

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

Meeting held: **20 July 2015**

Lower Hall, Ganges United Church

**In attendance:** Trustees: Mitch Forest, Michael Garside, Derek Hill, Norbert Schlenker, Michael Schubart, Michele Severn

Regrets: Linda Lee

Staff Members: Chief Tom Bremner, SSIFFA Lieutenant Eric Taylor, Corporate Administration Officer (CAO) Andrew Peat

32 residents

**Called to Order:** 7:40pm

In the absence of the Chair, the meeting was called to order by CAO Peat who asked that trustees elect an acting chair from amongst themselves. **Motion** nominating Trustee Schlenker to be acting chair, moved by Trustee Hill seconded by Trustee Forest. There being no other nominations Trustee Schlenker was declared elected by acclamation.

### **Approval of Agenda**

A proposed agenda was circulated to trustees prior to the meeting. Chair Schlenker asked that the order of business be changed to first consider the draft minutes of the July 6, 2015 in-camera meeting of the Human Resources & Legal Committee to permit trustees to consider nominations of public members to the standing committees of the board, most of whom were in attendance. **Motion** to accept the agenda as amended moved by Trustee Severn seconded by Trustee Garside. Carried by unanimous consent.

### **Committee Reports**

Draft Minutes of the 06 July 2015 In-camera Human Resources Committee Meeting

Draft minutes of the 06 June 2015 in-camera Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 06 July 2015 meeting of the in-camera Human Resources Committee be received moved by Trustee Hill seconded by Trustee Schubart. Carried. The Committee made 5 recommendations regarding appointment of public members to board committees.

**Motion** that Michael Craig, Andrew Hildebrand, Julia Lucich and Ken Marr be appointed members of the Finance and Audit Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that Ron Chamney, Brian Cunningham, Reg Jefferd, Per Svendsen and Mervin Walke be appointed members of the Facilities and Physical Plant Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that Ron McCollough, Deborah McGovern, Scott Simmons and Darlene Steele be appointed members of the Human Resources and Legal Committee moved by Trustee Hill seconded by Trustee Forest. Carried.

**Motion** that Andrew Hildebrand, Reg Jefferd, Mark Lucich, and Ben Sutton be appointed members of the Strategic Planning and Policy Development Committee moved by Trustee Hill seconded by Chair Severn. Chair Schlenker advised that a “late application” had been received and asked that trustees consider adding an additional member to serve on the committee. An **amendment** to the original motion adding Rochelle (Shelley) Nitikman to membership on the committee moved by Chair Schlenker seconded by Trustee Garside. Carried. The motion as amended then voted on and was carried.

**Motion** that Ron Chamney, Maxine Leichter and Ron McCulloch be appointed members of the Marketing and Communications Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that the terms of reference of each standing board committee be amended to say that public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District moved by Chair Schlenker seconded by Trustee Hill. Carried.

On behalf of trustees, Chair Schlenker extended thanks to all who volunteered to serve on standing committees of the board.

#### **Recess**

To allow for public committee members present to receive their “packages” and sign their Oaths of Office and Confidentiality Agreements, **motion** that the meeting take a recess for fifteen minutes moved by Chair Schlenker seconded by Trustee Hill. Carried.

The meeting recessed at 7:55pm and reconvened at 8:10pm. A quorum was present.

#### **Acceptance of Minutes**

Report of the 15 June 2015 “Town Hall” Meeting

Report of the 15 June 2015 town hall meeting were distributed prior to the meeting.

**Motion** that the report of the town hall meeting of 15 June 2015 be accepted as circulated moved by Trustee Hill seconded by Trustee Forest. Carried.

Minutes of the 15 June 2015 Meeting

Minutes of the 15 June 2015 meeting were distributed prior to the meeting. Chair Schlenker asked that the minutes be amended to correct the spelling of his name (spelt incorrectly as Schlekner middle of page 2) and it should be “intent” not intended (first paragraph page 7). **Motion** that the minutes of the meeting of 15 June 2015 be accepted as amended moved by Chair Schlenker seconded by Trustee Forest. Carried.

#### Minutes of the 15 June 2015 In-camera Meeting

Minutes of the 15 June 2015 in-camera meeting were distributed prior to the meeting. **Motion** that the minutes of the in-camera meeting of 15 June 2015 be accepted as circulated moved by Trustee Forest seconded by Trustee Garside. Carried.

#### Minutes of the 29 June 2015 Special Meeting

Minutes of the 29 June 2015 special meeting were distributed prior to the meeting. **Motion** that the minutes of the special meeting of 29 June 2015 be accepted as circulated moved by Trustee Hill seconded by Trustee Severn. Carried.

#### **Committee Reports**

##### Draft Minutes of the 19 June 2015 Human Resources Committee Meeting

Draft minutes of the 19 June 2015 Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 19 June 2015 meeting of the Human Resources Committee be received moved by Trustee Forest seconded by Trustee Garside. Carried. The committee made no recommendations.

##### Draft Minutes of the 19 June 2015 In-camera Human Resources Committee Meeting

Draft minutes of the 09 June 2015 in-camera Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 19 June 2015 meeting of the in-camera Human Resources Committee be received moved by Chair Schlenker seconded by Trustee Severn. Carried. The committee made two recommendations.

Committee Chair Hill advised that it was the recommendation of the committee that the board review the appointment of general counsel. The committee had been unimpressed with the response time taken by our present general counsel (McConnan, Bion, O'Connor & Peterson) with respect to questions arising from the last trustee election and that it is expected that more matters will be referred to general counsel and that there is an expectation of a timely response. Trustees Hill and Schlenker had informally investigated possible firms and were favorably impressed by Cox Taylor Barristers & Solicitors in Victoria. In the discussion Trustee Schubart commented that his impression was that present counsel researched matters thoroughly before giving an opinion – straight shooting as opposed to quick shooting. **Motion** that Cox Taylor Barristers and Solicitors be retained as general counsel for the District moved by Trustee Hill seconded by Chair Schlenker. Carried.

Committee Chair Hill advised that it is the recommendation of the committee that he be tasked to investigate possibilities for labour counsel and report his findings and recommendations to the board. The committee considered it advisable that legal counsel be retained to advise the board on interpretation of the present collective agreement and also to assist with bargaining in 2016. Trustee Hill advised that he had informal discussions with several firms and that it was his recommendation the firm of Harris & Company of Vancouver be selected. Trustee Hill advised that the firm had been retained by City of Abbotsford to negotiate on its behalf with the IAFF. In the discussion Trustee

Schubart asked whether it might prudent to use the same negotiator as Saanich as our collective agreement is patterned after theirs. Trustee Hill replied that negotiators assigned by the Greater Victoria Labour Relation Board may not necessarily be those who negotiated other IAFF contracts. **Motion** that Harris and Company be retained as labour counsel for the District moved by Trustee Hill seconded by Chair Schlenker. Carried.

### **Correspondence**

Correspondence received was distributed to trustees prior to the meeting and at the meeting. (Copies attached to the original minutes.)

Correspondence from Ann Wheeler (2) and Geoff Bartol (all 15 July 2015) in part was in part about the lack of signage at Beddis Beach concerning camp fires. In the Chief Bremner advised that signage would be the responsibility of Capital Regional District Parks & Recreation Commission. CAO Peat was tasked to write CRD Parks requesting that appropriate signage concerning open burning and camp fires be installed at all their island parks.

Correspondence from Phil Vernon (03 July 2015), Sheri Nielson (06 July 2015), Erna Robertson (06 & 08 July 2015), Barb Aust (13 July 2015), Brian Milne (14 July 2015), and Lynne Raymond (15 July 2015) concerned “high risk activities” during drought conditions. Discussion of the matter was deferred to the Bylaw No. 125 item under “Old Business”.

Correspondence from Brian and Susan Cunningham (17 June 2015) expressed thanks to the fire crew who extinguished a grass fire on their property.

Correspondence from Sylvia Andress (18 June 2015) concerning “Fire Service Level Policy” was referred to the Strategic Planning and Policy Development Committee.

Correspondence from Salt Spring Island Watershed Protection Authority (26 June 2015) concerned partnering with other agencies to promote water conservation was referred to the Strategic Planning and Policy Development Committee.

Correspondence from Ron Woodey (05 July 2015) concerned noise abatement at Central Fire Hall. The matter had been addressed by Chief Bremner.

### **Fire Chief’s Report**

Chief Bremner’s monthly report for June 2015 was distributed prior to the meeting. (Copies attached to the original minutes.) Both Chief Bremner and Deputy Chief George attended the annual BC Fire Chiefs conference in Penticton and the department assisted the SSIFFA to host the community fireworks display for Canada Day. Chief Bremner elaborated on one particularly dramatic June 29, 2015 “medical first response” incident. In response to a question from Trustee Forest Chief Bremner advised that all members are trained to use an AED (automatic external defibrillator) and the Fire Service has 5 modern and up-to-date units available.

### **Salt Spring Island Fire Fighters Association (SIFFA) Report**

Lieutenant Eric Taylor's report on Association activities for May was distributed prior to the meeting. (Copy attached to the original minutes.) Lieutenant Taylor advised that his report for June will be given at the trustee's August meeting.

### **Old Business**

District Boundaries

CAO Peat advised that there are no new developments to report.

Bylaw No.125 Fire Regulations (Open-burning Bylaw)

Regulation of High Risk Activities

Trustees discussed whether it was desirable to deal with high risk activities in a separate bylaw or as part of proposed Bylaw No. 125. It was the consensus of the meeting that open-burning and high risk activities should be dealt with by one bylaw. **Motion** that Bylaw No. 125 be referred again to Open-burning Bylaw Select Committee with the request that the bylaw be redrafted to incorporate regulations concerning high risk activities moved by Chair Schlenker seconded by Trustee Hill. Carried.

Fire Service Level Policy – Public Forum

Trustee Severn advised that a public information forum will be held September 17, 2015 at the Community Gospel Chapel. Staff will prepared a presentation on services provided by Salt Spring Fire/Rescue and with the public invited to comment and ask questions. In response to a suggestions from CAO Peat, Trustee Severn commented that the facility's audio visual equipment could be used to record the event for posting to our website.

Election Procedures Policy

CAO Peat advised he is still to draft his recommendations for the consideration to the Strategic Planning & Policy Development Committee.

District legal representation

Discussed under the 19 June 2015 Human Resources Committee report.

Document Management System

Nil report.

Mutual Aid Agreements

Chief Bremner advised that conversations are continuing.

Local Government Management Association Workshop

Tabled until after the "Administration Function Review" is received.

### **New Business**

Report of trustees meeting with trustees of North Salt Spring Waterworks District

Chair Schlenker advised that on 06 July 2015 trustees and management staff met with their counterparts from North Salt Spring Waterworks District (NSSWD). Ambiguities around who is responsible for Fire hydrant maintenance were discussed and it was the

consensus of the meeting that operational staff exchange information and develop an agreement concerning each District's role and responsibilities as it pertains to hydrant maintenance.

Regulation of High Risk Activities  
Previously discussed.

Roof Repairs to Ganges Fire Hall  
Trustee Hill advised that two local firms had inspected the roof of the Ganges Fire Hall and provided a proposed scope of work and cost estimate. After discussion it was agreed that the Facilities and Physical Plant Committee should develop and propose a policy statement and operation guidelines concerning routine maintenance and capital expenditures.

FUS Vehicle Certification Extension  
To be discussed with the consultant at the August 5, 2015 special meeting of the board.

Incorporation Study for Salt Spring Island  
CAO Peat advised that he has received a request for information to assist the consultant who is preparing an "incorporation study" for Salt Spring Island. A meeting with James Klukas of Urban Systems is scheduled for 21 July 2015.

Regional Fire Boat  
Correspondence and background material on the possibility of "Southern Gulf Islands regional fire boat was distributed to trustees prior to the meeting. (Copy attached to the original minutes.) Chief Bremner advised that he participated in the initial discussions and that the Capital Regional District is pursuing the initiative – most fire service areas on other Gulf Islands are CRD Service areas. In the discussion Chair Schlenker commented that while pooling of resources is desirable, in a co-operative venture Salt Spring rate payers would likely pay most of the cost and not necessarily have the final say on decisions.

Meeting Procedure Bylaw  
Trustee Hill spoke of the Board being handicapped by notice requirements for special meetings of the board stipulated in the present meeting procedures bylaw. Specific mentions was made of the requirement to place a notice in the local weekly community newspaper (Section 7). In the discussion the comment was made that with the popularity of the Salt Spring Exchange and widespread use of social media perhaps the notice requirements could be updated. **Motion** that notice requirements for special meetings of the board of trustees be referred to the Human Resources Committee to investigate and recommend a course of action moved by Chair Schlenker seconded by Trustee Forest. Carried.

**Delegations**  
None

**Adjournment**

There being no further business **motion** to adjourn moved by Chair Schlenker. Carried.  
The meeting adjourned at 9:25pm.

A special meeting of trustees will be held 05 August 2015 to receive the FUS Report.

The next scheduled regular meeting of the trustees is 17 August 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

DRAFT

## Minutes of the “Town Hall “ Meeting of the Salt Spring Island Fire Protection District

Meeting held: **20 July, 2015**

Lower Hall, Ganges United Church

**In attendance:** Trustees Michael Garside, Mitch Forest, Derek Hill, Norbert Schlenker, Michael Schubart, Michele Severn

Regrets: Linda Lee

Staff: Chief Tom Bremner, SSIFA Lieutenant Eric Taylor, Corporate Administration Officer (CAO) Andrew Peat.

In the absence of Chair Lee, the “town hall” meeting was called to order by CAO Peat at 7:00pm.

A question was asked concerning whether trustees sought legal advice prior to deciding to assigning the standby duty shift to excluded personnel. Trustee Schlenker replied that the Walker Report had recommended that the District seek legal counsel to assist it with upcoming contract negotiations in 2016. Trustees have informally interviewed several firms and during these discussions, a verbal opinion was provided that said the collective agreement does not preclude excluded staff from doing the standby duty shift. A communication has been received from the IAFF Local regarding this matter and trustees commented that it would be prudent to provide for increased legal fees in the 2016 budget.

A question was asked about what specifically is to be discussed under “Old Business” agenda item “Other matters arising from the minutes”. Trustee Schubart replied that because of the late receipt of some meeting materials he had asked for the item of business to be included to permit discussion of other matters after he had time to review material. In response to a question from Trustee Schlenker, Trustee Schubart said there were no other matters arising from the minutes he wished to discuss.

A question was asked regarding whether the existing Open-burning bylaw gives the Fire Chief sufficient authority to deal with high risk activities. Chief Bremner replied that the problem for the Fire Service is the lack of the ability to enforce regulations - an improvement district does not have the ability to issue a ticket or fine. Chief Bremner further commented that the Fire Service relies instead on public education and communication.

A question was asked about how many applicants were not selected to serve on board committees. Human Resources Committee Chair Hill responded that five staff members who applied were not selected. Staff were advised that because of the possibility of a public perception of a conflict of interest, trustees had decided that staff should not be appointed as members of standing committees. In the discussion the comment was made that public members serving on committees should be property owners and tax payers. Trustee Schlenker commented that a conflict of interest is more than putting money into one’s pocket. - an employee serving on



a standing committee recommending policy to the board would have a private interest and a public interest in the decisions.

A question was asked concerning the 'training in paradise' weekend whether there is additional staffing costs incurred in preparing for the event. Chief Bremner responded that preparation may be assigned as a duty within normally scheduled work hours and/or done on unpaid time volunteered by staff/paid-on-call members.

A concern was expressed that if the District does not have now have a bylaw that could regulate high risk activities during periods of extreme drought one should be done now. Chief Bremner commented that the District is developing policies and tools that can "do the job" but that very often most calls are "neighbourhood conflicts" and that the Fire Service is not the police or party-breakers. Trustee Forest commented that the board members are aware of public concerns and that it will be addressed tonight as an agenda item.

A question was asked about overtime pay. Chief Bremner commented that under his leadership up to last month there had been no claims for overtime pay. Chief Bremner further commented that Paid-on-call (POC) earnings of career members is not considered overtime as they are responding/working as a POC firefighter and not as a career member.

A question was asked about how often in July excluded staff had done the standby-duty shift and the resulting savings. CAO Peat responded that the number of shifts done by excluded staff in July would be included in Chief Bremner's monthly report to be presented at the August board of trustees meeting.

Former trustee Ron Chamney spoke about proposed open-burning Bylaw No. 125, saying that it updates language to confirm with current provincial legislation and that it lays the groundwork for an enforcement element. He emphasized that the Fire Service is not an "enforcement agency" and that District staff are not trained to do so. Once a bylaw establishes regulations the District must develop policies concerning enforcement.

A public member expressed her concerns about the ability of the Fire Service to deal effectively with a wild fire on Salt Spring as a major fire would quickly overwhelm local resources and that Ministry of Forest may have more pressing priorities. Nearly all residential areas on Salt Spring are at risk for interface fires – fires simultaneously involving buildings and wildland areas. Chief Bremner commented that there is need for personal responsibility - for people to work with their neighbours in the Salt Spring Island neighbourhood preparedness program (POD) and to have some awareness of island wide planning. Chief Bremner further commented that the Fire Service will do the "best they can" but there can be no guarantees.

The last question concerned the selection of the summer student (the son of a trustee) and whether there is a conflict of interest. Chief Bremner replied that the Fire Service was approved for funding through the Federal Government's Canada Summer Jobs program. The position was advertised in the local newspaper and three applicants were interviewed. Staff confirmed with the government officials that proper procedures were followed before the position was offered. Trustee Schlenker made it clear that no trustee had any involvement.

There being no further questions permitted the town hall meeting ended at 7:40pm.

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Linda Lee  
Chair

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Andrew Peat  
Corporate Administrator

DRAFT

## Minutes of the Meeting of the Board of Trustees Salt Spring Island Fire Protection District

Meeting held: **5 August, 2015**

Lower Hall, Ganges United Church

**In attendance:** Trustees Linda Lee (Chair), Mitch Forest, Michael Garside, Derek Hill, Norbert Schlenker, Michele Severn

Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat.

Guest: Robert McGuinness

Residents: 17

Chair Lee, called the meeting to order at 7:02pm and introduced Mr. Robert McGuinness of Opta Information Intelligence, author of the Fire Insurance Grade Update report.

### Presentation

Robert McGuinness' presentation began with a brief introduction of the history and origin the Fire Underwriters Survey, an explanation of some of the technical terms and concluded with a summary of the updated assessment for Salt Spring Island. (Copy of Power Point presentation attached to the original minutes.)

The need for the Fire Underwriters Survey arose in the late nineteenth century as a result of catastrophic losses experienced by early fire insurance companies and the need to "grade" cities and towns on what is the risk of fire and what is the community's ability to respond to that risk. Fire Underwriters Survey developed a "risk rating schedule" to assess a community's level of "fire risk" based on judgment and professional experience. A community's "ranking" is a cost effective and timely tool to assess both fire risk and the ability to respond to that risk. A FUS grade gives Salt Spring the ability to compare itself with other like communities across Canada.

In Canada residential and commercial fire risk grades are calculated differently. Fire Protection Grades for personal lines (Dwelling Protection Grading System – Residential) uses limited variables and in Mr. McGuinness' opinion does not adequately assess risk of fire. The variables for residential fire risk assessment are fire department; water supply, fire safety control and prevention, and fire service communications.

Salt Spring Island Fire Department received a middle ranking - a PFPC (Public Fire Protection Classification System - Commercial) of 6 and a DPG (Dwelling Protection Grading System – Residential) of 3A/3B(S)/3B. For "Fire Safety Control" a ranking of 3 (a higher ranking than most communities of a comparable size); Fire Service Communication a ranking of 1 (excellent); and a ranking of 9 (poor) for Water Supply reflecting a fragmented water supply system on the island. An insurance underwriter may adjust the grade when assessing a specific property for variables such as number of fire hydrants and distance from responding fire hall.

The report makes 31 recommendations with most relating to the fire insurance grade but some relating to other issues such as the apparent lack of communication between local governing bodies, the need to clarify responsibility for hydrants, and the need to clarify responsibilities of water supplies for public fire protection.

Mr. McGuinness in his presentation commented specifically on chapter 12 in the report which attempts to calculate insurance savings from having a given level of fire protection (protected, semi-protected, not protected). The original report made certain assumptions on what premiums for an unprotected property and extrapolated this data for the whole island. The figures used did not appear to reflect actual premiums paid by some individuals and this section was rewritten. For a specific insurance subscriber policy discounts offered can make a substantial difference in "savings" between unprotected and protected.

#### Questions Arising from the report

Trustee Garside, an insurance agent commented that in addition to "protected" and "unprotected", semi protected is often used in determining rates for fire protection purposes. A property might not have a fire hydrant within 1000 feet but may be within 13km of a fire hall. Mr. McGuinness commented that it is a cyclical industry going between soft and hard markets - relaxing or tightening underwriting standards. Communities may get a preferred rate now but this can quickly change based on the insurance industry's loss experience.

Trustee Forest asked whether water supply and water systems were the major factors influencing the final grade. Mr. McGuinness commented that distances from fire halls (time to respond) was probably as important. Given the limitations inherent in the local water systems it is probably better to maintain or improve the capabilities of the superior shuttle tanker system.

Trustee Forest asked whether rates were affected because of the concentration of commercial properties in the downtown core and the risk of a major incident and resulting catastrophic loss. Mr. McGuinness responded that most losses are a result of residential fires not commercial property fires and that commercial premiums would be based on the ability of the local fire department to respond to a fire risk.

Trustee Schlenker commented that he obtained an "unprotected" property rate from his insurance agent and compared this to the "protected" rates he is paying. The differential is just marginally above the "cost" of fire protection services charged on his property taxes (\$0.88/\$1,000 of assessed value). Mr. McGuinness commented that the important take away to remember is that insurance rates increase as you go from protected to semi-protected and finally unprotected and that it is not possible to do a definitive calculation to compare "savings on fire insurance premiums" and the cost of running the fire service (a cost which includes other services).

Chief Bremner commented that Salt Spring scored poorly on water supply assessment which is beyond the control of the Fire Protection District. Chief Bremner reiterated Mr. McGuinness' comment that for a structure fire the time taken to respond is a critical factor in determining how much water is necessary. Mr. McGuinness commented that if you arrive at a fire with 2,000 gallons and cannot put the fire out you have likely lost the structure.

There were several questions asked and comments made about what conclusions could be made from the actual insurance policy samples included with the revised report. FUS subscribers underwriting on Salt Spring were asked to provide rate estimates for a \$700,000 policy with no "policy discounts". The difference in rates was large - \$7,348 (unprotected rate) compared with \$1,478 (protected rate). An actual policy provided by a resident which included policy discounts showed a very narrow spread for the same \$700,000 coverage - \$1,460 (unprotected rate) compared with \$1,010 (protected rate). The report suggests that the examples could be used to estimate the range of possible "savings" - an upper limit of \$8.39/\$1,000 (no policy discounts) and a lower limit of \$0.64 (with policy discounts). It is assumed that an individual's specific savings would lie somewhere between these reference lines. Mr. McGuinness commented that the calculated "savings" stated in the original report's chapter 12 was misleading and that the revised chapter 12 while inconclusive was fairer. The important information in the report is not the "savings" but rather the risk ranking of the community and the ability/capacity of the Fire Service to respond to that level of risk.

A question was asked how the Fire Service might improve its commercial ranking - there being some discussion at the Facilities & Physical Plant Committee meeting about storing "grey water" to use in fighting a fire in the Ganges core. Mr. McGuinness commented that the fire risk level would determine necessary fire flows and duration. Storage capacity improves the "hydrant protection rating" for the immediate area and is only a part of the much broader discussion - the need to determine a desired fire flow capability and decide how to best meet that objective.

A question was asked about when the industry will stop using Dwelling Protections Grade (DPG) for assessing risk for personal (residential) line and move to the Public Fire Protection Classification (PFPC) for both personal and commercial lines. Mr. McGuinness replied that the transition will be determined by the insurance industry but he expects that as FUS develops better modeling which shows a clear correlation and actuarial case for PFPC classification and loss experience the industry will transition to the one classification system as they already do in the United States.

A resident commented that how oil is delivered to a refinery (pipeline or tankard) might be a usefully analogy in discussion how the Fire Department "delivers" water to a fire - by hydrant or shuttle. The question was asked whether doubling the shuttle capacity might easily improve the ranking. Mr. McGuinness commented that it is not as simple as that as multiple factors such as distances travelled, water supply points and refill rates would have to be taken into account.

A question was asked about whether "superior tender shuttle system" (STSS) accreditation will no longer be a significant factor in determining ratings. Mr. McGuinness replied that at one point STSS was considered the "gold standard" but with more loss experience history underwriters have a better understanding of the effectiveness of STSS and in future will probably weigh more heavily fire flows ratings.

**Motion** to receive the Fire Insurance Grade Update Report moved by Trustee Schlenker seconded by Trustee Garside. Carried.

Chair Lee extended thanks to Robert McGuiness for his clear presentation and for coming to Salt Spring.

**Adjournment**

There being no further business motion to adjourn moved by Trustee Garside. Carried

The meeting adjourned at 8:35pm.

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Linda Lee  
Chair

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Andrew Peat  
Corporate Administrator

DRAFT

MICHAEL SCHUBART

RECEIVED  
1/30

SALT SPRING ISLAND, BC, V8K 1Y2

July 21, 2015

I fundamentally disagree with the board of trustees' unilateral dictatorial approach toward the fire district's employees. To embark on such a course without prior legal investigation seems imprudent and, I believe, ultimately costly. To alter the working arrangements without any attempt at consultation with the affected parties is arrogant and shows a lack of respect for the employees. This will destroy the goodwill that has been built up over the last ten years. It was similar arrogance and disrespect on the part of trustees in 2005 which led the employees to seek union representation in the first place.

I cannot in good conscience continue to participate in this process, and so I hereby tender my resignation as trustee of the Salt Spring Island Fire Improvement District effective immediately.

Yours truly,

A handwritten signature in black ink, appearing to read 'Michael Schubart', with a long horizontal line extending to the right.

Michael Schubart

August 12, 2015

Salt Spring Island Fire Protection District

Open-Burning Bylaw No. 125

A bylaw to repeal Bylaw No. 92

The Trustees of the Salt Spring Island Fire Protection District enact as follows:

PURPOSE AND PREAMBLE:

By letters patent issued on November 24, 1959, the Salt Spring Island Fire Protection District (SSIFPD) was given authority to undertake provisions for fire protection for the prescribed local service areas of Salt Spring Island and was given power under Section 731 of the *Local Government Act*.

Subject to the *Fire Services Act*, the trustees of the SSIFPD may enact Bylaws for the safety, health and welfare of people and the protection of people and property according to Section 745 of the *Local Government Act*.

Therefore, trustees of the SSIFPD enact the following Bylaw to be known as the "Open-Burning Bylaw".

PART I – DEFINITIONS:

In this bylaw:

1. **Campfire** - means Open Burning that meets the following requirements, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004* (except as follows), that:
  - (a) burns material in one pile no larger than 0.5 m in height and 0.5 m in width; and
  - (b) is lit, fueled or used for recreational, cooking and warmth or for ceremonial purposes.
2. **Category-2 Open Burning** - means Open Burning, other than a Campfire, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004* (except as follows), that:
  - (a) burns material concurrently in no more than two piles each not exceeding 2 m in height and 3 m in width; and
  - (b) where the material has been piled by hand.
3. **Category-3 Open Burning** - means Open Burning, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004*, that burns:
  - (a) material concurrently in 3 or more piles each not exceeding 2 m in height and 3 m in width; or
  - (b) material in one or more piles each exceeding 2 m in height or 3 m in width; or
  - (c) one or more windrows; or
  - (d) stubble or grass over any area.



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4. Demolition Waste – means any material resulting from or produced by the complete or partial destruction or tearing down of any structure.
5. Domestic Incinerator – means any metal or masonry container equipped with a tight-fitting wire screen lid of not more than 1 centimetre (3/8”) to restrict any sparks or flying debris. It is used for the Open Burning of dry segregated Garden Refuse from any single or multi-family dwelling unit occupied by a single-family or multi-family. Burning of Garden Refuse in a Domestic Incinerator is classed as Category-2 Open Burning.
6. Fire Ban – means periods when Open Burning of selected categories may be prohibited under Order by the Fire Chief, or his designate.
7. Fire Chief – means the person appointed by the Salt Spring Island Fire Protection District, to be in charge of Salt Spring Island Fire Rescue, its equipment and the fire fighting personnel of the Salt Spring Island Fire Protection District, or his designate.
8. Fire Control - means an action to contain, extinguish or limit the spread of a fire.
9. Fire Department – means the Fire Department established for the local service area by bylaw of the Salt Spring Island Fire Protection District.
10. Garbage – means all household and commercial waste or refuse, whether it contains the remains of edible food or not.
11. Garden Refuse - means leaves, foliage, prunings, weeds, crops or stubble for domestic purposes or in compliance with the *Weed Control Act*.
12. Green Debris – means tree cuttings, pruning or trimmings that have been cut and not allowed to dry for a minimum of 30 days.
13. Improvement District - means the Salt Spring Island Fire Protection District.
14. Noxious Material – includes all tire, plastics, rubber products, drywall, Demolition Waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, plastic materials and petroleum products.
15. Nuisance means the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere (as defined by Section 725 of the *Local Government Act*).
16. Open Burning – means the combustion of material with or without control of the combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere. Open Burning includes burning of Garden Refuse in a Domestic Incinerator operated outdoors. Open Burning does not include:
  - (a) liquid-fuel or propane-fueled appliances;
  - (b) Personal Barbeques or contained charcoal fires for the purpose of cooking food;

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- (c) fires used by Fire Department for training and education;
  - (d) fires used by authorities having jurisdiction set in accordance with federal or provincial regulations.
17. Order – means any order, decision, requirement or direction given by the Fire Chief or his/her designate.
  18. Permit – means a document signed and issued pursuant to the provisions of this bylaw authorizing a Person to undertake Open Burning under the conditions specified in the document.
  19. Person – includes any firm or corporation.
  20. Personal Barbeques - means a total grill area less than 0.50 m<sup>2</sup>, not located within 1.5 metres of any grass, brush, shrubbery or wooden fences and not located within 4 metres of any structure does not require a Permit.
  21. Special Open-Burning – means ceremonial fires, special-event barbeques and other fires that may be permitted during Fire Bans.
  22. Special Open-Burning Permit – means a document signed and issued pursuant to the provisions of this bylaw authorizing a Person to undertake Special Open Burning under the conditions specified in the document.
  23. Ventilation Index – means the Environment Canada forecast Ventilation Index, which provides regional information on airflow venting.

## PART II – REGULATIONS

1. No Person shall carry out Open Burning without a valid Permit issued by the Fire Chief. Permits are required year round for all Open Burning and may be suspended when Open Burning is prohibited during Fire Ban periods.
2. If at any time the Fire Chief deems it advisable, he/she may suspend any or all permits issued pursuant to this bylaw, or he/she may attach to any or all permits such conditions and restrictions as deemed proper. Open Burning is prohibited during times specified by the Fire Chief as Fire Ban periods. Fire Bans may be enacted at different periods for different categories of Open Burning.
3. If at any time the Fire Chief deems it advisable, the Fire Chief may order one or more of the high risk activities in Schedule B to be prohibited for specified period of time unless authorized by a special permit issued by the Fire Chief.

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4. The Fire Chief or any person under his/her authority may:
  - (a) enter at all reasonable times on any property that is subject to the requirements or regulations of this bylaw, to ascertain whether the regulations in this bylaw or directions made under this bylaw are in compliance;
  - (b) make Orders directing the owners or occupiers of property to bring Open Burning into compliance with this bylaw;
  - (c) prevent material not properly prepared (i.e. dried) from being added to Open Burning;
  - (d) call on the Ministry of Environment's Conservation Officers if a Person is Open Burning waste in contravention of the Environmental Management Act;
  - (e) order the operator to immediately put the fire out; and
  - (f) extinguish Open Burning.
5. No Person shall obstruct or prevent the Fire Chief or person acting under the Fire Chief's authority from conducting an inspection under this bylaw.
6. The Fire Chief may withhold or cancel any Permit or Special Open-Burning Permit issued where, in his/her opinion, Open Burning may create a hazard or Nuisance to Persons or property.
7. All material burned within Open Burning must originate from the property where it is being burned.
8. A valid Permit is non-transferable between civic properties.
9. For the purpose of preventing danger, damage and injury to property and/or a Person because of Open Burning, all fires shall be continuously supervised and controlled by a Person who is at least 16 years old.
10. Category-3 Open Burning shall:
  - (a) comply with the requirements of the *Environmental Management Act, Open Burning Smoke Control Regulations and the Open Burning Smoke Control Code of Practice*;
  - (b) comply with applicable requirements of the *Wildfire Act, and the Wildfire Regulations, SBC 2004*; and
  - (c) have Fire Control requirements of a machine and operator on site, of sufficient size to control the fire at all times while the fire is burning.
11. Category-2 Open Burning shall:

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- (a) be hand piled and located at least 10m from any structure or property line and 5m from any standing vegetation;
  - (b) have Fire Control requirements of an available water supply, sufficient for suppression of the fire within five minutes, at all times while the fire is burning.
12. Domestic Incinerators and Campfires shall:
- (a) be located at least 5 metres from any structure or property line and 1.5 metres from any standing vegetation or other combustibles; and
  - (b) have Fire Control requirements of a firefighting hand tool (shovel, Pulaski, or similar tool) and/or eight litres of water available at all times while the fire is burning.
13. No Person shall burn Noxious Materials or Garbage, or the prohibited materials listed in Schedule A, the *Environmental Management Act*, *Open Burning Smoke Control Regulation*, and/or the *Open Burning Smoke Control Code of Practice*.
14. No Person shall conduct Category- 3 Open Burning or Open Burning of Green Debris:
- (a) within 500 metres of any school in session, hospital and building used for continuing care as defined under the *Continuing Care Act*;
  - (b) within 100 metres of a neighboring residence or business; and
  - (c) unless the Ventilation Index is forecast as “good” for the day the Open Burning is started, and “good” or “fair” on the second day the debris is anticipated to release smoke.
15. No Person shall add additional materials to Category-3 or Category-2 Open Burning less than two hours before sunset.
16. No Person shall conduct Open Burning without consent of the property owner.
17. The owner of a Domestic Incinerator shall ensure that the incinerator is maintained in a condition that provides for the proper combustion of allowable material burned. Where, in the opinion of the Fire Chief, any Domestic Incinerator is likely to create or become a fire hazard due to damage, deterioration, lack of maintenance, construction or location, the Fire Chief may:
- (a) direct the owner of the Domestic Incinerator to alter, renovate, repair or relocate the incinerator; or
  - (b) Order the owner of the Domestic Incinerator to discontinue its use.

Cost Recovery

18. Every person who starts or allows Open Burning is responsible for such fire. If, in the opinion of the Fire Chief, the fire presents a hazard, has escaped or threatens to escape

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from the person's control or is prohibited under the terms of this bylaw, the Fire Department may be summoned to control or extinguish the fire. The property owner shall be liable for all costs and expenses incurred by the Fire Department or the District to control or extinguish the fire.

19. The burning of any material without a required Permit shall result in cost recovery from the owner of land where the Fire Department attended for fire service, as per Section 759 of the *Local Government Act*. These recovery rates shall follow the most current *Reimbursement Rates* from the *B.C. Inter-Agency Working Group Report* for personnel and equipment.
20. Costs owed to the Improvement District under this Part are payable upon receipt of an invoice from the Improvement District. Any disputes over the amount owing must be brought to the attention of the Fire Chief within thirty (30) days of the date of the invoice and may be heard and resolved by the Board of Trustees of the Improvement District.

#### Severability

21. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court, the section, subsection, sentence, clause or phrase may be severed from the remaining portions of this Bylaw.

#### Scope and Penalties

22. In the event of there being any conflict between the terms and provisions of this bylaw and the terms or provisions of the *Fire Services Act*, the *Environmental Management Act* or other provincial acts or regulations, the terms and provisions of the said acts or regulations shall prevail.
23. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*.
24. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

#### Repeal of Bylaw

25. Bylaw 92 and amendments are hereby repealed.

#### Citation

26. This bylaw may be cited for all purposes as “Open-Burning Bylaw No. 125”.

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Schedule A

Prohibited Material

The following material must not be included with debris that is burned, as per the *Environmental Management Act, Open Burning Smoke Control Regulations and the Open Burning Smoke Control Code of Practice.*

tires	treated lumber
plastics	railway ties
drywall	manure
demolition waste	rubber
domestic waste	asphalt
paint	asphalt products
hazardous waste	fuel and lubricant containers
tar paper	biomedical waste

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Schedule B

High Risk Activities

The activities specified in the Wildfire Act, *Wildfire Regulations* (B.C. Reg.38/2005) are high risk activities for the purposes of this bylaw. Included are:

- a) Mechanical brushing;
- b) Disk trenching;
- c) Preparation or use of explosives;
- d) Using fire- or spark- producing tools, including cutting tools;
- e) Using or preparing fireworks or pyrotechnics;
- f) Grinding, including rail grinding;
- g) Mechanical land clearing;
- h) Clearing and maintaining rights of way, including grass mowing;
- i) Any of the following activities carried out in a cutblock excluding a road landing, roadside work area or log sort area in the cutblock:
  - i. operating a power saw;
  - ii. mechanical tree falling, woody debris piling or tree processing, including de-limbing;
  - iii. welding;
  - iv. portable wood chipping, milling, processing or manufacturing;
  - v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contracting rock;
  - vi. yarding logs using cable systems.

**Andrew Peat**

*Correspondence - 04 Aug 2015  
M. Sorrentino  
High Risk Activities*

**From:** H+S Design  
**Sent:** August-04-15 10:31 AM  
**To:** trustees@saltspringfire.com  
**Cc:** Matteo Hermani  
**Subject:** Wildfire act

*Acknowledged  
forwarded.*

Dear Trustees,

I am a longtime resident of Salt Spring and I must say I got a bit of a surprise this morning when calling the SS Fire Dept.

I called the Salt Spring Fire Department to let them know that someone in our area was using a chainsaw which considering the the drought we have been experiencing and how tinder dry the ground is at the moment, is completely irresponsible and at high risk of causing a wildfire.

I was told by the SS Fire Dept. that they could not do anything about the fact that someone out there was using a chainsaw. I was told that it was not against any bylaw as that the Salt Spring has no bylaw in place in regards to using chainsaws and the likes during an absolute fire ban.

Can you please explain to me why that is? With all the wildfires that we have occurring in BC right at this very moment why wouldn't we have a bylaw in place to inhibit the use of anything that could so clearly cause a wildfire. We are bombarded in the news about how many of these wildfires are started by humans and could be avoided. Do we really want to wait for a potential wildfire to happen in this community before something gets put in place?

Honestly this is very disappointing and I hope that something gets put in place FAST!

Sincerely

Michela Sorrentino  
250 653 9350

[hermani2sorrentino@gmail.com](mailto:hermani2sorrentino@gmail.com)

hermani + sorrentino |



*Correspondence 2014 0730  
Kostelijk, Nelly  
(High Risk Activities)*

INBOX

Compose

Addresses

Folders

0

Current Folder: **INBOX**

*acknowledged  
forward.*

Calendar

Message List Delete



Forward Forward as Attachment

**Subject:** Wild fire and bylaws

**From:** .

**Date:** Thu, July 30, 2015 1:40 pm

**To:** trustees@saltspringfire.com

**Priority:** High

**Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message details](#) | [View as plain](#)

Dear SaltSpring Island Trustees

As this is probably the hottest summer and the driest on record, we need for the bylaws in place to control the use of chainsaws and other potential dangers that could create a fire.

If this is not the case then please put it on the top of the list and make it happen.

I have neighbours who used their chainsaws this week and this morning and it just isn't something that should be allowed at this time, this issue needs to be addressed.

Can you make this change. If you can please do so as soon as possible!

For some reason it's not in our Bylaws Yet? And how does that make any sense?

# Nelly Kostelijk

**Attachments:**

untitled-[1]

0.6 k

[ text/plain ]

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Move to: **INBOX**



[Take Address](#)

*Correspondence -  
2015 Aug. 08 R. McCulloch*

**Andrew Peat**

---

*Re. Open burning bylaw*

**From:**  
**Sent:** August-08-15 3:53 PM  
**To:** trusteeschlenker@saltspringfire.com  
**Cc:** corpadmin@saltspringfire.com  
**Subject:** PROPOSED CHANGE TO DRAFT 125  
**Attachments:** LETTER TO FIRE TRUSTEES RE BURN BYLAW CHANGES.docx

I am pleased with all the progress your committee has made on this, but do want one more time to get the Camp/Beach fire category of burning more in line with the other Categories.

The large "we" want more assurance that the Fire District is setting standards and placing regulations on what, when, where, and how we burn with open fires. The Permit requirements seem to be facilitate education of those who burn, and are being accepted as necessary to obtain. Our current bylaw does not allow one segment of burners to have a Burn Permit. We need to have a different permit available probably for a one time fire on a designated location of public property. It would define the day and time as well as the person responsible for the fire.

I know the objection (enforcement), but the same objection applies in most other regulations. Let's let the people who want a fire be properly "educated through the obtaining of a permit process". The complaints should go down, better fire control and smoke management will start occurring, and more responsible burning will become the norm.

My attachment suggests changes that can make this happen.

Thanks  
Ron

Correspondence 2015 08 11  
P. Binding

**Andrew Peat**

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**From:** Andrew Peat  
**Sent:** August-13-15 8:04 AM  
**To:** corpadmin@saltspringfire.com  
**Subject:** FW: fire regs

Re Open burning

acknowledged  
forward.

-----Original Message-----

**From:** Paul Binding  
**Sent:** Tuesday, August 11, 2015 5:42 PM  
**To:** [corpadmin@saltspringfire.com](#)  
**Subject:** fire regs

Dear Andrew,

If you agree, I'd be grateful if you could forward this to the Fire Board, as per your suggestion to me, since the corpadmin address did not seem to be recognised by my ipad.

I'm concerned about some of the By-Law definitions as applied to the current extreme risk scenario, since many of us live in densely wooded areas. I understand that the By-Law wording is currently being revisited, and I suggest that part of the BC Coastal Fire Centre website is worth looking at in this regard. I went to [bcwildfire.ca/hprscripts/wildfirenews/bans.asp](http://bcwildfire.ca/hprscripts/wildfirenews/bans.asp) which has a display with separate columns for the various Fire Centres. If you visit the Open Fires entry in the Coastal column you will find a few paragraphs under the links to the definitions of both Open Fires and Campfires. Both sets of paragraphs refer to a maximum flame length of 15 cm, which is just under 6 inches. I would ask the By-Law Committee to consider incorporating this restriction into the relevant definitions of what Open Fires and Campfires are allowed, particularly during extreme fire risk periods. I also wonder if fuels under pressure like propane should be restricted more, not less, by whatever wording is adopted.

At a local resort, we have seen fires with flames well over 30 cm high, apparently from propane-fired campfire rings. I suspect that some resort visitors may come from less drought stricken areas, and may assume that open flames pose no threat particularly after a bit of rain. They may not realise that we had little or no rain for the previous few months, and that the branches seemingly far above are tinder dry.

Sincerely,  
Paul Binding=

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This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>