

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

**Date:** May 25, 2026

**Location:** Apparatus Bay, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

**Trustees Present:** Rollie Cook, Chair  
Mary Lynn Hetherington, Trustee  
Ronald Lindstrom, Trustee  
Dennis Lucarelli, Trustee  
Darryl Martin, Trustee  
Rob Oliver, Trustee (TEAMS)  
Robin Williams, Trustee (TEAMS)

**Staff Members Present:** Rodney Dieleman, Corporate Administrator and Financial Officer  
Jamie Holmes, Fire Chief  
Hans Hazenboom, New Fire Hall Project Owner's Representative  
Mysha Dewar-McClelland, Salt Spring Island Fire Fighters' Association Treasurer  
Sarah Shugar, Recorder

**Others Present:** Two 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 territory of the Coast Salish First Nations.

## 2. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

## 3. BOARD MINUTES

### 3.1 Minutes of the Regular Trustee Meeting held April 20, 2026 – For Approval

The draft minutes of the Regular Trustee meeting held April 20, 2026 were presented.

**2026-045**

**MOVED by Trustee Lindstrom, SECONDED by Trustee Lucarelli,**

That the draft minutes of the Regular Trustee meeting held April 20, 2026 be adopted.

**CARRIED**

## 4. PETITIONS & DELEGATIONS - None

**5. TOWN HALL SESSION**

Chair Cook opened the town hall at 7:03 p.m. and invited members of the public to address the Board of Trustees with questions and comments. A member of the public requested an update regarding a property on Dean Road. Chief Holmes advised that the property is a private residence and, as such, falls outside the jurisdiction of SSIFR for conducting fire inspections.

**6. STANDING COMMITTEE REPORTS**

**6.1 Communications & Marketing Committee**

**6.1.1 Minutes of the May 5, 2026 meeting – For Information**

By general consent, the minutes were received.

**6.2 Finance & Audit Committee**

**6.2.1 Minutes of the May 12, 2026 meeting – For Information**

By general consent, the minutes were received.

**6.3 Joint Occupational Health & Wellness Safety Committee**

**6.3.1 Minutes of the April 22, 2026 meeting – For Information**

By general consent, the minutes were received.

**6.4 Strategic Planning & Policy Development Committee**

**6.4.1 Minutes of the May 5, 2026 meeting – For Information**

By general consent, the minutes were received.

**7. CORRESPONDENCE - None**

**8. REPORTS**

**8.1. Fire Chief's Report – April 2026**

Chief Holmes presented the Fire Chief Report for April 2026 including the following highlights:

- There were no significant calls of note in April.
- Staff agreed not to rush the finishing work on the new fire hall building project and determined it would be best to remain at the Ganges Fire Hall until construction is fully complete.
- The new ladder truck has been inspected, with logos and graphics currently being installed. The Crest radio has been ordered, and hose nozzles and other equipment are in process. The truck is expected to arrive on Salt Spring Island in June. Several members attended operations training for the new ladder truck at the Saanich Fire Department.

By general consent, the Fire Chief Report was received.

## **8.2. Salt Spring Island Fire Fighters' Association Report – April 2026**

Salt Spring Island Fire Fighters' Association Treasurer Dewar-McClelland presented the Association report for April 2026 and provided an overview of the Association, highlighting several key activities and initiatives. The Association is responsible for organizing the Department's fundraising efforts, including student scholarship funds, donations to community organizations, the Annual Boot Drive, and providing traffic support for the Annual Pride Parade. Treasurer Dewar-McClelland noted that monthly Association meetings include a shared meal and discussions regarding operational guidelines, policies and training. The Association also maintains an emergency fund available to members upon request and runs a fitness class program for members. It was reported that the 2026 Annual Boot Drive raised over \$4,300 in support of the Circle Education program. In response to a question regarding community CPR training, Treasurer Dewar-McClelland clarified that this training is provided by the SSIFR Public Education team, rather than the Association.

**By general consent,** the Association Report was received.

## **8.3. CAO Reports**

### **8.3.1 Budget Report to March 31, 2026**

CAO Dieleman presented the budget report to March 31, 2026. There was a question regarding high fuel costs impact on the budget. CAO Dieleman reported the fuel budget is on track with no significant impacts due to high fuel costs.

**By general consent,** the Budget report to March 31, 2026 was received.

### **8.3.2 Driftwood Article dated May 6, 2026 Re Stark Road Fire**

### **8.3.3 Driftwood Article dated May 13, 2026 Re Burn Ban**

### **8.3.4 Driftwood Article dated May 13, 2026 Re Emergency Preparedness Day**

**By general consent,** the Driftwood articles were received.

## **9. OLD BUSINESS**

### **9.1 New Fire Hall Project**

#### **9.1.1 New Fire Hall Project Update to April 30, 2026**

Owner's Representative H. Hazenboom presented the New Fire Hall Project update as of April 30, 2026, and thanked Salt Spring Island Community Services for providing parking on their property during the project. In response to a question regarding the timeline for moving into the new fire hall, H. Hazenboom reported that the worksite remains active, with approximately 35 workers on site each day. He also noted that fire alarm testing is expected to take place within the next few weeks, and that several components must be in place prior to testing. Chair Cook noted that the new fire hall building project is one of the most important infrastructure projects on the

island and acknowledged Owner's Representative H. Hazenboom for his work on the project.

**By general consent**, the New Fire Hall Project Update to April 30, 2026 was received for information.

### **9.1.2 New Fire Hall Opening**

Communications Committee Chair Trustee Williams reported the fire hall opening event will be held in September 2026 and the date is to be determined.

## **9.2 Fire Underwriters Survey (FUS)**

Chief Holmes advised that FUS does not conduct full reviews, and updates are now completed through the FUS portal. He noted that the portal will be updated to reflect water supply information and the new ladder truck once it arrives. Chief Holmes will also meet with FUS representatives at the Fire Chiefs' Conference in June 2026. The FUS portal is designed for municipalities and there are some challenges with the portal for Improvement Districts. He further indicated that he will discuss the "8 km distance from fire halls" criteria with other Fire Chiefs. In response to a question regarding the potential to access water district mapping, it was noted that the North Salt Spring Waterworks District does not have the mapping required by FUS.

## **9.3 Trustee Governance Workshop**

Trustees attended their annual Governance and Strategic Planning Workshop facilitated by Linda Adams on May 21, 2026. Staff have since updated the draft 5-Year Strategic Plan, which will be presented at the next Strategic Planning and Policy Development Committee meeting. Chair Cook acknowledged the contributions of Trustees and staff, including POC and Career member representatives. A Trustee commented on the Board's strong functionality and noted that facilitator Linda Adams emphasized the distinctions between governance and operations. It was also noted that the committee system is effective in developing recommendations for the Board.

## **10. NEW BUSINESS**

### **11. BYLAWS – None**

## **12. IN-CAMERA MEETING**

### **12.1 Motion to Close the Meeting**

**2026-046**

**MOVED by Trustee Hetherington, MOVED by Trustee Lindstrom,**

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (g) litigation or potential litigation affecting the municipality; and that staff be invited to remain.

**CARRIED**

The items of business to be considered in the in-camera meeting are in camera minutes, and a potential litigation matter.

The meeting moved to an in-camera meeting at 7:32 p.m.

**12.2 Motion to Re-open the Meeting**

**2026-047**

**MOVED by Trustee Hetherington, MOVED by Trustee Lindstrom,**  
That the Board of Trustees re-open this meeting to a public session.

**CARRIED**

The regular meeting reconvened at 8:20 p.m.

**12.3 Arise and Report**

The Board of Trustees rise and report that the minutes of the In Camera meeting held on April 13, 2026 were approved and that the Board of Trustees has directed staff to send a Registered Letter to a former Trustee to request return of a District Laptop.

**13. NEXT MEETING**

The next Regular meeting will be held on June 15, 2026 at 7:00 p.m. Please check the website for details.

**14. ADJOURNMENT**

**By general consent, the meeting adjourned at 8:23 p.m.**



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Rollie Cook  
Chair, Board of Trustees



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Rodney Dieleman  
Corporate Administrator