

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

Date: June 16, 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
Robin Williams, Trustee

Regrets: Rob Oliver, Trustee

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

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 4 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 agenda.

3. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held May 26, 2025 – For Approval

By general consent, the draft minutes of the Regular Trustee meeting held May 26, 2025 were adopted.

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee – None

5.2 Finance & Audit Committee

5.2.1 Minutes of the June 10, 2025 meeting – For Information

By general consent, the minutes were received.

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the May 28, 2025 meeting – For Information

By general consent, the minutes were received.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the June 3, 2025 meeting – For Information

By general consent, the minutes were received.

6. CORRESPONDENCE - None

7. REPORTS

7.1 Fire Chief's Report – May 2025

The Fire Chief Report for May 2025 was presented.

By general consent, the Fire Chief Report was received.

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

The Association report for June 2025 was presented.

By general consent, the Salt Spring Island Fire Fighters' Association report was received.

7.3 CAO Reports

7.3.1 Budget Report to April 30, 2025

By general consent, the Budget report was received.

7.3.2 Driftwood Article dated June 4 2025 Re Tender Shuttle and Fire Ban

By general consent, the Driftwood article was received.

7.3.3 Driftwood Article dated June 4 2025 Re South End Fire

By general consent, the Driftwood article was received.

8. OLD BUSINESS

8.1 New Fire Hall Project

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

The New Fire Hall Project Status Update report was received for information.

9. NEW BUSINESS

9.1 Business Plan for Satellite Halls

At the June 3, 2025 Committee meeting, the Strategic Planning and Policy Development Committee recommended the Board of Trustees direct staff to prepare a business plan to relocate the North End satellite fire hall and renovate the Fulford fire Hall to meet post disaster standards, and that the business plan would include a phased approach and that staff prepare a business plan summary document to be presented at the Town Hall meeting in September 2025.

In discussion the following items were noted:

- There was a question regarding whether staff has capacity to present a business plan summary at the September Town Hall meeting. CAO Dieleman advised the business plan summary document would be a high level.
- There was a suggestion to have a steering committee for planning for the North End satellite fire hall and the Fulford fire Hall.

MOVED by Trustee Lucarelli, SECONDED by Trustee Hetherington,

That the Board of Trustees direct staff to prepare a business plan to relocate the North End satellite fire hall and renovate the Fulford fire Hall to meet post disaster standards, and that the business plan would include a phased approach and that staff prepare a business plan summary document to be presented at the Town Hall meeting in September 2025.

2025-029

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the motion be tabled.

DEFEATED

Trustee Courtney, Trustee Lucarelli and Chair Cook Opposed

Chair Cook called the question on the motion.

2025-030

MOVED by Trustee Lucarelli, SECONDED by Trustee Hetherington,

That the Board of Trustees direct staff to prepare a business plan to relocate the North End satellite fire hall and renovate the Fulford Fire Hall to meet post disaster standards, and that the business plan would include a phased approach and that staff prepare a business plan summary document to be presented at the Town Hall meeting in September 2025.

CARRIED

9.2 UBCM Funding Opportunity

At the June 10, 2025 Committee meeting, the Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to prepare applications for the Union of BC Municipalities (UBCM) Canada Community building Fund for a new ladder truck and a new satellite fire hall for the North End. Housing and Municipal Affairs Minister Ravi Kahlon is planning a visit to Salt Spring Island to meet with various agencies.

In discussion the following items were noted:

- The District would need a ladder truck to provide fire protection to the BC Housing Supported Housing development at 161 Drake Road, a four-story building that was approved by a paramountcy process and did not go through the usual agency referral process.
- There was a suggestion to apply to the Province for 50% matching funds such as was successfully done with the library.
- There was a suggestion to ask if the District is eligible for Federal funding prior to the applications. A Trustee expressed concern that the terms of reference should be developed prior to the applications.
- There was a comment that the BC Housing Supported Housing Development on Drake Road has sprinklers for fire protection and a ladder truck is not required. Chief Holmes reported the building does have a sprinkler system although it is still necessary to have fire protection from the outside of the building. Chief Holmes reported Fire Underwriters Survey (FUS) recommends that the District have an elevated device to provide fire protection to the three-story Assisted Living and Extended Healthcare residential buildings.

2025-031

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees direct staff to prepare applications for the Union of BC Municipalities (UBCM) Canada Community Building Fund for a new elevated device and a new satellite fire hall for the North End.

CARRIED

Trustee Courtney Opposed

10. BYLAWS - None

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2025-032

MOVED by Trustee Hetherington, SECONDED by Chair Cook,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c) labour relations or other employee relations; and that staff be invited to remain.

CARRIED

The meeting moved in camera at 7:43 p.m. The items of business to be considered in the in-camera meeting are in camera minutes, employment contracts and labour relations.

12.2 Motion to Re-open the Meeting

2025-033

MOVED by Trustee Hetherington, SECONDED by Chair Cook,

That the Board of Trustees re-open this meeting to a public session.

CARRIED

12.3 Arise and Report

The Board of Trustees met in-camera to review two Code of Conduct investigations, including reports prepared by an independent third-party investigator. The investigator concluded that the complaints against six individuals were unfounded. However, one complaint against a Trustee was found to be substantiated and determined to have breached both the Code of Conduct Policy and the Respectful Workplace Policy. The Trustee involved acknowledged the inappropriate use of language and admitted to not adhering to the relevant policies. The Board of Trustees voted to receive the investigator's reports, accepted the Trustee's apology and agreed that no further action was required.

13. NEXT MEETING

The next regular meeting is scheduled on July 21, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

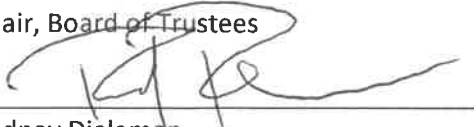
14. ADJOURNMENT

By ~~general~~ consent, the meeting was adjourned 8:35 p.m.



Rollie Cook

Chair, Board of Trustees



Rodney Dieleman

Corporate Administrator