

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

Date: September 21, 2026

Location: Training Room, Fire Hall No. 1
455 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
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Hans Hazenboom, New Fire Hall Project Owner's Representative
Sarah Shugar, Recorder

Others Present: Three Members of the Public
Driftwood Reporter (Teams)

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

The following item was presented as an addition to the agenda:
Item 10.2.1 New Fire Hall Project Steering Committee

By general consent, the agenda was approved, as amended.

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee meeting held July 20, 2026 – For Approval

2026-066

MOVED by Trustee Lindstrom, **SECONDED** by Trustee Williams,

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

CARRIED

3.2 Minutes of the Town Hall meeting held September 14, 2026 – For Approval

2026-067

MOVED by Trustee Lindstrom, SECONDED by Trustee Williams,

That the draft minutes of the Town Hall meeting held September 14, 2026 be adopted.

CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:03 p.m. There were speakers in the town hall portion of the meeting. Chair Cook acknowledged staff, Trustees, Committee members and Bruce Cameron for all the planning that went into the successful New Hall No. 1 Opening Event that was held on September 6, 2026.

6. STANDING COMMITTEE REPORTS

6.1 Communications & Marketing Committee

6.1.1 Minutes of the August 4, 2026 meeting – For Information

By general consent, the minutes were received.

6.2 Finance & Audit Committee

6.2.1 Minutes of the July 14, 2026 meeting – For Information

6.2.2 Minutes of the August 11, 2026 meeting – For Information

6.2.3 Minutes of the September 14, 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 July 29, 2026 meeting – For Information

By general consent, the minutes were received.

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the August 4, 2026 meeting – For Information

By general consent, the minutes were received.

7. CORRESPONDENCE

7.1 Email Dated 2026-07-29 Received from D. Courtney Re: Satellite Hall

By general consent, the Board of Trustees directed staff to respond to the correspondence and request the return of a District laptop computer.

7.2 Email Dated 2026-08-31 Received from CRD Re: Proposal for Expanded Pickle Ball at Fulford Fire Hall

2026-068

MOVED by Trustee Lindstrom, SECONDED by Trustee Hetherington,

That the Board of Trustees refer the correspondence dated August 31, 2026 received from the CRD Regarding a Proposal for Expanded Pickle Ball at Fulford Fire Hall to the Strategic Planning and Policy Development Committee.

CARRIED

8. REPORTS

8.1. Fire Chief's Report – July & August 2026

Chief Holmes presented a verbal report as follows:

- Acknowledged DC Lundy and staff for supervising Fire Rescue operations while Chief Holmes was working on the New Fire Hall building project, the September 6, 2026 New Fire Hall No. 1 Open House event and the September 14, 2026 Town Hall meeting.
- Ladder truck outfitting and training has started, and it is expected that the ladder truck will be operational in 2027.
- The 2026 Recruit class is progressing with their training.

There was a comment regarding the upcoming winter season and emergencies such as windstorms. Chief Holmes reported BC Hydro is the lead agency for windstorms and Salt Spring Fire Rescue members are trained for traffic control, hydro safety etc.

8.2. Salt Spring Island Fire Fighters' Association Report – July & August 2026

Salt Spring Island Firefighters Association President Demner presented the Association report for July & August was presented.

By general consent, the Association Report for July and August 2026 was received.

8.3. CAO Reports

8.3.1 Budget Report to June 30, 2026

CAO Dieleman presented the Budget Report to June 30, 2026.

By general consent, the report was received.

8.3.2 Budget Report to July 31, 2026

CAO Dieleman presented the Budget Report to July 31, 2026.

By general consent, the report was received.

8.3.3 Driftwood Article Dated 2026-07-22 Re Campfire Ban

8.3.4 Driftwood Article Dated 2026-08-05 Re Campfire Ban and Deployment

8.3.5 Driftwood Article Dated 2026-08-19 Re Moving to New Hall Notice

8.3.6 Driftwood Notice Dated 2026-08-26 Re New Hall Opening Event Invitation

8.3.7 Driftwood Article Dated 2026-09-02 Re EV Chargers

8.3.8 Driftwood Article Dated 2026-09-09 Re New Hall Opening Event

8.3.9 Driftwood Article Dated 2026-09-09 Re Campfire Ban Lifted

8.3.10 Driftwood Notice Dated 2026-09-09 Re Town Hall Meeting

By general consent, the Driftwood articles were received.

9. OLD BUSINESS

9.1 Draft 5-Year (2026–2031) Strategic Plan

Strategic Planning & Policy Development Committee Chair Trustee Lindstrom introduced the draft 5-Year Strategic Plan. The draft 5-Year Strategic Plan was presented at the September 14, 2026 Town Hall meeting for public input.

2026-069

MOVED by Trustee Lindstrom, SECONDED by Trustee Martin,

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve the Draft 5-Year (2026–2031) Strategic Plan.

CARRIED

9.2 Fire Underwriters Survey (FUS)

9.2.1 SSIFPD Insurance Letter Re: Property Insurance Considerations and Distance from Fire Halls – For Information

CAO Dieleman reported the SSIFPD Insurance Letter Regarding Property Insurance Considerations and Distance from Fire Halls is available on the District website. Chief Holmes noted that FireSmart information should be added to the letter.

By general consent, the Board of Trustees requested staff to add FireSmart information to the SSIFPD Insurance Letter Regarding Property Insurance Considerations and Distance from Fire Halls.

10. NEW BUSINESS

10.1 Draft 2027 Budget

Finance Committee Chair Trustee Oliver reported the draft budget was presented at the Town Hall Meeting on September 14, 2026 for public input.

2026-070

MOVED by Trustee Oliver, SECONDED by Trustee Williams,

That the Board of Trustees accept the recommendation of the Finance and Audit Committee to approve the draft 2027 Budget.

CARRIED

10.2 New Fire Hall Project Review Report

CAO Dieleman presented the New Fire Hall Project Review Report and noted the report was presented at the Town Hall Meeting on September 14, 2026.

By general consent, the report was received for information.

10.2.1 New Fire Hall Project Steering Committee

CAO Dieleman reported the New Fire Hall Project Steering Committee recommended that the Board of Trustees dissolve the Committee as the Committee has completed its mandate to build the New Fire Hall No. 1.

2026-071

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees accept the recommendation of the New Fire Hall Project Steering Committee to dissolve the New Fire Hall Project Steering Committee and therefore, Policy No. AG-4112-03, the New Fire Hall Project Steering Committee Terms of Reference is rescinded.

CARRIED

10.3 Fire Hall No. 1 Room Rentals

The draft Fire Hall No. 1 Room Rentals fee schedule was presented. A question was raised regarding whether a reduced rental rate would be available for non-profit community groups. Chief Holmes advised that the board room and training room will not be available to community groups at this time and will be used exclusively for Department training, courses, events, and CRD Emergency Operations Centre training and events. He further noted that room rentals will be made available to community groups in the future, once the Department has determined its internal operational and training requirements.

2026-072

MOVED by Trustee Lucarelli, SECONDED by Trustee Hetherington,

That the Board of Trustees accept the recommendation of the Finance and Audit Committee to approve the Fire Hall No. 1 Room Rentals 2026 Fee Schedule.

CARRIED

10.4 Community Relations Committee Terms of Reference Policy No. AG-4103-07 – Staff Report

CAO Dieleman presented the staff report. There was a question regarding whether the terms of reference are for a new Committee or whether the terms of reference are renaming the existing Communications and Marketing Committee. It was clarified that the Terms of Reference would rename the existing “Communications and Marketing Committee” to the “Community Relations Committee”.

2026-073

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve the draft Community Relations Committee Terms of Reference Policy No. AG-4103-07.

CARRIED

10.4.1 Draft Community Relations Committee Annual Plan for 2026/2027

A Draft Community Relations Committee Annual Plan for 2026/2027 was presented.

2026-074

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees approve the draft Community Relations Committee Annual Plan for 2026/2027.

CARRIED

10.5 Fire Hall No. 1 Commissioning – Time Capsule

Trustee Hetherington presented a time capsule prepared to commemorate the opening of the new Fire Hall No. 1. The time capsule will be located within the new Fire Hall No. 1 building and is intended to be opened in 2051.

11. BYLAWS

11.1 Draft Bylaw No. 163 – Fire Protection Taxation Bylaw 2027

Draft Bylaw No. 163 – Fire Protection Taxation Bylaw 2027 was presented.

2026-075

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,

That the Board of Trustees give first reading to Draft Bylaw No. 163 cited as the “Fire Protection Taxation Bylaw 2027”

CARRIED

12. IN-CAMERA MEETING - None

13. NEXT MEETING

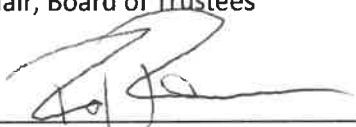
The next Board of Trustees regular meeting will be held on October 19, 2026 at 7:00 p.m. at Fire Hall No. 1, 455 Lower Ganges Road.

14. ADJOURNMENT

By general consent, meeting adjourned at 7:45 p.m.



Rollie Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator