

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

Meeting held: February 3, 2026
SSIFPD Administration Office
1202-115 Fulford-Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Rollie Cook, Board of Trustees Chair
Ron Lindstrom, Trustee
Keith Ballantyne, Public Member

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

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

The following items were presented for consideration:

- 4.3.1 CAO Report to Committee regarding the draft Communicable Disease Response and Remote Work Policy
- 4.4.1 CAO Report to Committee regarding the draft Draft Diversity, Equity and Inclusion Policy No AE-2408-02
- 5.1 Draft Respectful Workplace Policy – Update
- 5.1.1 CAO Report to Committee regarding the draft Respectful Workplace Policy No. AE-2401-01
- 5.1.2 Draft Respectful Workplace Policy Complaint Process and Templates

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held January 13, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on January 13, 2026 were adopted.

4. OLD BUSINESS

4.1 Draft CRD Fire Safety Inspections Policy

Chief Holmes reported the CRD is drafting a Fire Inspections Bylaw and policy that is in process. Chief Holmes will provide the CRD bylaw and policy when it has been approved.

4.2 Aerial Apparatus Standards Update – Chief Holmes

Chief Holmes reported he had a meeting with RHED regarding their elevated devices that are designed for rural areas. RHED has provided elevated devices for rural fire departments in New Brunswick and Quebec. The RHED elevated device does not have a tank or pump therefore, the RHED could not replace an engine, it would be in addition to an engine. Chief Holmes contacted Worksafe BC regarding a variance for elevated device standards. Staff are preparing an application to Worksafe BC for a variance of elevated device standards. The first step is to submit the variance application to Worksafe BC to clarify whether the RHED elevated device could be an option for the District.

In discussion the following items were noted:

- CAO Dieleman advised purchase of an elevated device is not in the strategic plan although Trustees have a strategic planning workshop where this can be considered.
- A RHED elevated device could be built with a “short jack” for increased accessibility to rural roads and driveways and assist with high angle rescue operations.
- An elevated device would enable the District to provide fire protection to buildings taller than 2-stories. The ability to provide fire protection to buildings higher than 2-stories could improve housing density in the Villages of Salt Spring Island. There was a suggestion to contact CRD and Islands Trust to support the District’s application to Worksafe BC for a variance of elevated device standards.
- Currently there are approximately 12 buildings that are over two stories including the Braehaven assisted living building. Staff to confirm how many buildings there are on Salt Spring Island that are more than two stories.

4.3 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01

4.3.1 CAO Report to Committee regarding the draft Communicable Disease Response and Remote Work Policy

CAO Dieleman presented the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 and a CAO report to Committee regarding the draft policy. CAO Dieleman requested Committee members to review and forward any comments to CAO Dieleman by email.

MOVED by R. Lindstrom,

That the Strategic Planning and Policy Development Committee recommend staff forward the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 to the Joint Occupational Health and Wellness Safety Committee and the GVLRA for review and comment.

CARRIED

4.4 Draft Diversity, Equity and Inclusion Policy No AE-2408-02

4.4.1 CAO Report to Committee regarding the draft Draft Diversity, Equity and Inclusion Policy No AE-2408-02

CAO Dieleman presented the Draft Diversity, Equity and Inclusion Policy No. AE-2408-02 and a CAO report to Committee regarding the draft policy. CAO Dieleman requested Committee members to review and forward any comments to CAO Dieleman by email.

In discussion the following items were noted:

- Recommend to include a clear process for investigations, complaints and a clear process for the conclusion of a complaint.
- Recommend to include that once a complaint procedure begins, there should be no communication between the parties involved.
- Recommend to include an appeals process.
- Recommend to have a Human Relations specialist either on staff or referral agency on contract.

MOVED by R. Lindstrom,

That the Strategic Planning and Policy Development Committee recommend staff forward the Draft Diversity, Equity and Inclusion Policy No. AE-2408-02 as amended, to the Joint Occupational Health and Wellness Safety Committee and the GVLRA for review and comment.

CARRIED

4.5 Trustee Governance and Strategic Planning Workshop

CAO Dieleman presented a draft agenda for the Trustee Workshop – Orientation, Governance, Strategic Plan and Policies Update.

In discussion the following comments were noted:

- The current Strategic plan is a 5-year plan for 2024-2029.
- Operational updates will be required with the move to the new fire hall such as the option to hire a cleaner as the current model is for firefighters to clean the hall. Chief Holmes is reviewing operation changes that will be required as operations transition to the new fire hall.
- Chief Holmes is planning for three apparatus in each truck bay at the new fire hall and the carport truck bay will be overflow.

MOVED by R. Lindstrom,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees schedule the Trustee Governance Workshop the week of May 19 to May 22, 2026.

CARRIED

5. NEW BUSINESS

5.1 Draft Respectful Workplace Policy – Update

5.1.1 CAO Report to Committee regarding the draft Respectful Workplace Policy No. AE-2401-01

5.1.2 Draft Respectful Workplace Policy Complaint Process and Templates

CAO Dieleman presented the draft Respectful Workplace Policy No. AE-2401-01 and a CAO report to Committee regarding the draft policy. CAO Dieleman requested Committee members to review and forward any comments to CAO Dieleman by email by the next Committee meeting.

In discussion the following comments were noted:

- Recommend to add a clear process for investigations, complaints and a clear process for the conclusion of a complaint.
- Recommend to add that once a complaint procedure begins, there should be no communication between the parties involved.
- Recommend to add an appeals process.
- It is important to consider having a Human Relations specialist either on staff or as a referral agency.

MOVED by R. Lindstrom,

That the Strategic Planning and Policy Development Committee recommend staff forward the draft Respectful Workplace Policy No. AE-2401-01 to the Joint Occupational Health and Wellness Safety Committee and the GVLRA for review and comment.

CARRIED

6. NEXT MEETING

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

7. ADJOURNMENT

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



Dennis Lucrelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator