

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

Meeting held: **26 October 2015**
Lower Hall, Ganges United Church

In attendance:

Trustees: Chair Linda Lee, Mitch Forest, Derek Hill, Norbert Schlenker
Staff Members: Acting Chief Arjuna George, SSIFFA Lieutenant Chantelle Pohl,
Corporate Administrative Officer (CAO) Andrew Peat
Recording Secretary: Sarah Shugar
Public: 22

Called to Order: 7:08 p.m.

1. Approval of Agenda

A proposed agenda was circulated to trustees prior to the meeting.

The following supplemental items were presented for consideration:

- 4.1. Facilities and Physical Plant Committee – 10-Year Plan – Trustee Forest
- 4.2. Finance and Audit Committee - 3 motions - Trustee Schlenker
- 4.5. Strategic Planning & Policy Development – 2 motions - Trustee Schlenker

The following additional items were presented for consideration:

- 2.1 In Camera Meeting – Chair Lee
- 4.6 Occupational Health and Safety Committee – Trustee Forest

Motion to accept the agenda as amended moved by Trustee Hill, seconded by Trustee Schlenker.
CARRIED

2. Introduction of Acting Fire Chief Arjuna George and Recording Secretary Sarah Shugar

The Chair introduced Acting Fire Chief Arjuna George, Recording Secretary Sarah Shugar, and SSIFFA Lieutenant Chantelle Pohl.

2.1 In-Camera Session

Motion to move to an in-camera session to discuss a contract moved by Trustee Schlenker, seconded by Trustee Hill.
CARRIED

Chair Lee called a recessed at 7:14 p.m. The meeting reconvened at 7:19 p.m.

2.2 Rise and Report

Motion that the Chair of the Board of Trustees is authorized to execute the contract for Recording Secretary as circulated moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

3. Minutes

3.1 Receive and Accept the Minutes of the “Town Hall” meeting held Sept. 21, 2015

The minutes of the September 21, 2015 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the September 21, 2015 town hall meeting be accepted as circulated moved by Trustee Hill, seconded by Trustee Schlenker.

CARRIED

3.2 Receive and Accept the Minutes of the regular meeting held September 21, 2015

The minutes of September 21, 2015 regular meeting were received, as circulated.

3.3 Receive and Accept the Minutes of the special meeting held October 13, 2015

The minutes of the October 13, 2015 special meeting were distributed prior to the meeting.

Motion that the minutes of the October 13, 2015 special meeting be accepted as circulated moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

3.4 Receive and Accept the Minutes of the In Camera meeting held October 13, 2015 - none

4. Committee Reports

4.1 Facilities and Physical Plant Committee

Committee Chair Forest advised that there was no meeting on October 19, 2015 due to lack of quorum. He reported that the committee discussed the 10 Year Master Fire Plan at their September 3, 2015 meeting. Trustee Schlenker reported the Finance and Audit Committee approved a \$40,000 line item for this at a previous meeting. He introduced the following motion.

Motion that the Board of Trustees initiate the Request For Proposals process to solicit proposals to develop a 10 Year Master Fire Plan which would include scheduling of capital expenditures (vehicle fleet replacements) and the location of a new build fire hall to replace the Ganges Fire Hall moved by Trustee Forest, seconded by Trustee Hill.
CARRIED

It was generally agreed the Board would review the Request For Proposals for the 10 Year Master Fire Plan prior to release.

4.2 Finance & Audit Committee

Committee Chair Schlenker reported the Finance and Audit Committee has met a number of times regarding final budget planning. He reported the Salt Spring Fire Rescue Foundation was created in 2011 because the Fire District was not a qualified “donee” and a mechanism to transfer the Brinkworthy property from the Brinkworthy owner to the District was needed. Since then the District has become a qualified “donee”. He introduced the following motion.

Motion that the Board, on recommendation from the Finance Committee, requests that the Salt Spring Fire Rescue Foundation, an independent third party organization, change its registered address and phone away from Hall 1 moved by Trustee Schlenker, seconded by Trustee Forest.
CARRIED

Committee Chair Schlenker reported the Salt Spring Fire Rescue Foundation had no assets in 2011 when it was formed and the District loaned the foundation approximately \$900. The Salt Spring Fire Rescue Foundation now has assets and ability to repay the loan. He presented the following motions.

Motion that the Board, on recommendation from the Finance Committee, requests repayment of a loan the District made to the Salt Spring Fire Rescue Foundation in October 2011 moved by Trustee Schlenker, seconded by Trustee Hill.
CARRIED

Motion that the Board tasks CAO Peat to write a letter to the Salt Spring Fire Rescue Foundation informing it of the requests in the two preceding motions moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

4.3 Human Resources & Legal Committee

Committee Chair Hill reported the Human Resources & Legal Committee has been busy dealing with the Tall Sky Administration Study and the last two job descriptions were forwarded to Tall Sky and should be received by the end of the week. The Request for Proposals for IT has been assigned to CAO Peat.

4.4 Marketing & Communications Committee – none

4.5 Strategic Planning & Policy Development Committee

Committee Chair Schlenker reported the Strategic Planning and Policy Development Committee has not met for some time. He introduced the following motions.

Motion that the Board, on recommendation from the Strategic Planning and Policy Committee after advice from counsel, amend all existing policies to add the following section:

EMPLOYER'S DISCRETION

The provisions set out in this Policy are subject to revision from time to time at the discretion of the Board of Trustees.

moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

Motion that the Board, on recommendation from the Strategic Planning and Policy Committee after advice from counsel, directs its committees to ensure that the following language is included in the text of every policy submitted for the Board's approval:

EMPLOYER'S DISCRETION

The provisions set out in this Policy are subject to revision from time to time at the discretion of the Board of Trustees.

moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

4.6 Occupational Health & Safety Committee

Committee Chair Forest reported he has been appointed to the Occupational Health & Safety Committee. Prior to the first meeting Lieutenant Akerman contacted two representatives from WorkSafe BC to

attend. Lieutenant Akerman did a lot of work to prepare for the meeting. He reported Captain Dale Lundy resigned from the Committee to allow for the statistical representation required by WorkSafe BC. The procedures are being followed and he commended the committee for their great work. He provided the following update on the fire hall: At an inspection 7-8 years ago the friable asbestos was remediated however the asbestos floor tiles were left in place on the basis that they were safe as long as they were not cut or drilled into. In December 2014 the floor tiles were cut into and the fire hall was subsequently closed. A re-inspection is scheduled for next week.

5. Correspondence

Correspondence received was distributed to trustees prior to the meeting. The correspondence items were received.

6. Acting Fire Chief Report

Acting Chief George presented the Fire Chief's Report dated September 2015. Acting Chief George commented on the percentage of after-hour calls and highlighted the main calls. He reported the closing date for the Class of 2016 Paid-on-Call firefighters is October 31, 2015 and two applications have been received. He acknowledged the retirement of Alisa Owens and expressed appreciation for her 14 years of service.

There was discussion regarding the Training Proposal and the following motions were introduced.

Motion that the Board approves the Pumps and Pumping Course moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

Motion that the Board approves sending one Paid On Call member to the Red Cross First Aid Instructor Course moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

It was noted that the Emergency Apparatus Driver Training Course would likely be held in January 2016. It was generally agreed that the Emergency Apparatus Driver Training Course be tabled to the next meeting.

It was noted that exit interviews be conducted when members leave the District.

Chair Lee thanked Acting Chief George for the report.

7. Salt Spring Firefighters Association Report

Lieutenant Chantelle Pohl presented the Salt Spring Firefighters Association Report dated October 23, 2015. She highlighted the Salt Spring Firefighters Association unanimously agreed to acknowledge Alisa Owen as an honorary member and that the new logo is expected in January 2016.

Chair Lee called a recess at 8:16 p.m. The meeting reconvened at 8:18 p.m.

8. Old Business

8.1 District Boundaries - none

8.2 Open-burning Bylaw Committee proposed Bylaw No. 125 (2015/08/12)

CAO Peat reported the proposed special meeting was cancelled and this item will be addressed following the bi-election results.

8.3 Update regarding Elections Procedures Policy

CAO Peat reported the Notice of Nomination by the Election of Trustees has been published in the Driftwood newspaper and on the Salt Spring Island Fire Rescue website. Nominations will be received between 9:00 a.m. Tuesday October 27th, 2015 ~~4:00~~ p.m. Friday November 6th, 2015.

8.4 Update regarding document management systems

There was no report at this time.

8.5 Update regarding amending meeting procedure bylaw

There was no report at this time.

8.6 Update status Administration Function Review report

There was no report at this time.

9. New Business

9.1 Discuss and consider approval of contract for recording secretary

This item was discussed in item 2.2.

9.2 Meetings of standing Committees

Trustee Forest reported the Facilities and Physical Plant Committee has been having difficulty in meeting quorum.

Motion that the Board appoint Michael Craig to the Facilities and Physical Plant Committee moved by Trustee Forest, seconded by Trustee Schlenker.

CARRIED

It was generally agreed the Recording Secretary would discuss availability with Committee Chairs regarding scheduling committee meetings.

9.3 2016 Training in Paradise program (TIP)

Trustee Schlenker provided an update regarding the Training In Paradise 2016 budget. There was discussion regarding the administrative costs.

The Board expressed general support for the 2016 Training in Paradise program.

9.4 Proposed Bylaw No. 128, Fire Protection Taxation Bylaw 2016

Proposed Bylaw No. 128, Fire Protection Taxation Bylaw 2016 was circulated prior to the meeting and is posted on the website.

Motion that proposed Bylaw 128 (“Fire Protection Taxation Bylaw 2016”) be read for a first time as posted moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

Motion that proposed Bylaw 128 (“Fire Protection Taxation Bylaw 2016”) be amended by substituting the number “129” for “128” in its numbering moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

Motion that proposed Bylaw 129 (“Fire Protection Taxation Bylaw 2016”) be amended by striking from paragraph 1 the words “xxxxx (\$xxxx)” and inserting the words “two million five hundred twenty five thousand dollars (\$2,525,000)” moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

Motion that proposed Bylaw 129 (“Fire Protection Taxation Bylaw 2016”) as amended by the Trustees be reconsidered and finally passed moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

Trustee Schlenker acknowledged the Financial Planning Committee members for their efforts.

9.5 Proposed Bylaw No. 129, Vehicle Exhaust System Borrowing Bylaw

CAO Peat provided an update. The proposed bylaw as posted has been withdrawn.

10. Delegations - none

11. Adjournment

Motion to move to an in camera session to discuss a legal matter moved by Trustee Schlenker, seconded by Trustee Forest.

Chair Lee called a recess at 8:46 p.m. The meeting reconvened at 9:13 p.m.

Rise and Report

Motion that the Board approve a \$2,689,096.00 Operating (Expenses) and Small Capital, and Contingency budget for 2016 moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

There being no further business **motion** to adjourn moved by Trustee Forest.

CARRIED.

The meeting adjourned at 9:23 p.m.

The next scheduled regular meeting of the trustees is November 16, 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **26 October 2015**

Lower Hall, Ganges United Church

In attendance:

Trustees: Chair Linda Lee, Mitch Forest, Derek Hill, Norbert Schlenker

Staff Members: Acting Chief Arjuna George, SSIFFA Lieutenant Chantelle Pohl,
Corporate Administrative Officer (CAO) Andrew Peat

Recording Secretary: Sarah Shugar

Public: 22 residents

Chair Lee called the “Town hall” meeting to order at 7:00 p.m. She welcomed those attending and read the following statement:

The Salt Spring Island Fire Protection District (the “District”) regrets to advise that Tom Bremner is no longer with the District. The District thanks Mr. Bremner for his contributions and wishes him well in his future endeavors. The District will be considering its options of the Chief’s position. We have full confidence in Acting Chief George and the service’s personnel, and their ability to protect our community. We will not be entertaining any questions regarding this statement and no further comment will be made.

One member of the public questioned why there will be no discussion regarding Tom Bremner. Chair Lee advised that the District does not comment on personnel issues.

One member of the public acknowledged the Salt Spring Island Fire Department for their excellent work and expressed that ratepayers are fortunate to have these individuals serving and giving their valuable time to the community. He expressed concern for the condition of the Ganges Fire Hall and the high concentration of assets within the building. He would like the Trustees to address safeguarding the investment of equipment. Trustee Forest reported that he is in discussions with the architecture firm and building the new fire hall is a top priority. There have been issues with the building site and the level of service.

One member of the public expressed support for the previous comments regarding the condition of the Ganges Fire Hall and added the statistical probability of fire damage to fire halls is more likely than damage from earthquakes.

There being no further questions from the floor, Chair Lee adjourned the “town hall” meeting at 7:11 p.m.

Linda Lee

Chair Board of Trustees

Andrew Peat
Corporate Administrator

DRAFT

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	3 - Finance
Policy Number	3.30
Policy Title	PURCHASING

STATEMENT OF POLICY

The SSIFPD recognizes the need to control expenditures to maintain fiscal responsibility. Purchasing policies and procedures represent the single most important step toward this goal. It shall be the responsibility of all employees who have authorization to make purchases to follow policies and procedures as set forth herein.

RESPONSIBILITY AND TRAINING

Staff are responsible for adherence to and implementation of this policy. Training staff about the policy is the responsibility of the Fire Chief.

GENERAL

Contract awards shall be made for materials and services that will give the greatest value based on quality, service, price and availability. All purchasing is to be consistent with the annual budget. Variance in excess of the budget, and purchases in excess of \$2,000.00 must be reviewed by the Finance Committee and approved by the Board of Trustees. Exception applies in the event of *Emergency Purchasing* as described below.

APPROVING AUTHORITY

1. Salaries and wages for employees and paid on call staff, and all related disbursements, require no approval under this policy. Compensation for casual help and contract office employees, including related disbursements, shall be authorized by signature of the Fire Chief or CAO.

2. Purchases under \$500.00, and the routine expenditures listed below, may be authorized by the Fire Chief or CAO signing the invoice.

- Telephone rental fees (including long distance tolls)
- Utilities (hydro, heating, cable accounts, water)
- Inspection fees, permit fees, and taxes to other governments
- Insurance premiums

3. Purchases with an estimated cost of \$500.00 or more must be made with either a *Cheque Requisition* or *Purchase Order* and include at least the following information:

- Name and address of the supplier
- Date of purchase
- Description of goods or reference to invoice number
- Copies of quotes, tenders, and/or packing slips should be attached

4. A *Cheque Requisition* shall only be used for the following types of expenditures. All other expenditures require a *Purchase Order*.

- Costs directly related to court actions and damage claims
- Subscription renewals
- Professional fees
- Association membership dues
- Fees for exams, courses and conventions, etc.
- Travel expenses or advances including mileage and lodgings

4. *Cheque Requisitions* and *Purchase Orders* must be signed by the Fire Chief or CAO. Where the Fire Chief or CAO is the payee, payment must be authorized by signature of the Chair of the Board of Trustees or the chair of the Finance Committee.

PURCHASE ORDERS

(a) Purchases from \$500 to \$2,000

At least two quotes are to be obtained from suppliers. The lowest quote shall be accepted except where there may be differences in availability or quality.

(b) Purchases over \$2,000 up to \$10,000

Purchases in this range must be done by recorded quotations. Every effort should be made to receive and record at least three (3) quotes on the Quotation Evaluation Form (attached) with the lowest bid being recommended for acceptance. If it is impractical or impossible to receive three quotes, or if the lowest bid is not recommended, the Fire Chief or CAO shall provide written justification for review and approval by the Board at an in camera meeting. Copies of the Quotation Evaluation Forms are to be attached to the Purchase Order when it is submitted with the invoice for payment.

(c) Purchases over \$10,000

Purchases over \$10,000 must be done by way of written tenders. Tenders may be solicited by the SSIFPD by means of selective invitations to particular suppliers, or by

public advertising. The method of tender will be decided by the Fire Chief and/or CAO in consultation with the Finance Committee.

In the case of sealed tenders, the bids shall be opened in public, at which time bidders' names and total bid price are disclosed. A summary of the tenders shall be prepared for the Board of Trustees along with the staff recommendation and presented if necessary in camera.

EMERGENCY PURCHASING

The Fire Chief shall have authority to bypass normal procedures in the event of disaster or emergency. Such a variance from this purchasing policy must be reported to the CAO and Board of Trustees as soon as possible, with a follow-up in writing.

EMPLOYER'S DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	21 September 2015	Approved by:	Board of Trustees
1. Amendment date:	26 October 2015	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

QUOTATION EVALUATION FORM
For purchases over \$2,000 up to \$10,000

Purchases in this range must be done by recorded quotations. At least three quotes should be received and recorded, containing information as follows:

COMPANY NAME: _____
PRODUCT DESCRIPTION: _____
ADDRESS: _____
PHONE #: _____
AMOUNT: _____
CONTACT NAME: _____
DATE: _____

COMPANY NAME: _____
PRODUCT DESCRIPTION: _____
ADDRESS: _____
PHONE #: _____
AMOUNT: _____
CONTACT NAME: _____
DATE: _____

COMPANY NAME: _____
PRODUCT DESCRIPTION: _____
ADDRESS: _____
PHONE #: _____
AMOUNT: _____
CONTACT NAME: _____
DATE: _____

Ordinarily the lowest bid will be recommended for acceptance.

If the lowest bid is not recommended, the Fire Chief or CAO shall provide written justification for review by the Finance Committee and approval by the Board.

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	3 - Finance
Policy Number	3.60
Policy Title	STAFF EXPENSES

STATEMENT OF POLICY

Staff may incur expenses within approved budget limits while representing the District, engaging in District business, and when attending meetings, conferences, seminars and training. Staff are expected to exercise due care and retain substantiating documentation for all such expenses, and shall be reimbursed in a timely manner.

RESPONSIBILITY AND TRAINING

Staff are responsible for adherence to and implementation of this policy. Training staff about the policy is the responsibility of the Fire Chief.

BUDGET

It is the responsibility of the Fire Chief to plan for and include provision for attendance at conferences, seminars, and training opportunities when sending an annual budget request to the Finance Committee for review. Advance authorization must be sought from the Fire Chief for all events and travel expenses.

FREQUENCY OF CONFERENCE ATTENDANCE

Generally staff may attend no more than one conference in a calendar year. Exceptions must be approved by the Board of Trustees.

REGISTRATION AND COURSE FEES

Event fees, including taxes, shall be paid by the District.

TRANSPORTATION

Travellers should choose their own means of transportation with costs that are reasonable in relation to the distance travelled. Where staff use their own vehicle to travel, reimbursement will be at the Canada Revenue Agency standard mileage rate plus tolls, parking and ferry charges. When more than one employee travels to an event by vehicle, the ride should be shared whenever practical. When using air transportation, costs will be allowed for economy seating. Upgrades, such as excess baggage fees or better seating, are at the individual's discretion and will not be paid by the District.

ACCOMMODATION

Accommodation should be booked within a reasonable distance of the business function, conference, or course, at the best rate obtainable. The District will reimburse for single room hotel accommodations as receipted. Where staff elect to arrange for private accommodation, e.g. with friends or relatives, the District will reimburse \$50 per night without receipts required.

MEALS AND INCIDENTAL EXPENSES (PER DIEMS)

The cost of staff meals and other incidental expenses incurred en route and at the site of an event will be paid by the District. Where a meal is provided without charge or covered by an event fee, no claim for the meal can be made. Payment will be to a maximum of the prevailing Group III rate set by the Treasury Board of the Province of British Columbia, against actual receipts submitted with a cheque requisition or credit card statement. Where payment by District credit card exceeds the maximum per diem, the employee shall reimburse the District promptly or have the excess deducted from wages.

SPOUSE/PARTNER EXPENSES

Expenses for an employee's spouse or family members will not be paid by the District, except in cases of relocation to begin employment with SSIFPD.

PAYMENT BY CHEQUE REQUISITION

Staff may request reimbursement for travel expenses by Cheque Requisition after attending an event and attaching receipts as required.

PAYMENT BY DISTRICT CREDIT CARD

Staff who have been issued a credit card on the District's account may use the card for any expense authorized by this policy. Staff are responsible for record keeping, including keeping individual receipts for attachment to credit card statements. Each receipt must be coded by the employee to an appropriate account before approval.

REVIEW AND APPROVAL OF EXPENSES

Generally staff expenses shall be reviewed and authorized by signature of the Fire Chief. In the Fire Chief's absence, expenses shall be reviewed and authorized by the Deputy Chief. Expenses of the Management Team, including the Fire Chief, the Deputy Chief, and the CAO, shall be reviewed and approved by the chair of the Finance Committee.

EMPLOYER'S DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

Operational Guideline 1.03.08 - Travel Expense Rate (Per diem)

Treasury Board reference rates as of 26 October 2015

(from http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf)

Full Day	Half Day	Breakfast only	Lunch only	Dinner only	B&L	L&D	B&D	Incidentals only
\$51.50	\$25.75	\$22.75	\$22.75	\$30.50	\$33.25	\$41.00	\$41.00	\$12.25

Approval date:	21 September 2015	Approved by:	Board of Trustees
1. Amendment date:	26 October 2015	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

3.60 Staff Expenses (26 October 2015)

Policy Amendment Proposal

Policy #3.30 Purchasing

Request by Acting Fire Chief Arjuna George Nov-12-2015

The language in the Salt Spring Island Fire Protection Policy #3.30 titled *Purchasing* has identified a few areas that are difficult to manage.

The policy lists some purchases under \$500 as routine expenses but does not include all routine expenses. I would recommend that the following be included in yearly routine expenses

Amendment recommendation #1

Yearly maintenance of tools, equipment such as ladder testing, SCBA testing and maintenance, and Fire Truck pump testing. Our equipment that is mandated to be tested yearly should be included in this policy without the need for a Purchase Order. Many of these yearly tests exceed the current \$500.00 limit.

Service Agreement. (I.e. AED service agreement, Fire Extinguishers)

Amendment recommendation #2

Regarding Apparatus, equipment and support vehicle maintenance under the current Policy. Unless its an emergency our current policy states two quotes must be obtained for anything over \$500-\$2000. The biggest problem lies when we take a vehicle to a mechanic "A" have them troubleshoot the issue then issue a quote, then if over \$500 which most would be, take vehicle to mechanic "B" to repeat. This takes up valuable time plus the mechanics will not be interested in troubleshooting with no compensation.

This same scenario has arising from small project plumbers, electricians, and craftsman.

I am in full support of a policy for physical items such as tires, and new equipment, but for service related items I would recommend the policy be amended to broaden the scope.

I recommend that all servicing, testing and repair to equipment, and apparatus not need a purchase order if under \$2000.00 We will continue to select the most affordable provider when available and continue to be fiscally responsible within our maintenance.

Respectfully Submitted

Arjuna George

Acting Fire Chief

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Facilities & Physical Plant Committee

COMPOSITION

1. The Facilities & Physical Plant Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee is responsible for:
 - a) Overseeing water supply issues, including liaison with water districts on flow capacity and installation and maintenance of hydrants,
 - b) Developing a plan for dry hydrant installation where appropriate,
 - c) Developing and maintaining a schedule for equipment replacement and structure maintenance to inform the capital plan,
 - d) Developing, in concert with the Marketing & Communications Committee, a comprehensive plan for public engagement on the need for replacement of Hall #1, and
 - e) Oversight of all capital expenditures.
2. The Committee shall report and recommend to the Board annually:
 - a) the seismic condition of District buildings and progress on improving same, and
 - b) a capital plan, developed jointly with the Finance & Audit Committee.
3. The Committee shall report and recommend to the Board as required:
 - a) the resources required to maintain Tanker Shuttle accreditation and FUS grading, and their costs,
 - b) its analysis and evaluation of proposed plant and equipment purchases,
 - c) draft bylaws and referendum questions to finance purchases of plant and equipment, and
 - d) amendments to these Terms of Reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	7 December 2015	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Finance & Audit Committee

COMPOSITION

1. The Finance & Audit Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

- continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

- 1) The Committee shall monitor and report to every regular meeting of the Board:
 - a) the financial condition of the District via unaudited financial statements, and
 - b) minutes of its meetings.
- 2) The Committee shall report and recommend to the Board annually:
 - a) the appointment of an external auditor,
 - b) acceptance of the annual audited financial statements,
 - c) the annual operating budget and financial projections, as jointly developed with other committees and staff,
 - d) a capital plan, developed jointly with the Facilities & Physical Plant Committee,
 - e) analysis of financing proposals for capital projects, and
 - f) a draft bylaw to levy taxes to raise the required revenue for the year.
- 3) The Committee shall report and recommend to the Board as required:
 - a) financial policies, and
 - b) amendments to these Terms of Reference

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

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3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Human Resources & Legal Committee

COMPOSITION

1. The Human Resources & Legal Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee is the Board's primary point of contact between the Board and its contract employees including management and support staff. The Committee is responsible for:
 - a) Reviewing and maintaining current and future employment contracts,
 - b) Overseeing performance evaluation of exempt and contracted positions,
 - c) Reviewing and developing policies on general employment issues,
 - d) Archiving information about collective agreements in other jurisdictions,
 - e) Overseeing elections and referenda.
 - f) Recruiting and interviewing members of the public for committee work,
 - g) Ensuring that Trustees and members of the public who serve on any committee are aware of the District's confidentiality and conflict of interest policies, and
 - h) Monitoring that legally mandated reporting is being carried out on schedule by staff.
2. The Committee shall report and recommend to the Board as required on:
 - a) the appointment of legal counsel and legal advice received,
 - b) the appointment of a negotiator when a collective agreement is under review,
 - c) the appointment of a retuning officer for an election or referendum,
 - d) the appointment of members of the public to the board's committees,
 - e) hiring for District exempt and contract positions,
 - f) policies regarding recruitment, training and retention of firefighters,
 - g) compensation and benefit packages for all exempt and paid-on-call (POC) employees,
 - h) amendments to these terms of reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	17 August 2015	Approved by:	
1. Amendment date:	26 October 2015	Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Marketing & Communications Committee

COMPOSITION

1. The Marketing and Communications Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets quarterly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

- continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

- 1) The Committee is responsible for:
 - a) developing and reviewing policies regarding internal and external communications of the District, including policies on privacy, document retention, and freedom information requests,
 - b) developing, in concert with the Facilities and Physical Plant Committee, a comprehensive plan for public engagement on the need for replacement of Hall #1
 - c) develop a plan to ensure that the public is informed of District business via its website, its social media accounts, print advertising, and press releases, and
 - d) overseeing the development and use of a comprehensive document management system.

- 2) The Committee shall report and recommend to the Board as required on:
 - a) communications policy,
 - b) projects to improve communications effectiveness, and amendments to these Terms of Reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	7 December 2015	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Strategic Planning & Policy Development Committee

COMPOSITION

1. The Strategic Planning & Policy Development Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets quarterly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five

minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee shall as appropriate monitor, develop, report or recommend to the Board:
 - a) effect of provincial legislation and regulations on the District,
 - b) policies regarding District boundaries and out of District response,
 - c) policies regarding the services provided by the District,
 - d) policies regarding governance, including committee structure,
 - e) an annual board governance workshop,
 - f) by-law enforcement and co-ordination with other relevant authorities,
 - g) District by-laws not within the Terms of Reference of other committees of the Board, and
 - h) amendments to these Terms of Reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	7 December 2015	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Minutes of the
Finance Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **2 December 2015**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Norbert Schlenker (Chair), Andy Hildebrand; Ken Marr, Julia Lucich, Michael Craig

Staff Members: Acting Chief Arjuna George, Corporate Administrative Officer (CAO) Andrew Peat

Recording Secretary: Sarah Shugar

Others Present: 1 member of the public

The meeting was called to order at 3:30 p.m.

1. Approval of Agenda

A proposed agenda was circulated to members prior to the meeting.

The following items were presented for consideration:

Move item 3.2 Com Vida Payroll & Scheduling Software to the in camera meeting.

The following additional items were presented for consideration:

- 3.2 2016 Financial Committee Meeting Schedule
- 3.3 August 6, 2015 Financial Committee Minutes
- 3.4 Fire Hydrants

By general consent, the agenda was accepted as amended.

2. Correspondence - none

3. Old Business

3.1 30 November 2015 Financial Statements

The Financial Statements dated November 30, 2015 were presented for information.

By general consent, the Financial Committee agreed to recommend the Board direct CAO Peat to rename the SSIFR Fireman's Association Stipend line item to clearly define the item.

By general consent, the Financial Committee agreed to recommend the Board direct CAO Peat to look into the standing resolution regarding transfer to the CWR Reserve Fund.

Committee Member Marr left the meeting at 3:53 p.m. He returned to the meeting at 3:57 p.m.

3.2 Meeting Schedule

The regular meetings will be scheduled on the first Wednesday of each month at 2:00 p.m.

3.3 August 6, 2015 Financial Committee Minutes

The minutes of August 6, 2015 regular meeting were received, as circulated.

3.4 Fire Hydrants

An invoice from North Salt Spring Waterworks District regarding Fire Hydrants was presented for information.

Committee Chair Schlenker reported a letter was sent to North Salt Spring Waterworks District regarding the 2016 budget for fire hydrants.

By general consent, the Financial Committee agreed to direct Acting Chief George to look for invoices regarding fire hydrants.

5. In Camera Session

Motion to move to an in-camera session moved by Committee Member Lucich.
CARRIED

The meeting moved in camera at 4:07 p.m. The meeting reconvened at 5:00 p.m.

8. Rise and Report – none

9. Next Meeting

The next meeting of the Financial Committee is scheduled January 6, 2016, 2:00 p.m., at the Ganges Fire Hall Meeting Room.

9. Adjournment

There being no further business, motion to adjourn moved by Committee Member Schlenker.

CARRIED

The meeting adjourned at 5:00 p.m.

Norbert Schlenker
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT

Minutes of the
Human Resources Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **5 November 2015**

Meeting Room #103, Salt Spring Island Public Library

In attendance:

Committee Members: Committee Chair Derek Hill, Ron McCulloch; Deborah McGovern, Trustee Norbert Schlenker, Scott Simmons, Darleen Steele

Regrets:

Staff Members: Acting Chief Arjuna George, Corporate Administrative Officer (CAO) Andrew Peat

Others Present: Trustee Linda Lee

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:05 a.m.

1. Approval of Agenda

A proposed agenda was circulated to members prior to the meeting.

The following items were presented for consideration:

- 4.4 Move Item to In Camera session
- 5. Move Item to In Camera session

The following additional item was presented for consideration:

- 6. Old Business – Returning Officer – Trustee Schlenker

By general consent, the agenda was accepted as amended.

2. Introduction of Recording Secretary Sarah Shugar and Acting Fire Chief Arjuna George

Committee Chair Hill introduced Recording Secretary Sarah Shugar and Acting Fire Chief Arjuna George.

3. Minutes

3.1 Receive and Accept the Minutes of the meeting held October 1, 2015

The minutes of the October 1, 2015 meeting were distributed prior to the meeting.

Motion to accept the minutes of October 1, 2015 as circulated moved by Committee Member Schlenker.

CARRIED

4. Old Business

4.1 Update regarding compiling comparative data from similar Fire Services / Departments – administration personnel, staffing and equipment

Action Acting Chief George, Trustee Forest and Trustee Hill will draft comparative data from the TallSky report to include apparatus.

4.2 Terms of Reference for the Committee

Action CAO Peat will compile the approved terms of references for each Committee.

4.3 Google Calendar for Mandated Reporting

Committee Member Simmons reported the Google calendar is complete and could be added to the website at a later date.

4.4 Review and Discuss POC Firefighters retention proposal – moved to In Camera session

4.5 Policy Concerning Mobile Device (cell phones) for staff members

CAO Peat provided an update regarding the mobile device policy for staff members and advised the policy will be based on the Justice Institute guidelines.

Action CAO Peat will draft the Mobile Device (cell phones) Policy and forward it to the Board for review.

Motion to table this item until the next meeting moved by Committee Member Schlenker.
CARRIED

4.6 Policy Concerning “Employee Assistance Program”

Committee Member McGovern provided an update regarding the “Employee Assistance Program” Policy. There was discussion regarding a mechanism to ensure confidentiality of members who access the program. Acting Chief George reported currently the Critical Incident Stress Management (CISM) team reports to the Chief and he will look into options available through Work Safe BC.

Motion that Committee Member McGovern and CAO Peat will draft the Employee Assistance Program Policy and to table this item until the next

meeting moved by Committee Chair Hill.
CARRIED

5. New Business

5.1 Committee Membership - moved to In Camera session

6. Old Business

6.1 Returning Officer

Committee Member Schlenker provided an update regarding the voting policy and reported there has been ambiguity regarding how many votes a person is entitled. It was noted Brinkworthy residents are entitled to vote and there is not a mail in option for this election.

Committee Member McGovern left the meeting at 10:45 a.m. and returned to the meeting at 10:50 a.m.

It was generally agreed that Committee Member Steel will draft an article to be published in the Driftwood newspaper, the Salt Spring Exchange and the Salt Spring Fire Protection District website regarding the changes to the voting process.

7. In Camera Session to discuss TallSky Consulting Group, October 2015 Final Report to Board (Administrative Function Review)

Motion to move to an in-camera session moved by Committee Member Schlenker.
CARRIED

Chair Hill called a recess at 10:52 a.m. The meeting reconvened at 12:26 p.m.

8. Rise and Report - none

9. Adjournment

There being no further business, motion to adjourn moved by Committee Member Schlenker.

CARRIED

The meeting adjourned at 12:27 p.m.

Derek Hill
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT

Minutes of the
Facilities and Physical Plant Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **12 November 2015**

In attendance:

Committee Members: Committee Chair Mitch Forest, Brian Cunningham, Michael Craig, Derek Hill, Per Svendsen, Mervin Walde

Staff Members: Acting Chief Arjuna George, Corporate Administrative Officer (CAO) Andrew Peat

Others Present: Trustee Norbert Schlenker

Recording Secretary: Sarah Shugar

Residents: 1

The meeting was called to order at 7:02 p.m.

1. Approval of Agenda

A proposed agenda was circulated to members prior to the meeting.

The following additional items were presented for consideration:

- 6.4 Water Restrictions
- 6.5 Seismic Issues
- 6.6 Water Leak in Hall No.2
- 6.7 Brinkworthy Property Update
- 6.8 Fire Hydrant Maintenance and Repair
- 6.9 OH&S – Washing Machine

By general consent, the agenda was accepted as amended.

2. Introduction of Recording Secretary Sarah Shugar and new Committee Member Michael Craig

Committee Chair Forest introduced Recording Secretary Sarah Shugar and Committee Member Michael Craig.

3. Minutes

The minutes of the September 3, 2015 meeting were distributed prior to the meeting.

Motion to accept the minutes of September 3, 2015 as circulated moved by Committee Member Hill.

CARRIED

4. Correspondence

4.1 Correspondence Mills & Leitch – Bremner 150903 (Fencing at Central Fire Hall property)

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to draft an acknowledgement letter.

The correspondence item was received.

4.2 Correspondence Forest - Bremner 150917 (STSS recertification)

Committee Member Svendsen provided an update regarding the recertification of the Superior Tanker Shuttle Service. Acting Chief George circulated the HUB inspection report dated October 13, 2015.

The correspondence item was received.

4.3 Correspondence George – Lee 151020 (Fire Boat Out of Service)

Acting Chief George reported the Fire Boat is back in service.

The correspondence item was received.

4.4 Correspondence Forest - Woodey 151021 (Fans Central Fire Hall)

There was discussion regarding security systems.

Action Acting Chief George will look into security systems for Fire Hall No. 1, 2 and 3 and Acting Chief George and Committee Chair Forest will call Mr. Woodey to acknowledge the letter.

The correspondence item was received.

4.5 Correspondence George – Forest 151021 (Fan Muffler Central Fire Hall)

The correspondence item was received.

5. New Business

5.1 Update Training Room closure

Committee Chair Forest provided an update regarding the training room closure. The training room has been certified to be safe and will be

reopened. Acting Chief George provided a copy of the Asbestos Clearance Document for Fire Hall #1.

6. Old Business

6.1 Update re RFP for Master Fire Plan (suggestions for scope of work from members' review of Dawson Creek Master Fire Plan)

There was discussion regarding the review of the Dawson Creek Master Fire Plan and the following highlights were noted:

- it was noted that sprinkler systems would not be feasible for properties with wells due to the pressure required for sprinkler systems and properties that are on community water are usually in close proximity to the fire halls;
- the value of having a professional report at the beginning of the process;
- the Dawson Creek Master Fire Plan could be used as a template.

Motion that the Facilities and Physical Plant Committee recommend the Board create a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Committee Chair Forest.
CARRIED

6.2 Update re FUS extension of certification of vehicles

Committee Member Svendsen provided an update regarding the Fire Underwriters Survey (FUS) extension of certification of vehicles. Unit # 302 will not be certified due to float test. Acting Chief George circulated the HUB inspection report dated October 13, 2015.

6.3 Update re Inventory Software

Committee Chair Forest provided an update regarding inventory software for Fire Service Assets. Norbert Schlenker reported there was a past auditor recommendation that an inventory software is needed and that the Committee should develop policies regarding the acquisition and disposition of fixed assets.

Action Committee members will look into potential inventory software systems.

Action Acting Chief George will look into the current inventory system; FDM Module.

There was discussion regarding the use of large water catchment cisterns

for firefighting.

6.4 Water Restrictions

There was discussion regarding two small islands with structures within District boundaries and the resources to service these locations.

By general consent, the Facilities and Physical Plant Committee recommend the Board review amending the Letters Patent regarding the natural high water mark of Salt Spring Island eliminating the wording referring to a line drawn parallel to and 304.8 meters (1000 feet) perpendicularly distant from the natural high water mark.

CAO Peat advised he would contact Cathy Bickford at the Ministry of Community, Sport and Cultural Development to confirm standard wording for all Letters Patent.

6.5 Seismic Issues

There was discussion regarding seismic assessments of Fire Hall No. 2 and Fire Hall No. 3.

Motion that the Facilities and Physical Plant Committee recommend the Board direct CAO Peat to draft a Request For Proposal for the seismic evaluation of Fire Hall No. 2 and Fire Hall No. 3 during the first quarter of 2016 moved by Committee Member Svendsen.

CARRIED

6.6 Water Leak in Hall No. 2

Acting Chief George provided an update regarding Fire Hall No. 2. The repair is expected to be complete by the end of the week.

6.7 Brinkworthy Property Update

Committee Member Hill provided an update regarding the Brinkworthy property. Committee Chair Forest reported that there are drawings available to review.

It was noted the opening ceremony for the Mayne Island Fire Hall is scheduled on November 28, 2015, 1:00 p.m. to 3:00 p.m.

6.8 Fire Hydrant Maintenance and Repair

Committee Chair Forest reported there are no funds in the 2016 budget for fire hydrant maintenance and repair. There was discussion regarding who is responsible for maintaining hydrants and their operational readiness.

Action CAO Peat will send a letter to North Salt Spring Waterworks District regarding the fire hydrant maintenance and repair budget for 2016.

6.9 OH&S – Washing Machine

Committee Chair Forest reported that Occupational Health and Safety Committee requested a new washing machine to wash equipment with an estimated cost of up to \$20,000.

Action Acting Chief George will research the options for equipment washing machines and the item will be brought forward to the budget discussions.

There was discussion regarding the air tank filling stations.

Committee Member Svendsen declared conflict of interest with Item 6.10 and left the meeting at 8:46 p.m.

6.10 Purchasing Policy

Acting Chief George circulated a Policy Amendment Proposal for Policy #3.30 Purchasing Request by Acting Chief Arjuna George dated November 12, 2015.

Motion that the Facilities and Physical Plant Committee recommends the Board review the Policy Amendment Proposal for Policy #3.30 Purchasing Request by Acting Chief Arjuna George dated November 12, 2015 as presented moved by Committee Chair Forest.
CARRIED

Committee Member Svendsen returned to the meeting at 8:48 p.m.

Motion to move to an in-camera session moved by Committee Chair Forest.
CARRIED

Chair Forest called a recess at 8:48 p.m. The meeting reconvened at 9:02 p.m.

7. Rise and Report - none

8. Adjournment

There being no further business, motion to adjourn moved by Committee Chair Forest.

CARRIED

The meeting adjourned at 9:02 p.m.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT

Salt Spring Island Fire Department

Safety Committee Meeting Minutes

October 22nd, 2015 @ 19:05 hrs.

Present Ken Akerman (Co-chair) Mitch Forest (Co-chair) Nancy Purssell
 Colin McDougall A/Chief George Dom Gaudet (Abe)

Absent Abe Hohn

The Minutes from September 24th, 2015 meeting were reviewed and accepted.

OLD BUSINESS		Action	Date to be completed	Item #
Feb. 7.12	Rehab Procedures Discussion about CO monitoring for fire fighters at Rehab and updating procedures. Procedures at Rehab: <ul style="list-style-type: none"> - Fire fighters must attend Rehab after 2 SCBA bottles. - After 60 minutes of strenuous physical activity. - Exposed to extreme hot or cold for 60 minutes. - When I/C wants a Rehab. 	N. Purssell K. Akerman	On going	002
Mar. 5.12	Compile a package with recommendations and submit it to Chief Bremner for consideration.	D/C George		
Apr.3.12	Ken is still gathering information on the CO monitors from other fire departments. Nancy is compiling rehab documentation.			
May 1.12	REHAB proposal package was distributed for review and feedback. AJ will forward the information electronically to Committee members. After discussion, it will be forwarded to Management for consideration.			
July 2012	The proposed procedure was used at Live-Fire. There was a list of items to be reviewed for the Rehab package.			
Sept.2012	Firefighter medical records need to be updated	D/C George	June 4.2013	
Nov. 6.12	D/C George is ordering supplies for the rehab kit. The kit will be kept in the storage trailer at Hall #1. A deployment protocol will be developed.			
June4.13	D/C is ordering supplies for the rehab kit.		a.s.a.p.	
Sept. 3.13	Discussed the purchase of a new tent (10'x10' like the one that SAR uses). The tent has side walls and windows. It is large enough for a stretcher and to store equipment.	Ken Akerman	a.s.a.p.	
Oct. 1. 13	D/C asked Ken to source out the cost of the tent.			
Nov. 5. 13	Ken has sourced the cost of the tent. Now we have to find the funding. Tents will be purchased	K. Akerman	a.s.a.p.	
Dec. 3. 13		K. Akerman	a.s.a.p.	
Jan. 14.14	Ken has the prices on a tent 10x10 with sides. He will talk with Chief and AJ Tents have been found. They will be ordered.	K. Akerman	a.s.a.p.	
Feb. 4.14	The tents were discontinued. Similar tents have been found, Ken is checking into the costs.		a.s.a.p.	
Apr. 1.13	Ken is working on this	K. Akerman	a.s.a.p.	
May 6.14	Ken – working on pricing and maybe a new supplier	K. Akerman	a.s.a.p.	
Oct. 7.14	We will definitely be getting a new supplier.		a.s.a.p.	
Nov.4.14	Still looking for a tent that is durable and compact enough to last awhile	K. Akerman		
Dec. 2.14	No tent identified yet.	K. Akerman		
Jan. 13.15	No tent identified yet.	K. Akerman		
Feb. 3.15	Ken - has identified some tents/shelters that may be appropriate. He will send a proposal to Chief. Chief – Retired ambulances have been used for rehab in other departments. We can explore this option with BCAS.	K. Akerman		
	Ongoing	N. Purssell	a.s.a.p.	
Mar. 3.15	Waiting response from BCAS	Chief Bremner	for March meeting	
Apr. 7.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.	
May 5.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.	
June 23.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.	
July 21.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.	
Aug 28.15	Abe has a 10'x10' tent that he ordered from Costco – it is not what he needs. He asked if SSIFR would be interested in purchasing it from him. Chief asked Abe to bring the tent and the paperwork by the hall so it could be evaluated.	Chief Bremner Abe Hohn		
Sept.24.15	The rehab tent was returned before it was evaluated. We will price 2 tents. 1 for Rehab and 1 for Decon. Size preferred at least 10x10 with sides.	N. Purssell	Oct. 2015	
Oct. 22.15	Three tents were reviewed and a proposal submitted to Mitch Forest to take to the Board of Trusts. (copy attached to minutes)	M. Forest/Board of Trustees	a.s.a.p.	

Sept.24.15	<p>Ken will talk with Darrell again, and if Darrell considered the glass an issue, Ken will request that Darrell put the concern in writing for the Safety Committee.</p> <p>Hall # 2 The light in the front between the tender and the mini is out. Ken is pricing out a new LED light to replace it. The emergency light in the training room is not working has never been installed. Ken will repair the light order a light.</p> <p>There was broken glass in the outside training area. This was left after auto-x training. There will be a note sent out about sweeping the area after each practice.</p> <p>Hall # 3 – Repairs are complete. Dale and Ken are working on the oil catchment system.</p> <p>Hall # 1 - Fire extinguisher and metal trash cans have been addressed.</p> <p>Ken is waiting for the Asbestos Report before addressing the lifting floor tiles.</p> <p>The BBQ and pop machine remain in the back entrance. Nancy will contact VP Chantelle Pohl, to inquire about who purchased the items and ask the personnel to remove them.</p> <p>Ken is waiting for a quote to put a plastic coating on the windows in the Museum and on the breezeway doors. Ken has asked for a second quote to include all the windows – AC office, DC office, Chief office, locker room, shop and Trustee office.</p> <p>Hall # 2 - The Purchase Order is signed and the light is on order. An electrician has been hired to install the light when it arrives.</p>	<p>Ken Akerman</p> <p>Ken Akerman</p> <p>Ken Akerman Ken Akerman</p> <p>N. Purssell</p> <p>K. Akerman</p>		
Oct. 22.15	<p>Outstanding issues:</p> <ul style="list-style-type: none"> - The metal trash cans are in place, however it was suggested they be marked with ‘flammable’ stickers - The BBQ and pop machine have not been moved yet, Ken will speak to the owner and request they are moved - Ken is waiting for a cost estimate on placing a film on the windows. The CRD inspector said the glass is “grandfathered in”; however we will receive the estimates and recommend to the Board of Trustees to have the film placed on the windows. <p>Next inspection due – December 2015. WSBC suggested that the people doing the inspections not inspect the same hall that they inspected in August. This will give the process a “fresh set of eyes” when surveying the halls.</p>		(closed)	
Sept. 24.15	<p>Smoke Machine Fluid DC George – There is a report published that recommends simulated smoke be treated as if it were regular smoke. The product toxic properties become more pronounced when used in a heated room. A sub-committee should be formed to look at the issue and report back to the committee. Abe and Dale will review the report and make suggestions or recommend an OG.</p> <p>Abe and Dale were not present at the meeting to report to the committee about a report from Ray, a hygienist at WSBC. Ken has the report, but has not reviewed it.</p> <p>RECOMMENDATION – Until we have the information reviewed – personnel working with the smoke machine will wear SCBAs. The area will be treated as a “hot zone”.</p> <p>Ken and A/Chief George will send out operational procedures</p>	<p>Abe Hohn Dale Lundy</p> <p>All personnel</p> <p>Ken Akerman A/Chief George</p>	<p>October meeting</p> <p>immediately</p> <p>immediately</p>	025
Aug 27.15	<p>Review of SSIFR safety policies and programmes by a WorkSafeBC Officer Ken asked if we should consider asking an officer from WorkSafeBC to review the safety programme for SSIFR. Discussion. Ken and D/C will discuss this with WorkSafeBC and report back to the committee.</p>	<p>Ken Akerman D/C George</p>	<p>Sept. meeting</p>	
Sept. 24.15	<p>Ken will contact our WSBC Representative, Don MacFadgen and invite him to visit SSIFR to review and discuss our Safety Programme policies and procedures.</p>	<p>K. Akerman</p>	<p>a.s.a.p.</p>	
Oct. 22.15	<p>WSBC met with SSIFR OHS Representatives on Oct. 21.15. Results of the meeting are discussed under New Business.</p>		(closed)	
Sept. 24.15	<p>Driftwood Newspaper Article – Sept.23.15 – “Board to take over the fire department’s occupational health and safety committee” Discussion by the Committee. The WorkSafeBC JOHSC Foundation Workbook was reviewed and the SSIFR JHSC Terms of Reference by members. Ken will send a letter to Chair Linda Lee asking her to address the concerns the Board has with the Committee.</p>	<p>Ken Akerman</p>	<p>Sept. 25.14</p>	
Oct. 22.15	<p>Trustee Mitch Forest will be a co-chair on the OHS Committee, all issues have been addressed.</p>		(closed)	
	NEW BUSINESS	Action	To be completed by	Item #
Oct. 22.15	ACCIDENT AND INCIDENT REPORTS None			
Oct. 22.15	<p>OHS Committee The Committee membership will be adjusted to represent the workforce. Changes to the committee membership: 3 – Paid on Call members -Abe Hohn, Colin McDougall, Nancy Purssell. (Alternates: Dom Gaudet, Tom Purssell, Tom McCormick) 1 – Union member – Ken Akerman. (Alternate: Dale Lundy) 2 – Manager/Employer members – A/Chief George, Mitch Forest.</p>		(closed)	

Salt Spring Island Fire Fighters Association

Monthly SSIFPD Trustee Report

December 7th, 2015

Re: *October/November Monthly Activities*

* SSIFFA had 3 members retire during the last couple months.

1. Rolf Dammel was one of the original FIT's in the department and helped to grow that program, he has retired after 6years of service.
2. Alisa Owen also retired, after 14 years of service to the community. Alisa was a valued member of the department, and was very active in training, calls, and our functions. Alisa would always lend a hand to anyone in trouble, and it showed in her commitment to the CISM team.

🌐 SSIFFA has once again made a donation to the yearbook group at GISS. Along with the department we have put together a full page ad in the upcoming grad yearbook.

☑️ The Halloween fireworks were a great hit with the public that I have spoken to, I keep hearing it was our best show ever! We really appreciate the kind words from the public and it helps with all the long hours to make it all happen. The show wouldn't be possible without the help of a bunch of people, Kurt Irwin for the use of his boat to go pick them up, and the dedicated group to spend an evening tying and preparing the fireworks. And especially all the members that miss their families trick or treating to come and setup, light the show, and cleanup afterwards.

🌊 SSIFFA were pleased and honored to be a part of the remembrance day activities. Together with ground Search and Rescue we supplied traffic control, SSIFFA members marched in the parade, and presented a wreath.

☀️ It was with heavy hearts that we sent over 2 members to attend a LODD (Line Of Duty Death) memorial procession and funeral for Captain/Acting Battalion Chief Flynn Lamont from Vancouver Fire.

☑️ SSIFFA with Pender Fire have joined together to create a team for a Fitness Challenge. The Fitness Challenge concept originated with Chief of Metchosin Fire, Stephanie Dunlop. She has put out a challenge to all local fire departments to become healthy and engage in physical activity everyday. This will benefit ourselves, our brothers and sisters to be in better physical shape also the community that we work hard to serve.

☑️ This may be my last report as SSIFFA president as we will be having our elections in January.