

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

**Date:** May 26, 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  
Robin Williams, Trustee

**Staff Members Present:** Jamie Holmes, Fire Chief  
Mysha Dewar-McClelland, Recorder

**Staff Member Regrets:** Rodney Dieleman, Corporate Administrator and Financial Officer

**Others Present:** Gulf Islands Driftwood Reporter (Teams)  
Approximately 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 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 portion of the meeting.

## **3. APPROVAL OF AGENDA**

**By general consent,** the agenda was adopted.

## **4. BOARD MINUTES**

### **4.1 Minutes of the Regular Trustee meeting held April 28, 2025 – For Approval**

**By general consent**, the minutes of the Regular Trustee meeting held April 28, 2025 were adopted.

**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 April 30, 2025 meeting – For Information**

**By general consent**, the minutes were received.

**5.4 Strategic Planning & Policy Development Committee**

**5.4.1 Minutes of the May 6, 2025 meeting – For Information**

**By general consent**, the minutes were received.

**6. CORRESPONDENCE - None**

**7. REPORTS**

**7.1 Fire Chief's Report – April 2025**

The Fire Chief Report for April 2025 was presented verbally and the written report will be submitted for information. With regards to our Capital Plan with replacement of equipment. Tender 1 (301) was meant to be replaced last year; it is 20 years old plus its 5-year extension. The Fire Chief asked if the Board has any direction using an American supplier in light of the current political environment. Ordering with Midwest Fire from Minnesota will be half the build time and \$30,000 less than the Canadian supplier option. Midwest is the Chief's preferred supplier.

**2025-026**

**MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,**

That the Board of Trustees move forward with the Midwest Fire tender purchase to replace Tender 1 (301).

**CARRIED**

**Trustee Oliver and Chair Cook opposed**

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

The Association report for May 2025 was presented.

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

### **7.3 CAO Reports**

#### **7.3.1 Budget Report to March 31, 2025**

The budget report to March 31, 2025 was presented.

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

#### **7.3.2 Driftwood Article dated May 7, 2025 Re: South End House Fire**

**By general consent**, the Driftwood article was received for information.

### **8. OLD BUSINESS**

#### **8.1 New Fire Hall Project**

##### **8.1.1 New Fire Hall Project Status Update to April 30, 2025**

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report. He reported the project is currently on time and on budget. The build is progressing as planned with some adjustments; structural steel has arrived and framing is to start next week. We have received all permits including from the Ministry of Transportation and Infrastructure (MOTI).

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

### **9. NEW BUSINESS**

#### **9.1 Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy**

The Strategic Planning and Policy Development Committee has recommended that the Board of Trustees approve the Draft policy AG-5301-02 – Freedom of Information and Protection of Privacy.

**2025-027**

**MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,**

That the Board of Trustees approve Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy.

**CARRIED**

#### **9.2 Irrigation Pond at Hall 2**

The Strategic Planning and Policy Development Committee has recommended the Board of Trustees direct staff to build an irrigation pond at Hall 2 using appropriate procedures and consultants.

**2025-028**

**MOVED by Trustee Oliver, SECONDED by Trustee Williams,**

That the Board of Trustees direct staff to build an irrigation pond at Hall 2 using appropriate procedures and consultants.

**CARRIED**

**10. BYLAWS - None**

**11. DELEGATIONS – None**

**12. IN-CAMERA MEETING – None**

**13. NEXT MEETING**

The next regular meeting is scheduled on June 16, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

**14. ADJOURNMENT**

**By general consent, the meeting was adjourned 7:33 p.m.**



Rollie Cook  
Chair, Board of Trustees



Rodney Dieleman  
Corporate Administrator