

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

Meeting held:	January 13, 2026
	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 11:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following items were presented for consideration:

- 5.1 Draft Workplace Readiness Policy
- 5.2 Draft Diversity, Equity and Inclusion Policy
- 5.3 Memorandum of Understanding (MOU) - SSIFPD and CRD For Space In New Fire Hall and Satellite Fire Halls
- 5.4 Trustee Governance and Strategic Planning Workshop

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held December 2, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on December 2, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Inspections Policy Update – Chief Holmes

Chief Holmes reported he received a draft CRD Inspections policy entitled “Fire Safety Inspections & Investigations Manual Policy”. Chief Holmes advocated for a risk-based inspection model and the next step is for the District to provide the CRD with parameters for risk based and enhanced inspections for Salt Spring Island. There will be a cost recovery process for inspections although the fee structure is still in development. Chief Holmes recommends providing inspections at no cost and that inspection costs would only be charged to businesses that repeatedly violate inspection recommendations. The draft CRD Fire Safety Inspections & Investigations Manual Policy will be provided to the Committee when it is ready.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend Chief Holmes continue negotiations with the CRD regarding the CRD Fire Safety Inspections & Investigations Manual Policy and recommend negotiating a fee structure that is complimentary for the first inspection and include nuisance fees for subsequent complaints.

CARRIED

4.2 Aerial Apparatus Standards Update – Chief Holmes

Chief Holmes reported he continues communication with other Department Fire Chief's to garner support for change to Worksafe BC aerial apparatus standards. Worksafe BC requires aerial apparatus standards to meet NFPA standards.

4.3 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. This draft includes the Committee recommendations from the last meeting. CAO Dieleman will continue to research compliance and the draft policy will be brought forward at the next Committee meeting for approval.

5. NEW BUSINESS

5.1 Draft Workplace Readiness Policy

CAO Dieleman presented a draft Workplace Readiness Policy. There was discussion.

By general consent, the Strategic Planning and Policy Development Committee request staff to continue to work on the Workplace Readiness Policy and consult with the GVLRA.

5.2 Draft Diversity, Equity and Inclusion Policy

CAO Dieleman presented a draft Diversity, Equity and Inclusion Policy. There was discussion.

By general consent, the Strategic Planning and Policy Development Committee request staff to continue to work on the Diversity, Equity and Inclusion Policy and consult with staff and the GVLRA.

5.3 Memorandum of Understanding (MOU) - SSIFPD and CRD For Space In New Fire Hall and Satellite Fire Halls

There was discussion regarding developing an MOU with the CRD regarding space required in the new fire hall and satellite fire halls.

By general consent, the Strategic Planning and Policy Development Committee request staff to follow up with the CRD regarding future cooperation, integration and cost recovery for space required in the new fire hall and satellite fire halls.

5.4 Trustee Governance and Strategic Planning Workshop

It was noted staff are planning a Trustee Governance and Strategic Planning Workshop following the 2026 Annual General Meeting and Paid on Call and career staff representatives will be invited.

6. NEXT MEETING

The next meeting is scheduled on February 3, 2026 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 12:15 p.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator