

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

Meeting held: **December 7, 2015**
Lower Hall, Ganges United Church

In attendance:

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

Staff Members: Acting Chief Arjuna George, SSIFFA Lieutenant Eric Taylor

Recording Secretary: Sarah Shugar

Others: 10 members of the public, Driftwood Reporter

Called to Order: 7:01 p.m.

1. Receive the Report of the Return Officer for the December 1, 2015 By-election, welcome of new members to the Board of Trustees

Chair Lee welcomed Trustee Howard Baker, Trustee Michael Craig and Trustee Andy Hildebrand to the Board.

By general consent, the Report of the Return Officer for the December 1, 2015 By-election was received for information.

2. Recess for “Town Hall” meeting

Motion to recess the meeting for the “Town Hall” meeting moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

Chair Lee called a recess at 7:03 p.m. The meeting reconvened at 7:23 p.m.

3. Approval of Agenda

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

The following additional item was presented for consideration:

8.6 Open House Town Hall Meeting

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

4. Minutes

4.1 Receive and Accept the Minutes of the “Town Hall” meeting held October 26, 2015

The minutes of the October 26, 2015 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the October 26, 2015 town hall meeting be accepted as circulated moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

4.2 Receive and Accept the Minutes of the regular meeting held October 26, 2015

The minutes of the October 26, 2015 regular meeting were distributed prior to the meeting.

Motion that the minutes of the October 26, 2015 regular meeting be accepted as circulated moved by Trustee Hill, seconded by Trustee Craig.

CARRIED

4.3 Receive and Accept the Minutes of the in camera meeting held October 26, 2015

The minutes of the October 26, 2015 in camera meeting were distributed prior to the meeting.

The minutes of the October 26, 2015 in camera meeting were received for information.

5. Committee Reports

5.1 Facilities and Physical Plant Committee

By general consent, the minutes of the November 12, 2015 Facilities and Physical Plant Committee meeting were received for information.

Motion that the Board, on recommendation from the Facilities and Physical Plant Committee, create a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Trustee Hill, seconded by Trustee Hildebrand.

CARRIED

Motion that the Board appoint Trustee Hildebrand, Trustee Forest and Corporate Administrative Officer Peat to a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

Motion that the Board, on recommendation from the Finance Committee, direct Corporate Administrative Officer Peat to draft a Request For Proposal for the seismic evaluation of Fire Hall No. 2 and Fire Hall No. 3 during the first quarter of 2016 moved by Trustee Hill, seconded by Trustee Schlenker.
CARRIED

5.2 Finance & Audit Committee

By general consent, the minutes of the December 2, 2015 Finance Committee meeting were received for information.

5.3 Human Resources & Legal Committee

By general consent, the minutes of the November 5, 2015 Human Resources and Legal Committee meeting were received for information.

5.4 Marketing & Communications Committee – none

5.5 Strategic Planning & Policy Development Committee - none

5.6 Occupational Health & Safety Committee

By general consent, the minutes of the October 22, 2015 Occupational Health & Safety Committee meeting were received for information.

Acting Chief George reported he would provide a proposal for a commercial washing machine for the February 2016 Board meeting.

6. Correspondence - none

7. Acting Fire Chief Report

Acting Chief George presented the Fire Chief's Report for October / November 2015 and highlighted a new map section in the report. He reported the opening of the new Mayne Island Fire Hall and announced the recruitment of five new Class of 2016 Paid-on-Call firefighters. He expressed congratulations to Clayton Akerman, the successful firefighter for the 2016 Firefighter Position and noted the retirement of Field Incident Technician Rolf Dammel.

8. Salt Spring Firefighters' Association Report

SSIFFA Lieutenant Eric Taylor reported the SSIFFA joined efforts with Pender Island Fire Department for a fitness challenge and SSIFFA elections will be held in January 2016.

9. Old Business

8.1 District Boundaries

Trustee Schlenker provided an update regarding District Boundaries and reported the Polaris mapping has been sent to the Province for review.

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

Trustee Schlenker provided an update regarding draft Bylaw No. 125 and will circulate draft Bylaw No. 125 to the Board.

Chair Lee left the meeting at 7:57 p.m. She returned to the meeting at 7:59 p.m.

By general consent, the Board agreed to schedule a special meeting for proposed Bylaw No. 125 on January 11, 2015 at 7:00 p.m.

8.3 Update regarding Elections Procedures Policy - none

8.4 Update regarding document management systems - none

8.5 Update regarding amending meeting procedure bylaw - none

8.6 Open House / Town Hall Meeting Date

Chair Lee provided an update regarding an open house to hear public input regarding service levels.

By general consent, the Board agreed to schedule a Town Hall meeting on January 28, 2015 at 7:00 p.m.

9. New Business

9.1 Approval of Terms of Reference for Standing Committees - none

9.2 Appointments to Standing Committees

Chair Lee presented the appointments to Standing Committees.

Motion that the Board remove Michael Craig from the Facilities and Physical Plant Committee moved by Chair Lee, seconded by Trustee Schlenker.
CARRIED

Motion that the Board remove Mitch Forest from the Human Resources and Legal Committee moved by Chair Lee, seconded by Trustee Schlenker.
CARRIED

Motion that the Board remove Derek Hill from the Marketing and Communications Committee and appoint Michael Craig and Howard Baker to the Marketing and Communications Committee moved by Chair Lee, seconded by Trustee Hildebrand.
CARRIED

Motion that the Board remove Norbert Schlenker from the Strategic Planning and Policy Development Committee and appoint Howard Baker to the Strategic Planning and Policy Development Committee moved by Chair Lee, seconded by Trustee Hill.
CARRIED

Chair Lee presented the Standing Committee membership as follows:

Facilities and Physical Plant Committee:

Trustee Mitch Forest (Chair), Trustee Derek Hill, Brian Cunningham, Per Svendsen and Merv Walde

Finance and Audit Committee:

Trustee Norbert Schlenker (Chair), Trustee Michael Craig, Trustee Andy Hildebrand, Julia Lucich and Ken Marr

Human Resources and Legal Committee:

Trustee Derek Hill (Chair), Trustee Norbert Schlenker, Ron McCulloch, Deb McGovern, Scott Simmons and Darlene Steele

Marketing and Communications Committee:

Trustee Howard Baker, Trustee Michael Craig, Ron McCulloch and Maxine Leichter

Strategic Planning and Policy Development Committee:
Trustee Andy Hildebrand, Trustee Howard Baker, Mark Lucich,
Shelley Nitikman, Ben Sutton

Health and Safety Committee:
Mitch Forest (co-Chair)

9.3 Signing Officers on the District Accounts

Chair Lee provided an update regarding signing officers on the District accounts.

Motion that the Board appoint Michael Craig, Corporate Administrative Officer Andrew Peat, Derek Hill and Norbert Schlenker to be signing officers on the District Accounts moved by Trustee Schlenker, seconded by Trustee Hildebrand.
CARRIED

9.4 Receive the Administrative Function Review Report

Chair Lee provided an update regarding the TallSky report.

Motion that the Board accept the TallSky Administration Review Report moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

9.5 Discussion Fire Hydrant Maintenance (NSSWD)

Chair Lee reported the Board is waiting for a legal opinion regarding fire hydrant maintenance.

9.6 Discussion Policy 3.30 Purchasing (Finance Committee recommendation)

Trustee Schlenker presented an update regarding Purchasing Policy #3.30.

Acting Chief George spoke to the Policy Amendment Proposal Policy #3.30 Purchasing Request by Acting Fire Chief George dated November 12, 2015.

Motion that the Board amend the Purchasing Policy #3.30 to add an extra bullet in paragraph two that reads “regularly scheduled for example: annual inspections, repairs and maintenance” moved by Trustee Schlenker, seconded by Trustee Hildebrand.
CARRIED

It was noted Acting Chief George would draft a list of preferred suppliers and track the details for the next four vehicle repairs.

9.7 Discussion Policy 3.60 Staff Expenses

Trustee Schlenker presented an update regarding Staff Expenses Policy #3.60. Chair Lee reported the Board received a legal opinion regarding the policy and the union members are entitled to a \$70.00 per day rate.

11. Delegations – none

12. In-Camera Session to discuss recommendations arising from Committee Reports

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

The meeting moved in-camera at 9:07p.m. The meeting reconvened at 10:57 p.m.

Rise and Report - none

13. Adjournment

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

CARRIED

The meeting adjourned at 10:57 p.m.

The next scheduled regular meeting of the trustees is January 18, 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **6 January 2016**
Training Room, Ganges Fire Hall

In attendance:

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

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

Recording Secretary: Sarah Shugar

Others Present: Trustee Howard Baker

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.

By general consent, the agenda was accepted as presented.

2. Correspondence - none

3. Approval of Minutes

3.1 Receive and Accept Minutes of the Meeting held 2 December 2015

Motion that the minutes of the December 2, 2015 meeting be accepted as circulated moved by Committee Member Marr.
CARRIED

4. New Business

4.1 Employee Agreement Form – Corporate Credit Card

CAO Peat presented the draft Employee Agreement Form – Corporate Credit Card.

There was discussion and the following items were noted:

- attach Policy Number 3.20 Credit Cards to the end of the document and have the employee initial;
- add “witnessed by” prior to “Fire Chief / Corporate Administrator”;
- the Employee Agreement Form – Corporate Credit Card will be filed in the employee file;

- personnel files to be stored in a locked cabinet;
- CAO Peat will look into the Air Miles that have been collected.

4.2 Preliminary Finance Statements for the year ending 31 December 2015

CAO Peat presented the Profit and Loss Budget vs. Actual for January to December 2015 and the Balance Sheet as of December 31, 2015.

There was discussion and the following items were noted:

- check the posting date for wages and related expenses line item;
- provide a breakdown for SSIFR Fireman's Association Stipend line item for career / volunteer members;
- provide details for the land item in Balance Sheet;
- replace "Firemen" with "Firefighter's".

Appreciation was expressed to CAO Peat and Acting Chief George for efforts related to the budget.

4.3 Committee Terms of Reference

CAO Peat presented the Terms of Reference – Finance & Audit Committee for information.

5. Old Business

5.1 Update Regarding Standing Resolution for Capital Works Renewal Reserve Fund

CAO Peat presented the standing resolution for Capital Works Renewal Reserve Fund from May 2015. It was noted funds can be put into the fund by resolution and can only be removed from the fund by bylaw.

5.2 Update Regarding Fire Hydrant Repairs and Maintenance

CAO Peat provided an update regarding fire hydrant repairs and maintenance.

There was discussion regarding circulation of documents prior to the meeting and options for providing the documents online.

By general consent, the Finance & Audit Committee agreed to direct CAO Peat and Trustee Hildebrand to review options for document sharing applications such as Dropbox.

6. In-Camera Session

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

The meeting moved in camera at 2:48 p.m. The meeting reconvened at 3:22 p.m.

7. Rise and Report – none

8. Next Meeting

The next meeting of the Finance & Audit Committee is scheduled February 3, 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 Craig.
CARRIED

The meeting adjourned at 3:22 p.m.

Norbert Schlenker
Committee Chair

Andrew Peat
Corporate Administrator

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

Meeting held: **December 7, 2015**
Lower Hall, Ganges United Church

In attendance:

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

Staff Members: Acting Chief Arjuna George, SSIFFA Lieutenant Eric Taylor

Recording Secretary: Sarah Shugar

Others: 10 members of the public, Driftwood Reporter

Chair Lee called the “Town hall” meeting to order at 7:04 p.m. She welcomed those in attendance and called for questions and comments.

One member of the public acknowledged all members of the public who ran for Trustee positions.

One member of the public requested an update regarding current negotiations with the North Salt Spring Waterworks District. Chair Lee advised the Board is seeking legal advice.

One member of the public requested an update regarding the status of District vehicles and suggested that if a vehicle is not being used it could be sold. Acting Chief provided an update.

One member of the public expressed congratulations to the new Trustees. He questioned why the Policy for Standing Committees does not include the Strategic Planning Committee? He also spoke to the numbering of the agenda on the website and acknowledged Acting Chief George for an excellent Chief Report. Trustee Schlenker reported each Committee is responsible for requesting changes to the Committee’s Terms of Reference and the Strategic Planning Committee may consider the Committee Terms of Reference at their next meeting.

One member of the public expressed concern regarding the vehicle parked at the Central Fire Hall and suggested that it would be more appropriate for the Acting Chief to drive the van as it has always been associated with the Fire Chief. He noted the vehicle that is currently being driven by the Acting Chief was not purchased as a first response vehicle.

There being no further questions from the floor, Chair Lee adjourned the “town hall” meeting at 7:22 p.m.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

DRAFT

Board of Trustees 18 January 2016
Draft Minutes 7:30 PM January 7, 2016

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

Meeting held: 7 January 2016

In attendance:

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

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

Others Present: Trustee Howard Baker, Trustee Norbert Schlenker

Recording Secretary: Sarah Shugar

Others Present: 2 Residents

The meeting was called to order at 7:00 p.m.

1. Approval of Agenda

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

The following additional items were presented for consideration:

3.3 Correspondence – George – Mills & Leitch

5.6 Master Fire Plan

5.7 Dry Hydrant

By general consent, the agenda was accepted as amended.

2. Minutes

2.1 Approve minutes of the November 12, 2015 Meeting

The minutes of the November 12, 2015 meeting were distributed prior to the meeting.

Motion that the minutes of November 12, 2015 meeting be amended as follows: replace “certified” with “recertified” and replace “float” with “flow” in item 6.2 and that the minutes be accepted as amended moved by Committee Member Walde.

CARRIED

2.2 Approve minutes of the November 12, 2015 In Camera Meeting

The minutes of the November 12, 2015 In camera meeting were distributed prior to the meeting.

Motion that the minutes of the November 12, 2015 In camera meeting be accepted as circulated moved by Committee Chair Forest.
CARRIED

3. Correspondence

3.1 Correspondence George – Forest 151113 (Furnace Hall No. 1)

The correspondence item was received.

3.2 Correspondence George – Forest 151118

The correspondence item was received.

3.3 Correspondence – George – Mills & Leitch 150903 (Fencing at Central Fire Hall Property)

Committee Chair Forest presented the draft letter to the property owners.

By general consent, the Facilities and Physical Plant Committee agreed to send the letter as presented.

4. New Business

4.1 Request for Proposal “Water Tender Apparatus”

The draft Request for Proposal for Water Tender Apparatus was presented.

There was discussion and the following items were noted:

- add “or equivalent” following “Freightliner”;
- add option to have pump in the front of the vehicle;
- add tank size section with specifications.

Motion that the Facilities and Physical Plant Committee recommend the Board approve the draft “Water Tender Apparatus” Request for Proposal as amended moved by Committee Member Svendsen.
CARRIED

4.2 Rain Water Barrels for Fire Halls

Acting Chief George presented an update regarding rainwater collection barrels for Hall No. 1.

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to look into options for rainwater collection barrels at the fire halls.

5. Old Business □

5.1 Update Regarding Security Systems for Fire Halls

Acting Chief George presented an update regarding security systems for the fire halls.

5.2 Update Regarding Inventory Software

Acting Chief George presented an update regarding inventory software for Fire Service Assets.

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to look into options for inventory software for Fire Service Assets and report back to the Committee.

5.3 Update Regarding Amending the Letters Patent to Fix Boundary at Natural High Tide Watermark

CAO Peat presented an update regarding amending the Letters Patent to fix the boundary at the natural high tide watermark.

Motion that the Facilities and Physical Plant Committee recommend the Board direct the District Solicitor to send a letter to the property owners of [REDACTED] advise the Board would consider a petition to be excluded from the District, moved by Committee Member Hill.

CARRIED

5.4 Update Regarding Request For Proposal for Seismic Evaluations of Halls No. 2 and 3

CAO Peat provided an update regarding seismic evaluations for Hall No. 2 and 3.

5.5 Update Regarding Fire Hydrant Maintenance

CAO Peat provided an update regarding fire hydrant maintenance.

5.6 Master Fire Plan

Committee Chair Forest provided an update regarding the Master Fire Plan.

By general consent, the Facilities and Physical Plant Committee agreed to appoint Committee Chair Forest to the Select Committee to develop a Request for Proposal for a Master Fire Plan.

5.7 Dry Hydrants

Acting Chief George presented an update regarding Dry Hydrants. It was noted the District can use equipment that is currently owned to draft water out of Ganges Harbour.

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to look into options for drafting water out of Ganges Harbour.

6. Adjournment

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

CARRIED

The meeting adjourned at 7:55 p.m.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator

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

Meeting held: **7 January 2016**

Meeting Room #103, Salt Spring Island Public Library

In attendance:

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

Regrets: Darleen Steele

Staff Members: Corporate Administrative Officer (CAO) Andrew Peat

Others Present: Trustee Howard Baker, Trustee Linda Lee

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:11 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:

4.6 Indemnification Bylaw

By general consent, the agenda was accepted as amended.

2. Minutes

2.1 Receive and Approve the Minutes of the meeting held November 5, 2015

The minutes of the November 5, 2015 meeting were distributed prior to the meeting.

Motion to accept the minutes of November 5, 2015 as circulated moved by Committee Chair Hill.

CARRIED

There was discussion regarding removal of the Tall Sky report from the website.

By general consent, the Human Resources & Legal Committee agreed CAO Peat would discuss the removal of the TallSky report from the website with I. Beck.

Committee Member Schlenker left the meeting at 10:21 a.m.

3. Old Business

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

By general consent, the Human Resources & Legal Committee agreed to table this item.

3.2 Terms of Reference for the Committee

CAO Peat presented the draft Terms of Reference – Human Resources & Legal Committee policy. Please forward comments to CAO Peat.

3.3 Google Calendar for Mandated Reporting

Committee Member Simmons reported the Google calendar has been added to the website.

3.4 Policy Concerning Mobile Device (cell phones) for Staff Members

CAO Peat presented the draft Corporate Mobile Device (cell phones) policy.

Motion that the Human Resources & Legal Committee agreed to forward the draft Corporate Mobile Device (cell phones) policy to the next meeting of the Board moved by Committee Member McGovern.

CARRIED

By general consent, the Human Resources & Legal Committee agreed to direct Acting Chief George to review the operational guidelines.

Committee Member Schlenker returned to the meeting at 10:47 a.m.

3.5 Draft Policy Concerning “Employee Assistance Program”

CAO Peat presented the draft “Employee Assistance Program” policy.

There was discussion and the following items were noted:

- replace the name with “Employee and Family Assistance Program”;
- replace “well-being” with “well being” and “short-term” with “short term”;
- replace acronym with “EFAP”;
- remove “An employee may end their association with the EAP at any time” and the last paragraph in the General section;

- remove the second paragraph from the Access to Employee Assistance Program and Referral section;
- remove the last paragraph from the Access to Employee Assistance Program and Referral section;
- add “Health Care Spending Account” following HUB.

Motion that the Human Resources & Legal Committee agreed to forward the draft “Employee and Family Assistance Program” policy, as amended to the next meeting of the Board moved by Committee Member Simmons.
CARRIED

4. New Business

4.1 Recommend Appointment of Returning Office and Date for 2016 Trustee Election

CAO Peat provided an update regarding the appointment of a returning officer for the 2016 Trustee Election.

Committee Member McGovern left the meeting at 11:05 and returned to the meeting at 11:09 a.m.

Motion that the Human Resources & Legal Committee agreed to recommend the Board appoint Thomas Moore as returning officer for the 2016 Trustee Election to be held on April 16, 2016, with one advance poll moved by Committee Member Schlenker.
CARRIED

4.2 Draft Policy Concerning POC Member Benefits – Life and AD&D Insurance

By general consent, the Human Resources & Legal Committee agreed to table this item.

4.3 Draft Policy Concerning POC Member Benefits – Health Care Spending Account

By general consent, the Human Resources & Legal Committee agreed to table this item.

4.4 Draft Policy Concerning Critical Incident Stress Management

CAO Peat presented the draft “Critical Incident Stress Management” policy.

There was discussion and the following items were noted:

- replace “recognize” with “recognizes” in Statement of Policy section;
- replace “possibly” with “helps” in second bullet of Statement of Policy section;
- replace “minimize” to “minimizes” in first bullet;
- replace “provide” with “provides” in fourth bullet;
- replace “exposes” with “exposed” in fourth bullet;
- remove “critical incident” paragraph in General section;
- remove details following titles of the types of interventions that can be held include in the General section;
- remove third and fourth paragraph from Employee Eligibility section;
- add “volunteers working for the District” to Employee Eligibility section;
- add “Family” prior to “Assistance”.

Motion that the Human Resources & Legal Committee agreed to forward the draft Critical Incident Stress Management policy, as amended to the next meeting of the Board moved by Committee Member Simmons.
CARRIED

4.5 Draft Policy Concerning Respectful Workplace

CAO Peat presented the draft “Respectful Workplace” policy.

There was discussion and the following items were noted:

- move second paragraph to end of first paragraph in Statement of Policy section;
- remove “will not be tolerated and” from third paragraph;
- add “all sorts of” prior to communications and remove “such as email” from last paragraph in Scope of Policy section;
- add “are” prior to “provided” in Roles and Responsibilities section.

Motion that the Human Resources & Legal Committee agreed to forward the draft Respectful Workplace policy, as amended to the next meeting of the Board moved by Committee Chair Hill.
CARRIED

4.6 Indemnification Bylaw

An update regarding the indemnification bylaw was presented.

Motion that the Human Resources & Legal Committee recommend the

Board direct CAO Peat to review the existing indemnification bylaw and recommend amendments or updates moved by Committee Chair Hill.
CARRIED

5. In Camera Session to Discuss Human Resource Matters

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

The meeting moved in camera at 11:55 a.m. The meeting reconvened at 12:31 p.m.

6. Rise and Report - none

7. Next Meeting

The next meeting of the Human Resources & Legal Committee is scheduled on February 4, 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 12:34 p.m.

Derek Hill
Committee Chair

Andrew Peat
Corporate Administrator

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

Meeting held: **January 11, 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Howard Baker, Andy Hildebrand, Mark Lucich, Shelley Nitikman, Ben Sutton

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

Recording Secretary: Sarah Shugar

Others Present: Trustee Derek Hill, Trustee Linda Lee, Trustee Norbert Schlenker

CAO Peat called the meeting to order at 2:04 p.m.

1. Election of Committee Chair

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

2. Approval of Agenda

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

The following additional item was presented for consideration:

3.3 Approval of Minutes of the June 25, 2015 Meeting

By general consent, the agenda was accepted as amended.

3. Approval of Minutes

3.1 Approval of Minutes of the September 14, 2015 Meeting

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

Motion that the minutes of September 14, 2015 meeting be amended by removing Michele Severn from the list of members present and that the minutes be accepted as amended moved by Committee Member Lucich.
CARRIED

3.2 Approval of Minutes of the December 14, 2015 Meeting

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

By general consent, the minutes of the December 14, 2015 meeting were accepted as circulated.

3.3 Approval of Minutes of the June 25, 2015 Meeting

The minutes of the June 25, 2015 meeting were distributed prior to the meeting.

Motion that the minutes of the December 14, 2015 meeting be accepted as circulated moved by Committee Member Lucich.
CARRIED

4. New Business

4.1 Draft Policy Use of Information Technology Resources

CAO Peat presented the Draft Policy Use of Information Technology Resources. Please send comments to CAO Peat.

There was discussion and the following items were noted:

- to consider adding a policy regarding equipment leaving the premises;
- office supplies should not be purchased for use outside of Fire Halls.

By general consent, the Strategic Planning and Policy Development Committee agreed to table the item.

4.2 Discuss Need and Desirability for a Policy “Just Cause Dismissible Offences”

CAO Peat presented an update regarding a “Just Cause Dismissible Offences” policy.

Motion that the Strategic Planning and Policy Development Committee recommend the Board direct CAO Peat to draft a “Just Cause Dismissible Offences” policy for consideration by the Committee at their next meeting moved by Committee Member Baker.

CARRIED

4.3 Discuss Initiative Regarding Distribution of Meeting Materials (Drop Box)

Committee Chair Hildebrand presented an update regarding the distribution of meeting materials using a file sharing application such as Dropbox.

There was discussion and the following items were noted:

- it will be important to develop a standard naming convention;
- Dropbox application is currently being used for the distribution of operational guidelines;
- there was question regarding distribution and security of in camera documents;
- there was question regarding the “administrator/owner” of the Dropbox that would be used for sharing the files.

Motion that the Strategic Planning and Policy Development Committee recommend the Board consider the use of Dropbox or a similar file sharing application for the distribution of meeting materials and consider specific direction regarding the distribution of in camera materials moved by Committee Member Lucich.
CARRIED

4.4 Follow Up Action Progress on Walker Resource Group Recommendations

The SSIFD Board Working Session document dated May 2015 was presented.

By general consent, the Strategic Planning and Policy Development Committee agreed to direct CAO Peat to update the Walker Resource Group recommendations document and indicate the status of each recommendation and distribute to Committee members.

4.5 Review Committee’s Terms of Reference

CAO Peat presented the draft Terms of Reference – Strategic Planning and Policy Development Committee.

Motion that the Strategic Planning and Policy Development Committee recommend the Board 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 Committee Member Nitikman.
CARRIED

By general consent, the Strategic Planning and Policy Development Committee agreed to appoint Committee Member Sutton to the Select Committee to develop a Request for Proposal for a Master Fire Plan.

5. Old Business

5.1 Discuss “policy template” and need for changes

CAO Peat presented an update regarding the “policy template”.

By general consent, the Strategic Planning and Policy Development Committee agreed to direct CAO Peat to draft a Policy Template.

5.2 Pro-forma letter regarding enforcement policy

Committee Member Lucich presented an update regarding the pro-forma letter regarding enforcement policy.

By general consent, the Strategic Planning and Policy Development Committee agreed to table the item.

5.3 Developing and Implementation of Strategic Planning Process

Committee Member Sutton presented an update regarding developing and implementation of a strategic planning process.

By general consent, the Strategic Planning and Policy Development Committee agreed Committee Member Sutton would discuss development and implementation of a strategic planning process with the Master Fire Plan Select Committee.

S. Shugar left the meeting at 3:45 p.m.

5.4 Discuss and adopt proposed abridged version of Robert’s Rules of Order WRG Recommendation #19

Committee Member Nitikman presented the proposed version of Robert’s Rules of Order WRG Recommendation #19. There was discussion.

Motion that the Strategic Planning and Policy Development Committee recommend the Board of Trustees 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 Committee Chair Hildebrand.

5.5 Update regarding review and/or clarification of District boundaries and Mutual Aid Agreements WRG Recommendation #13

CAO Peat advised clarification of District boundaries is a matter being dealt with at the Board level. The necessity to review all Mutual Aid agreements was discussed.

Motion that the Strategic Planning and Policy Development Committee recommend the Board 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 Committee Chair Hildebrand.

5.6 Update regarding review and public input regarding Fire Service level and Bylaw No. 59 Operations WRG Recommendation #14, FW A3, FW 5.0.1

By general consent, the Strategic Planning and Policy Development Committee agreed to table the item.

5.7 Update regarding intergovernmental agency bylaw enforcement and cooperation

By general consent, the Strategic Planning and Policy Development Committee agreed due to the District's limited enforcement abilities, the matter need not be considered and should be deleted as an item of business.

6. Next Meeting

The next meeting of the Strategic Planning and Policy Development Committee is tentatively scheduled on February 1, 2016, a week early to allow for Family Day.

7. Adjournment

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

CARRIED

The meeting adjourned at 4:05 p.m.

Andy Hildebrand
Committee Chair

Andrew Peat
Corporate Administrator

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

Meeting held: **December 14, 2015**
Training Room Ganges Fire Hall

In attendance:

Committee Members: Andy Hildebrand, Mark Lucich

Staff Members: Corporate Administrative Officer (CAO) Andrew Peat

Regrets: Shelley Nitikman, Ben Sutton

Others Present: Trustee Norbert Schlenker

Recording Secretary: Sarah Shugar

The meeting was called to order at 3:32 p.m.

1. Quorum

A quorum of committee members was not present.

2. Next Meeting

The next meeting is scheduled on January 11, 2016 at 2:00 p.m.

3. Adjournment

The meeting adjourned at 3:33 p.m.

Committee Chair

Andrew Peat
Corporate Administrator

Salt Spring Island Fire Department
Safety Committee Meeting Minutes
November 26th, 2015 @ 19:05 hrs.

Present Ken Akerman (Co-chair) Abe Hohn Nancy Purssell
A/Chief George

Absent Mitch Forest Colin McDougall

The Minutes from October 22nd, 2015 meeting were reviewed and accepted.

OLD BUSINESS	Action	Date to be completed	Item #
<p>Feb. 7.12 Rehab Procedures Discussion about CO monitoring for fire fighters at Rehab and updating procedures. Procedures at Rehab:</p> <ul style="list-style-type: none"> - Fire fighters must attend Rehab after 2 SCBA bottles. - After 60 minutes of strenuous physical activity. - Exposed to extreme hot or cold for 60 minutes. - When I/C wants a Rehab. <p>Mar. 5.12 Compile a package with recommendations and submit it to Chief Bremner for consideration. Apr.3.12 Ken is still gathering information on the CO monitors from other fire departments. Nancy is compiling rehab documentation.</p> <p>May 1.12 REHAB proposal package was distributed for review and feedback. AJ will forward the information electronically to Committee members. After discussion, it will be forwarded to Management for consideration.</p> <p>July 2012 The proposed procedure was used at Live-Fire. There was a list of items to be reviewed for the Rehab package.</p> <p>Sept.2012 Firefighter medical records need to be updated Nov. 6.12 D/C George is ordering supplies for the rehab kit. The kit will be kept in the storage trailer at Hall #1. A deployment protocol will be developed.</p> <p>June4.13 D/C is ordering supplies for the rehab kit. Sept. 3.13 Discussed the purchase of a new tent (10'x10' like the one that SAR uses). The tent has side walls and windows. It is large enough for a stretcher and to store equipment. D/C asked Ken to source out the cost of the tent.</p> <p>Oct. 1. 13 Ken has sourced the cost of the tent. Now we have to find the funding. Nov. 5. 13 Tents will be purchased</p> <p>Dec. 3. 13 Ken has the prices on a tent 10x10 with sides. He will talk with Chief and AJ Jan. 14.14 Tents have been found. They will be ordered. The tents were discontinued. Similar tents have been found, Ken is checking into the costs.</p> <p>Feb. 4.14 Ken is working on this Apr. 1.13 Ken – working on pricing and maybe a new supplier May 6.14 We will definitely be getting a new supplier. Oct. 7.14 Still looking for a tent that is durable and compact enough to last awhile</p> <p>Nov.4.14 No tent identified yet. Dec. 2.14 No tent identified yet. Jan. 13.15 No tent identified yet. Feb. 3.15 Ken - has identified some tents/shelters that may be appropriate. He will send a proposal to Chief. Chief – Retired ambulances have been used for rehab in other departments. We can explore this option with BCAS. Ongoing</p> <p>Mar. 3.15 Waiting response from BCAS Apr. 7.15 Waiting for a response from BCAS May 5.15 Waiting for a response from BCAS June 23.15 Waiting for a response from BCAS July 21.15 Waiting for a response from BCAS Aug 28.15 Abe has a 10'x10' tent that he ordered from Costco – it is not what he needs. He asked if SSIFR would be interested in purchasing it from him. Chief asked Abe to bring the tent and the paperwork by the hall so it could be evaluated. The rehab tent was returned before it was evaluated. We will price 2 tents. 1 for Rehab and 1 for Decon. Size preferred at least 10x10 with sides.</p> <p>Sept.24.15 Three tents were reviewed and a proposal submitted to Mitch Forest to take to the Board of Trusts. (copy attached to minutes) Two tents purchased. They are in the Haz/Mat trailer. There will be a training session developed and OGS in 2016.</p>	<p>N. Purssell</p> <p>K. Akerman</p> <p>D/C George</p> <p>D/C George</p> <p>Ken Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>N. Purssell</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Chief Bremner</p> <p>Abe Hohn</p> <p>N. Purssell</p> <p>M. Forest/Board of Trustees</p>	<p>On going</p> <p>June 4.2013</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>	<p>002</p> <p>(closed)</p>

<p>June 23. 15</p> <p>July 21.15</p> <p>Aug 27.15</p> <p>Sept.24.15</p> <p>Oct. 22.15</p> <p>Nov. 26.15</p>	<p>EXTRACTION WASHING MACHINE FOR TURN OUT GEAR</p> <p>Ken has sourced out a supplier on Vancouver Island. He is in discussion with Chief and Deputy Chief. Ken will put together a proposal.</p> <p>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.</p> <p>Ken has received 2 price quotes and he is waiting on one more. As soon as the quote is in, he will move forward.</p> <p>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.</p> <p>Ken will include information from Mr. Don MacFadgen, WSBC consultant. 1-250-881-3452 (w) 1-250-413-7799 (c) don.macfadgen@worksafebc.com</p> <p>The business cases will be forwarded to Chief Bremner and the Facilities and Physical Plant Committee.</p> <p>Our current operational practice for cleaning bunker gear is not sanctioned by the manufacturer. WorkSafeBC stands by manufactures recommendations.</p> <p>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.</p> <p>Ken will write a proposal for Mitch to present at the Trustees meeting. The proposal will include:</p> <ul style="list-style-type: none"> - What is the purpose of the machine - What other departments have one (Pender, Saanich, View Royal, Gabriola) - Are the other departments satisfied with the product - The current cost (price range) - Why we need this type of machine - What will be the cost/time savings - How will the use of this machine compare to current practice and why our current practice needs to change <p>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.</p>	<p>Ken Akerman</p> <p>Ken Akerman Chief Bremner Ken Akerman</p> <p>Ken Akerman</p> <p>Ken Akerman Mitch Forest</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>	<p>022</p> <p>Tabled until 2016</p>
<p>June 23. 15</p> <p>July 21.15</p> <p>Aug 27.15</p>	<p>ASBESTOS IN HALL 1</p> <p>Chief has reviewed a report 7 – 8 years old. Ken and Chief are reviewing the report. There is asbestos in the hall and there will be labels placed in areas of concern. Ken will research WCB and figure out how to report known exposures. Ken presented the 2008 Asbestos Review report by North West Environmental Group (NWE). There is asbestos in Hall 1. Work has been completed in the furnace room. Ken is not sure if the asbestos has been completely removed from the area. The training room – all damaged floor tile has been replaced. All future damage will be fixed immediately. In the kitchen – all of the flooring has been removed Bathrooms – unknown. It was a non-destructive testing completed by NWE, the original tiles may have asbestos. Anything that is in its' original undamaged container is considered safe, until the container is broken. Chief – Anything that has dust, use a mask. There are signs in the building warning of asbestos. Ken – I have to make a report of all personnel that may have had a potential exposure to the asbestos. In the training room, tiles are loose. Ken and Chief will discuss how we will get them removed. Ken has asked all Committee Members to look at the report and be prepared to discuss it in detail at the next meeting. We have to educate ourselves as to the extent of the asbestos in the building. The North West Environmental Group (NWE) – Hall No. 1 Fire Hall Survey of the Building for Asbestos, Mould, and Products of Combustion From Vehicle Exhaust (July 18, 2008 – NWE Project: 8855) report was evaluated by the committee. Signs have been placed in Hall 1 warning of the asbestos in the building. The committee reviewed recommendations that Ken presented:</p> <ul style="list-style-type: none"> - Label all areas with asbestos - Any damaged Asbestos Containing Material (ACM) or any material that can be impacted should be removed from the building. - We are required by WorkSafeBC to: inventory any known asbestos in the hall, investigate that the asbestos has been contained or removed, and report any possible exposure(s) to the asbestos. <p>The following recommendations will be forwarded to the Salt Spring Island Fire Protection Facilities & Physical Plant Committee for consideration:</p> <ol style="list-style-type: none"> 1. After reviewing the July 18, 2008 NWE Project: 8855 Survey of the Building for asbestos, Mould, and Products of Combustion from Vehicle Exhaust report, the Salt Spring Island Fire/Rescue (SSIFR) Safety Committee recommends that - The floor tiles in the training room be assessed by a professional remediation company to mitigate the possibility of asbestos exposure in the workplace, and appropriate action be taken by the Salt Spring Island Fire Protection Board of Trustees to correct the dangers. 2. The SSIFR Safety Committee recommends that a new survey of inspection be completed with a thorough sampling, using a comprehensive destructive testing sampling programme, of all possible Asbestos Containing Material (ACM) in Hall #1. <p>The SSIFR Safety Committee will wait for the new study before we complete a Work Place inventory of asbestos in Hall #1. The known asbestos will be inventoried. Labels that have been approved by WSBC have been placed in Hall #1, warning workers of the presence of asbestos in the building. Signs will be place in the training room identifying the floor tiles as ACM.</p>	<p>Ken Akerman Chief Bremner</p> <p>Ken Akerman</p> <p>Ken Akerman</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>	<p>023</p>

Sept.24.15 Oct. 22.15 Nov. 26.15	<p>North West Environment Group has toured hall 1 and will send the report to the Board of Trustees. They want to do another report as the old report is null and void as the old standards have changed.</p> <p>Ken will contact Mitchell Forrest in writing to enquire if the report has been received. Ken is working on the Report of Possible Exposure to Asbestos in the Workplace to be filed at WSBC.</p> <p>Mitch has invited North West Environmental Group (NWE) to the hall next week for air quality testing. Aggressive testing is requested by WSBC.</p> <p>When the asbestos tiles were cut into with the circular saw, it caused large dust particles. These particles would have been too large to float in the air at the height where people would have inhaled the dust. It would have been important for the person working on the tiles to wear appropriate PPE.</p> <p>The training room has been closed and signs have been posted until the situation is evaluated and clean-up has occurred.</p> <p>WSBC Compliance Order #201511284126A (need for an investigation on the asbestos issue) There is asbestos in the hall, it is all labelled.</p>	<p>Ken Akerman</p> <p>NWE Mitch Forest Ken Akerman</p>	<p>Sept.25.15</p> <p>a.s.a.p.</p>	(closed)
<p>June 23. 15</p> <p>July 21.15 Aug 27.15 Sept.24.15 Oct. 22.15 Nov. 26.15</p>	<p>BULLYING AND HARASSMENT</p> <p>DC and Nancy will review the material and look at the policy. DC was unable to attend the meeting. No report. Nancy is working on a presentation for the employees. Work is continuing Discussion with WSBC on the content of a programme. Glen will send information to us.</p> <p>WSBC Inspection Report #201517334200A</p>	<p>DC George Nancy Purssell Nancy Purssell N. Purssell N. Purssell</p>	<p>July 28th 2015</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>	024
<p>June 23. 15</p> <p>July 21.15</p> <p>Aug 27.15</p> <p>Sept.24.15</p> <p>Oct. 22.15</p> <p>Nov. 26.15</p>	<p>PREVENTING CONTAMINATION OF FIRE APPARATUS POST FIRE CALLS</p> <p>Discussion on how to mitigate the cross contamination of fire apparatus after a fire call, for fire fighter safety. We host lots of school tours, and we have to keep the trucks clean.</p> <ul style="list-style-type: none"> - Haz/mat trailer to carry the dirty gear - Garden hose to spray the gear off - Only members in the hot zone need Decon - Washing gear is causing a delay, as the process takes time. <p>Recommendation - SSIFR needs to develop a policy for safe work practice. We will discuss policy at the August meeting when there is more time. DC has looked at Sooke Fire Departments' policy which was developed under WSBC guidelines. Ken – WorkSafeBC will come over and help us develop a plan. Ken will look into how to make this happen. Engine 204 – now has a garden hose and brushes on it for basic decon. Haz/Mat Trailer at hall 3 – a change room has been created by constructing a wall next to the side door of the trailer. A trunk holding clothing has been placed in the trailer. Garbage bags are in the trailer to hold contaminated clothing. Further plans include:</p> <ul style="list-style-type: none"> - Plans for a sink in the trailer - Wiring will be installed in the trailer for a light and an electrical outlet for a heater. <p>D/C will write up a Decon Policy. The policy will include how to decon and transport the SCBA packs. Work continues on the Haz/Mat Trailer and Decon procedure. Washbasin is purchased and ready for installation, we will purchase painter coveralls, clothing and blankets for members to change into, and blankets for warmth. The Decon Policy is written and waiting to be sent to the membership. The purchasing of a tent for the Decon process has been forwarded to the Board of Trustees for approval. A/Chief George will develop OGS for decon procedure Ken Akerman will develop a training procedure. Discussion – How can we clean the apparatus, as we expose the public to the trucks when we allow them in the vehicles for truck tours? RECOMMENDATION – The Department purchases a vacuum cleaner with a hepa-filter to be used after calls. Ken and A/Chief George will research the cost of an appropriate vacuum cleaner.</p> <p>The tent has arrived for the Decon process. Ken will develop a training scenario for Jan. 2016 and then an OG will be written. The vacuum is on order and the hepa filters will be purchased from Slegg. The order is under \$500.00.</p>	<p>Committee Members</p> <p>Ken Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>Mitch Forest</p> <p>A/Chief George Ken Akerman</p> <p>A/Chief George Ken Akerman</p> <p>Ken Akerman</p>	<p>July 28th, 2015</p> <p>a.s.a.p.</p>	(closed) 021
<p>Sept. 24.15</p> <p>Oct. 22.15</p> <p>Nov. 26.15</p>	<p>Smoke Machine Fluid</p> <p>DC George – There is a report published that recommends simulated smoke be treated as if it were regular smoke. The product toxic properties become more pronounced when used in a heated room. A sub-committee should be formed to look at the issue and report back to the committee. Abe and Dale will review the report and make suggestions or recommend an OG. Abe and Dale were not present at the meeting to report to the committee about a report from Ray, a hygienist at WSBC. Ken has the report, but has not reviewed it. RECOMMENDATION – Until we have the information reviewed – personnel working with the smoke machine will wear SCBAs. The area will be treated as a “hot zone”. Ken and A/Chief George will send out operational procedures</p> <p>Abe reported he has spoken with 3M (PPE suppliers) and Superior (manufactures of liquid smoke products). There is a MSDS report for the smoke solution. It will be placed in the MSDS Binders at all the Halls. Recommendation – wear SCBA when you are working in the simulated smoke vapours. When preparing the smoke solution,</p>	<p>Abe Hohn Dale Lundy</p> <p>All personnel</p> <p>Ken Akerman A/Chief George</p> <p>Ken Akerman</p>	<p>October meeting</p> <p>immediately</p> <p>immediately</p>	025

	<p>wear gloves and goggles. Email regarding the precautions was sent to the membership from A/Chief George on October 23, 2015.</p>			(closed)
Oct. 25.15	<p>Ergonomics Discussion on the weight limitations when lifting objects. Recommendation – Ken will contact WSBC to discuss the weight guidelines when lifting objects. An OG and posters will be made available to the membership.</p>	Ken Akerman	a.s.a.p.	
Nov. 26.15	<p>Ken is waiting for information.</p>	Ken Akerman	a.s.a.p.	
Oct. 25.15	<p>Meeting with WorkSafeBC Representatives Don MacFadgen and Glenn Russell were at the fire hall on October 24th and met with, A/Chief George, Ken Akerman and Nancy Pursell. Overall, the work that is being done in the health and safety field at SSIFR is very satisfactory. Areas that the Committee will be focusing on: - Incident and Accident Investigations. More information is required when reporting the incident details. - Keeping annual stats of incidents and investigations, looking for trends that can be addressed. Focus on safety themes: - Picking one safety theme to focus on for a set period of time and setting a method for evaluating the effectiveness. - October/November theme is preparing for the winter flu season. Focus will be on flu shots, FIT testing the N95 masks, and wearing appropriate PPE at FR calls. Recommendation – WSBC requires leaders/officers to know the OGs and ensure that they are being followed. A/Chief George wants to have all members aware of the OGs. A/Chief George will discuss this topic at the next officers meeting. Immunizations – A public recognition should be made for the work and assistance provided by Jane at Salt Spring Island Pharmacy. Mitch will recognize her work to help the membership of SSIFR at the Trustees meeting. She volunteers her time to come to the hall for immunizations. FIT testing will be done at the November FR meeting. Communications will be sent out to the membership to inform them of when the Flu Shot Clinics will be held.</p>	<p>All SSIFR officers and members</p> <p>A/Chief George</p> <p>Mitch Forest</p> <p>Nancy Pursell A/Chief George</p>	<p>on going</p> <p>next officer meeting</p> <p>next Trustees meeting</p> <p>November FR meeting</p>	026
Nov. 26.15	<p>WSBC Compliance Agreement 201512992043-CA has been completed for tracking Accident and Incident Stats. Andrew Peet and AJ have developed a tracking system. OHS minutes will be forwarded to Andrew so he can complete the monthly tracking process for WSBC. WSBC Inspection Report 201517334199A A/Chief George has discussed the importance of following the OGs with the Officers at their last meeting.</p>			(closed)
	NEW BUSINESS	Action	To be completed by	Item #
Nov. 26.15	<p>WASHING APPARATUS AND EQUIPMENT A concern was expressed at the last Association meeting about the water conservation and we are not to wash the apparatus post-calls. AJ – The FPP Committee is looking into a solution for the 2016 season. We can wash the apparatus at this time, and a memo has been sent out.</p>			(closed)
Nov. 26.15	<p>SHOWERS AT HALL 1 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.</p>	Ken Akerman Abe Hohn	Dec. 22.15	
Nov. 26.15	<p>FITNESS CHALLENGE 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.</p>	information only		
Nov. 26.15	<p>UNSUPERVISED CHILDREN IN THE VEHICLE BAY There was an incident on Nov. 11th with an unsupervised child in the vehicle bay. The apparatus had to be delayed while the child was removed from the bay. Ken will address the issue with the membership at the next meeting. All children in the station must be supervised.</p>	Ken Akerman	Dec. 1. 15 Association meeting	

Nov. 26.15	HALL INSPECTIONS – DECEMBER 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 ? Inspection assignments: Hall 1 – Ken and Nancy Hall 2 – Abe and Colin Hall 3 – AJ and Mitch		Dec. 22.15	
Nov. 26.15	MONTHLY SAFETY THEME NOVEMBER – FLU SEASON PREPAREDNESS Flu Shots and FIT Tests (N95 masks). FIT tests are 50% complete. They will be offered at the December FR training. DECEMBER – WINTER WEATHER PREPAREDNESS Hypothermia, road safety, downed hydro lines, chimney cleaning, dangers on roofs, chaining up apparatus.			
Nov. 26.15	ACCIDENT AND INCIDENT REPORTS 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.			

Report #	Near Miss	Injury
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)

Motion to adjourn the meeting by A. George at 21:05

Seconded by Abe Hohn

Passed

Lt. Ken Akerman, Co-Chair

Mitch Forest, Co-Chair

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Employee & Family Assistance Program

POLICY OBJECTIVE

To foster and maintain the wellbeing and productivity of employees by providing confidential assistance or short term counselling to those who are experiencing personal or work-related problems.

STATEMENT OF POLICY

The District is concerned with the personal wellbeing of employees and their families. The District recognizes that a wide range of personal problems may have an adverse effect on an employee’s wellbeing and their ability to perform their duties. Personal problems can include illness (physical or mental), emotional problems, stress, family, marital, elder care, financial, educational, legal or other problems such as alcohol/substance abuse.

The District recognizes that it is possible in the work environment to identify employees with problems and to motivate them to seek assistance or treatment at an early stage. Although there are numerous organizations in the community to help people with various problems, assistance is often required to determine the most appropriate resource.

GENERAL

The Employee & Family Assistance Program (EFAP) is designed to provide accessible, professional and confidential help to all employees and their immediate family members who are experiencing personal problems, and to help them resolve these problems through a process of assessment, short-term counselling, referral and follow-up. The program is completely voluntary and the services are available without charge to eligible employees and their families. Any decision on the part of an employee to use the EFAP will not impact on employment or promotional opportunities.

CONFIDENTIALITY AND PRIVACY

Information in records or gathered in counselling sessions shall be considered confidential and private. Personal information relating to individual case files of an EFAP client is released only with the written consent of the client or where the law requires or permits the release of that information.

EMPLOYEE ELIGIBILITY

All permanent and part-time employees of the District will be enrolled in the program upon completion of their probationary period or at such earlier time as agreed to by a collective agreement or employment contract.

All paid-on-call members employed by the District will be enrolled in the program upon completion of 3 (three) months of service.

Seasonal and casual employees are not eligible unless included in the offer of employment or authorized by the Fire Chief.

ELIGIBLE FAMILY MEMBERS

EFAP services are available to: an employee's spouse; dependent children; and immediate family members as defined by the service provider.

It is the employee's responsibility to confirm EFAP coverage for eligible family members.

SERVICES TO FAMILIES

Services to family members are limited to assessment and referral services with very short-term counselling in keeping with the intent of the EFAP program. The counselling is intended primarily to assist employees and their dependents to recognize the need to obtain appropriate counselling services from a specialist in the community. It is not intended to replace community counselling services that are available for families.

ACCESS TO EMPLOYEE & FAMILY ASSISTANCE PROGRAM AND REFERRAL

An employee or family member wishing to discuss a personal problem can contact the EFAP Provider directly. The service is confidential and is available 24 hours a day – seven (7) days a week. Any information pertaining to the service(s) an employee or their

immediate family member receives through the EFAP will not be disclosed to the District or included in the employee's personnel file.

Employees may be formally referred to the EFAP by management for reasons arising from work performance issues. Neither acceptance nor refusal of a formal referral to participate in the EFAP will itself be grounds for disciplinary action. An employee who agrees to participate in the EFAP will be expected to cooperate with the recommendation of the treatment professionals to whom the employee is referred.

It is the role of an employee's supervisor to inform an employee whose personal problem(s) is affecting the employee's job performance that confidential assistance is available from the EFAP.

CRITICAL INCIDENTS

As District employees are likely to be involved in critical incidents because of the nature of their work, in response to a critical incident the District will provide support to employees as soon as possible after the event, either through in-house trained peer counsellors or WorkSafeBC's Critical Incident Response (CIR) Program. Counselling service may be available to an employee through the CIR Program and/or WorkSafeBC if a claim is approved.

PROGRAM LIMITATIONS

Limitations on the total hours of face-to-face counselling and telephone consultations are set by the service provider.

Should an employee be formally referred to EFAP by management for reasons arising from work performance issues and the employee has exhausted counselling available through the EFAP provider the District may, at its sole discretion and expense, provide access to short-term counselling services from a qualified professional in the community.

For purposes of this policy, short-term counselling is defined to be discussions leading to identification of a client's problems and referral to appropriate resources, normally up to three sessions.

In addition to community resources, additional professional counselling services may be available through other group benefit programs (Long Term Disability, Extended Health

Services, and/or Health Care Spending Account (HUB Financial Medical Benefit Plan) offered 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 - 1.05.00 Critical Incident Stress Program (CISM)

OG - 1.05.01 Firefighter and Family Employee Assistance Program (EFAP)

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	Corporate Mobile Device (Cell Phone)

POLICY OBJECTIVE

To confirm to District staff what is the Salt Spring Island Fire Protection District’s policy regarding provision of Mobile Devices for use by employees.

STATEMENT OF POLICY

Salt Spring Island Fire Protection District (SSIFPD) will, at its discretion and in accordance with this policy, provide employees with Mobile Devices and telecom carrier services, at the SSIFPD’s expense, for the primary purpose of conducting SSIFPD business.

All Mobile Devices that are paid for by the SSIFPD are the property of the District and the employee is responsible for ensuring the appropriate use of the Mobile Device, as well as the security and safe keeping of the Mobile Device as outlined in this policy.

SCOPE

This Policy applies to all employees required by the Salt Spring Island Fire Protection District to have a Mobile Device.

With the exception of the application of the *BC Freedom of Information and Protection of Privacy Act*, this policy does not apply to non- Salt Spring Island Fire Protection District owned devices used by employees for business purposes, including accessing Salt Spring Island Fire Protection District email accounts.

DEFINITIONS

“*Mobile Device*” shall mean any and all smartphones including Blackberry, Apple, Android or Windows devices, aircards, rocket sticks, cellular phones, pagers, tablets or similar communication devices that require a data or voice plan with the Salt Spring Island Fire Protection District’s mobility vendor.

DEVICE ELIGIBILITY

Salt Spring Island Fire Protection District employees that are authorized to have a Mobile Device will be supplied with either a conventional cell phone, smartphone (e.g. Blackberry, iPhone, Android, etc.) or tablet that are part of the negotiated SSIFPD’s mobility plan.

If additional accessories are required such as a case, extra battery, car charger, etc., the related costs must be approved in advance by the Fire Chief and will be purchased or reimbursed in accordance with SSIFPD’s *Purchasing* and *Staff Expenses*’ policies.

Mobile Device costs will be monitored on a monthly basis by the Fire Chief, including reviewing consumption levels and trend analysis reports at the individual account level. Usage reports will be made available to users on request.

PERSONAL USE

Employees are responsible for knowing their mobility package costs as outlined in District’s Mobility Plan. Charges associated with using a SSIFPD provided Mobile Device for personal communications, including text messages, email and voice calling, will count towards the monthly consumption limit. Therefore, personal use of a company provided Mobile Device should be minimized. Any overages of the monthly plans resulting from personal use must be refunded to the Salt Spring Island Fire Protection District.

EMPLOYEE RESPONSIBILITY

Mobile Devices owned by the Salt Spring Island Fire Protection District and used to conduct business must be used appropriately, responsibly, and ethically. The following must be observed:

- Salt Spring Island Fire Protection District-owned Mobile Devices are the property of the SSIFPD and must be treated, used, and safeguarded as such. If an employee damages or loses a SSIFPD-issued Mobile Device, the employee must notify the Fire Chief immediately.

- If an employee damages or loses a Salt Spring Island Fire Protection District owned Mobile Device, the Fire Chief is responsible for notifying the Corporate Administrator immediately to have the device de-activated.
- No employee is to use Salt Spring Island Fire Protection District-owned devices for the purpose of illegal transactions, harassment, obscene behavior, or in contravention of existing SSIFPD policies.
- Except as permitted under the *Motor Vehicle Act*, employees are prohibited from using a Salt Spring Island Fire Protection District-owned Mobile Device while operating a motor vehicle unless utilizing a hands-free device.
- Mobile Devices must not be loaned to, or used by, persons other than the employee to whom the device is allocated, unless pre-arranged with the Fire Chief.

FREEDOM OF INFORMATION

The activity records for Salt Spring Island Fire Protection District Mobile Devices, including but not limited to: individual calls, e-mails, text messages, and internet access is information that may have to be released to the public under the *Freedom of Information and Protection of Privacy Act* of BC.

In addition, the BC *Freedom of Information and Protection of Privacy Act* extends to work/business related records and communication transmitted and/or accessed by and/or stored on any personal (non- Salt Spring Island Fire Protection District-owned) Mobile Device.

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

Policy XXX.XX – Use of Information Technology Resources

Policy 3.30 Purchasing

Policy 3.60 Staff Expenses

Freedom of Information and Protection of Privacy Act [RSBC1996] Chapter 165

Motor Vehicle Act [RSBC 1996] Chapter 318

DRAFT

APPROVALS

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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	Critical Incident Stress Management

POLICY OBJECTIVE

To foster and maintain the well-being and productivity of employees by providing clear policies and procedures that are humane, sensitive and responsive to employees who have or may experience a traumatic event in the workplace or during the performance of their duties.

STATEMENT OF POLICY

The District recognizes that firefighting is an inherently stressful occupation and that response personnel are likely to be involved in critical incidents because of the nature of their work.

The goals of the critical incident stress management program are to offer support to employees that:

- Minimizes the emotional impact of critical incidents;
- Increases employees resistance and resilience to this type of stress;
- Helps mitigate the impact of a critical incident on workers and employees at or near the time of such incidents; and
- Provides for follow-up and referral that provides treatment of any chronic effects that may arise from a critical incident.

GENERAL

A critical incident is a traumatic event, outside the usual range of human experience and an individual’s control, which could happen at work or in the community, which can cause a strong emotional reaction with the potential to affect one’s ability to cope with the after effect. Critical incidents would include:

- Death or serious injury of a colleague in the line of duty;
- Incidents involving the death or serious injury of members of the public, particularly children;

- Incidents where responders know the victims involved;
- Being the victim of physical violence;
- Witnessing violence at an incident or workplace;
- Having to work in an area where a critical incident is occurring, even though not directly exposed to this situation;
- Suicide of a colleague;
- Any incident where there is intensive or negative media coverage; and
- Any other incident deemed critical by the Fire Chief in joint consultation with a Critical Incident Stress Management (CISM) mental health professional.

The CISM program is in place primarily to respond to the needs of employees directly involved in critical incidents. These employees will be expected to receive CISM service following a critical incident. Following a critical incident, the formal decision to provide additional CISM services will be made by the Fire Chief based on a needs assessment provided by a CISM mental health professional or a trained CISM peer-support person.

The Fire Chief, in the role of crisis manager shall ensure that WorkSafeBC is contacted to provide critical incident intervention under their Critical Incident Response (CIR) Program.

The Fire Chief shall:

- Ensure that all employees are informed about CISM;
- Encourage employees to recognize their own need for assistance and obtain CISM services and/or contact a trained CISM peer-support colleague to access CISM services;
- Provide all necessary support to employees using CISM services; and
- Provide CISM peer-support colleagues with all necessary training to fulfill their obligations and responsibilities related to CISM.

CISM services offered are mostly peer-managed and peer-driven process, which use a CISM mental health professional for guidance when needed. Types of interventions that can be held include: preventive training; on-scene support; defusing session; debriefing session; critiquing session; and corporate review.

The program is completely voluntary and the services are available without charge to employees. Any decision on the part of an employee to use the CISM will not impact on employment or promotional opportunities. An employee may end their association with the CISM at any time.

IMPARTIALITY OF INTERVENERS

A CISM peer-support worker should not provide CISM service to close relatives, friends or people they supervise at the workplace.

CONFIDENTIALITY AND PRIVACY

Information in records or gathered in CISM sessions shall be considered confidential and private. Personal information relating to individual case files of a CISM client is released only with the written consent of the client or where the law requires or permits the release of that information.

EMPLOYEE ELIGIBILITY

All permanent, part-time, seasonal, casual, paid-on-call, volunteers working for the District and contract employees of the District will be eligible upon the date of hire.

Former employees will be covered for six calendar months beyond the date of termination of employment. At the sole discretion of the Fire Chief and on the recommendation of a CISM mental health professional, benefits for a former employee will be extended beyond six calendar months in situations where mental health issues are a reaction to one or more traumatic events that clearly and objectively arose out of and in the course of employment with the Fire Service.

SERVICES TO FAMILIES

Family members do not normally directly experience the critical incident; however they do experience how the incident affects their family members. Services to family members would normally be available through the Employee & Family Assistance Program.

At the sole discretion of the Fire Chief and on the recommendation of a CISM mental health professional, counselling services will be made available for family members in situations where mental health issues of an employee are impacting the family and these issues are a reaction to one or more traumatic events that arose out of and in the course of employment with the Fire Service.

PROGRAM LIMITATIONS

CISM does not involve therapy or counselling. If required, counselling and follow-up intervention will be provided through the Employee & Family Assistant Program, WorkSafeBC's Critical Incident Response (CIR) Program, and/or WorkSafeBC if a claim for compensation is approved.

An employee may experience critical incidents outside the Fire Service workplace. Counselling services in these incidences would be accessed through the Employee & Family Assistance Program. The CISM program is intended to only deal with critical incidents that arise out of and in the course of employment with the Fire Service.

In addition to community resources, additional professional counselling services may be available through other group benefit programs (Long Term Disability, Extended Health Services, and/or Health Care Spending Account) offered 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 - 1.05.00 Critical Incident Stress Program (CISM)

OG - 1.05.01 Firefighter and Family Employee Assistance Program (EAP)

APPROVALS

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Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Respectful Workplace

POLICY OBJECTIVE

To promote and maintain a workplace in which all employees and volunteers act and are treated with dignity and respect. To establish processes for addressing complaints of Bullying and Harassment and Discrimination.

STATEMENT OF POLICY

The Salt Spring Island Fire Protection District (“District”) is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Bullying and Harassment. The District considers workplace Discrimination, Sexual Harassment and Bullying and Harassment serious offences and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee. Complaints under the policy will be addressed in an impartial, timely and confidential manner where possible.

Conduct contrary to this policy may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the District up to and including termination of employment.

Good faith investigations under this policy are not grounds for a Bullying and Harassment complaint. Where it is determined that a person has made a complaint in

bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person.

SCOPE OF POLICY

This policy applies to all employees of the District including supervisors and managers. For purposes of this policy employees are defined to include excluded staff, unionized career members, paid-on-call members, casual employees and volunteers.

The investigative procedures under this policy may vary as the collective agreement or contracts for service may require from time to time.

This policy applies to interpersonal conduct at the workplace itself, or during work-related activities or events including, but not limited to, off-site meetings or conferences, incident locations, social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

This policy applies to interpersonal conduct, written communications, and all forms of electronic communications.

DEFINITIONS

“Bullying and Harassment” means any inappropriate conduct or comment, including electronic, by a person toward an employee that the person knew or ought to have known would cause the employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behavior which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Bullying and Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

“Discrimination” means discrimination within the meaning of the BC *Human Rights Code* based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person.

Discrimination permitted by the BC *Human Rights Code* is not a breach of the policy.

“Sexual Harassment” means unwelcome conduct that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

It is NOT disruptive and disrespectful conduct to:

- a) comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- b) express reasonable opinions freely and courteously; or
- c) respectfully engage in honest differences of opinions.

EXPECTED STANDARDS OF CONDUCT

All employees, members of the Board of Trustees, and appointed members to board committees are expected to: promote and maintain a respectful work environment; conduct themselves within the spirit and intent of this policy; and contribute towards a safe, welcoming and inclusive work environment free from Bullying and Harassment, Discrimination, and Sexual Harassment.

CONFIDENTIALITY

Persons involved in a complaint under this policy shall ensure that the matter is kept confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Any unwarranted breach of confidentiality may result in disciplinary action against those responsible. Information is only released on a need to know basis during the investigation after consultation with the Chair of the Board of Trustees.

Documentation pertaining to a complaint is maintained in confidential storage under the control of the Corporate Administrator. There shall be no records of the complaint placed in the personal files of the Complainant, the witnesses or that of the Respondent when the allegations are not proven and there is no disciplinary action. Disciplinary warnings or actions taken against the Respondent for infractions under this policy however, are placed in the personal file of that employee.

Documentation pertaining to a complaint will only be released when the law requires the release of the information.

ROLES AND RESPONSIBILITIES

Managers and Supervisors are expected to:

- a) ensure the principles of the policy are reflected in the execution of duties, operational guidelines and practices within their area of responsibility;
- b) regularly communicate and support this policy by ensuring all persons, under their supervision are provided with a copy of the policy including knowledge of their rights and responsibilities; and
- c) take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees and all persons to whom this policy applies are expected to:

- a) contribute to a respectful, safe and supportive work environment by modelling behavior consistent with the policy and not engaging in prohibited conduct;
- b) take action when they become aware of prohibited conduct; and
- c) utilize the informal resolution process where appropriate.

Board of Trustees will:

- a) take a leadership role in providing appropriate training for management and employees on respectful workplace behavior;
- b) give advice on this policy that addresses and provides assistance to resolve issues of disrespectful behavior, discrimination, and/or harassment;
- c) provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- d) if circumstances require, determine if an external third party mediator should be called upon to assist in achieving resolution.

The Board of Trustees may delegate to a standing or select committee of the board responsibility to: provide advice on appropriate training and policy matters; assist with mediation efforts; and/or investigate matters pertaining to this policy and recommend a course of action.

ANNUAL REVIEW

This policy statement will be reviewed annually 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

OG - XXX

WorkSafe BC OHS Policy D3-115-2, Employer Duties – Workplace Bullying and Harassment

Human Rights Code [RSBC 1996] Chapter 210

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

APPROVALS

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1. Amendment date:		Approved by:	
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Robert's Rules of Order

1. Bylaws: The Organization's Constitution and Bylaws

Bylaws are the only Parliamentary Authority that governs the Organization. Officers may cite different parliamentary sources to justify other actions. This makes the membership powerless, manipulated and deprived. Being very familiar with your Bylaws and Constitution will win you half your battles and you'll be a very successful member of your organization.

Typical Bylaw Articles

1. **Name:** *There must be no ambiguity as to the identity of the group*
2. **Object and Reason for the group's existence:** *This will help you combat abuse of power and help keep the organization focused. abuse of power, and keep the organization focused.*
3. **Members:** *Explains members' rights, limitations, and qualifications. Clarifies issues such as fees, attendance, resignations, and honorary membership.*
4. **Officers:** *Explains methods for nominations, voting, elections, filling vacancies and term of office and duties.*
5. **Meetings (see 1, 2, 3, above):** *Details quorum, regular meetings, special meetings, and conventions. The remaining Articles are referred to as the Constitution. Some organizations refer to all nine Articles as the Constitution and the Bylaws as if they were one document. They are not!*
6. **Executive Board or Board of Directors:** *The board's composition, power, and quorum are clearly stated in this article.*
7. **Committees:** *Standing committees must be described: name, composition, manner of selection, attendance, and duties.*
8. **Parliamentary Authority:** *The rules of order must be clearly established. The important thing is to have a document that assures order no matter what rule book is used. An organization is ruled first by local, then Provincial, next by Federal laws, after that by its parent organization, followed by any adopted special rules of order and finally by its adopted parliamentary authority.*

9. **Amendment of Bylaws.** *If prior notice has been given during the prior meeting, a Bylaw can be amended with 2/3 of the collected votes. Failing that a majority of the entire registered membership is needed to amend.*

2. The Agenda – Rights and Abuses: the more serious the issue, the more reason to insist the issue be included on the agenda and to insist the agenda includes explicit starting times for each major section. To *defeat an issue*, take up as much meeting time as possible so that the issue never comes up. When the agenda specifies times for the major sections, you can be sure your issue will be addressed before the meeting is adjourned.

1. Reading and approval of Minutes. (Agenda: RONR (10 ed.), p. 342-351).

Motion to approve is not necessary. Without a vote, the Minutes are either approved as read or as corrected.

2. Reports of Officers, Boards, Standing Committees: Includes correspondence, treasurer's report etc. Note: the treasurer's report is never adopted or voted upon unless it has been audited.

3. Reports of Special Committees. (Each report could conclude with a motion the assembly must address)

4. Special Orders. Any order adopted as a Special Order guarantees that the motion will be dealt with before the meeting is adjourned.* (so important best to consider at a special time)

5. Unfinished Business and General Orders. (Deals with an issue not concluded, postponed or tabled during the prior meeting. The secretary's minutes should inform the Chair which items are to be added to this section. **Never ask** the assembly "*Is there any unfinished business?*")

6. New Business. *The Chair and the Parliamentarian** may be surprised by the sequence of events ergo it's best to always anticipate issues the membership may present or be embarrassed by the complications. This is the time that announcements, educational programs, and speakers are introduced. (*refers to Parliamentary rules in Britain. Many changes through the years, especially in the U.S., make the word somewhat antiquated: simply put, it refers to

someone knowledgeable in Parliamentary procedure; i.e., she/he knows and practices the “Rules” in effect for the Organization.)

7. Ajournment. A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to.

3. Unfinished Business, Yes: Old Business, Never! “Old business” means reconsidering matters already disposed of. “Unfinished Business” means continuing with matters not currently completed. (RonR 10th ed. p.346.)

Before the current agenda is put together, the secretary advises the Chair of matters not disposed of from the previous meeting. The parliamentarian* advises the Chair which issues can be carried forward as “unfinished business” and should never ask the members whether there is any unfinished business. That question can only be answered by the secretary and the parliamentarian. There are only a few reasons why a matter may be considered in the “Unfinished Business and General Orders” portion of the current meeting’s Agenda.

Questions left pending at the previous meeting: 1. A question being discussed and dealt with when the **previous** meeting adjourned, is a “pending” question. 2. A question listed on the **previous** meeting’s agenda a part of the unfinished business but not reached when the meeting adjourned. 3. A question (made prior to a General Order) was postponed to the previous meeting but not reached when the meeting adjourned.

Questions NOT left pending at the previous meeting: 4. A question made current General Order* was postponed to the **current** meeting. 5. Though not technically “Unfinished Business,” any tabled matter may be *taken from the table* at this time as well.* (General orders (GO’s) differ from Special Orders (SO’s) in that GO’s are made by the majority postponing questions to certain times or by adopting an order of business for the day. However, Special Orders always take precedence over General Orders)

Examples:

1. Suppose a group meets monthly.

2. In March, **an issue is listed as “Unfinished Business”** for the first time.
3. In March, the group adjourns without dealing with the issue.
4. In April, the issue can be **taken up again as Unfinished Business”**.
5. But, if in April the issue is not dealt with, **the issue dies!**
6. In May the issue may be introduced again, but only as **“New Business.”**

Understanding what *“Unfinished Business”* is may be able to protect your favourite issue from being ignored by manipulating the time of adjournment to defeat the opponents’ favourite issue.

4. Motions and the Origins of a Motion

- 1. Item on the agenda:** (a) The chair introduces the item briefly (b) member moves a motion (seconded) (c) Debate/Vote
- 2. Item Not on the Agenda;** Bylaws allow ‘New Business;’ (a) member moves a motion (seconded) during ‘New Business’; Or, outside of ‘New Business’, a member moves an unrelated motion (seconded) with the assembly’s consent; (c)Debate/vote.
- 3. Committee is charged with returning a recommendation:** (a) Committee chair presents a report and states the committees’ recommendations. [Resolutions Committees are not charged with moving a motion. They are asked for a recommendation and a member must then move a motion.] (d) Any member moves the recommendation as a motion; (no seconder required.) (e) Any member may move a slightly or completely different motion but in either case, a seconder is required. (f)Debate/Vote
- 4. The Committee is charged with returning a motion (or has the power to do so):** (a) Committee Chair presents a report (b) Committee Chair moves the committee’s motion (no second required) [Chair may read this expected resolution in the form of a motion. It could be handled as an assumed motion. Or, debate would follow without the need for a seconder. It is wiser to allow the committee to make its own motion] (c) Debate/Vote.
- 5. Chair assumes a routine motion:** (a) Chair states, **“if there is no objection, a motion to...will be adopted.”** (b) If there is no objection, the motion is properly adopted without a second, or debate, or voting. (c) if there is an

objection, the Chair handles the motion according to Robert's Rules "Six Steps."

The Six Steps to Every Motion!

Every motion requires 6 steps (with some exceptions.) The "should" and "shouldn't" are as follows: (RONR(10th ed.) p.31-54

Step 1. A member stands up, is recognized, and makes a motion;

Common Mistakes: Members fail to stand, do not wait to be recognized, and typically start to discuss their motion before completing Steps 2, 3, and

4. **Step 2.** Another member seconds the motion; **Common Mistake:** The person seconding the motion dives into the merits of the motion. **Step 3.**

The presiding officer restates the motion to the assembly; Common Mistake: Motion is restated differently from the wording of the maker!

Note: *the motion adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.* **Step 4. The members**

debate the motion; Common Mistake: Debate gets out of control: tempers flare, duration is excessive, relevance is dubious or absent! And members tend to talk at each other across the room rather than through the presiding officer. **Step 5.** Presiding officer states "All in favour"

Common Mistake: fails to tell the members what to do as a matter of voting (for example, "say aye", "stand up", raise your hand", etc.) or the negative vote is never requested or counted! **Step 6.** The presiding officer

announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business **Common Mistakes:** **Presiding officer fails to pronounce the result of the voting! No one is instructed to take action.** Dead silence follows because the presiding officer is lost and stares at the assembly.

When Six Steps Do Not Apply (we generally accept that the typical motion does follow the 6 steps).

- a. Speaker stands, is recognized, and makes a motion.
- b. Motion is seconded.

- c. **Presiding Officer restates the motion to the audience.**
- d. **The assembly debates the motion.**
- e. **The vote is taken.**
- f. **The chair announces whether the motion was adopted or not; instructs the correct officer to take action.**

Review: *Two Privileged Motions and Four Incidental Motions* that do not follow the 6 steps. 1. **Privileged Motions** do not relate to the pending motion but are of such immediate importance that they take precedence over any **Main Motion**. 2. **Question of Privilege:** if, as a member of the audience you believe that you cannot hear or see the proceedings but you have a feasible solution, you have the right to stop the meeting and have the problem corrected. 3. **Call for Orders of the Day:** the agenda specifies the time for each portion of the agenda. The part you are interested in is scheduled for 9:15 am, and the time is now 9:16am. The meeting is stuck with the 9:05 am item. You *Call for the Orders of the Day*. This automatically forces everyone to abandon the 9:05 item and deal with the 9:15 item.

In both cases you do not need to be recognized or seconded. No one can amend or debate your motion! No vote is necessary. You can get your way without going through the 6 steps.

- ii. **Incidental Motions do not relate directly to the substance of the pending motion, but rather to the method of dealing with the business of the motion. Incidental motions must be dealt with immediately.**
 - 1. **Point of Order: During a meeting you notice that someone (even the presiding officer) is disobeying Robert`s Rules. You say “Point of Order” and explain your point. The Presiding Officer rules on your point. This helps to keep everyone in line.**
 - 2. **Point of Information: You have the absolute right to understand the process and the potential consequences of the next voting. You have the right to stop business and have someone explain the process and**

consequences of the debate or the voting. Your request for information cannot be ignored by the Presiding Officer.

3. **Division of Assembly**: If in doubt about Presiding Officer's hearing capabilities during a vote by loud ayes/nays, have the vote taken by voters standing instead of yelling. You call for a *Division of the Assembly* and the vote has to be retaken in a more accurate manner.

In the last 3 cases you don't need to be recognized, or seconded. No one can amend or debate your motion! No vote is necessary. You can get your way without going through the 6 steps.

4. **Objection to lack of Consideration**: a sensitive, embarrassing motion is made. Before it can be discussed, it can be killed by getting 2/3 of the assembly to agree to kill the motion.

In this case you don't need to be recognized, or seconded. No one can amend or debate your motion! A 2/3 vote is necessary and you get your way without going through the 6 steps.

The Point: knowing when **the 6 steps do not apply** protects your rights as a member of the organization. Not knowing will undoubtedly allow somebody to rob you of your rights.

Four Motions that are Always Out of Order

A Main Motion reflects the will of the members of the organization. However, the following four motions are never in order, even if adopted by a unanimous vote:

1. Motions which **conflict with laws** (federal, state, or local) or with bylaws, constitution, or rules of the organization;
2. Motions which present something **already rejected** during the same session or conflict with a motion already adopted. (see Robert's sections on Rescind, Reconsider , and Amend Something Already Adopted;)

3. Motions which conflict with or present substantially the **same question** as one which has been temporarily disposed of (i.e. Postponed, Laid on Table*, Referred to Committee or Being Reconsidered;)
4. Motions which propose actions **beyond the scope** of the organization's bylaws. However, a 2/3 vote may allow this kind of motion. *("Laid on Table" motion takes precedence over all subsidiary questions except incidental motions [i.e., ones that arise out of or prompted by motions] and take precedence except over a privileged motion and are not debatable except for Appeal.)

What if the motion is in order, and you still do not agree with all or parts of it? Protect your interests: amend the motion!

Five Ways to Modify a Motion: Motions rarely satisfy everyone so amendments are inevitable.

1. A motion is made. Before the Chair states the motion, any member may informally offer modifying suggestions to the maker of the motion. The maker may accept or reject the recommendations.
2. After the chair has stated the motion, the maker may request unanimous consent from the members to modify the motion. Remember: *at this time, the motion belongs to the assembly and not the original maker.*
3. By means of a subsidiary motion to Amend, any member may propose changes to the motion before it is voted upon. These proposed changes must be seconded and may be amended and/or debated.
4. If a motion requires further study, the members may vote to *Refer the Main Motion to a Committee*. When the committee returns the motion to the assembly, the committee normally proposes amendments for the assembly to vote upon.
5. Sometimes *a motion is so complex the only way to do it justice is for a member to urge its rejection* and offer a simpler version as a substitute motion. If the complex motion is defeated, anyone may propose the substitute motion.

To know which motions are out of order, how to make a motion, and how to amend one, makes a member a productive member of the organization. Until then, the member is just another victim of the organization!

Three Ways to Amend a Motion: a member will survive by knowing the most common motion, the *Motion to Amend a Pending Motion*.

Remember: the more urgent motions cannot be amended. In those cases: *Adjourn, Question of privilege, Orders of the Day, Lay on/Take from the Table, Previous question, Point of Order, Appeal, Parliamentary Inquiry, Suspend the Rules and Reconsider.* *

1. During the Debate step of a pending motion, a member may move to Amend the Pending Motion by remembering there *are only 3 basic processes of amendments*:
2. **Amend this Motion:** *"I move we buy a new sign."*
3. Amend by inserting words or paragraphs e.g., *"I move to Amend by inserting the phrase "not to exceed \$50 dollars."*
4. You can Move to Amend by striking out and inserting words or paragraphs, also by substituting (*striking out and inserting*) entire paragraphs or the complete motion: e.g. *"I move to amend by striking out the word "sign" and inserting the word "billboard"*
5. You may amend the Amendment before it's voted on but only the inserted or struck out words. You can't amend a separate part of the Main Motion which is not covered by the Amendment currently being discussed! After the current Amendment is voted on, you can Amend the motion again and Amend the new Amendment.

These 3 basic processes of amendments (insert, strike out, and strike out/insert) will let you see that any other form is not an amendment. Proper usage of these 3 processes will reduce the chances of chaos and confusion that is common during discussion of motions and amendments.

Un-Amendable Motions

In motions listed below, the members either allow something to occur or not. A member is either granted a request or not. There is no half way position; no modification. (Notice: among common motions, if you can't debate them, you probably can't amend them either!)

1. Adjourn
2. Call for the Orders of the Day
3. Call for the Division of the Assembly
4. Lay on the Table/Take from the Table
5. Dispense with Reading of the Minutes
6. Objection to the consideration of the Question
7. Postpone indefinitely
8. Previous Question (Close Debate)
9. Parliamentary Inquiry
10. Point of Information.
11. Point of Order
12. Raise a Question of Privilege
13. Suspend the Rules* (*Motion to suspend rules can't be debated, amended, a subsidiary motion can't be applied to it, a vote on it may not be reconsidered nor can a motion to renew for same purpose at the same meeting.*)
14. Appeal from the Decision of the Chair
15. Reconsider a Motion

5. The Right to Not Be Interrupted:

Once a member is recognized by the Chair and is allowed to debate a motion or address the assembly in any way, then that member has the right to not be interrupted. However, under the following situations any member has the right to interrupt the speaker. The interruption does not require a second or a vote!

- * With No Motion on the floor, a member who starts to discuss a subject, should be interrupted (“SBI.”)
- * Every society specifies how long a member may speak. If a member violates this rule (SBI.)
- *Agenda calls for a Special Order: If a member is speaking and it’s time for a scheduled Special Order (SBI)
- *Question of Privilege: If a member is speaking or the society needs something to continue with the meeting, e.g., open a window, shut a door, move an obstacle, request more handouts, dim the lights, etc. (SBI)
- *Point of Order: If an order is being violated (e.g., item on agenda skipped; adopted a motion with majority vote when 2/3 is required; adopted a motion to spend in violation of the budget, (SBI)
- *Rowdy Member: a member speaking or behaving in a way unacceptable to the standards of the organization society, call the Member to Order (SBI)
- *Too many motions in one: a member moves a motion which is clearly more than one motion lumped together (SBI)
- *Parliamentary Inquiry: if you have a question related to parliamentary procedure while a member is speaking (SBI)
- *Point of Information: if you have a question related to parliamentary procedure while a member is speaking (SBI)
- * Point of Information: if you have a question of the officers or a committee Chair, before you can decide how to proceed and a member is speaking (SBI)

6. Entitled to be Heard: any form of discussion on the merits of a motion **is called a debate:** You may not make a motion or speak in debate unless you obtain the floor by being recognized by the Chair and after the current speaker has yielded the floor. (*See the situations where you are entitled to speak without recognition being required.*)

When a motion is pending during a debate, the sequence of events is as follows:

1. The current speaker ceases debate and yields the floor.
2. Other speakers promptly stand and call for the Chair's attention.
3. The Chair recognizes the speaker: the first one entitled to speak is the first person to stand after the speaker yielded the floor: if he has not yet spoken, the second speaker is the maker of the motion, the third to speak is whoever has not spoken to this motion on this day...fourth, is the person presenting an opposing opinion to the last speaker. The Chair must allow the floor to alternate between the views. If the Chair fails to follow these rules, any member may raise a "Point of Order" or "Appeal"* from the Chair's decision.

If a motion is Not pending, any of the following sequences apply: e.g. if this is a Special Meeting and Member A has been assigned to make a motion, he/she is entitled to speak first.

Member B lays a motion on the table* and is entitled to speak next in order to take the motion from the table. (*a motion to Lay [a subject] on the Table has no privilege, is not debateable and can't have any other subsidiary motion applied to it. The object is to temporarily set aside a subject so that it can be taken up at any time in the same or a future meeting. This cannot be accomplished by a motion to Postpone. To take up from the table one would say: "I move to take the matter of --- from the table."*)

Member C moved to Suspend the Orders of the Day in order to enable a certain motion to be made. Member C is entitled to speak next and make that certain motion.

Member D urges the defeat of a motion so as to offer an alternate motion. Member D is entitled to speak next and make that alternate motion.

Member E states he wishes to Reconsider the vote on a motion. Member E is entitled to speak next.

7.The following are totally Wrong Phrases

- a. “So Moved” – **common but means nothing**: must state the actual motion to avoid confusion. Everyone has the right to know exactly what is being moved and discussed.
- b. “I Move to Table” is the motion. It is in order only as a temporary interruption of the agenda to allow something special and urgent out of turn. It is not intended to kill a motion. If that is what the member wishes to do, the correct motion is “Move to Postpone Indefinitely”
- c. “Call for the Question!” is not a motion but it can be a hint to the Chair to stop the discussion and get on with the voting after allowing one or two more speakers to comment but then take the vote.
- d. An attempt to stop the discussion as in (“I Call for ... “ or “ I Move the Main Question”) would require a 2/3 vote to be adopted.

7. Unanimous Consent:

“If there is no objection...” is one of the 5 most helpful words a chairperson will ever hear.

In cases where there doesn't seem to be any opposition to routine business; or on questions of little importance; and in the presence of a quorum; time is saved by obtaining Unanimous consent (General Consent) from the assembly. This allows the chair to accomplish much more work in one meeting than might normally be the case.

Parliamentary procedure is designed to protect the minority. If there is no minority opposition to protect, parliamentary procedure need not be strictly enforced. In such cases, a motion can be adopted without the Six Steps or even the formality of making a motion.

Any meeting can be many times more productive if the Chair will simply state, *“if there is no objection, (we will adopt a motion to do such and such.”)* When no objection is heard, the chair states, *“Since there's no*

objection... (the such and such motion is adopted.)”) If someone does object, the chair may proceed with the traditional Six Steps.

Examples of situations where a unanimous consent motion is clearly the most sensible way to proceed:

1. To correct or approve the minutes
2. The maker of a motion may wish to withdraw his/her own motion before the vote is taken. However, the motion belongs to the assembly and only the assembly may allow the withdrawal of a motion.
3. To suspend a rule on a matter clearly not controversial so long as no ByLaw is violated.
4. To allow a speaker a few more minutes than the prescribed time.
5. To allow a guest speaker to speak in an order that is contrary to the approved agenda (or Rules of Order)
6. To divide a complex motion into logical parts for discussion, amendments, and voting purposes.
7. To close polls on a voting process after inquiring if there are any more votes. No motion to close the polls is necessary.
8. To elect a lone nominee by acclamation.

As long as there is a quorum and no Bylaw being violated, these 5 words can shorten any meeting.

Robert’s Rules – Short Notes and Misconceptions

1. **Meeting vs. Session:** a regular weekly, monthly, quarterly meeting for an established order of business in a single afternoon or evening, constitutes a separate session (RONR(10th ed.) p.79) A Convention is a session, but it’s gatherings from time to time are meetings. The significance of a session lies in the freedom of each session.

2. **“Meeting” has own special meaning:** Refers to periodic business meeting held weekly, monthly, etc, as prescribed by the Bylaws. Each regular meeting normally completes a separate session.
3. **Special or called Meeting:** held at different time from a regular meeting and convened only to consider one or more items of business . Each special meeting completes a separate session.
4. **Adjourned Meeting:** a continuation of immediately preceding regular or special meeting. An adjourned meeting continues its work at the point the preceding meeting was interrupted. Each adjourned meeting completes the preceding session.
5. **Difference between regular meetings and annual meetings:** only that there are annual Reports from Officers and Standing Committees and Election of Officers. Each annual meeting with its numerous separate meetings completes a separate session.
6. **Executive Session:** secret proceedings constitute an executive session. Boards, committees, and disciplinary sessions are normally held in executive session.

Suspend Rules and Rules that can't be suspended: if assembly wants to do something it can't do without violating regular rules, it can move to “Suspend the Rule(s)” that interfere with the proposed action. The proposal must not be in conflict with bylaws/constitution, local/provincial/national laws or a fundamental principle of parliamentary law. This motion cannot be debated or amended. Say “I move we suspend the rule that prohibits us from taking up right now the previously postponed motion on book sales.”

“Call for Orders of the Day” forces the assembly to adhere to the adopted agenda. “Suspend the Rules” releases assembly from adhering to the adopted agenda. There is *no such thing as “Suspend the Orders of the Day.”* **Rules of Order or Special Rules of Order** both relate to Parliamentary Procedure and can be suspended with a majority (2/3 vote)

Rules that Cannot Be Suspended even with Unanimous Consent:

- a. *Bylaws/Constitution*
- b. *Federal/provincial /local law*
- c. *Fundamental principles of Parliamentary Law*
- d. *Rule that allows one question at a time*
- e. *Rules that allows only members to vote when present in a legal meeting*
- f. *Rule that prohibits absentee or cumulative voting.*
- g. *Rule protecting absentees or basic rights of the individual member.*
- h. *Rule requiring presence of a quorum*
- i. *Rule requiring a previous notice*
- j. *Rule requiring the election of officers by a (secret) ballot*
- k. *Rule allowing members to attend meetings, make motions, speak in debate (move Previous Question is not the same as Suspend the Rules), or vote, except through Disciplinary Procedures (Rule 61)*

Resignation

1. *Constitution and Bylaws cover resignations and should always be followed.*
2. *A motion to rescind a resignation or to amend a motion previously adopted, is not in order.*
3. *If a member owes fees, a resignation need not be accepted but if no fees are owed, the member cannot be compelled to continue membership.*
4. *The power to accept a resignation lies with the electing or appointing entity, e.g., the president, the board, the executive committee or the assembly.*
5. *A motion to accept a resignation is both amendable and debateable with a majority of votes cast.*
6. *Due process: Once charges are preferred against the member the society has no obligation to suggest or accept a resignation. The member could have resigned before charges were preferred.*

Counting Votes and Voting Results: The basic requirement for any assembly with a quorum is a majority vote. A Majority is 'more than half'

the votes cast. "Majority" does not mean 51% : it is any number larger than one half of the total of legal votes cast – blank votes cast + illegal votes cast.

The 2/3 vote: the Rules specify which motions will require at least a 2/3 vote for adoption. Notice: it's not called a majority vote.

Misconceptions: *if a motion to perform Task A is defeated, the association has adopted a motion to not perform Task A. Basically, the Rules do not expect the members to perceive a defeated motion as an adoption of a prohibition of any kind. The misconception is this: if a motion to perform a particular task is defeated, the society may neither perform that task nor move a different motion associated with the performance of it task.*

Robert's Rules are Rules Not Guidelines. *However, a presiding officer should bear in mind that no rules can take the place of tact and common sense and that should guide the presiding officer in interpreting the rules.*

Bringing the Rules into the Electronic Age: *It is clear in the "New Robert's Rules of Order, 2nd Edition, Mary A. DeVries" that computer and electronic technology has had and will continue to have an impact on the way in which meetings and, in general, communications between members of any group, assembly, organization etc. are able not only to communicate but also to meet (see each other) at large conventions and small meetings.*

There are challenges to be overcome. Would it, for e.g., be worth the effort, the cost, the time, etc. to pursue the many amazing technological possibilities for meeting and conducting business for the organization. So much technical expertise would be necessary to take advantage of the fact that meetings no longer mean gathering in a room to hold a meeting and conduct it with all the Rules that govern our meetings at present. Is it at least worth some discussion?

Respectfully Submitted

RFP FOR



WATER TENDER

APPARATUS

INTENT

As per the specifications provided, each manufacturer is invited to submit pricing and delivery for one (1) Water Tender Apparatus.

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.

Salt Spring Island Fire Department Water Tender Specifications

Chassis:

Freightliner M2 106

Tandem rear Axle Chassis

Shoreline connection, Kussmaul HO Plus Series (115 Volt)

Tire Pressure Indicators

Body:

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

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

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.

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 $\frac{3}{16}$ " 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 $\frac{3}{16}$ " 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:

Electric Tip-down Portable Tank Carrier

- 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
- Two (2) Collapsible wheel chocks with brackets installed
- One Thousand (1000) feet of 4" Hi Volume Storz hose.

Salt Spring Island Fire Fighters Association

Monthly SSIFPD Trustee Report

To: SSIFPD
From: SaltSpring Island Firefighters Association
Date: January 18th, 2016
Re: December Monthly Activities

☑ December was a busy month for our members. Another great job of decorating the firehall and the star that everyone could see driving into town on top of the hose tower.

☑ SSIFFA hired Janet to put together another incredible display in the museum attached to the firehall.

* SSIFFA would like to thank the fire board trustees for attending our christmas dinner. Each year the firefighters and their families, along with staff and invited guests get together to have a nice dinner and give out association awards. The recipients of the awards this year were, Colin McDougall was presented with the Presidents Choice Award, and Jim Pohl was awarded the Volunteer of the Year.

* SSIFFA also had a christmas party for our children. This year the kids were picked up and delivered to Santa's North Pole Outpost. Santa made an appearance in the Old Jeep firetruck, handed out presents and astutely listened to the kids wishes for christmas.

☺ December we donated \$300 to the Food Bank and \$300 to the Copper Kettle

☀ This is my last report, as I have chosen not to run for president of the SSIFFA. It has been my pleasure to participate with the trustee for the past 3 years. The new president of the association is Peter Address, and Chantelle Pohl stays on as Vice.

Respectfully Submitted
Lt. Eric Taylor
Past President SSIFFA