

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

Meeting held: July 8, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

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

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

Regrets: Mary Lynn Hetherington, Trustee

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

1. CALL TO ORDER

Chair Lucarelli called the meeting to order at 9:00 a.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Minutes of the Regular Meeting held June 3, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on June 3, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Payroll Policy No. AE-2110-01

The Draft Payroll Policy was presented. CAO Dieleman reported payroll accruals and use of time banks is delegated by the IAFF contract and senior management employment contracts.

By general consent, the Strategic Planning and Policy Development Committee asked staff to contact Greater Victoria Labour Relations Association (GVLRA) regarding the draft payroll policy.

4.2 Draft Fire Safety Inspections Policy – No update

5. NEW BUSINESS

Chief Holmes joined the meeting at 9:33 a.m.

5.1 Town Hall Meeting – September 8, 2025

CAO Dieleman suggested the Town Hall meeting be scheduled on Monday, September 8, 2025 and it was noted this date is a week before the regular Board meeting on September 15, 2025. Chief Holmes will present a report on the New Fire Hall project. CAO Dieleman will present a report on the Draft Budget, a Strategic Plan Update and a report on Proposed Satellite Fire Halls.

5.2 Letter to Minister Kahlon Re Ladder Truck Funding

CAO Dieleman presented a draft letter addressed to MLA Rob Botterell, a draft letter addressed to Housing and Municipal Affairs Minister Ravi Kahlon and a draft letter addressed to Emergency Management and Climate Readiness Minister Kelly Greene regarding funding for a ladder truck. The new BC Housing Supported Housing development at 161 Drake Road is four-storeys and a ladder truck is needed for fire protection. Housing and Municipal Affairs Minister Ravi Kahlon is expected to visit Salt Spring Island on July 23, 2025 and will tour sites and meet with local elected officials. The District will be hosting lunch for Minister Kahlon and guests and provide transportation for the tour. In discussion Chief Holmes reported Worksafe BC requires elevated devices to be NFPA certified. Chief Holmes is in contact with elevated truck manufacturers regarding options that would be suitable for our rural needs. Chief Holmes will contact Worksafe BC regarding exemptions to the requirement for elevated device to be NFPA certified.

By general consent, the Strategic Planning and Policy Development Committee agreed staff will amend the letters to include as follows: A request to improve access for the Improvement District to access funding; a request to improve regulations regarding aerial apparatus to allow the District to purchase an aerial apparatus that is not NFPA certified; and request for funding to purchase a ladder truck.

MOVED by R. Cook,

The Strategic Planning and Policy Development Committee recommend the Board of Trustees request Chair Cook to present the letter to request funding for a ladder truck to Housing and Municipal Affairs Minister Ravi Kahlon.

CARRIED

5.3 Proposed Satellite Fire Hall for North End – Timeline and Implementation Plan

CAO Dieleman presented a Proposed Satellite Fire Hall for North End – Timeline and Implementation Plan. There was a suggestion to include a summary that speaks to risks such as earthquake.

6. NEXT MEETING

The next meeting is scheduled on August 5, 2025 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 10:25 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator