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

Date:	**October 19, 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** **Dennis Lucarelli, Trustee** **Rob Oliver, Trustee** **Robin Williams, Trustee**
Trustee Regrets:	**Ronald Lindstrom, Trustee** **Darryl Martin, Trustee**
Staff Members Present:	**Rodney Dieleman, Corporate Administrator and Financial Officer** **Jamie Holmes, Fire Chief** **Mysha Dewer-McLelland, Salt Spring Island Firefighters Association Treasurer** **Sarah Shugar, Recorder**
Others Present:	**4 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. Chair Cook congratulated Jenny McClean on her election to the CRD Local Community Commission.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee meeting held September 21, 2026 – For Approval

2026-076

MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,
That the draft minutes of the Regular Trustee meeting held September 21, 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 no speakers in the town hall portion of the meeting. Chair Cook acknowledged a recent tragedy during a live-fire training event at the Canadian Forces Base in Wainwright Alberta.

6. STANDING COMMITTEE REPORTS

6.1 Community Relations Committee – None

Community Relations Committee Chair R. Williams reported that the BC Hydro EV chargers at Fire Hall No. 1 are now operational and there will not be an official opening ceremony for the BC Hydro EV chargers.

6.2 Finance & Audit Committee – None

6.3 Joint Occupational Health & Wellness Safety Committee - None

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the October 6, 2026 meeting – For Information

By general consent, the minutes were received.

7. CORRESPONDENCE

7.1 Email Dated Sept 6 2026 Received from P. Meyer Re Lighting at New Fire Hall

An email dated September 6, 2026 from P. Meyer regarding lighting at the new fire hall was presented. Chief Holmes reported the exterior lighting has been reviewed and electrical engineers have advised that the light output will reduce by approximately 20% as fixtures age. Parking lot bulbs cannot be removed without affecting required illumination levels. The truck bay lighting dims to 25% at night, and corridor lighting is motion-activated. Chief Holmes reported staff will monitor and review the lighting at Hall 1 in a few months.

8. REPORTS

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

Chief Holmes presented the Fire Chief's Report for July, August, and September 2026. During discussion of the report, a question was raised regarding a hazardous materials incident in Ganges earlier in the day. Chief Holmes reported that a Canada Post employee came into contact with an unidentified substance believed to be potentially hazardous at the Ganges

Post Office. Initial response efforts involved questions regarding jurisdiction, as the RCMP have jurisdiction over suspected white-powder hazardous materials incidents, while the CRD have jurisdiction over other hazardous materials incidents. The CRD Hazmat Team from Victoria responded to the incident. Chief Holmes advised that he had not yet received the incident briefing.

8.2. Salt Spring Island Fire Fighters' Association Report – September 2026

Salt Spring Island Firefighters Association Treasurer Dewer-McLelland presented the Association report for September 2026.

By general consent, the Association Report for September 2026 was received.

8.3. CAO Reports

8.3.1 Budget Report to July 31, 2026

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

By general consent, the budget report was received.

8.3.2 Driftwood Article Dated Sept. 23, 2026 Re Budget
8.3.3 Driftwood Article Dated Oct. 7, 2026 Re 2026 Firefighters
8.3.4 Driftwood Article Dated Oct. 14, 2026 Re New Fire Hall Time Capsule

By general consent, the Driftwood articles were received.

9. OLD BUSINESS

9.1 SSIFPD Letter to Insurance Brokers – For Information

The SSIFPD Letter to Insurance Brokers is available on the District website.

10. NEW BUSINESS

10.1 Draft Administrator One Employee of Board Policy No. AG-4301-02 – Staff Report

A staff report regarding draft Administrator One Employee of Board Policy No. AG-4301-02 was presented.

10.1.1 Draft Administrator One Employee of Board Policy No. AG-4301-02 – For Approval

The draft Administrator One Employee of Board Policy No. AG-4301-02 was presented. There was a request for Trustees to have more time to review the draft policy.

By general consent, the Board of Trustees defer the draft Administrator One Employee of Board Policy No. AG-4301-02 to the next meeting.

10.2 Draft Credit Card Policy No. AF-3601-03 – Staff Report

A staff report regarding draft Credit Card Policy No. AF-3601-03 was presented.

10.2.1 Draft Credit Card Policy No. AF-3601-03 – For Approval

The draft Credit Card Policy No. AF-3601-03 was presented. There was a request for Trustees to have more time to review the draft policy.

By general consent, the Board of Trustees defer draft Credit Card Policy No. AF-3601-03 to the next meeting.

11. BYLAWS

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

Draft Bylaw No. 163 – Fire Protection Taxation Bylaw 2027 was presented. Chair Cook advised the draft 2027 budget has been reviewed through a public consultation process including a town hall meeting on September 14, 2026 where the draft budget was presented for public input. Chier Cook further noted draft bylaw received first reading at the September 21, 2026 Board meeting.

2026-077
MOVED by Trustee Oliver, SECONDED by Trustee Williams,
That the Board of Trustees give second reading and adopt 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 November 16, 2026 at 7:00 p.m. at Fire Hall No. 1, 455 Lower Ganges Road.

14. ADJOURNMENT

By general consent, meeting adjourned at 7:35 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator