

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

**Meeting held:** December 2, 2025  
Training Room, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island

**Members Present:** Dennis Lucarelli, Committee Chair  
Mary Lynn Hetherington, Trustee  
Keith Ballantyne, Public Member

**Staff Members Present:** Rodney Dieleman, Corporate Administrator and Financial Officer  
Sarah Shugar, Recorder

**Others Present:** Ron Lindstrom, Trustee

**Regrets:** Rollie Cook, Board of Trustees Chair and Ex officio member  
Jamie Holmes, Fire Chief

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 9:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

## 2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

## 3. MINUTES

### 3.1 Minutes of the Regular Meeting held November 4, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on November 4, 2025 were adopted.

## 4. OLD BUSINESS

### 4.1 Draft Inspections Policy Update – Chief Holmes – No Update

### 4.2 Aerial Apparatus Standards – Chief Holmes – No Update

## 5. NEW BUSINESS

### 5.1 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 to replace COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01

CAO Dieleman presented the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 that would replace COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01. The COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01 were specific to COVID-19 and the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 will have a broader scope and follow Provincial Guidelines.

In discussion the following comments were noted:

- Define “communicable disease events”;
- Define “BC Health authorities”;
- There was a question as to the protocol for an “all hands-on deck” emergency. It was noted this would be a question for Chief Holmes.
- Scope section: The policy scope should include the Board of Trustees;
- Replace “staff” with “employees”;
- Will there be an accommodation for religion, health etc.;
- Preventative Measures: Replace with “BC CDC and WorksafeBC guidance” with “BC Health authorities”;
- Replace “communicable disease plan” with “staffing call out protocol”;
- The policy should be consistent with either “encourage” or “must”;
- Define “exposures”;
- Define “home safety standards”.

**By general consent**, the Strategic Planning and Policy Development Committee directed staff to update the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 with the proposed changes and bring it back to the next Committee meeting for review.

### 5.2 New Format for Financial Report to Board of Trustees – CAO Dieleman

CAO Dieleman reported the 5-year Strategic Plan includes an objective to “create clear and concise informational materials such as brochures or infographics, explaining the budgetary challenges and the potential impacts of tax increases”. The improved format will be presented at the January 2026 Board of Trustees meeting.

**By general consent**, the Strategic Planning and Policy Development Committee approve the new format for the monthly Financial Report to Board of Trustees.

## 6. NEXT MEETING

The next meeting is scheduled on January 13, 2026 at 11:00 a.m. to accommodate vacation schedules.

**7. ADJOURNMENT**

**By general consent**, the meeting adjourned at 10:30 a.m.



Dennis Lucarelli  
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman  
Corporate Administrator