee state that the Committee shall as appropriate, monitor, develop, initiate, report or recommend to the Board:

- a. The effect of provincial legislation and regulations on the District.
- b. Policies regarding District boundaries and out of District response.
- c. Policies regarding the services provided by the District.
- d. Policies regarding governance, including committee structure.
- e. An annual board orientation and governance workshop.
- f. Bylaw enforcement and coordination with other relevant authorities.
- g. District bylaws not within the Terms of Reference of other committees of the Board.
- h. Updates to the strategic plan.
- i. Reports or proposals referred to the Committee by the Board of Trustees; and
- j. Amendments to these Terms of Reference.

2024 Committee Highlights:

In 2024, the Strategic Planning and Policy Development Committee work included:

- Annual review and update of the Code of Conduct Policy.
- Updated the Strategic Planning and Policy Development Committee's Terms of Reference.
- Updated the Communications and Marketing Committee's Terms of Reference.
- Updated the Finance and Audit Committee's Terms of Reference.
- Recommended the Finance and Audit Committee fund the Paid on Call (POC) Mental Health and Wellness policy and a POC wage increase in the 2025 budget.
- Recommended the Board of Trustees approve the draft Mental Health and Wellness policy AE-2304- 01
- Recommended the Board of Trustees direct staff to provide an overview report on current facilities and future planning and that staff plan a site visit for Trustees to Halls 1, 2 and 3.
- Recommended the Board of Trustees approve the draft Paid-on-call Employee Benefits policy AE-2110-01.
- Recommended the Board of Trustees direct staff to report on finding a suitable location for secondary fire halls.

Respectfully Signed,

Dennis Lucarelli,
Strategic Planning and Policy Development Committee Chair

**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