

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

Meeting held: **January 18, 2016**  
Lower Hall, Ganges United Church

## **In attendance:**

Trustees: Chair Linda Lee, Howard Baker, Michael Craig, Mitch Forest, Andy Hildebrand, Derek Hill, Norbert Schlenker

Staff Members: Corporate Administrator and Financial Officer Andrew Peat; Acting Chief Arjuna George, SSIFFA Lieutenant Peter Andress

Recording Secretary: Sarah Shugar

Others: 21 members of the public, Driftwood Reporter

These minutes follow the order of the agenda although the sequence may have varied.

**Called to Order:** 7:16 p.m.

### **1. Welcome to New Association President Lieutenant Peter Andress**

Chair Lee introduced Lieutenant Andress and welcomed him to the meeting.

### **2. Approval of Agenda**

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

**Motion** to accept the agenda as presented moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

### **3. Board Minutes**

#### **3.1 Receive and Accept the Minutes of the “Town Hall” meeting held December 7, 2015**

The minutes of the December 7, 2015 town hall meeting were distributed prior to the meeting.

**Motion** that the minutes of the December 7, 2015 town hall meeting be accepted as circulated moved by Trustee Forest, seconded by Trustee Baker.

CARRIED

#### **3.2 Received and Accept the Minutes of the meeting held December 7, 2015**

The minutes of the December 7, 2015 regular meeting were distributed prior to the meeting.

**Motion** that the minutes of the December 7, 2015 regular meeting be accepted as circulated moved by Trustee Forest, seconded by Trustee Baker.  
CARRIED

**3.3 Receive and Accept the Minutes of the In-camera meeting held December 7, 2015**

The minutes of the December 7, 2015 in camera meeting were received for information.

**4. Committee Reports**

**4.1 Facilities & Physical Plant Committee**

4.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held January 7, 2016

**By general consent**, the draft minutes of the January 7, 2016 Facilities & Physical Plant Committee meeting were received for information.

**4.2 Finance & Audit Committee**

4.2.1 Receive the draft minutes of the Finance & Audit Committee meeting held January 6, 2016

**By general consent**, the draft minutes of the January 6, 2016 Finance & Audit Committee meeting were received for information.

4.2.2 Receive the draft minutes of the Finance & Audit Committee In-camera meeting held January 6, 2016

**By general consent**, the draft minutes of the January 6, 2016 Finance & Audit Committee in camera meeting were received for information.

**4.3 Human Resources & Legal Committee**

4.3.1 Receive the draft minutes of the Human Resources & Legal Committee meeting held January 7, 2016

**By general consent**, the draft minutes of the January 7, 2016 Human Resources & Legal Committee meeting were received for information.

- 4.3.2 Receive the draft minutes of the Human Resources Committee In-camera meeting held 7 January 2016

**By general consent**, the draft minutes of the January 7, 2016 Human Resources Committee in camera meeting were received for information.

#### **4.4 Marketing & Communications Committee - None**

#### **4.5 Occupational Health & Safety Committee**

- 4.5.1 Draft Minutes of the Occupational Health and Safety Committee meeting held November 26, 2015

**By general consent**, the draft minutes of the November 26, 2015 Occupational Health and Safety Committee meeting were received for information.

#### **4.6 Strategic Planning & Policy Development Committee**

- 4.6.1 Draft Minutes of the Strategic Planning & Policy Development Committee meeting held December 14, 2015

**By general consent**, the draft minutes of the December 14, 2015 Strategic Planning and Policy Development Committee meeting were received for information.

- 4.6.2 Draft Minutes of the Strategic Planning & Policy Development Committee meeting held January 11, 2016

**By general consent**, the draft minutes of the January 11, 2016 Strategic Planning and Policy Development Committee meeting were received for information.

### **5. Correspondence - none**

### **6. Acting Fire Chief Report**

Acting Chief George presented the Fire Chief's Report for December 2015. He reported December was a busy month with a total of 571 calls. He noted the new map section in the report has been updated to include types of calls. The 2016 recruit class has completed their second week of training and the pumps and pumping course has been completed. It was noted a new Canadian Flag would be installed at the Ganges Fire Hall.

**7. Salt Spring Firefighters' Association Report**

The SSIFA report was presented. The Trustees acknowledged Lieutenant Taylor for his service as president of the SSIFA.

**8. Old Business**

**8.1 District Boundaries (moved to in-camera meeting) - none**

**8.2 Special Meeting for Second Reading of Open-Burning Bylaw No.125**

A Special Meeting for the second reading of the Open-Burning Bylaw No. 125 is scheduled on January 28, 2016 at 7:00 p.m. at Ganges Fire Hall.

**8.3 Update regarding Elections Procedures Policy**

CAO Peat reported a draft Elections Procedures Policy would be forwarded to the Strategic Planning & Policy Development Committee for review.

**8.4 Update Regarding Document Management Systems & Use of Drop Box (F&PP & SPPD recommendations)**

There was discussion regarding the use of Dropbox or a similar file sharing application for the distribution of meeting materials and consideration regarding the distribution of in camera materials.

**By general consent,** the Board agreed to table the item.

**8.5 Update Regarding Amending Meeting Procedure Bylaw**

**By general consent,** the Board agreed to table the item.

**8.6 Update regarding approval of Committees Terms of Reference**

CAO Peat reported each Committee has reviewed their draft Committee Terms of Reference, except for the Marketing and Communications Committee. The draft Terms of Reference for each Committee would be brought forward for consideration at the next meeting.

**8.7 Update signing officers on District accounts**

CAO Peat reported Trustee Craig, Trustee Hill, Trustee Schlenker and CAO Peat were appointed signing officers on the District accounts at the last meeting. CAO Peat to organize signatures.

## **9. New Business**

### **9.1 RFP Water Tender Apparatus (F&PP recommendation)**

Committee Chair Forest presented an update and introduced the following recommendation from the Facilities and Physical Plant Committee.

**Motion** that the Board on recommendation from the Facilities and Physical Plant Committee, approve the draft “Water Tender Apparatus” Request for Proposal, as amended moved by Trustee Forest, seconded by Trustee Baker.  
CARRIED

It was noted the Water Tender Apparatus RFP closing date is March 2, 2016.

### **9.2 Proposed Corporate Mobile Device (Cell Phone) Policy Statement (HR recommendation)**

Committee Chair Hill introduced the following recommendations from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee approve the Corporate Mobile Device (cell phones) policy as presented moved by Trustee Hill, seconded by Trustee Schlenker.  
CARRIED

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee direct CAO Peat to review the existing indemnification bylaw and recommend amendments or updates moved by Trustee Hill, seconded by Trustee Hildebrand.  
CARRIED

### **9.3 Proposed Employee & Family Assistance Policy Statement (HR recommendation)**

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee approve the “Employee and Family Assistance Program” policy as presented moved by Trustee Hill, seconded by Trustee Hildebrand.  
CARRIED

### **9.4 Date for 2016 Trustee elections & appointment of Returning Officer (HR recommendation)**

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee appoint Thomas Moore as returning officer for the 2016 Trustee Election to be held on April 16, 2016, with one advance poll moved by Trustee Hill, seconded by Trustee Craig.  
CARRIED

**9.5 Proposed Critical Incident Stress Management Policy Statement (HR recommendation)**

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee approve the Critical Incident Stress Management policy as presented moved by Trustee Hill, seconded by Trustee Forest.  
CARRIED

**9.6 Proposed Respectful Workplace Policy Statement (HR recommendation)**

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee approve the Respectful Workplace policy as presented moved by Trustee Hill, seconded by Trustee Baker.  
CARRIED

**9.7 Discuss Splitting Information Technology RFP into Two Proposals: Technology Support and Website Support (HR recommendation)**

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

**Motion** that the Board, on recommendation from the Human Resources & Legal Committee direct CAO Peat to draft and publish two Request For Proposal's: one for web site design and maintenance and one for information technology support moved by Trustee Hill, seconded by Trustee Craig.  
CARRIED

**9.8 Discuss and if Appropriate Draft Policy Statement "Just Cause Dismissal"; Policies to Support Operational Guidelines and Bylaws on**

## **District Boundaries, Out of District Response, and Governance (SP&PD Recommendations)**

Committee Chair Hildebrand introduced the following recommendations from the Strategic Planning & Policy Development Committee.

**Motion** that the Board, on recommendation from Strategic Planning & Policy Development Committee direct CAO Peat to draft a “Just Cause Dismissible Offences” policy for consideration by the Committee at their next meeting moved by Trustee Hildebrand, seconded by Trustee Craig.

CARRIED

**Motion** that the Board, on recommendation from Strategic Planning & Policy Development Committee direct CAO Peat to draft proposed policies for the following: District Boundaries and out of District response; Governance, including committee structure; an annual board governance workshop moved by Trustee Hildebrand, seconded by Trustee Hill.

CARRIED

**Motion** that the Board, on recommendation from Strategic Planning & Policy Development Committee task Acting Chief George and CAO Peat to review all existing mutual aid agreements and report back to the committee with a suggested course of action moved by Trustee Hildebrand, seconded by Trustee Craig.

CARRIED

### **9.9 Recommendation to use proposed abridged version of Robert’s Rules of Order (SP&PD recommendation)**

Committee Chair Hildebrand introduced the following recommendation from the Strategic Planning & Policy Development Committee.

**Motion** that the Board, on recommendation from Strategic Planning & Policy Development Committee adopt the proposed abridged version of Robert’s Rules of Order prepared by Committee Member Nitikman as a useful educational and reference tool and that copies be distributed to all Board committees moved by Trustee Hildebrand, seconded by Trustee Baker.

CARRIED

### **10. Delegations – none**

### **11. In-camera Session to Discuss CAO Contract of Employment; Union Grievances; District Boundary Issues**

**Motion** to move to an in camera session to discuss recommendations arising from Committee Reports moved by Trustee Schlenker, seconded by Trustee Craig.  
CARRIED

The meeting moved in-camera at 8:21 p.m. The meeting reconvened at 10:46 p.m.

**12. Rise and Report - none**

**13. Adjournment**

There being no further business **motion** to adjourn moved by Trustee Schlenker  
CARRIED

The meeting adjourned at 10:46 p.m.

The next scheduled regular meeting of the trustees is February 15, 2016.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator



I wish to support the recommendation of the Strategic Planning and Policy Committee wherein they recommend that you choose Exterior as the Level of Service for the present time. The Committee has chosen Exterior for their own good reasons, but I want to add my own concerns about lack of water supply, lack of reliability of water supply, lack of FUS accredited capability, and the legal implications that choosing a higher Level of Service could have, as well as Response Times.

Lack of Water Supply: Fire Underwriters Service ( FUS ) has provided us with their 2015 Report that summarizes this community's Fire Department. They have concluded that the Basic Fire Flow ( defined on page 22 as the Required Fire Flow " to be adequate for approximately 90 – 95 percent of the typical structure fires that are expected.... " ) for SSIPD is 3100 Imperial gallons per minute (IGPM). They have stated in their report that they do not know what the current Supplied Fire Flow is. There has only ever been one acknowledged historical test in downtown Ganges, at the hydrant in front of Artspring. One test does not allow them to conclude how much of the flow would be non-fire. Nevertheless they do acknowledge from this one test that some minimal Fire Flow is provided by the hydrants, sufficient to provisionally ( subject to a water system model study, ref page 56 ) accredit us with at least having minimally functional hydrants. Let us look at that test result taken 26 Nov 2009 which is provided in the FUS2010 Report: Rated capacity 1633 IGPM, barely half the Basic Fire Flow. Ganges has a single 200 mm diameter main line with unlooped offshutes of only 150 mm that serve most of downtown, and the residential areas. So, if as is almost certain, Artspring is on the main line, most of the other hydrants will provide substantially less Fire Flow than the one accredited test.

All this is to say that for certain, hydrant supply for many potential structure fires is inadequate. And easy for any lawyer to prove from the above information in the FUS Reports. Further the Fire Department does not know which hydrants provide how much Fire Flow ( or even if the hydrant has been maintained ). Every Incident Commander is required to analyse what resources he has before committing his men to go into a burning building, but no incident commander has adequate information on hydrant Fire Flow ( except to know that it is most probably inadequate ). Thus any incident commander who does commit to an internal fire, while expecting adequate hydrant water supply will be putting his crews at unacceptable risk, and leaving the District vulnerable to lawsuit. The solution to this problem is to contain the Level Of Service to Exterior until after the water system model study is complete, and understood. There is, of course, the Superior Tanker Shuttle System, in place to provide a supposedly more reliable water supply. However please note that the shuttle system as currently operated in Ganges relies on the same water supply source – the hydrants. So the shuttle as currently set-up is not an independent system but merely an alternate end delivery system from an unreliable, inadequate supply source. For the shuttle to be of any more value than the first load from each tanker, it must use a separate water source. So currently, it's Fire Flow cannot be added to the hydrant's flow. And it's own Fire Flow as tested is pitifully low: 200 IGPM.

Lack of reliability of water supply: The above paragraph was written not taking into account the possibility that the hydrant pipe system could fail entirely when called upon for peak demand for fire service. And yet the reason that there are no test results is that the Water District will not allow them as they fear that the system will fail during the test. On page 58 the FUS2015 Report states: "It does not appear that the NSSWD system is specifically designed for fire protection purposes, and little is understood about how this system would behave under fire flow scenarios." They gave a Reliability of Principal Mains of 0.7 %. The Shuttle System as currently operated relies on the same mains, whose reliability is less than 1%. How can our crews be asked to risk their lives under these odds?

Lack of FUS accredited capability: Currently the shuttle system has been tested to 200 IGPM in all 3 fire hall locations, the absolute minimum necessary to gain certification for residential firefighting, but well below the 400 necessary for minimum qualification for commercial firefighting. Also note that the Ganges test used the unreliable ( as described above ) NSSWD hydrant system as it's source, so that documented capability is extremely suspect. Therefore legal use of this system for any fire other than single family residential is questionable, as we then come upon the definition of commercial/institutional. Of course we can use it, but there could be serious legal consequences of building entry. The short term solution is to designate Level of Service as Exterior. The long term solution is to obtain a downtown Ganges independent source of shuttle water supply, and test to commercial levels. The next scheduled test is in 3 months.

Response Times: The capability to enter buildings on fire is a function of response time, which includes dispatch notification, arrival of the crews to the hall, and travel time to the site. According to the FUS2015 report on page 25, 10 minutes is the most you can expect until flashover occurs, and it is then unsafe to enter. We need to start recording and summarizing response times to structure fires in order to analyse whether our response times are adequate to consider going to a higher Level Of Service than Exterior.

Reg Jefferd

(250) 931-0310

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Minutes of the  
Strategic Planning & Policy Development Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **1 February 2016**  
Training Room, Ganges Fire Hall

**In attendance:**

Committee Members: Andy Hildebrand (Chair), Howard Baker, Mark Lucich, Ben Sutton

Staff Members: Administrator Andrew Peat (CAO)

Regrets: Shelley Nitikman, Acting Chief Arjuna George

Others Present: Trustee Linda Lee

The meeting was called to order 2:07 p.m.

**1. Approval of Agenda**

A proposed agenda was circulated to members prior to the meeting. Committee Chair Hildebrand asked that "Project Tracking" be added as item 3.5 Under New Business.

**Motion** that the agenda was accepted as amended moved by Committee Member Lucich.

CARRIED.

**2. Approval of Minutes**

**2.1 Receive and Accept Minutes of the Meeting held 6 January 2016.**

Committee Member Sutton asked that under the Motion under 3.3 should read "minutes of the June 25, 2015 meeting be accepted as circulated". **Motion** that the minutes of the January 6, 2016 meeting be accepted as amended moved by Committee Member Lucich.

CARRIED

**3. New Business**

**3.1 Draft Policy statement "Code of Conduct"**

**3.2 Draft Policy statement "Employee Dismissal with Just Cause"**

CAO Peat presented the draft "Code of Conduct" and "Employee Dismissal with Just Cause" policy statement. After discussion **by general consent** it was agreed that it would be more appropriate if both policies were dealt with by the Human

Resources & Legal Committee. Committee Chair Hildebrand commented that from his private sector background it was common for employers to have separate conduct and just cause dismissal policies.

### **3.3 Draft Policy statement "Election Procedures"**

CAO Peat presented the draft "Elections Procedures" policy statement. In the discussion CAO Peat advised that the policy was largely copied from the section of the Local Government Act dealing with municipal elections.

CAO Peat agreed to forward a copy of the proposed policy to District Returning Officer Mr. Thomas Moore for his comments. **By general consent**, the Strategic Planning and Policy Development Committee agreed to table the item.

### **3.4 Progress on Walker Resource Group recommendations**

CAO Peat advised that former Chief Bremner had listed Walker Resource Group and FireWise recommendations to facilitating tracking. He would follow up with Chief George and prepare a listing for the next meeting.

In the discussion it was suggested that recommendations arising from the "Fire Underwriters Survey" and "TallSky" reports should also be tracked.

### **3.5 Proposed Project Tracking Document**

A proposed document to facilitate Project Tracking prepared by Committee Chair Hildebrand was circulated. During the discussion Committee Chair Hildebrand commented that unless known, the "Dollars" column should usually just be a symbol (\$ for minor cost to \$\$\$\$ for expensive). Committee Chair Hildebrand further commented that while such a document would be "shared" with staff, committee chairs, and trustees, responsibility for maintaining and updating the record should be done by one person.

**Motion** that it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees approve the adoption of "Project Tracking" as a planning and work tool moved by Committee Member Lucich.

**CARRIED.**

#### 4. Old Business

##### 4.1 Proposed "Policy Template"

CAO Peat presented a proposed "policy template". After discussion, **by general consent**, the Strategic Planning and Policy Development Committee accepted the template.

CAO Peat was asked to forward copies to the chairs of the other board committees.

##### 4.2 Pro-forma letter regarding enforcement policy

No developments. Committee Member Lucich said he would meet with Chief George and draft a letter on enforcement policy.

##### 4.3 Strategic Planning Process (10 Year Plan)

Committee Member Sutton advised that the select committee is scheduled to meet on February 5, 2015. Committee Member Sutton suggested that it may be desirable to expand committee membership to bring in outside expertise to identify planning priorities.

##### 4.4 District Boundaries and Mutual Aid Agreements

No developments. CAO Peat advised that Chief George is canvassing Outer Island fire departments for their willingness to enter into or renew existing mutual aid agreements. In the discussion the comment was made that mutual aid is limited to personnel and does not include apparatus/equipment.

##### 4.5 Fire Service Level policy

Committee Member Lucich presented a report on the need for the Board of Trustees to move forward on adopting a Fire Service Level Policy which is needed to determine training levels for members (career and paid-on-call). The Office of the Fire Commissioner requires that "all authorities having jurisdiction" adopt a Fire Service Level policy and that the District has put off a decision because of the desire for more public input.

**Motion** it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees of the Salt Spring Island Fire Protection District adopt the "Exterior Level" at its next business meeting unless Acting Chief George can verify that current personnel are suitably trained for the "Interior Level" in which case "Interior Level" should be adopted as the current policy.

CARRIED.

Committee Member Lucich concluded his report with the comment that Trustee could proceed with community consultation to confirm or change the designated Fire Service Level.

#### **4.6 Draft policy statement "Use of Information Technology Resources"**

The proposed policy was presented by CAO Peat. Two changes were proposed to correct grammar in the section headed by "Hardware and Software":

- in the second paragraph "purchases" should be changed to "purchased" with the first sentence to begin "No hardware/software will be purchased"; and in the last sentence "compile" change to "comply".

**Motion** it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees adopt the proposed "Use of Information Technology Resources" policy as amended.

CARRIED.

#### **5. Next Meeting**

The next meeting of the Strategic Planning and Policy Development Committee is scheduled March 14, 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 Chair Hildebrand.

CARRIED

The meeting adjourned at 3:57 p.m.

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Andrew Hildebrand  
Committee Chair

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Andrew Peat  
Corporate Administrator

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

Meeting held: **February 3, 2016**  
Training Room, Ganges Fire Hall

**In attendance:**

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

Regrets: Acting Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others: 1 member of the public

The meeting was called to order 2:01 p.m.

**1. Approval of Agenda**

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

**Motion** that the agenda was accepted as presented moved by Committee Member Hildebrand.  
CARRIED

**2. Approval of Minutes**

**2.1 Receive and Accept Minutes of the Meeting held January 6, 2016**

**Motion** that the minutes of the January 6, 2016 meeting be accepted as circulated moved by Committee Member Marr.  
CARRIED

**2.2 Receive and Accept Minutes of the In Camera Meeting held January 6, 2016 – moved to in camera meeting**

**3. Correspondence**

**3.1 Staff Memo dated January 13, 2016**

Committee Chair Schlenker presented the materials regarding BBD Group Plan Renewal. It was noted CAO Peat would confirm the unit rate and Committee Chair Schlenker would look into self-insurance options for extended health and dental.

**3.2 Correspondence Guest – Peat January 22, 2016 – BBD Premium Savings**

The correspondence was received.

**3.3 Staff Memo dated February 1, 2016 – Points Payment**

Committee Chair Schlenker presented the staff memo. There was discussion regarding staffing rates and it was noted Committee Chair Schlenker would look into staffing rates.

**4. New Business**

**4.1 Preliminary Finance Statements for January 31, 2016**

Committee Chair Schlenker presented the Finance Statements for January 31, 2016.

**5. Old Business - none**

**6. In-Camera Session**

**Motion** to move to an in-camera session to discuss employee compensation and benefits moved by Committee Member Lucich.

CARRIED

The meeting moved in camera at 2:49 p.m. The meeting reconvened at 3:16 p.m.

**7. Rise and Report – none**

**8. Next Meeting**

The next meeting of the Finance & Audit Committee is scheduled March 2, 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 Hildebrand.

CARRIED

The meeting adjourned at 3:16 p.m.



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Norbert Schlenker  
Committee Chair

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Andrew Peat  
Corporate Administrator

DRAFT

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

Meeting held: **February 4, 2016**

Meeting Room #103, Salt Spring Island Public Library

**In attendance:**

Committee Members: Committee Chair Derek Hill, Ron McCulloch, Trustee Norbert Schlenker, Scott Simmons

Regrets: Deborah McGovern, Darleen Steele, Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:14 a.m.

**1. Approval of Agenda**

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

The following additional item was presented for consideration:

**By general consent**, the agenda was accepted as presented.

**2. Minutes**

**2.1 Receive and Approve the Minutes of the meeting held January 7, 2016**

The minutes of the January 7, 2016 meeting were distributed prior to the meeting.

**Motion** to accept the minutes of January 7, 2016 as circulated moved by Committee Member Schlenker.

CARRIED

**2.2 Receive and Approve the In Camera Minutes of the meeting held January 7, 2016**

**Motion** to accept the minutes of January 7, 2016 as circulated moved by Committee Member Schlenker.

CARRIED

**3. Old Business**

**3.1 Update regarding Compiling Comparative Data From Similar Fire Services / Departments – Administration Personnel, Staffing and Equipment**

**Motion** that the Human Resources and Legal Committee agreed this item be removed from the agenda and future agenda's moved by Committee Member Schlenker.

CARRIED

**3.2 Terms of Reference for the Committee**

**Motion** that the Human Resources and Legal Committee agreed to forward the Terms of Reference for the Committee to the Board as presented moved by Committee Member Schlenker.

CARRIED

**3.3 Review of Indemnification Bylaw**

**Motion** that the Human Resources and Legal Committee agreed to table this item to the April 2016 meeting moved by Committee Member Schlenker.

CARRIED

**4. New Business**

**4.1 Draft Policy Concerning Code of Conduct (from SPPD)**

**Motion** that the Human Resources and Legal Committee agreed the Code of Conduct Policy the Employee Dismissal with Just Cause Policy and the Respectful Workplace Policy be added under related documents moved by Committee Member Schlenker.

CARRIED

**Motion** that the Human Resources and Legal Committee agreed the Board adopt the Code of Conduct Policy as amended moved by Committee Chair Hill.

CARRIED

**4.2 Draft Policy concerning Just Cause Dismissal (from SPPD)**

**Motion** the Human Resources and Legal Committee agreed that the Just Cause Dismissal Policy be amended to add the Code of Conduct Policy under related documents moved by Committee Member Schlenker.

CARRIED

**Motion** that the Human Resources and Legal Committee agreed that the

Just Cause Dismissal Policy be amended to add the Respectful Workplace Policy under related documents moved by Committee Member Schlenker.  
CARRIED

**Motion** that the Human Resources and Legal Committee agreed the Board adopt the Just Cause Dismissal Policy, as amended moved by Committee Member Schlenker.  
CARRIED

**5. In Camera Session to Discuss Human Resource Matters**

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

The meeting moved in camera at 10:34 a.m. The meeting reconvened at 11:52 a.m.

**6. Rise and Report - none**

**7. Next Meeting**

The next meeting of the Human Resources & Legal Committee is scheduled on March 3, 2016, at the Salt Spring Island Public Library, Meeting Room #103.

**8. Adjournment**

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

CARRIED

The meeting adjourned at 11:52 a.m.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator

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

Meeting held: **January 18, 2016**

Lower Hall, Ganges United Church

### **In attendance:**

Trustees: Chair Linda Lee, Howard Baker, Michael Craig, Mitch Forest, Andy Hildebrand, Derek Hill, Norbert Schlenker

Staff Members: Corporate Administrator and Financial Officer Andrew Peat; Acting Chief Arjuna George, SSIFFA Lieutenant Peter Andress

Recording Secretary: Sarah Shugar

Others: 21 members of the public, Driftwood Reporter

Chair Lee called the “Town hall” meeting to order at 7:01 p.m. She welcomed those in attendance and called for questions and comments.

One member of the public addressed the following to Trustees:

(1) Why are fire hydrants being discussed in in-camera meetings? He acknowledged North Salt Spring Waterworks District for conducting business regarding fire hydrants in open meetings and expressed his concern for taxpayer funds being used to pay legal fees for what appears to be a disagreement between the Trustees regarding fire hydrants. Chair Lee reported the Board has sought legal advice to ascertain what the requirements are regarding the fire hydrants; (2) Why are the names of speakers at the town hall meeting not included in the minutes? Chair Lee advised some people might not wish to have their name recorded in the minutes and the purpose of the town hall meeting is to encourage members of the public to share their questions, comments and concerns; (3) Why the District Boundary item is being discussed in an in-camera meeting? CAO Peat advised he is seeking direction from the Trustees regarding how to proceed on a situation that has arisen regarding District Boundaries. (4) He acknowledged the Board for well-kept minutes and expressed appreciation for record keeping and transparency.

One member of the public expressed concern regarding the addition of two full time union members to the District with no measurable increase in fire calls over the past ten years and asked the following three questions: (1) Is the Board comfortable in maintaining the current level of staff and is it sustainable for our community? (2) Is there any reason to add more staff? (3) Could the union representative comment on the previous questions? Chair Lee advised that there is not a union representative at the meeting. Trustees have met obligations regarding staffing requirements. The District has recently received two union grievances that will be discussed in-camera.

There being no further questions from the floor, Chair Lee adjourned the “town hall” meeting at 7:16 p.m.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

DRAFT

Minutes of the  
Marketing & Communications Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **January 21, 2016**

**In attendance:**

Committee Members: Howard Baker, Michael Craig, Ron McColloch and Maxine Leichter

Staff Members: Acting Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others: 2 members of the public

The meeting was called to order at 1:02 p.m.

**1. Election of Committee Chair**

CAO Peat called for nominations for the position of Committee Chair. Committee Member Craig was nominated by Committee Member McCulloch. There being no further nominations Committee Member Craig was declared elected as Committee Chair by acclamation.

**2. Approval of Agenda**

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

**By general consent**, the agenda was accepted as presented.

**3. Minutes**

**3.1 Approve minutes of the August 14, 2015 Meeting**

The minutes of the August 14, 2015 meeting were distributed prior to the meeting.

**Motion** that the minutes of August 14, 2015 meeting be approved as circulated, moved by Committee Member Leichter.  
CARRIED

**3.2 Approve minutes of the September 10, 2015 In Camera Meeting**

The minutes of the September 10, 2015 meeting were distributed prior to the meeting.

**By general consent**, the minutes of the September 10, 2015 Marketing and Communications Committee meeting were accepted as circulated.

**4. New Business - None**

**5. Old Business**

**5.1 Committee Terms of Reference**

CAO Peat presented the draft Committee Terms of Reference.

There was discussion and the following points were noted:

- add “developing recommendations for the Board of Trustees regarding” following “The Committee is responsible for” in the Responsibilities section.
- delete “developing and reviewing” and delete “document retention” in item a;
- delete “developing” add “recommend” following “Committee” in item b;
- replace “plan” with “policy” in item c;
- delete “overseeing the development and use of” and replace “systems” with “policy” in item d;

**Motion** that the Marketing & Communications Committee agreed to replace “Corporate Administrative Officer” with “Administrator” and recommend the Board approve the Committee Terms of Reference as amended moved by Trustee Baker.

CARRIED

CAO Peat advised he would report back at the next meeting.

**5.2 Walker Resource Group Recommendations**

**5.2.1 WRG Recommendation #6 Document Management System**

CAO Peat advised he would draft a Document Management System Policy and present the policy at the next meeting.

**5.2.2 WRG Recommendation #7 Draft Policy Public Access to Information**

Committee Member Leichter presented an update.

CAO Peat advised he would distribute the Freedom of Information Policy to Committee Members and Committee Member Leichter would review and report at the next meeting.



### 5.2.3 WRG Recommendation #8 Public Engagement

CAO Peat presented an update regarding public engagement.

There was discussion and the following point was noted:

- Committee Member McColloch was previously tasked to develop a plan for public presentations and the effort has been tabled pending further direction from Trustees.

**By general consent**, the Marketing & Communications Committee agreed Committee Chair Craig would discuss the plan for the next Town Hall meeting with Chair Lee and report at the next meeting.

CAO Peat advised he would draft a statement regarding who is authorized to speak on behalf of the District and report at the next meeting.

CAO Peat advised he would look into the timeline regarding progress on the new Fire Hall and report at the next meeting.

### 5.2.4 FW Recommendation 18.01.1 - Social Media Policy

CAO Peat presented a sample of a Social Media Policy for consideration.

There was discussion and the following points were noted:

- There was discussion regarding what is the intention of the Facebook page?
- The public Facebook page has over 1700 followers at this time and is used to promote operations, equipment, firefighting related events;
- There are several private group Facebook pages for internal communications;
- Acting Chief George is the administrator for all of the District Facebook pages;

**By general consent**, the Marketing & Communications Committee agreed CAO Peat would draft a Social Media Policy for consideration at the next meeting.

## 5.3 Ron Chamney Report – Issues to be Communicated

CAO Peat presented an update regarding the SSIFRD Marketing and Communications document.

There was discussion regarding having a regular article in the Driftwood newspaper and /or the Salt Spring Exchange.

**By general consent**, the Marketing & Communications Committee agreed to recommend the Board consider the possibility of a regular column on the Salt Spring Exchange.

**By general consent**, the Marketing & Communications Committee agreed to direct Acting Chief George to contact the Salt Spring Exchange regarding a regular submission.

#### **5.4 Maxine Leichter Report – Guidelines for and Types of Public Involvement**

M. Leichter presented an update regarding the Definitions: Types of Public Involvement document.

**By general consent**, the Marketing & Communications Committee agreed to direct Committee Member Leichter to draft a Public Engagement Policy and report at the next meeting.

#### **5.5 Website design and updating**

CAO Peat presented an update. It would be a special project of the Committee to review the RFP proposals.

**By general consent**, the Marketing & Communications Committee agreed to direct CAO Peat to contact Lieutenant Ponsford regarding updating the website to include the new Trustees.

**Motion** that the Marketing & Communications Committee agreed to recommend the Board post biographies of candidates to the website and schedule All Candidates Meetings for future trustee elections moved by Trustee Baker.  
CARRIED

### **6. Adjournment**

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

CARRIED

The meeting adjourned at 2:58 p.m.

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Michael Craig  
Committee Chair

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Andrew Peat  
Corporate Administrator

DRAFT

## Salt Spring Island Fire Department

### Safety Committee Meeting Minutes

**December 22nd, 2015 @ 1728 hrs.**

<b>Present</b>	Ken Akerman (Co-chair)	Abe Hohn	Colin McDougall
	A/Chief George	Andrew Peet	
<b>Absent</b>	Mitch Forest	Nancy Pursell	

**The Minutes from November, 2015 meeting were reviewed and accepted.**

	<b>OLD BUSINESS</b>	<b>Action</b>	<b>Date to be completed</b>	<b>Item #</b>
<b>June 23. 15</b>	<b>EXTRACTION WASHING MACHINE FOR TURN OUT GEAR</b>	<b>Ken Akerman</b>		<b>022</b>
July 21.15	Ken has sourced out a supplier on Vancouver Island. He is in discussion with Chief and Deputy Chief. Ken will put together a proposal.	Ken Akerman Chief Bremner Ken Akerman	a.s.a.p.	
Aug 27.15	Ken has the price list, and he is looking at where the machines can be located in the hall. He will be working with Chief.			
Sept.24.15	Ken has received 2 price quotes and he is waiting on one more. As soon as the quote is in, he will move forward.	Ken Akerman		
Oct. 22.15	Ken has 3 quotes and will develop a business case for purchase of a machine and a second business case for installation of the machine at Hall 2. Ken will include information from Mr. Don MacFadgen, WSBC consultant. 1-250-881-3452 (w) 1-250-413-7799 (c) <a href="mailto:don.macfadgen@worksafebc.com">don.macfadgen@worksafebc.com</a> The business cases will be forwarded to Chief Bremner and the Facilities and Physical Plant Committee. Our current operational practice for cleaning bunker gear is not sanctioned by the manufacturer. WorkSafeBC stands by manufactures recommendations. The second option for ensuring the firefighters are protected from post fire/incident exposure is to purchase a second set of bunker gear for members. Ken will write a proposal for Mitch to present at the Trustees meeting. The proposal will include: <ul style="list-style-type: none"> <li>- What is the purpose of the machine</li> <li>- What other departments have one (Pender, Saanich, View Royal, Gabriola)</li> <li>- Are the other departments satisfied with the product</li> <li>- The current cost (price range)</li> <li>- Why we need this type of machine</li> <li>- What will be the cost/time savings</li> <li>- How will the use of this machine compare to current practice and why our current practice needs to change</li> </ul>	Ken Akerman Mitch Forest	a.s.a.p.	
<b>Nov. 26.15</b>	<b>The recommendation has gone forward to the Trustees. There is no money in the budget for the project at this time. If the proposal is accepted by the Trustees, then money will be budgeted in 2017. Tabled until the spring 2016.</b>			<b>Tabled until 2016</b>
<b>June 23. 15</b>	<b>BULLYING AND HARASSMENT</b>			<b>024</b>
July 21.15	DC and Nancy will review the material and look at the policy.	DC George Nancy Pursell Nancy Pursell N. Pursell N. Pursell	July 28 <sup>th</sup> 2015	
Aug 27.15	DC was unable to attend the meeting. No report.		a.s.a.p.	
Sept.24.15	Nancy is working on a presentation for the employees.		a.s.a.p.	
Oct. 22.15	Work is continuing			
Nov. 26.15	Discussion with WSBC on the content of a programme. Glen will send information to us.			
<b>Dec. 22.15</b>	WSBC Inspection Report #201517334200A <b>Requires an OG – work in progress</b>	<b>Acting Chief George</b>		
<b>Oct. 25.15</b>	<b>Ergonomics</b>			
	Discussion on the weight limitations when lifting objects. Recommendation – Ken will contact WSBC to discuss the weight guidelines when lifting objects.	Ken Akerman	a.s.a.p.	
Nov. 26.15	An OG and posters will be made available to the membership. Ken is waiting for information.	Ken Akerman	a.s.a.p.	
<b>Dec. 22.15</b>	<b>Ken is waiting for information</b>	<b>Ken Akerman</b>	<b>a.s.a.p.</b>	
<b>Nov. 26.15</b>	<b>FITNESS CHALLENGE</b>			
	The membership has been invited to participate in a Fitness Challenge Dec. 31-Jan. 31. There is a signup sheet in the front office. 12 people have signed up so far.	information only		<b>(closed)</b>
<b>Dec. 22.15</b>	<b>Fitness Challenge is in progress</b>			

	<b>OLD BUSINESS</b> (continued)	<b>Action</b>	<b>Date to be completed</b>	<b>Item #</b>
Nov. 26.15	<b>SHOWERS AT HALL 1</b> A concern was expressed at the last Association meeting about the lack of shower facilities at hall 1 for decon. Several suggestions were discussed including instant water heaters, plumbing into current system, installing a larger hot water tank. Ken will research possible solutions for water heating. Abe will research WSBC requirements for washing facilities. The discussion will continue at the December meeting.	Ken Akerman Abe Hohn	Dec. 22.15	
Dec. 22.15	No room for hot water tank	Ken Akerman		(closed)
Nov. 26.15	<b>HALL INSPECTIONS – DECEMBER</b> Hall 1 (outstanding issues from November) Windows in the museum (waiting on pricing from glass company) The back entrance will be cleared of BBQ's etc (AJ will deal with this issue) Emergency lighting is not installed in the training room. The metal trash cans are in place, however it was suggested they be marked with 'flammable' stickers (Ken will work on this) Hall 2 (outstanding issues from November) Emergency lighting in the training room installed? Hall 3 (outstanding issues from November) Oil catchment ?			
Dec. 22.15	<b>Inspection assignments:</b> Hall 1 – Ken and Nancy Hall 2 – Abe and Colin Hall 3 – AJ and Mitch  Hall 1 – Complete Hall 2 – Waiting to be done Hall 3 – Waiting to be done  Ken is still working on safety film for the windows .	Abe and Colin AJ and Mitch	Dec. 22.15  Jan. 28.15	
Nov. 26.15	<b>MONTHLY SAFETY THEME</b> <b>NOVEMBER – FLU SEASON PREPAREDNESS</b> Flu Shots and FIT Tests (N95 masks). FIT tests are 50% complete. They will be offered at the December FR training. <b>DECEMBER – WINTER WEATHER PREPAREDNESS</b> Hypothermia, road safety, downed hydro lines, chimney cleaning, dangers on roofs, chaining up apparatus.			
Dec. 22.15	Fit Tests are 80% complete. Chaining up apparatus training session complete			(closed)
	<b>NEW BUSINESS</b>	<b>Action</b>	<b>To be completed by</b>	<b>Item #</b>
Dec. 22.15	Crews responding to a scene without communication. Chief George is working on an OG	Chief George	a.s.a.p.	
Dec. 22.15	Update to OG concerning alcohol and drugs. Adding a time since of consumption – 8 hours?			
Dec. 22.15	An alternate member needs to be appointed for the Trustee member.	Mitch Forest	a.s.a.p.	
Nov. 26.15	<b>ACCIDENT AND INCIDENT REPORTS</b> Incident #2015-10-31-02 Fireworks misfire Preventable - Recommendations to review and modify preplanning. - Replacement of all mortars. Incident #2015-10-31-02A Fireworks securing cakes Preventable - Recommendation to redo the holders for the cakes. Incident #2015-10-31-03 Biohazard Exposure Preventable - Wear PPE at all FR calls. Incident #2015-11-05-04 Hand Injury Preventable - Incident was reviewed by the officer and member involved.			

**ACCIDENT AND INCIDENT REPORTS**

<b>Report #</b>	<b>Near Miss</b>	<b>Injury</b>
2015-10-31-02		1 (no medical treatment required)
2015-10-31-02A	n/a	n/a
2015-10-31-03	1	
2015-11-05-04		1 (no medical treatment required)

**2016 Meetings will be held on the 4<sup>th</sup> Thursday every month.**

**Motion to adjourn the meeting at 1837**

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Lt. Ken Akerman, Co-Chair

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Mitch Forest, Co-Chair

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

Meeting held: **January 28, 2016**  
Training Room, Ganges Fire Hall

## **In attendance:**

Trustees: Chair Linda Lee, Howard Baker, Michael Craig, Andy Hildebrand, Derek Hill, Norbert Schlenker

Staff Members: Acting Chief Arjuna George, Administrator Andrew Peat (CAO)

Regrets: Mitch Forest

Others: 5 members of the public, Driftwood Reporter

**Called to Order:** 7:01 p.m.

## **1. Approval of Agenda**

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

The following additional item was presented for consideration:

2.2 Correspondence from Sandra Leckie (28 January 2016)

The amended agenda was accepted by general consent.

## **2. Correspondence**

**2.1 Receive Lieutenant Sherrin's staff report (26 January 2016)**

**2.2 Receive correspondence from Sandra Leckie (28 January 2016)**

Correspondence was received and accepted from Lieutenant Mitchell Sherrin and Sandra Leckie. (Copies attached to the original Minutes).

## **3. New Business**

### **3.1 Report from the Chair of the Open-burning Bylaw Select Committee**

Committee Chair Schlenker presented his report (dated January 25, 2016) which discussed the purpose behind replacing the District's existing Bylaw No. 92 which was to reconcile open burning regulations with changes in provincial acts and regulations. The proposed bylaw continues existing practice of the District to preferring "education to enforcement".

The proposed bylaw includes some material changes from the regulations embodied in Bylaw No. 92 which were highlighted in the report - including: year round permits; regulation of high risk activities; regulations regarding movement

of burnable materials between properties; continuous supervision and control of large burns; liability and cost recovery; and no specific regulation of beach fires.

### **3.2 Second reading of Open-burning Bylaw No. 125**

Committee Chair Schlenker proposed a number of minor amendments to correct grammar, spelling and changes in the Local Government Act.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that the proposed Open-burning Bylaw No. 125 be amended as follows:

- that the first paragraph of the preamble of draft Bylaw No. 125 be amended by striking the number "731" and inserting the number "675".
- that the first paragraph of the preamble of draft Bylaw No. 125 be amended by inserting the words ",RSBC2015" after the words "Local Government Act".
- that the second paragraph of the preamble of draft Bylaw No. 125 be amended by striking the number "745" and inserting the number "697".
- that section 5 of draft Bylaw No. 125 Definitions be amended by inserting the words "with a Mesh" after the words "wire screen lid".
- that section 15 of draft Bylaw No. 125 Definitions be amended by striking the number "725" and inserting the number "325".
- that section 20 of draft Bylaw No. 125 Definitions be amended by striking the words "does not require a permit".
- that section 3 of draft Bylaw No. 125 Regulations be amended by inserting the word "a" before the words "specified period of time".
- that section 14(b) of draft Bylaw No. 125 Regulations be amended by striking the word "neighboring" and inserting the word "neighbouring".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 21 of draft Bylaw No. 125 Definitions be amended by striking the words "may be permitted during Fire Bans" and inserting the words "are prohibited".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 22 of draft Bylaw No. 125 Definitions be amended by striking the words "Special Open-Burning Permit" and inserting the words "Special Permit".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Craig that section 3 of draft Bylaw No. 125 Regulations be amended by striking the words "special permit" and inserting the words "Special Permit".



CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 7 of draft Bylaw No. 125 Regulations be amended to insert the words ",unless a Special Permit has been obtained" at the end of the section after "being burned".

**Motion** moved by Trustee Craig seconded by Trustee Hill to amend the original motion to insert the words ", except campfires" after "Open Burning".

CARRIED.

In the discussion concerning this section of the Regulations the comment was made from the floor that as it originally read, property owners would be prohibited from burning firewood in a campfire that did not originate on their property. Trustees agreed by general consent that many property owners because of the nature or size of their property might not be able to meet set-back regulations and that it would be desirable to allow exceptions if approved by the Fire Chief by a Special Permit.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 9 of draft Bylaw No. 125 Regulations be amended by striking the words "by a person who is at least 16 years old".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 10(c) of draft Bylaw No. 125 Regulations be amended by striking the words "and operator" and inserting after "burning" the words ",and an operator available".

CARRIED.

In the discussion Committee Chair Schlenker commented that the requirement of having an operator continuously present on site for Category 3 Open Burning was never enforced.

**Motion** moved by Trustee Schlenker seconded by Chair Lee that section 12 of draft Bylaw No. 125 Regulations be amended by striking the words "and Campfires" and inserting before "Domestic Incinerators" the word "Campfires and".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Craig that section 18 of draft Bylaw No. 125 Regulations be amended by after the words "The property owner" striking the words "shall be" and inserting the word "is".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Baker that section 19 of draft Bylaw No. 125 Regulations be amended by after the words "required Permit" strike the word "shall" and insert the word "may".

CARRIED.

**Motion** moved by Trustee Baker seconded by Trustee Hildebrand that section 4(d) of draft Bylaw No. 125 Regulations be amended by inserting the word "of" before "waste".

CARRIED.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that section 4(e) of draft Bylaw No. 125 Regulations be amended by striking the word "operator" and inserting the words "Person who is Open Burning".

CARRIED.

**Motion** moved by Trustee Craig seconded by Trustee Hill that section i (v) of draft Bylaw No. 125 Schedule B be amended by striking the word "contracting" and inserting the word "contacting".

CARRIED.

**Motion** that draft Bylaw No. 125 as amended be reconsidered and finally passed moved by Trustee Schlenker seconded by Trustee Baker.

CARRIED.

The proposed bylaw was silent on "beach fires" and in the discussion Trustee Schlenker commented that the District has no power to regulate activities on public beaches below the mean high tide mark and that incidents are often "noise complaints". Acting Fire Chief George commented that the Fire Service will investigate and respond to situations where there is a threat to property.

There was discussion about whether permits would be for the calendar year or for 12 months from date of issue. Acting Chief George commented that at present permits are issued on a calendar year basis and extra staff are scheduled for the peak demand periods. The consensus of the meeting was to continue the existing practice of issuing permits on a calendar year basis.

In the discussion Chair Lee commented that permits should only be issued to the property owner unless written permission has been received from the property owner stating for instance that a tenant or contractor may obtain a permit.

On behalf of the Board of Trustees, Chair Lee expressed appreciation and thanks to members of staff, the select committee, trustees and the public who assisted with and took part in open-burning bylaw drafting and approval process.

#### **4. Adjournment**

There being no further business **motion** to adjourn moved by Chair Lee.

CARRIED

The meeting adjourned at 9:59 p.m.

The next scheduled regular meeting of the trustees is February 15, 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

DRAFT

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	
Policy Number	
Policy Title	Code of Conduct

**POLICY OBJECTIVE**

This policy statement supports the core policy objective that employees of the Salt Spring Island Fire Protection District (District) exhibit the highest standards of conduct.

Employees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the Salt Spring Island Fire Protection District into disrepute.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

**SCOPE**

For purposes of the policy, “employees” will be understood to include career and exempt employees, paid-on-call members, and volunteers acting on behalf of the District.

**STATEMENT OF POLICY**

**Key Principals**

*Integrity* Employees are keepers of the public trust and must uphold the highest standards of ethical behavior. Employees are expected to:

- make decisions that benefit the community;
- act lawfully and within the authorities of the Letters Patent; and
- be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.

**Accountability** Employees are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions that they make and this responsibility includes acts of commission and acts of omission. The decision-making processes must be transparent and subject to public scrutiny and proper records kept.

**Responsibility** Employees must act responsibly, within the law and within the authorities of the District's Letters Patent. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest; following the letter and spirit of policies and operational guidelines; and exercising all conferred power and authority strictly for the purpose for which they have been conferred.

**Leadership** Employees must demonstrate and promote the key principles of the Code of Conduct through their decision, actions and behavior. Their behavior must build and inspire the public's trust and confidence in the District.

**Respect** Employees must perform their jobs and functions efficiently and with decorum. Employees must treat each other and all members of the public with whom they come in contact with during the course of the employment with courtesy and respect.

**Openness** Employees have a duty to be as open as possible about their decisions and actions. In part this means, communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; and providing appropriate means for recourse and feedback.

### **General Conduct**

**Loyalty** Employees have a duty of loyalty to the District as their employer. They must act honestly and in good faith and place the interest of the employer ahead of their private interest.

**Confidentiality** Confidential information in any form that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately.

The proper handling and protection of confidential information continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

**Public Comments** Employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation unless authorized to do so.

Employees must not use their employment to lend weight to the public expression of their personal opinions.

**Service to the Public** Employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to changing needs, expectations and rights of the public in the proper performance of their duties.

**Workplace Behavior** Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the *Human Rights Code*.

The conduct of employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the District will not be tolerated.

All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is a reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees must report a safety hazard or unsafe conditions or act in accordance with the provision of the *WorkSafeBC Occupational Health and Safety Regulations*.

**Conflict of Interest** Employees must always arrange and conduct their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest from arising. A conflict of interest occurs when an employee's private affairs or

financial interests are in conflict, or could result in a perception of conflict, with the employee's duties in such a way that:

- the employee's ability to act in the public interest could be impaired;
- the employee's actions or conduct could undermine or compromise the public's confidence in the employee's ability to discharge work responsibilities; and or
- the trust the public places in the District.

***Allegations of Wrongdoing*** Employees have a duty to report any situation relevant to the District that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect matters to be treated in confidence, unless disclosure of information is authorized or required by law. Employees will not be subject to discipline or reprisal for bringing forward to the Fire Chief, in good faith, allegations of wrongdoing in accordance with this policy statement. Where an allegation involves the Fire Chief, the employee must forward the allegation to the Chair of the Board of Trustees.

Where an employee believes that the matter requires a resolution and it has not been reasonably resolved by the Fire Chief or the Chair of the Board of Trustees, the employees may then refer the allegation to the Board of Trustees.

If the employee decides to pursue the matter further, then:

- allegations of criminal activity are to be referred to the police;
- allegations of misuse of public funds are to be referred to the District's Auditor;
- allegations of a danger to public health must be brought to the attention of health authorities; and
- allegations of a significant danger to the environment must be brought to the attention of the Ministry of Environment.

***Legal Proceedings*** Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless authorized to do so by the Fire Chief. Normally an affidavit would be approved by the District's legal counsel. Employees are obliged to cooperate with lawyers defending the District's interest during legal proceedings.

A written opinion prepared on behalf of the District by counsel is privileged and is, therefore, not to be released without the prior approval of the Board of Trustees.

***Working Relationships*** Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another.

In circumstances where this condition cannot be avoided, the Board of Trustees must be satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

***Human Resource Decision*** Employees are to disqualify themselves as participants in human resource decision when their objectivity would be compromised or any reason or a benefit or perceived benefit could accrue to them.

***Outside Remunerative and Volunteer Work*** Permanent career and excluded staff of the District may do volunteer work, hold outside employment or carry on a business provided it does not:

- interfere with the performance of their duties as an employee of the District;
- bring the District into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- involve the unauthorized use of work time or District premises, services, equipment or supplies; or
- gain an advantage that is derived from their employment with the District.

## **RESPONSIBILITIES**

### **FIRE CHIEF**

- Advise employees of the required standards of conduct and the consequences of non-compliance;
- promote a work environment that is free of discrimination; and
- deal with breaches of this policy statement in a timely manner, and take the appropriate action based upon the facts and circumstances.

### **EMPLOYEES**

- Objectively and loyally fulfill their assigned duties and responsibilities;
- disclose and resolve conflicts in interest or potential conflict of interest situations in which they find themselves;
- maintain appropriate workplace behavior;
- avoid engaging in discriminatory conduct or comment; and
- check with the Fire Chief or Chair of the Board of Trustees when they are uncertain about any aspect of this policy.



## **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.

## **RELATED DOCUMENTS**

Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165  
Respectful Workplace Policy

## **APPROVALS**

Approval date:		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	Employee Dismissal for Just Cause

**POLICY OBJECTIVE**

The Board of Trustees (“Trustees”) of the Salt Spring Island Fire Protection District (“District”) expects that employees will exhibit the highest standards of conduct and that their conduct must instill confidence and trust and not bring the District into disrepute.

As a condition of employment, all employees are required to comply with the District’s *Code of Conduct*. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

For purposes of the policy, “employees” will be understood to include career and exempt employees, paid-on-call members, and volunteers action on behalf of the District.

Certain types of misconduct may result in dismissal for just cause for which the District does not have to give written notice or compensation for length of service to an employee.

The extent to which employment misconduct constitutes just cause will be considered on a case-by-case basis.

**EMPLOYER’S DECISION TO DISCIPLINE**

When misconduct is relatively minor the employee will be subject to a system of progressive, corrective discipline. Progressive discipline will have several steps which may include a verbal warning, a written warning, and suspension.

Any of the following, if substantiated, will result in immediate dismissal for just cause without a warning letter or probationary period:

- physical or sexual assault or other violent act committed on District property or elsewhere against any other employee;
- serious willful misconduct where a refusal to comply with clear, lawful instructions, policies or operational guidelines had or could have had serious consequences to the District, its employees or members of the public.

Any of the following, if substantiated, may result in immediate dismissal without a warning letter or probationary period:

- theft;
- fraud and dishonesty;
- bullying or harassment of co-workers;
- breach of duty;
- conflict of interest;
- serious breach of District policies and operational guidelines
- serious undermining of the workplace culture;
- chronic absenteeism or tardiness; or
- unsatisfactory job performance.

## **GUIDELINES & PROCEDURES**

All concerns relating to employee misconduct shall be handled in confidence by the Fire Chief. Accusations against the Administrator or Fire Chief will be directed to the Chair of the Board of Trustees.

Unless an alternate process is stipulated in the Collective Agreement or contract of employment, the Fire Chief will meet with the employee to discuss the concern(s) usually within five (5) business days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Fire Chief will refer the employee to the Chair of the Human Resources who will meet with the employee as soon as practical.

Any necessary inquiries or investigations will be completed in a timely manner after which the Fire Chief will meet with the employee and:

- a) determine that the concern(s) were not substantiated;
- b) determine that the concern(s) were substantiated, in whole or in part, and give the employee a warning setting out the consequences of further misconduct; set a probationary period with appropriate conditions; or recommend to the Chair of the Human Resources Committee that the employee be dismissed. The Human Resources Committee will meet to review and consider the Fire Chief's report to dismiss and recommend a course of action for consideration by the Board of Trustees.

**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.

**RELATED DOCUMENTS**

Respectful Workplace Policy  
Code of Conduct Policy

**APPROVALS**

Approval date:		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	Use of Information Technology Resources

**POLICY OBJECTIVE**

To confirm to all District staff what is acceptable what is unacceptable in using Information Technology Resources owned by the Salt Spring Island Fire Protection District (“District”).

**STATEMENT OF POLICY**

Information Technology Resources includes, but is not limited to computer hardware, software, and services; network systems and services (including internet connections); District provided mobile devices; printers; modems; and other peripheral equipment.

The Information Technology Resources of the District are to be used for the purpose of aiding District staff in fulfilling the responsibilities of their positions.

**PERSONAL USE**

Except as otherwise authorized, personal use of the District’s Information Technology Resources is not permitted without first obtaining the permission of the Fire Chief. If personal use is permitted and if the cost of consumables used is material, the cost of consumables used for personal purposes will be reimbursed to the District.

At its sole discretion and expense, the District may make available to staff a work station and internet connectivity for personal use while at the worksite. Personal use of these facilities will be done on an employee’s own time during authorized breaks or before or after the end of the work day.

Employees must understand that the use of the District’s Information Technology Resources for personal purposes may not remain private or secure and they do so at their own risk.

## **INFORMATION TECHNOLOGY SECURITY**

All security related to Information Technology Resources is the responsibility of the Information Technology Service Provider (ITSP) contracted to information technology support for the District. The Information Technology Service Provider will administer all security and endeavor to provide the highest level of protection for the District's information technology and data assets without creating unreasonable hardships on the legitimate users of those assets.

## **HARDWARE AND SOFTWARE**

All hardware/software and consulting services involving information technology shall be approved by the Information Technology Service Provider.

No software or hardware will be purchased for, or installed on the District's information technology resources without prior approval from the Information Technology Service Provider. All purchases of software and hardware will comply with purchasing policies and procedures.

## **SYSTEMS TECHNOLOGY**

The Information Technology Service Provider will determine the information systems and technology to be supported by the District.

## **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.

## **RELATED DOCUMENTS**

OG XX.XX – Use of Information Technology Resources

Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165

## **APPROVALS**

Approval date:		Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

**NOMINATION PAPER-TRUSTEE  
SALT SPRING ISLAND FIRE PROTECTION DISTRICT**

DATED: \_\_\_ day of \_\_\_\_\_ 2016

We nominate \_\_\_\_\_  
to be a Trustee of the Salt Spring Island Fire Protection District for a three year term  
terminating at the end of the Annual General Meeting to be held in the year 2019.

The Nominee, who agrees to this nomination, is a **Canadian citizen** who is **eighteen (18) years of age or older**, has resided in the **Province of British Columbia at least six months** before the election, is an **owner of land in the Salt Spring Island Fire Protection District** and is entitled to be registered as a **voter pursuant to the provisions of the Letters Patent incorporating the said Fire Protection District**.

\_\_\_\_\_ Nominee's Full Name  
(Please Print)

\_\_\_\_\_ Nominee's Usual Name  
(Name the nominee wishes to appear on the ballot)

\_\_\_\_\_ Residential Address

\_\_\_\_\_ Mailing Address  
(if different than above)

Email Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

To the best of my knowledge, the Information provided in this document is true, and I am qualified to be nominated to the Office of Trustee.

\_\_\_\_\_ Signature of Nominee

Nominator #1  
Name: \_\_\_\_\_

Nominator #2  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

To the best of my knowledge, the person nominated is qualified to be nominated for the Office of Trustee of the Salt Spring Island Fire Protection District pursuant to the provisions of the Letters Patent of the said Fire Protection District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

(Nominators must be eligible Voters of the Salt Spring Island Fire Protection District)





# **Salt Spring Island Firefighter Association Monthly SSIFPD Trustee Report**

**To: SSIFPD**  
**From: Salt Spring Island Fire Fighter Association**  
**Date: February 3<sup>rd</sup>, 2016**  
**Re: January Monthly Activities**

- We have held our 'Annual Meet and Greet' to welcome our four 2016 Recruits to our organization.
- We are happy to announce that the five 2015 Recruits have completed their first year and have become full members of our Firefighter Association.
- The Five 2015 Recruits have also received their yellow helmets to show that they have completed their training to allow them to become an interior firefighter.
- We continue to support our community and have donated \$300 to Island Pathways to support their bike helmet program for local youths
- The Salt Spring Island Firefighter Association has developed a logo for itself and it will be present on all future correspondence.
- We are putting a team together to represent the Salt Spring Island Firefighter Association in the “The Climb The Sheraton Wall” on February 21<sup>st</sup> in Vancouver.

**Lt. Peter Andress**  
**Salt Spring Island Firefighter Association President**

RFP FOR



WATER TENDER

APPARATUS

# **SALT SPRING ISLAND FIRE PROTECTION DISTRICT**

## **Request for Proposal: Water Tender Apparatus, February 15<sup>th</sup> 2016**

### **INTRODUCTION**

The purpose of this Request for Proposal ("RFP") is to solicit bids for one (1) water tender to the Salt Spring Island Fire Protection District ("District").

This is NOT a tender call. Any proposals submitted pursuant to the RFP shall not be offers to contract for the provision of equipment outlined herein, but shall only be used to identify a Preferred Proponent with whom the District may negotiate a contract for the provision of the equipment.

### **GENERAL TERMS, INSTRUCTIONS AND CONDITIONS**

All Proposals must be received by the Salt Spring Island Fire Protection District on or before **4:00 pm on March, 15 2016** addressed to:

Confidential Water Tender Apparatus Bid  
Salt Spring Island Fire Protection District  
105 Lower Ganges Road  
Salt Spring Island  
BC V8K 2T1  
Attention: Chair Facilities & Physical Plant Committee

### **It is the proponent's responsibility to confirm receipt by the Salt Spring Island Fire Protection District.**

Bids received after the time and date specified will be rejected as being invalid and will be returned unopened to the Proponent courier collect.

All proposals and subsequent information or material received shall become the property of the District and shall not be returned. The District reserves the right to make extra copies of the proposals for use during the selection process only.

Bids will be opened in public in the Ganges Fire Hall, Trustees Meeting room at 10:30am on March 16th, 2016. Staff will summarize proposals received listing the name of each proponent and each proponent's total estimated costs.

Only those proponents selected to be interviewed will be contacted which is expected to be within two (2) weeks of the closing date and time set in the RFP

Price is an important factor but not necessarily the determining factor.

### **SUBMISSION FORMAT**

Proponents shall submit one (1) hard copy of the bid. All shipping materials are to clearly identify the Proponent and the contents.

Bids (save and except for title page, tables of contents, and appendices) shall not exceed four (4) pages in length.

Bids will not be received by email or fax.

### **NO AMENDMENTS TO PROPOSALS AFTER SUBMISSION**

A Proponent shall not be permitted to change the wording or contents of a bid after submission to the District, unless requested to do so by the District for the purpose of clarification.

### **WITHDRAWAL OF PROPOSALS**

Any Proponent may withdraw its bid, either personally or by written request to the District Representative, at any time prior to the scheduled closing date and time noted in this RFP.

### **DISTRICT'S REPRESENTATIVES**

Only the Chair of the Facilities & Physical Plant Committee, the Corporate Administrator or District's Fire Chief are authorized to communicate and otherwise deal with Proponents. The District's Fire Chief will answer all questions in writing and will provide a copy of all questions and their answers to each Proponent who has returned a Receipt Confirmation Form.

### **NEGOTIATION**

If the Salt Spring Island Fire Protection District selects a Preferred Proponent, the Salt Spring Island Fire Protection District will enter into negotiations with the Preferred Proponent in an attempt to reach an agreement necessary to contract to purchase the equipment described in this RFP. Proponents must commit to negotiate in good faith with the District if chosen as a Preferred Proponent. If the District is unable to reach an agreement with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least fourteen (14) days after selection of the Preferred Proponent, the Salt Spring Island Fire Protection District is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

### **MISCELLANEOUS**

The Salt Spring Island Fire Protection District is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

No contractual or other legal obligations or relations between the Salt Spring Island Fire Protection District and any other person can or will be created except in a written contract executed by two authorized signatories of the Salt Spring Island Fire Protection District under the authority of an express resolution of the Board of Trustees of the Salt Spring Island Fire Protection District.

In considering any submissions delivered in response to this RFP, the Salt Spring Island Fire Protection District reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- assess proposals as it sees fit, without in any way being obliged to select any proposal or Proponents;
- assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the Salt Spring Island Fire Protection District nor its officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the Salt Spring Island Fire Protection District, each Proponent represents and warrants to the Salt Spring Island Fire Protection District that the information in its proposal is accurate and complete.

The RFP does not impose on the Salt Spring Island Fire Protection District any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Salt Spring Island Fire Protection District is expressly permitted or required by this RFP to “act reasonably” the Salt Spring Island Fire Protection District is entitled to act in its sole, absolute and unfettered discretion.

#### **WAIVER OF LIABILITY FOR ERRORS**

While the Salt Spring Island Fire Protection District has made an effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Salt Spring Island Fire Protection District will assume no responsibility for any oral information or suggestion(s).

#### **NO CLAIM FOR COMPENSATION**

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

## **CONFIDENTIALITY OF PROPOSALS**

Apart from information that is to be disclosed upon the opening of proposals received (the name of each proponent and total cost) the District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of section 21 of the "Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165 The District cannot and does not guarantee that information contained in any proposal(s) will remain confidential if a request for access to proposals is made under the Act.

**If a Proponent considers that any part of its proposal is proprietary, including by reason of protection by copyright, the proposal must clearly identify those portions considered proprietary.**

## **CONFIDENTIALITY OF DISTRICT INFORMATION**

Any information acquired about the District by a proponent during this process must not be disclosed unless authorized by the District, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of equipment to the District will not permit any Proponent to advertise a relationship with the District without the District's prior authorization.

## **ENQUIRIES**

Enquires during the proposal period should be directed via email to:

Arjuna George, Acting Fire Chief

e-mail: [ageorge@saltspringfire.com](mailto:ageorge@saltspringfire.com)

**BID DOCUMENT**

*For:*

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**BID FOR ONE (1) 3000 Gallon WATER TENDER APPARATUS**

*Sealed Bids Will Be Received Until:*

March 15th 2016

At

16:00 Hrs

*Bids Are To Be Mailed To:*

105 Lower Ganges Road  
Salt Spring Island BC  
V8K 2T1

## **INTENT**

As per the specifications provided, each manufacturer is invited to submit pricing and delivery for one (1) 3000 Gallon Water Tender Apparatus (New, used, or Demo Model)

Bidders shall reply to the specifications on the forms supplied.

All items in these specifications must be answered indicating compliance or noncompliance. Bidders shall state "Yes" for compliance or state the deviation. Information relating to the deviation may accompany this document including a separate cover letter and shall state the page and section for ease of reference.

Each bidder shall submit a set of specifications outlining the exact vehicle proposed.

It is the intent that the specifications clearly identify the furnishing and delivery of a complete Water Tender Apparatus as specified.

Bids submitted will be reviewed and evaluated based on qualifications, bonding, quality programs, irregularities, delivery and price.

The purchaser shall be the sole determining organization as to the award of the bid, and the lowest price may not necessarily be accepted.

The Salt Spring Island Fire Department understands that all the specifications asked for in the following pages may not be possible. Where not possible we would invite the proposed bidders to formulate their best solutions for a comparable solution.

The winning bid will move to the next stage which will involve a complete tender including all specifications, terms and conditions. If both parties are unable to come to an understanding the request for proposals will be re-evaluated and another bid will be selected.

The bid shall include one (1) pre delivery apparatus inspection for two (2). Includes transportation, and accommodations.

The bid shall include apparatus delivery and all related expenses to Salt Spring Island BC Canada.



## Salt Spring Island Fire Department Water Tender Specifications

### Chassis:

Freightliner M2 106 (Or Equivalent)

Tandem rear Axle Chassis

Shoreline connection, Kussmaul HO Plus Series (115 Volt)

Tire Pressure Indicators

### Body:

3000 Gallon Water Tank

1 full height Curb side cabinet

1 lower curbside (rear) cabinet

2 upper curb side cabinets

2 lower street side cabinets

Each compartment will have a R-O-M anodized aluminum roll-up door, door activated LED compartment lights, corrosion resistant vents, black Turtle Tile plastic dry decking, and floor drains.

Provided for the customer unit number on the street and curb side chassis fenders and rear. "305"

Door logo (SSIFR) and pin stripping decals

The apparatus shall not exceed the overall height of (TBD) and overall length of (TBD)

### Compartment Options

Two x SCBA Brackets in Compartment

SCBA brackets, Zico model #KD-UN-6-SF, mounted in the (XX) compartment.

SCBA Wheel Well Storage Compartments

SCBA spare cylinder doors located in the rear wheel wells.

### Cab:

Center console provided in the chassis cab to make available additional space for mounting of accessories and control switches. Console fabricated from vinyl laminated aluminum and custom fitted to the chassis. Top plate to be bolted on for maintenance and for adding additional items.

### Communications:

CREST Motorola Astro radio (w/ remote head at pump panel)

Sigtronic head set system

### Lighting:

Scene Lights both sides and back.

Rear flood lights used for spotting apparatus (Backing up)

NFPA Complaint lighting package

One (1) rear view camera system installed. Camera system includes a wide-angle rear mounted camera and 7" monitor.

### Pump:

Hale MBP 1000 PTO Pump

Pump Ratings:

1000 GPM @ 150 PSI

700 GPM @ 200 PSI

500 GPM @ 250 PSI

FRC 3000 In control Pressure governor

\*Water tank 3000 US Gallons\*

Primer Pump Options

Rotary Vane Primer Pump

The rotary vane primer is a 12-volt electric, positive displacement, rotary vane type, oil-less primer for 20' to 30' suction lifts.

Suction Intakes

On all pumps, an intake suction relief shall be provided per NFPA 1901 standards. It will be terminated with a 2 ½" BAT male adapter.

\*Optional front end suction intake\*

2 ½" Gated Intakes

Each intake consists of a 2 ½ " BAT female chrome plated swivel intake located on the pump panel. The intake has a 2 ½ " valve, swivel adapter with screen, chrome plated plug and chain.

One (1) intake, street side

One (1) direct tank fill Street side

One (1) intake, curb side

Non-Gated Master Intakes

Master intakes are plumbed out both sides of the pump house and capped with a chrome long handled cap.

Two (2) 6" intakes

## Plumbing & Hose:

Two (2) Hydrant fills provided at the rear of the apparatus are all equipped with an integral 30-degree elbow and a  $\frac{3}{4}$ " bleeder valve. All direct fills will be equipped with a valve (butterfly for valves greater than 4"), cap, and chain. (Cap holder for 3" and below)  
2  $\frac{1}{2}$ " BAT

All dump valves will be 10" square stainless steel Dump Gate style (full flow). Flip chutes and telescopic chutes to be Stainless steel.

36" telescoping chute installed in the center rear of the tank.

36" telescoping chute installed street side behind the rear axle.

36" telescoping chute installed curb side behind the rear axle

Two adjustable hydrant wrenches and two (4) spanner wrenches with holders.

Water Gauge on street side pump panel and one on rear. (1 Rear, 1 Pump Panel)

Side Control Pump Panel Discharges

Two (2) 2  $\frac{1}{2}$ " Discharge, Street Side

One (1) 2  $\frac{1}{2}$ " Discharge, Curb Side

Side Control Pump, Rear Discharge, Curb Side One (1) 2  $\frac{1}{2}$ " Discharge

Tank Fill Valve 3"

A 3" tank fill/pump re-circulating line provided from the pump to the water tank, with a 3" valve and a 3" high-pressure flexible hose.

Hose cross lay

The hose cross-lay provides an area for pre-connected hose cross-lays and/or hose storage.

The cross-lay is designed to provide drainage and ventilation to the cross lay area.

Front and rear are constructed of 3/16" aluminum.

Hose cross lay above Side Control Pump

Cross lay is pre-connected via NST swivel male gated with a ball valve.

Two (2) 1  $\frac{1}{2}$  " NST male pre-connects, 2" valve

One (1) 2  $\frac{1}{2}$  BAT male pre-connect

Cross-Lay Options

Two Cross Lay Dividers

Hose cross-lay is equipped with two adjustable dividers constructed of 3/16" aluminum.

### Cross Lay Vinyl Cover

Heavy-duty flame retardant black vinyl cover with mesh ends is supplied and custom fitted to the apparatus cross lay. The cover is attached to be secured with closure clips as required by NFPA.

### Hose bed

Hose bed runs the full length and width of the tank, and is approximately 10" tall to accommodate NFPA hose loads. Accommodate 3 adjustable hose dividers.

### **Equipment Storage and Mounting**

Two (2) hard suction trays

Fits 5"-6" Suction Hose.

2 x 6" Hard Suction (10' sections) Clear, flexible

2 x 2 ½" Hard Suction (10' sections) Clear, flexible

### **Minor / Miscellaneous Equipment:**

- One (1) Electric portable tank carrier for loading/unloading of a folding water tank located above the catwalk and designed to fold down over the body side. (3000 gallons) (STREET SIDE)  
  
Portable Tank
- Fol-Da-Tank® portable tank with frame. The tank liner is constructed of nylon - coated material, 23 oz. side walls and a 30 oz. floor with handles installed in the floor for ease of folding. All portable tanks will have two outlets. A 6" flange kit installed on the low side of the tank wall. The portable tank provided shall have inside pull handles and furnished with a capacity of 3000 Gallons, Aluminum Frame. (STREET SIDE)
- Keep Back 500 Feet in White reflective lettering on rear
- PVC Flexible Clear hard suction hoses
- Rear Chevron Decal
- Two (2) Collapsible wheel chocks with brackets installed
- One Thousand (1000) feet of 4" Hi Volume Storz hose.