

**Agenda**  
**Monthly Trustee Meeting of the**  
**Salt Spring Island Fire Protection District**

Meeting will be held as follows:

Date: May 11, 2015

Time: 7:00PM

Place: Hall 1, Training Room

1. Adoption of Agenda
  
2. Review and Accept Minutes of the Meeting held 16 March 2015  
Review and Accept Minutes of the Meeting held 20 April 2015  
Receive Draft Minutes of the Annual General Meeting held 20 April 2015
  
3. Committee Reports  
Elections - none  
Finance  
    Receive the Minutes of the Finance Committee meeting held 25 March 2015 – 5 recommendations  
    Receive the Minutes of the In-Camera Finance Committee meeting held 25 March 2015 – 2 recommendations  
    Receive the Minutes of the Finance Committee meeting held 07 April 2015 – 3 recommendations  
    Receive the Report of the Finance Committee meeting held 16 April 2015 – 1 recommendation  
Human Resources  
    Receive the Minutes of the Human Resources Committee meeting held 25 March 2015 - 2 recommendations  
    Receive the Minutes of the In-Camera Human Resources Committee meeting held 25 March 2015 – no recommendations  
    Receive the Report of the Human Resources Committee meeting held 16 April 2015 – no recommendations
  
4. Correspondence
  
5. Fire Chief's Report  
    March 2015 report  
    April 2015 report
  
6. Salt Spring Firefighters' Association Report  
    March 2015 report  
    April 2015 report

7. Old Business

- District Boundaries
- Emergency Water Delivery – fire hydrant responsibility
- First Reading of Bylaw No 125 “Fire Regulations”
- Communications Policy
- Fire Service Level Policy
- Fire Underwriters Survey
- Proposed Oath of Office
- Proposed Confidentiality & Conflict of Interest Agreement
- Request for Proposal: Administration Function Review
- Receive and discuss Chief Bremner’s report regarding FireWise recommendations

8. New Business

- Appoint members to standing committees of the Board
  - Finance
  - Human Resources
  - Elections
  - Building
- Task Committees to review and if appropriate recommend changes to their respective terms of reference
- Task CAO to prepare a report to Elections Committee to address concerns and draft an Elections Bylaw
- Review and discuss legal representation
- Receive Quarterly Financial Report for the 3 months ending 31 March 2015
- Discuss Recommendation #6 of Walker Report – document management systems
- Discuss website updating
- Review existing mutual aid agreements and investigate feasibility of expanding same
- Bring forward motion tabled at 20 April 2015 meeting moved by Trustee Hill regarding tasking Chief Bremner to find ways to reduce costs

9. Delegations

10. In-Camera meeting to discuss Human Resources issues

11. Adjournment

## DOUGLAS PONSFORD

Member Since 1999 Account number ending in: 5122

Billing Period: 03/25/15-04/23/15

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**Payment due date:** **05/21/15**

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**Account Summary**

Previous balance	\$0.00
Payments	-\$0.00
Credits	-\$0.00
Purchases	+\$103.50
Cash advances	+\$0.00
Fees	+\$0.00
Interest	+\$0.00

**New balance** **\$103.50**

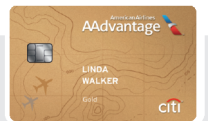
**Credit Limit**

Credit limit \$13,400

Includes \$6,000 cash advance limit

Available credit **\$13,296**

Includes \$6,000 available for cash advances


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**Minimum payment due** **\$25.00**

**New balance** **\$103.50**

**Payment due date** **05/21/15**

**Amount enclosed: \$**

Account number ending in 5122

DOUGLAS PONSFORD  
141 CAPRICE HTS  
SALT SPRING ISLAND  
BC V8K2B2 00001

CITI CARDS  
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Des Moines, IA 50363-0005

**Account Summary**

Trans. date	Post date	Description	Amount
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**Standard Purchases**

03/28	03/28	SEATTLE 684-PARK SEATTLE WA	\$5.00
03/28	03/28	SHELL OIL 574287191QPS BLAINE WA	\$22.50
03/28	03/28	WOODLAND PARK ZOO SEATTLE WA	\$41.25
03/30	03/30	DIAMOND PARKING WU23 6 SEATTLE WA	\$5.25
03/30	03/30	CHEVRON 0356570 TULALIP WA	\$29.50

**Fees charged**

<b>Total fees charged in this billing period</b>	<b>\$0.00</b>
--------------------------------------------------	---------------

**Interest charged**

<b>Total interest charged in this billing period</b>	<b>\$0.00</b>
------------------------------------------------------	---------------

**2015 totals year-to-date**

Total fees charged in 2015	<b>\$0.00</b>
Total interest charged in 2015	<b>\$0.00</b>

**Interest charge calculation**Days in billing cycle: **30**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance type	Annual percentage rate (APR)	Balance subject to interest rate	Interest charge
<b>PURCHASES</b>			
Standard Purch	17.99% (V)	\$0.00 (D)	\$0.00
<b>ADVANCES</b>			
Standard Adv	21.99% (V)	\$0.00 (D)	\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account. APRs followed by (V) vary with the market based on the Prime Rate. Balances followed by (D) are determined by the daily balance method (including current transactions).

**Account messages**

You may pay all or part of your account balance at any time. However, you must pay, by the payment due date, at least the minimum payment due.

Please be sure to pay on time. If you submit your payment by mail, we suggest you mail it no later than 05/14/2015 to allow for enough time for regular mail to reach us.

Your account has an annual membership fee of \$50.00 which will appear on your next billing statement. Variable rates vary with the market based on the U.S. Prime Rate. The variable Penalty APR (which is based on your creditworthiness) may apply if you make a late payment or a payment that is returned. If it is applied, it will stop applying to existing balances if you make the next six consecutive minimum payments when due. However, it may apply to new transactions indefinitely. The foreign purchase transaction fee is 3% of the US dollar amount of each purchase made outside the US. See back for important information.

**American Airlines  
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## About Interest Charges

**How We Calculate Interest.** We calculate it separately for each balance shown in the Interest Charge Calculation table. We use the **daily balance method (including current transactions)** if the Balance Subject to Interest Rate is followed by (D). We figure the interest charge by multiplying the daily balance by its daily periodic rate each day in the billing period. To get a daily balance, we take the balance at the end of the previous day, add the interest on the previous day's balance and new charges, subtract new credits or payments, and make adjustments. The Balance Subject to Interest Rate is the average of the daily balances. We use the **average daily balance method (including current transactions)** if the Balance Subject to Interest Rate is followed by (A). To get an average daily balance, we take the balance at the end of the previous day, add new charges, subtract new credits or payments, and make adjustments. We add all the daily balances and divide by the number of days in the billing period. We figure the interest charge by multiplying the average daily balance by the monthly periodic rate, or by the daily periodic rate and by the number of days in the billing period, as applicable.

**Minimum Interest Charge.** If we charge interest, it will be at least \$0.50.

**How to Avoid Paying Interest on Purchases.** Your due date is at least 23 days after the close of each billing period. We will not charge you any interest on purchases if you pay your New Balance by the due date each month. This is called a grace period on purchases. If you do not pay the New Balance in full by the due date, you will not get a grace period on purchases until you pay the New Balance in full for two billing periods in a row. We will begin charging interest on cash advances and balance transfers on the transaction date.

## Your Rights

**What To Do If You Find A Mistake On Your Statement.** If you think there is an error on your statement, visit us online or write to the Customer Service address shown on the front.

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

## Your Rights if You Are Dissatisfied With Your Credit Card Purchases.

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these is necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us online or in writing at the Customer Service address shown on front of statement.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

## Notification of Disputed Item

You can file a billing dispute or check the status of an existing dispute online. You can also check the status of an existing billing dispute by contacting the customer service number on the top of this page.

## Other Account and Payment Information

**When Your Payment Will Be Credited.** If we receive your payment in proper form at our processing facility by 5 p.m. local time there, it will be credited as of that day. A payment received there in proper form after that time will be credited as of the next day. Allow 5 to 7 days for payments by regular mail to reach us. There may be a delay of up to 5 days in crediting a payment we receive that is not in proper form or not sent to the correct address. The correct address for regular mail is the address on the front of the payment coupon. The correct address for courier or express mail is the Express Payments Address shown below.

**Proper Form.** For a payment sent by mail or courier to be in proper form, you must:

- Enclose a valid check or money order. No cash or foreign currency please.
- Include your name and the last four digits of your account number.

**How to Report a Lost or Stolen Card.** Call the Customer Service number at the top of the page.

**Membership Fee.** Some accounts are charged a membership fee. To avoid paying this fee, notify us that you are closing your account within 30 days of the mailing or delivery date of the statement on which the fee is billed.

**Credit Reporting Disputes.** We may report information about your account to credit bureaus. If you think we've reported inaccurate information, please write to us at the Customer Service address on your statement.

## Payment Amount

You may pay all or part of your account balance at any time. However, you must pay, by the payment due date, at least the minimum payment due.

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**Online.** Visit [payonline.citicards.com](http://payonline.citicards.com) to enroll in Online Bill Pay and make a payment. When you enroll in Online Bill Pay you can schedule your payments up to ninety days in advance using the "Other" payment option. For security reasons, you may not be able to pay your entire new balance the first time you make a payment online.

**Phone.** Call **800-777-9999** to make a payment. There is no fee for this service.

**AutoPay.** Visit [autopay.citicards.com](http://autopay.citicards.com) to enroll in AutoPay and have your payment amount automatically deducted each month on your due date from the payment account you choose.

**Express mail.** Send payment by express mail to:

Citi Cards  
Attention: Payments Department  
1500 Boltonfield Street  
Columbus, OH 43228

**Crediting Payments other than by Mail.** The payment cutoff time for Online Bill Payments, Phone Payments, and Express mail payments is midnight Eastern time. This means that we will credit your account as of the calendar day, based on Eastern time, that we receive your payment request.

**If you send an eligible check with this payment coupon, you authorize us to complete your payment by electronic debit. If we do, the checking account will be debited in the amount on the check. We may do this as soon as the day we receive the check. Also, the check will be destroyed.**

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

Meeting held: **16 April, 2015**

Trustees Room, Ganges Fire Hall

**In attendance:** Committee Members: Ron Chamney (Chair), Dan Lee, Michael Schubart,  
Trustees: Michael Garside, Michele Severn  
Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat  
Guest: Jean Elwell CA

**Called to Order:** 2:00pm

Approval of Minutes

Copies of minutes of the In-camera meeting held 25 March 2015 and the regular meetings held 25 March 2015 and 07 April 2015 were distributed prior to the meeting. **Motion** moved by Committee Chair Chamney seconded by Committee Member Schubart that the minutes be approved as distributed. Carried.

Review of Draft Audited Statements

Financial statements for the year ending December 31, 2014 prepared by our auditor Jean Elwell were distributed at to the meeting. (Copy attached to the original minutes.) Our auditor lead the discussion. Jean Elwell advised that in Public Section Accounting “Accumulated Surplus” is the equivalent of “Equity”. In “Statement of Operations” (page 5), the account “Local Improvements” (\$198,901) represents revenue raised from taxes to make required principal and interest payments on long term debt incurred to purchase property and equipment. In response to a question Jean Elwell explained that “debt interest” (\$36,552) expense plus principal payments on long term debt (\$158,799) is less than “Local Improvements” revenue because of the interest paid is for the twelve months ending 30 June 2014 while interest expense is for the calendar year ending 31 December 2014. Jean Elwell advised that “Prepaid expenses” in the “Statement of Financial Position” (page 4) is prepaid insurance.

As stated in Note 6 “Correction of Accounting Error”(page 11), Jean Elwell explained the necessity to restate comparative “2013 figures” to record a reduction in vehicle depreciation rates from 30% to 10%. The reduced rate is commonly used in other fire service/improvement districts and better reflects the estimate useful life of the vehicle fleet. The correction did not affect financial assets (cash) but increased by \$819,886 net tangible capital assets, net equity in non-financial assets, and accumulated surplus.

During the course of discussion several minor changes in wording were noted and will be corrected before trustees sign.

#### Auditor's Management Letter

Jean Elwell read highlights from her management letter outlining suggestions for improvement and recommended changes arising from the trustees' request for a review of the payroll function. After discussion, a **motion** was moved by Committee Chair Chamney that it is the **recommendation** of the Finance Committee that CAO Peat should prepared a written report to the Board of Trustees outlining actions taken to date and/or necessary in the future to address points raised in the management letter. Carried.

#### Adjournment

Jean Elwell was thanked for her presentation and report. There being no further business the meeting adjourned at 3:05pm.

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Committee Chair

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Andrew Peat  
Corporate Administrator

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

**Meeting held: 07 April, 2015**

Trustees Room, Ganges Fire Hall

**In attendance:** Committee Members: Ron Chamney (Chair), Dan Lee, Michael Schubart,  
Trustees: Michael Garside, Michele Severn  
Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat

**Called to Order:** 1:03pm

**Review of Draft Audited Statements**

Draft financial statements for the year ending December 31, 2014 prepared by our auditor Jean Elwell were distributed prior to the meeting. (Copy attached to the original minutes.) Our auditor has advised CAO Peat that these statements are "draft" and subject to a final review though no material changes are anticipated. Jean Elwell has asked to meet with the Finance Committee to discuss the financial statements particularly the impact of correcting the depreciation rates for vehicles (from 30% to 10%) - detailed in Note 6 "Correction of Accounting Error". The correction did not affect cash balances but increased 2013 "Annual Surplus" by \$53,757. Applied retrospectively, the correction also increased "Net Tangible Capital Assets", "Net Equity in Non-financial Assets", and "Accumulated Surplus" by \$819,866.

CAO Peat lead the discussion. CAO Peat referred to page 2 "Management's Responsibility for the Financial Statements" which states in part that the financial statements of the District are the responsibility of management. On page 3, "Independent Auditor's Report" it is the opinion of our auditor that the statements present fairly, in all material respects the financial position of the District.

"Annual Surplus" for 2014 was \$277,246. Adjusting for non-cash expenses (+\$175,767 amortization), repayment of long term debt (-\$156,799), purchase of capital assets (-\$44,649), and proceeds from disposal of capital assets (+\$26,387), annual surplus on a cash basis was some \$275,952 before changes in non-cash operating assets and liabilities. CAO Peat commented budget variances should be analyzed to understand the District's "good fortune" - is the higher than expected surplus because of unanticipated revenue, decision(s) not to proceed with budgeted capital projects, luck (no major incidents), and/or prudent management (doing the job for less and alternate sourcing of goods and materials). CAO Peat further commented that subsequent to year end trustees approved transferring \$451,000 to the Capital Works Renewal Reserve Fund from the Operating Surplus - detailed in Note 7 "Subsequent Event".

On the page 5, Statement of Operations, actual expenses in all categories were materially under budget and except for "Administration" less than fiscal year 2013. CAO Peat commented that in 2014 administration expenses include the consulting contract with Walker Resource Group (\$39,978.75).



It was the consensus of members that at the Annual General Meeting after the auditor's report it would be informative for the public if staff commented on some of the reasons for the "healthy surplus".

After further discussion a motion was moved by Committee Member Schubart that it is the **recommendation** of the Finance Committee that after deducting 10% of the 2015 operating budget (\$252,900) the balance of Net Financial Assets as at 31 December 2014 be transferred to the Capital Works Renewal Reserve Fund.

#### Operations Update

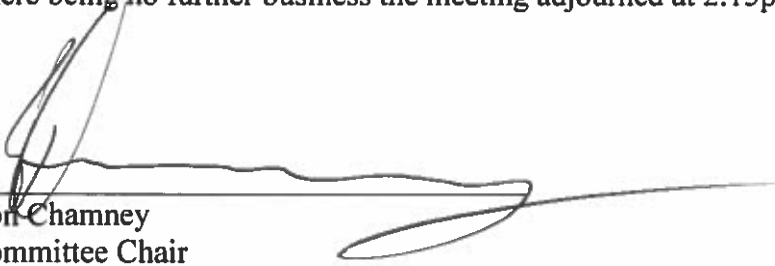
Chief Bremner advised the meeting that quotes are being obtained for repairing the roof of Fire Hall #1 (Ganges). The likely cost is some \$20,000 and would be charged to Operations – Building Repairs and Maintenance. Chief also advised that he is pricing the cost of obtaining a second air compressor (about \$30,000) to be stationed at Hall #2 (Fulford) for filling of SCBA (self-contained breathing apparatus). After discussion a motion was moved by Committee Chair Chamney that it is the **recommendation** of the Finance Committee to the Board of Trustees that roof repairs to Hall #1 and obtaining another air compressor should be considered "priority" capital projects.

Chief Bremner spoke of continuing difficulties in resolving the issue of fire hydrant responsibility. CAO Peat was instructed to obtain an up-to-date copy of North Salt Spring Waterworks' (NSSW) letters patent to clarify their legal responsibility. After discussion it was moved by Committee Chair Chamney that it is the **recommendation** of the Finance Committee that the District's board initiate discussions with NSSW's board on how this issue might be constructively addressed and resolved.

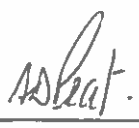
#### Next Scheduled Meeting

Subject to confirmation the next scheduled meeting of the Finance Committee will be held 16 April 2015 beginning at 2:00pm. Our auditor Jean Elwell will attend.

There being no further business the meeting adjourned at 2:15pm.



Ron Chamney  
Committee Chair



Andrew Peat  
Corporate Administrator

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

Meeting held: **16 April, 2015**

Trustees Room, Ganges Fire Hall

**In attendance:** Committee Members: Michele Severn (Chair), Ron Chamney, Dan Lee, Michael Schubart

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

The meeting was called to order by Committee Chair Severn at 1:55pm

Approval of Minutes

Minutes of the 09 October 2014, 27 February 2015 and 25 March 2015 In-camera committee meetings, and the 09 January 2015 and 25 March 2015 committee meetings had been distributed to committee members prior to the meeting. Motion moved by Committee Member Lee seconded by Committee Member Chamney that the minutes be approved as distributed. Carried

There being no further business the meeting adjourned at 2:00pm.

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Committee Chair

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Andrew Peat  
Corporate Administrator

**Firewise Recommendations- Red – Trustees / Black – SSIFR / Green - Completed**

***Recommendation 13.0.1: (Trustees) + multiple others***

***The new fire hall facility design should incorporate enough storage space to keep all equipment in the SSIFR inventory inside the facility where it is warm and dry and, subsequently easier to check and maintain***

***Recommendation A 3: (Policy – Trustees)***

***That the SSIFPD review the services provided by SSIFR as stated within Bylaw 59 to ensure they meet SSIFPD expectations and community needs. Any desired changes should be reflected in an amended Bylaw***

***Recommendation 5.0.1 (Policy – Trustees)***

***SSIFPD should re-confirm their commitment to providing pre-hospital care to its constituents and lobby the Provincial Government for some type of cost offsetting options***

***Recommendation A9: (Policy – Trustees)***

***It is recommended that SSIFPD clearly define the district boundaries in the interest of risk management***

***Recommendation 6.0.1: (Policy – Trustees)***

***To assist with future operational decisions, SSIFR should provide mapping for elected officials and the public that illustrates response times of actual incidents to all areas within the SSIFPD***

***Recommendation A8: (Policy – Trustees)***

***That SSIFPD adopt an acceptable level of training for each position and function in a policy statement***

***Recommendation 9.5.2: (Policy – Trustees)***

***That the SSIFPD Board create a Policy giving direction to SSIFR for the provision of a regular system of fire safety inspections of public buildings within the SSIFPD***

***Recommendation C 1: (Policy – Trustees) + By - Law***

***That options for live fire training at the Fulford fire training ground be renegotiated***

***Recommendation: 18.0.1 (Policy – Trustees) + (OG Chief's)***

***A SSIFPD policy on the use of Social Media should be adopted as part of an overall communication strategy***

***Recommendation 15.0.1: (Policy – Trustees)***

***A long term fleet replacement plan should be adopted by SSIFPD and funds set aside in a reserve fund to offset replacement apparatus purchase cost***

***Recommendation 16.0.1: (Policy – Trustees)***

***That SSIFPD create a policy statement which states the specific industry standard(s) they will accept for the manufacture of fire apparatus that they purchase***

***Recommendation B 30: (COMPLETED -Target Solutions)***

***That the department Operating Guidelines and Policies be posted in the member's section of the SSIFR website so members can access them***

***Recommendation B 47: (COMPLETED)***

***That the cascade system bottle composition type be verified to determine if they are ASME or DOT cylinders and if they are determined to be the latter, they are hydrostatically tested***

***Recommendation B 7: (COMPLETED)***

***The minutes of the monthly OH&S safety committee meetings be submitted to SSIFPD Board***

***Recommendation B 24: (OG – Chief's)***

***A process needs to be established for forwarding accident reports to the SSIFPD***

***Recommendation 14.0.1: (COMPLETED)***

***The strategic goal of maintaining the Superior Shuttle Service Accreditation should be a priority beyond the 2016 expiry***

***Recommendation 14.0.2: (Chief's)***

***That other dry hydrant location; be identified and implemented as a strategic goal for alternative water supply***

***Recommendation B 26: (Chief's)***

***That the procedures used with respect to corrective action following an accident investigation including corrective action be included in the appropriate Operational Guideline***

***Recommendation B 41: (Chief's) related to B-7***

***That O.G. 3.02.00 is amended to reflect that the minutes of the Joint Occupational Health & Safety committee meetings are sent to the SSIFPD on a regular basis***

**Recommendation 9.3.1: (Chief's)**

***That SSIFR continue to access training directed at maintaining and/or upgrading skills necessary for LAFCs***

**Recommendation 9.3.2: (Chief's)**

***That an OG be written ensuring there is a process for the Fire Chief, the Deputy Fire Chief, and other appointed LAFCs to be excused when any real or perceived conflict of interest may arise***

**Recommendation 9.5.2.1: (Chief's)**

***That inspection frequencies within OG 5.01.00 be adjusted to more closely match actual fire risk assessment and available resources***

**Recommendation 11.0.1: (Policy - Trustees) + (Chief's)**

***Make a housekeeping revision to the Policy statement within OG 5.01.01 to state that pre-incident plans shall be completed for "high risk" occupancies in addition to 'high hazard' occupancies***

**Recommendation 11.0.2: OG - (Chief's)**

***Ensure pre-incident plans for all "high hazard" and "high risk" occupancies are current and in a standard format***

**Recommendation A 53: OG - (Policy - Trustees) + (Chief's)**

***An OG is required for offshore response for areas within the SSIFPD***

**Recommendation A59: OG - (Chief's)**

***An OG is required for a ten minute incident timer in compliance with NFPA 1561***

**Recommendation A63: OG - (Chief's)**

***An OG on the change of fire attack strategy from Defensive to Offensive is recommended***

**Recommendation A 65: OG - (Chief's)**

***An OG for personnel who have come in contact with bio hazards is required by WorkSafeBC***

**Recommendation A 68: OG - (Chief's)**

***OG 2.27.02 and/or 2.27.00 should be revised to include decontamination procedures***

**Recommendation A80: OG - (Chief's)**

***An OG on confined space operations is required by WorkSafeBC***

**Recommendation A 104: (COMPLETED)**

***An OG on out-of-district response is required***

***Recommendation A 107: OG - (Chief's)***

***An OG on high angle rescue operations is required by WorkSafeBC***

***Recommendation B 4: OG - (Chief's)***

***OG 2.44.5 be enhanced to address the transportation of an injured worker to a hospital emergency room***

***Recommendation B 15: OG - (Chief's)***

***BCERMS should be adopted for an incident command system standard***

***Recommendation B 39: OG - (Chief's)***

***An OG on fall protection is required by WorkSafeBC***

***Recommendation B 59: OG - (Chief's)***

***An OG on vehicle and small engine exhaust extraction or management is required by WorkSafeBC***

**SSIFPD TRUSTEES LIST:**

***Recommendation 13.0.1: (Trustees) + multiple others***

***The new fire hall facility design should incorporate enough storage space to keep all equipment in the SSIFR inventory inside the facility where it is warm and dry and, subsequently easier to check and maintain***

***Recommendation A 3: (Policy – Trustees)***

***That the SSIFPD review the services provided by SSIFR as stated within Bylaw 59 to ensure they meet SSIFPD expectations and community needs. Any desired changes should be reflected in an amended Bylaw***

***Recommendation 5.0.1 (Policy – Trustees)***

***SSIFPD should re-confirm their commitment to providing pre-hospital care to its constituents and lobby the Provincial Government for some type of cost offsetting options***

***Recommendation A9: (Policy – Trustees)***

***It is recommended that SSIFPD clearly define the district boundaries in the interest of risk management***

***Recommendation 6.0.1: (Policy – Trustees)***

***To assist with future operational decisions, SSIFR should provide mapping for elected officials and the public that illustrates response times of actual incidents to all areas within the SSIFPD***

***Recommendation A8: (Policy – Trustees)***

***That SSIFPD adopt an acceptable level of training for each position and function in a policy statement***

***Recommendation 9.5.2: (Policy – Trustees)***

***That the SSIFPD Board create a Policy giving direction to SSIFR for the provision of a regular system of fire safety inspections of public buildings within the SSIFPD***

***Recommendation C 1: (Policy – Trustees) + By - Law***

***That options for live fire training at the Fulford fire training ground be renegotiated***

***Recommendation: 18.0.1 (Policy – Trustees) + (OG Chief’s)***

***A SSIFPD policy on the use of Social Media should be adopted as part of an overall communication strategy***

***Recommendation 15.0.1: (Policy – Trustees)***

***A long term fleet replacement plan should be adopted by SSIFPD and funds set aside in a reserve fund to offset replacement apparatus purchase cost***

***Recommendation 16.0.1: (Policy – Trustees)***

***That SSIFPD create a policy statement which states the specific industry standard(s) they will accept for the manufacture of fire apparatus that they purchase***

***Recommendation 11.0.1: (Policy -Trustees) + (Chief’s)***

***Make a housekeeping revision to the Policy statement within OG 5.01.01 to state that pre-incident plans shall be completed for “high risk” occupancies in addition to ‘high hazard’ occupancies***

***Recommendation A 53: OG - (Policy- Trustees) + (Chief’s)***

***An OG is required for offshore response for areas within the SSIFPD***

**SSIFR LIST:**

***Recommendation B 24: (OG – Chief’s)***

***A process needs to be established for forwarding accident reports to the SSIFPD***

***Recommendation 14.0.2: (Chief’s)***

***That other dry hydrant location; be identified and implemented as a strategic goal for alternative water supply***

***Recommendation B 26: (Chief’s)***

***That the procedures used with respect to corrective action following an accident investigation including corrective action be included in the appropriate Operational Guideline***

***Recommendation B 41: (Chief’s) related to B-7***

***That O.G. 3.02.00 is amended to reflect that the minutes of the Joint Occupational Health & Safety committee meetings are sent to the SSIFPD on a regular basis***



***Recommendation 9.3.1: (Chief's)***

***That SSIFR continue to access training directed at maintaining and/or upgrading skills necessary for LAFCs***

***Recommendation 9.3.2: (Chief's)***

***That an OG be written ensuring there is a process for the Fire Chief, the Deputy Fire Chief, and other appointed LAFCs to be excused when any real or perceived conflict of interest may arise***

***Recommendation 9.5.2.1: (Chief's)***

***That inspection frequencies within OG 5.01.00 be adjusted to more closely match actual fire risk assessment and available resources***

***Recommendation 11.0.2: OG - (Chief's)***

***Ensure pre-incident plans for all "high hazard" and "high risk" occupancies are current and in a standard format***

***Recommendation A59: OG - (Chief's)***

***An OG is required for a ten minute incident timer in compliance with NFPA 1561***

***Recommendation A63: OG - (Chief's)***

***An OG on the change of fire attack strategy from Defensive to Offensive is recommended***

***Recommendation A 65: OG - (Chief's)***

***An OG for personnel who have come in contact with bio hazards is required by WorkSafeBC***

***Recommendation A 68: OG - (Chief's)***

***OG 2.27.02 and/or 2.27.00 should be revised to include decontamination procedures***

***Recommendation A80: OG - (Chief's)***

***An OG on confined space operations is required by WorkSafeBC***

***Recommendation A 107: OG - (Chief's)***

***An OG on high angle rescue operations is required by WorkSafeBC***

***Recommendation B 4: OG - (Chief's)***

***OG 2.44.5 be enhanced to address the transportation of an injured worker to a hospital emergency room***

***Recommendation B 15: OG - (Chief's)***

***BCERMS should be adopted for an incident command system standard***

***Recommendation B 39: OG - (Chief's)***

***An OG on fall protection is required by WorkSafeBC***

***Recommendation B 59: OG - (Chief's)***

***An OG on vehicle and small engine exhaust extraction or management is required by WorkSafeBC***

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

Meeting held: **16 March 2015**

**In attendance:** Trustees: Dan Lee (Chair), Ron Chamney, Michael Garside, Richard Hannah, Michael Schubart

Regrets: Bruce Patterson, Michele Severn

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

31 residents

**Called to Order:** 19:13

### **Approval of Agenda**

CAO Peat asked that the agenda be amended to permit the Delegation's presentation to be heard prior to consideration of Fire Service Level Policy and to permit Trustee Schubart to make a presentation prior to adjournment. **Motion** to amend the agenda as proposed moved by Trustee Schubart seconded by Trustee Garside. Carried

### **Acceptance of Minutes**

Minutes of the 16 February 2015 monthly Trustees' meeting were distributed prior to the meeting. **Motion** to accept the minutes moved by Trustee Schubart seconded by Trustee Garside. Carried.

A report of the 16 February 2015 "town hall" meeting was distributed prior to the meeting. **Motion** to receive the report moved by Trustee Chamney, seconded by Trustee Hannah. Carried.

### **Committee Reports**

Elections Committee

CAO Peat asked that trustees confirm the appointment of Thomas Moore as Returning Officer for the Salt Spring Island Fire Protection District. **Motion** that Thomas Moore be appointed returning officer for Salt Spring Island Fire Protection District for elections to be held 18 April 2015 (the advance poll to be held 15 April 2015) moved by Trustee Schubart seconded by Trustee Garside. Carried.

CAO Peat asked that trustees formally set the date for the Annual General Meeting. **Motion** that the Annual General Meeting of the Salt Spring Island Fire Protection District be held on 20 April 2015 at Hart Bardley Hall (Salt Spring Island Lions Club) beginning at 7:00pm moved by Trustee Schubart seconded by Trustee Chamney. Carried

CAO Peat advised that five nominations for trustee had been received at the District's Ganges office but alternate arrangements could also have been made with the Returning Officer. The nomination papers have been forwarded to the Returning Officer but prior

to confirming the names of candidates it is necessary to check credentials and allow the withdrawal period to expire.

#### Finance Committee

CAO Peat advised that three proposals for investing the “Capital Works Renewal Reserve Fund” were received from local financial institutions. Committee Chair Chamney advised that the Finance Committee will meet to review the proposals and make a recommendation to trustees.

Committee Chair Chamney asked that trustees discuss a recommendation of the 28 October 2014 Finance Committee meeting that information reportable under the Financial Information Act be voluntarily disclosed by the District. There was discussion. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that remuneration and vendor payments information reportable under the Financial Information Act be made available as part of the financial report at the Annual General Meeting. Carried.

#### Human Resources Committee

A report of the Human Resources Committee meeting held 27 February 2015 was distributed to trustees prior to the meeting. **Motion** to receive the report of the 27 February 2015 Human Resources Committee meeting moved by Trustee Chamney seconded by Trustee Schubart. Carried.

A report of the in-camera Human Resources Committee meeting held 27 February 2015 to discuss a human resources issue was distributed to trustees prior to the meeting. **Motion** to receive the report of the in-camera Human Resources Committee meeting held 27 February 2015 moved by Trustee Chamney seconded by Trustee Garside. Carried.

#### Correspondence

Communications were received from Reg Jefferd, Mitch Forest, Julia Lucich, and Norbert Schlenker commenting on the proposed Fire Service Delivery Level policy. (Copies attached to the original minutes.)

CAO Peat advised that he had written the BC Assessment Authority appealing the Notice of Assessment received for the District’s Brinkworthy property. (Copy attached to the original minutes.) He appeared before the Property Assessment Review Panel but the appeal was denied as there is no legislative provision to exempt vacant land from taxation. The BC Assessor proposed a 50% reduction in assessed value (to \$92,500) to reflect the covenant restricting the use of the land to an emergency response station which was accepted by the Review Panel.

#### Fire Chief’s Report

Chief Bremner’s report for February 2015 was distributed prior to the meeting. (Copy attached to the original minutes). Installation of the ventilation systems is expected to begin in March. **Motion** to receive the Fire Chief’s report moved by Trustee Schubart seconded by Trustee Chamney. Carried.

### **Salt Spring Island Fire Fighters Association Report**

Lieutenant Taylor presented his report on SSIFA activities. (Copy attached to the original minutes). Mention was made of Association sponsorship of “Safe Grad” and the recent retirement of long serving members Jim Witherspoon and Brian Hartley. **Motion** moved by Trustee Chamney seconded by Trustee Hannah to receive the SSIFA report. Carried.

### **Old Business**

#### District Boundaries

Chief Bremner advised mapping prepared by Polaris Land Surveying Inc. has been received. Clarification has been sought from the Ministry about inclusion of crown lands (primarily provincial and federal parks) within District boundaries and a small number of anomalies still need investigation

#### Emergency Water Delivery - fire hydrant responsibility.

CAO Peat has been asked to assemble available information and related documents on the maintenance and repair of hydrants with the view of having our solicitor advising the District of its contractual and/or legal responsibility on this matter.

#### Bylaw No. 125 “Fire Regulations”

Trustee Chamney advised that he expects to soon post a revised bylaw on our website for public comment prior to being considered by trustees. The Environmental Management Act allows the District to regulate open burning and proposed guidelines in the bylaw will possibly ban such activities within the Ganges core.

#### Brinkworthy Trail Proposal

Trustee Chamney advised that the project is effectively in “limbo” without the cooperation of Capital Regional District Parks & Recreation. Trustee Schubart commented that the project initiative comes from Salt Spring Island Fire/Rescue Foundation desire to fund the proposal. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that further consideration of the Brinkworthy Trail proposal be postponed indefinitely. Carried

#### Communications Policy

Trustee Chamney advised that the proposed policy will be upload to the website for public comment.

#### Fire Service Level Policy

Mark Lucich presented his report to trustees on Fire Service Level Policy. (Copy attached to the original minutes.) He asked that trustees not adopt a service level policy hastily, because in part the (FireWise) consultant’s report explains that policies (not a single policy) are needed together with appropriate operating guidelines. Mr. Lucich was thanked by trustees at the end of his presentation.

There was discussion. Trustee Chamney commented that he agreed with concerns expressed in Mark Lucich's presentation and that careful consideration of the implications of a service level policy statement is needed. **Motion** moved by Trustee Chamney seconded by Trustee Garside that further consideration of the proposed Fire Service Level policy be deferred until concerns are addressed. Carried. It was suggested that, circumstances permitting Chief Bremner might prepare a presentation for the Annual General Meeting to begin the dialogue with the public on what approving a service level policy means in terms of fire services provided and associated costs to provide that level of service.

### **New Business**

#### Oath of Office, Confidentiality and Conflict of Interest Agreements

Proposed "Oath of Office" and "Confidentiality and Conflict of Interest Agreement" were distributed prior to the meeting. (Copies attached to the original minutes.) CAO Peat advised that legislation does not require that trustees sign such documents as a condition of holding office. He has also sought advice from the Ministry regarding an improvement district's power to establish a "code of conduct" for trustees and/or committee members which would in part include an oath of office, confidentiality and conflict of interest agreements. There was discussion. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that consideration of proposed oath of office, confidentiality and conflict of interest agreements be tabled pending receipt of advice from the Ministry. Carried.

#### Request for Proposal to Review of Administrative Function

CAO Peat advised that as directed by the Human Resources Committee he has begun drafting a "request for proposal" (RFP). While largely concerned with Corporate and Financial Administrator functions, CAO Peat proposed that the scope of inquiry be broad enough to include all support staff/contracted positions that provide admin support to both trustees and operations. The proposed RFP document will be reviewed by Human Resources Committee.

### **Delegations**

Trustee Schubart read a presentation titled "Fire District Costs versus Value". (Copy attached to the original minutes.) The presentation compared the dollar cost of the fire service against likely savings on insurance premiums because properties would be considered "protected" versus "unprotected". He reminded trustees that the fire service "enjoyed" today did not happen by accident but rather from the hard work and dedication of generations of islanders.

### **Adjournment**

There being no further business, motion to adjourn moved by Trustee Schubart. Carried. The meeting adjourned at 20:25

The next scheduled meeting of the trustees is 11 May 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

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

Meeting held: **20 April 2015**

Hart Bradley Hall, Salt Spring Island Lions Club

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

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

38 residents

**Called to Order:** 9:03pm

The meeting was called to order by CAO Peat who asked trustees for nominations for the position of chair. Trustee Forest nominated Trustee Lee, seconded by Trustee Schlenker. Trustee Lee agreed to allow her name to stand. Trustee Garside nominated Trustee Schlenker who declined to stand for nomination. There being no further nominations Trustee Lee was declared elected to the position of Chair of the Salt Spring Island Fire Protection District by acclamation. The gavel was turned over to Chair Lee.

Chair Lee said that she considered it an honour to serve as chair and asked fellow trustees for suggestions on how the board might more effectively work together. Trustees made several suggestions including re-arranging the front tables, a need for transparency and objectivity in deliberations, and a public commitment to work together cooperatively in the best interests of the community.

### **Amendment to Agenda**

Trustee Schlenker asked that under New Business he be allowed to introduce several motions that were of a “housekeeping/procedural” nature. After discussion it was agreed by general consent that the agenda be amended to allow for New Business.

### **Signing Officers on District Accounts**

CAO Peat advised that it is necessary to change the signing officers for the District’s bank accounts at BMO Bank of Montreal (chequing account) and Manulife Bank (savings account). CAO Peat further advised that Chief Bremner is presently a signing officer but that the Finance Committee at their 25 March 2015 meeting recommended that CAO Peat be considered instead as he is also the financial administration officer of the District. In the discussion CAO Peat advised that bills are usually paid on alternate Tuesdays and trustees were canvassed as to availability. **Motion** moved by Trustee Hill seconded by Trustee Schlenker that the signing officers on the District accounts will be Michael Garside, Derek Hill, Andrew Peat and Norbert Schlenker with two signatures required on cheques. Carried.



### **Fire Underwriters Survey**

CAO Peat advised that the fire underwriters survey report has been received from consultant Opta Information Intelligence and asked that it be formally received by the board. **Motion** moved by Trustee Schubart seconded by Trustee Severn that the 2015 “Salt Spring Island Fire Insurance Grade Update Report 2015” from Opta Information Intelligence be received. Carried. The report will be made publically available on our website.

### **New Business**

**Motion** moved by Trustee Schlenker seconded by Trustee Forest that each trustee will be provided as soon as possible with an “email box” at the saltspringfire.com domain. Carried. CAO Peat advised that materials are disseminated to trustees using their “private mail addresses”. Trustee Schubart expressed concern arising from past experience that trustees do not do business by email that the board acts collectively – multiple responses from individual trustees can easily lead to complicated email threads and confusion.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that each trustee be furnished with name tags and business cards for use while conducting fire district business, and a name plate for use at meetings of the board. Carried. Trustee Schlenker advised that members of the public attending meetings may not necessarily know who is sitting up front and as a courtesy to them trustees and staff should be identified.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that Part 4, Divison 3 (Open Meetings) of the Community Charter shall apply to all future meetings of the board and its advisory bodies and committees. Carried. Trustee Schlenker advised that while the Local Government Act does not require that improvement district committee meetings be opened to the public, it would be desirable to do so the interest of transparency and accountability.

**Motion** moved by Trustee Schlenker seconded by Trustee Forest that the District seek legal advice on the matter whether individuals qualified to vote in District elections may be issued more than one ballot. Carried. CAO Peat advised that as he understood the matter, no eligible elector may vote more than once with the exception that they may vote as an authorized agent and personally if they own land on a personal basis. A person would be an authorized agent if they were a legal representative of an owner of land in the improvement district who has died, become insolvent or insane; or the authorized representative of a board or corporation that owns land within the improvement district. It was suggested that our solicitor also clarify whether owners at “Brinkworthy Estates” are considered to be landowners and thus possibly eligible to vote.

**Motion** moved by Trustee Hill seconded by Trustee Schlenker that Chief Bremner be tasked to find ways to reduce costs. In the discussion the viewpoint was expressed that Chief Bremner manages operations with an approved budget and that while having to meet the District’s contractual obligations and operational requirements there is the expectation that finances will always be managed in the most cost effective and economical manner. **Motion** moved by Trustee Schubart seconded by Trustee Severn to

table consideration of the motion that Chief Bremner be tasked to find ways to reduce costs. Carried.

**Motion** moved by Trustee Hill seconded by Trustee Forest that Chief Bremner be tasked to report in writing to the Board on progress to date on implementing the recommendations of the FireWise Consulting Ltd. report. Carried. In the discussion concern was expressed that the Board needs to understand what should be considered a “priority” so that clear direction can be given to staff and progress reports received on a timely basis.

**Adjournment**

There being no further business, motion to adjourn moved by Trustee Schubart. Carried. The meeting adjourned at 9:55pm

The next scheduled meeting of the trustees is 11 May 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

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

Meeting held: 25 March, 2015

Trustees Room, Ganges Fire Hall

**In attendance:** Committee Members: Ron Chamney (Chair), Dan Lee, Michael Schubart  
Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat

**Called to Order:** 1:07pm

Amendment to Agenda

Committee Chair Chamney requested that the agenda be amended to include: update of 2014 audit; and an “in-camera” session to discuss a proposed apparatus purchase and staff benefits. It was agreed by general consent to accept the amended agenda.

Adoption of Minutes

CAO Peat advised that the minute book is presently at the auditors. It was agreed to defer acceptance of committee minutes until the next meeting.

Review of Capital Works Renewal Reserve Fund investment proposals

Ranking methodology

In addition to allowed Municipal Finance Authority of British Columbia (MFABC) pooled investments funds, proposals were received from three local financial institutions – BMO Nesbitt Burns, Island Savings and Manulife Securities. (Copies attached to the original minutes.) CAO Peat commented that all proposals met the legal requirements set out in Community Charter Section 183 and rates of return for one year ranged from 1.06% (MFABC Money Market) to 1.63% (MFABC Intermediate Bond). The proposals’ “best” options offered between 1.22% and 1.35%. CAO Peat further commented that BMO Nesbitt Burns and MFABC products included a professional management/advise component and that investment products from BC credit unions were 100% insured by the Credit Union Deposit Insurance Corporation.

A proposed framework to evaluate the investment proposals had been previously distributed. (Copy attached to the original minutes.) In the absence of an “Investment Policy” CAO Peat proposed that the proposals be “scored” on meeting the objectives (in descending order of priority) of: legality; safety/preservation of capital; maintenance of liquidity; competitive rate of return; and professional management. After discussion it was moved by Committee Member Schubart that it is the **recommendation** of the Finance Committee that Capital Works Renewal Reserve Funds be invested with Island Savings Credit Union in their 5 year step up term deposit product which is redeemable once a year on the anniversary date.

BMO Bank of Montreal credit facilities

The commitment letter of 18 March 2015 from BMO Bank of Montreal authorizing a credit facility to provide bridge financing to assist with the “Vehicle Exhaust System Capital Project” had been previously distributed. (Copy attached to the original minutes.) CAO Peat noted that

the enabling bylaw would have to be amended to extend the repayment date as take out term financing would not be available until the MFABC fall funding cycle. After discussion it was moved by Committee Member Schubart that it is the **recommendation** of the Finance Committee that the offer of credit facilities be accepted as proposed.

#### Review of Staff Expense Vouchers

##### Signing Officers on District Accounts

There was discussion that in addition to protocols already in place that it would be "good practice" for expense vouchers substantiating claims for reimbursement of expenses submitted by staff/volunteers/trustees be reviewed annually. Chief Bremner advised that his approval is required for all expenses before procession by our bookkeeper and all cheques are signed by two signing officers. Chief Bremner advised that cheques to himself for reimbursement of out of pocket expenses would be signed by two trustees. It was moved by Committee Chair Chamney that it is the **recommendation** of the Finance Committee that for oversight, at least once a year the Chair of the Finance Committee should review all expense claims for reimbursement submitted by staff, volunteers and trustees.

Chief Bremner commented that to facilitate timely processing and payment of accounts payable he is at present a signing officer on District accounts. CAO Peat commented "best practice" would delegate approval for payment and signing of cheques to different persons. CAO Peat further said that the District's Financial Administration Officer (FAO) is ultimately responsible for the integrity of financial records and at present the CAO/FAO is not a signing officer on the accounts. After discussion it was moved by Committee Chair Chamney that it is the **recommendation** of the Finance Committee that in future the Corporate Administrator replace the Fire Chief as a signing officer on District bank accounts.

#### Fulford Fire Hall Engine/Tender Apparatus

Chief Bremner advised that there have been issues concerning repairing/replacing parts for #102 Mini pumper and #302 Tender. Assuming replacement computerized control panels can be obtained he expect the total cost of repairs to be around \$15,000. Both these units are near the end of their useful lives (obtained in 1994), obtaining parts for reparis will become an issue, and at some point yearly certification will be necessary to meet standards imposed by the Fire Underwriters Survey. Chief Bremner commented that in the "old" ten year plan, these vehicles were scheduled to be replaced in 2013 and 2014. After discussion it was moved by Committee Member Lee that it is the **recommendation** of the Finance Committee that as part of strategic planning, trustees consider replacing these units a "high priority".

#### 2014 Audit update

CAO Peat advised that it is his understanding that the audit is progressing well and draft financial statements are expected to in hand 07 April 2015.

#### Proposed Minor Apparatus Purchase

##### Benefits for Career/Excluded Staff

Chief Bremner asked to speak about preliminary negotiations concerning a proposed minor apparatus purchase (within his discretionary authority). CAO Peat asked to speak on benefits offered staff As the discussion concerned contract negotiations for an apparatus purchase and

contract issues it was moved by Committee Member Schubart that the committee adjourn to an in-camera session. The Committee adjourned at 1:45pm and reconvened at 2:00pm.


There being no further business the meeting adjourned at 2:00pm.

Subject to confirmation the next scheduled meeting of the Finance Committee will be held on 07 April 2015 to review the draft 2014 audited financial statements.



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Ron Chamney  
Committee Chair



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Andrew Peat  
Corporate Administrator

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

Meeting held: **25 March, 2015**

Trustees Room, Ganges Fire Hall

**In attendance:** Committee Members: Michele Severn (Chair), Ron Chamney, Dan Lee, Michael Schubart

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

The meeting was called to order by Committee Chair Severn at 2:00pm

#### Board Governance Workshop

After upcoming elections, a majority of the board will be “new” trustees there was discussion about bringing everyone up-to-speed on matters concerning board governance an area of concern identified by the Walker Resource Group report. A workshop for all trustees on board governance was considered desirable. It was moved by Committee Chair Severn that it is the **recommendation** of the Human Resources Committee that the board hold a workshop presented by a professional facilitator on governance for all trustees.

#### Request for Proposal Administrative Function Review

A draft request for proposal (RFP) for the administrative function review was distributed prior to the meeting. (Copy attached to the original minutes.) CAO Peat commented that in addition to assessing the Corporate/Financial Administrator’s position, the RFP requests that the duties, roles, responsibilities and job descriptions of all other administrative positions (contract and employee) also be review. To prevent “anchoring” of bids, the Committee amended the RFP deleting the “\$5,000 total cost” figure (an amount suggested by Richard Walker as appropriate). A motion was moved by Committee Chair Severn that it is the **recommendation** of the Human Resources Committee that the draft FRP for the administrative function review as amended be approved by the Board of Trustees.

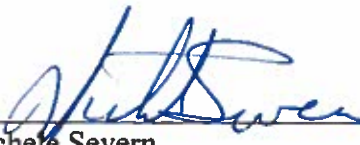
#### Vehicle Exhaust Extraction System Installation

Chief Bremner advised that equipment installation has been installed at Hall #2 (Fulford) and begun at Hall #1 (Ganges). Vehicle exhaust was an issue identified by the Occupational Health & Safety Committee.

#### Personnel Matter

Chief Bremner asked to update the committee on an ongoing personnel issue. As the discussion concerned an identifiable member it was moved by Committee Chair Severn that the committee adjourn to an in-camera session. The Committee adjourned at 2:20pm and reconvened at 2:30pm.


There being no further business the meeting adjourned at 2:30pm.



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Michele Severn  
Committee Chair

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Andrew Peat  
Corporate Administrator

Salt Spring Island Fire Protection District

Open-Burning Bylaw NO. 125

A bylaw to repeal Bylaw No. 92

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

PURPOSE AND PREAMBLE:

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

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

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

PART I – DEFINITIONS:

In this bylaw:

1. Campfire - means Open Burning that meets the following requirements, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004* (except as follows), that:
  - (a) Open Burning of material in one pile no larger than 0.5 m in height and 0.5 m in width that is contained within and over fire resistant material such as bare soil, rock, gravel, sand, metal, or masonry.
  - (b) Open Burning is lit, fueled or used for recreational, cooking and warmth or for ceremonial purposes.
2. Category-2 Open Burning - means Open Burning, other than a Campfire, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004* (except as follows), that:
  - (a) Open Burning material in one pile not exceeding 2 m in height and 3 m in width.
  - (b) Open Burning material concurrently in 2 piles each not exceeding 2 m in height and 3 m in width.
  - (c) Open burning takes place where the material to be burned is from the parcel of land from which it originated.



3. Category-3 Open Burning - means Open Burning, in accordance with the *Wildfire Regulation, Wildfire Act, SBC 2004*, that burns:
  - (a) material concurrently in 3 or more piles each not exceeding 2 m in height and 3 m in width,
  - (b) material in one or more piles each exceeding 2 m in height or 3 m in width.
  - (c) one or more windrows, or
  - (d) stubble or grass up to and exceeding 0.2 ha.
4. Demolition Waste – means any material resulting from or produced by the complete or partial destruction or tearing down of any structure.
5. Domestic Incinerator – means any metal or masonry container equipped with a tight-fitting wire screen lid of not more than 1 centimeter (3/8”) to restrict any sparks or flying debris and is installed on fire resistant material such as bare soil, rock, gravel, sand, metal, or masonry. It is used for the Open Burning of dry segregated Garden Refuse from any single or multi-family dwelling unit occupied by a single-family or multi-family. Burning of Garden Refuse in a Domestic Incinerator is classed as Open Burning.
6. Fire Ban – means periods when Open Burning of all categories may be prohibited under Order by the Fire Chief, or his designate.
7. Fire Chief – means the person appointed by the Salt Spring Island Fire Protection District, to be in charge of Salt Spring Island Fire Rescue, its equipment and the firefighting personnel of the Salt Spring Island Fire Protection District, or his designate.
8. Fire Control - means an action to contain, extinguish or limit the spread of a fire.
9. Fire Department – means the Fire Department established for the local service area by bylaw of the Salt Spring Island Fire Protection District.
10. Garbage – means all household and commercial waste or refuse, whether it contains the remains of edible food or not.
11. Garden Refuse - means leaves, foliage, prunings, weeds, crops or stubble for domestic purposes or in compliance with the *Weed Control Act*.
12. Green Debris – means tree cuttings, pruning or trimmings that have been cut and not allowed to dry for a minimum of 30 days.
13. Improvement District (as defined by Section 5 of the *Local Government Act*) – means the Salt Spring Island Fire Protection District.
14. Noxious Material – includes all tire, plastics, rubber products, drywall, Demolition Waste, construction waste, paint, special waste, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, plastic materials and petroleum products.

15. Open Burning – means the combustion of material with or without control of the combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere. Open Burning includes burning of Garden Refuse in a Domestic Incinerator operated outdoors but it does not include liquid-fuel or propane-fueled appliances, Personal Barbecues or contained charcoal fires for the purpose of cooking food. Open Burning does not include fires used by Fire Department for training and education; fires used by authorities having jurisdiction set in accordance with federal or provincial regulations.
16. Order – means any Order, decision, requirement or direction given by the Fire Chief or his/her designate.
17. Permit – means a document signed and issued pursuant to the provisions of this bylaw authorizing a Person to undertake Open Burning under the conditions specified in the document.
18. Person – includes any firm or corporation.
19. Personal barbecues - means a total grill area less than 4500 cm<sup>2</sup>, not located within 1.5 meters of any grass, brush, shrubbery or wooden fences and not located within 4 meters of any structure does not require a Permit.
20. Special Open-Burning Permit – means a document signed and issued pursuant to the provisions of this bylaw authorizing a Person to undertake Special Open Burning under the conditions specified in the document. Special Open Burning includes ceremonial fires, special-event barbeques and other fires that are permitted during Fire Bans.
21. Ventilation Index – means the Environment Canada forecast Ventilation Index, which provides regional information on airflow venting.  
<http://www.env.gov.bc.ca/epd/bcairquality/readings/ventilation-index.html>
22. Violation – means a contravention of any or all parts of this bylaw.

## PART II – REGULATIONS

1. The Fire Chief or any person under his/her authority may:
  - a) enter at all reasonable times on any property that is subject to the requirements or regulations of this bylaw, to ascertain whether the regulations in this bylaw or directions made under this bylaw are in compliance;
  - b) make Orders directing the owners or occupiers of property to bring Open Burning into compliance with this bylaw;
  - c) prevent material not properly prepared (i.e. dried) from being added to Open Burning;
  - d) call on the Ministry of Environment’s Conservation Officers if a Person is Open Burning waste in contravention of the Environmental Management Act;

- e) no Person shall obstruct or prevent the Fire Chief or person acting under the Fire Chief's authority from conducting an inspection under this bylaw;
  - f) order the operator to immediately put the fire out; and
  - g) may extinguish Open Burning
2. Open Burning is prohibited during times specified by the Fire Chief as Fire Ban periods.
  3. Except as provided in this bylaw, no Person shall carry out Open Burning without a valid Permit, issued by the Fire Chief or his designate. Permits are required year round for all Open Burning and may be revoked when Open Burning is prohibited during Fire Ban periods.
  4. The Fire Chief or his/her designate may withhold or cancel any Permit issued where, in his/her opinion, the igniting of a fire may create a hazard or nuisance to Persons or property.
  5. Where, in the opinion of the Fire Chief or his/her designate, any permitted fire is likely to create or become a hazard or nuisance to Persons or property, or any Open Burning started without a Permit to do so; the Fire Chief may:
    - a. direct the owner or person possessing a permit for the fire to alter, relocate or extinguish the fire, or
    - b. act to extinguish the fire in question.
  6. A valid fire Permit is non-transferable between civic properties.
  7. No person shall conduct Open Burning except in accordance with the following regulations:
    - a) Category-2 and Category-3 open burning is permitted from March 1 through April 30 and from October 1 through November 30 only;
    - b) Open burning must be located at least 10 metres from all property lines;
    - c) Open Burning must be conducted and concluded between 7:00 am and sunset of the same day except for burning permitted as Category-3 where the open burning of large Permitted Burning Materials such as stumps and other materials over 8 inches (200 mm) in diameter may be maintained for a maximum of 72, however no further Permitted Burning Materials shall be added to a fire within 2 hours of sunset.
    - d) All material burned within Open Burning must originate from the property where it is being burned;
    - e) Open Burning may occur only when the Ventilation Index, as reported by the Meteorological Service of Environment Canada's Ventilation Index, is rated as "good";
    - f) All Open Burning shall be maintained so as not to constitute a Nuisance;
  8. For the purpose of preventing danger, damage and injury to property and/or a Person because of Open Burning, all fires shall be continuously supervised and controlled by a Person who is at least 16 years old.

9. Category-3 Open Burning shall have Fire Control requirements of a machine and operator on site, of sufficient size to control the fire at all times while the fire is burning.
10. Category-3 Open Burning shall comply with the requirements of the *Environmental Management Act, Open Burning Smoke Control Regulations and the Open Burning Smoke Control Code of Practice*.
11. Category-3 Open Burning shall comply with the requirements of the *Wildfire Act, and the Wildfire Regulation*.
12. Category-2 Open Burning shall be hand piled and located at least 10m from any structure or property line and 5m from any standing vegetation.
13. Category-2 Open Burning shall have Fire Control requirements of an available water supply, sufficient for suppression of the fire at all times while the fire is burning.
14. Domestic Incinerators and Campfires have Fire Control requirements of a firefighting hand tool (shovel, Pulaski, or similar tool) and/or a minimum of eight litres of water available at all times while the fire is burning.
15. No Person shall burn Noxious Materials or Garbage, as per the prohibited materials listed in Schedule A, the *Environmental Management Act, Open Burning Smoke Control Regulations and the Open Burning Smoke Control Code of Practice*, and Open Burning may not be initiated unless the Ventilation Index is rated as "good" during the burning period. <http://www.env.gov.bc.ca/epd/bcairquality/readings/ventilation-index.html>
16. No Person shall conduct Category- 3 Open Burning or Open Burning of Green Debris within 500 meters of any school in session, hospital and building used for continuing care as defined under the “*Continuing Care Act*.”
17. No Person shall conduct Category- 3 Open Burning or Open Burning of Green Debris within 100 meters of a neighboring residence or business.
18. No Person shall conduct Open Burning without consent of the property owner.
19. Domestic Incinerators and Campfires shall be located at least 4.6 meters from any structure or property line and 1.5 meters from any standing vegetation or other combustibles. The owner of an incinerator shall ensure that the incinerator is maintained in a condition that provides for the proper combustion of allowable material burned.
20. Where, in the opinion of the Fire Chief, any incinerator is likely to create or become a fire hazard due to damage, deterioration, lack of maintenance, construction or location, the Fire Chief may:
  - a. direct the owner of the incinerator to alter, renovate, repair or relocate the incinerator, or
  - b. Order the owner of the incinerator to discontinue its use.

### Cost Recovery

21. Every owner/occupant of a dwelling who starts or allows Open Burning is responsible for such fire. If, in the opinion of the Fire Chief, the fire presents a hazard, has escaped or threatens to escape from the owner's control or is prohibited under the terms of this bylaw, the Fire Department may be summoned to control or extinguish the fire. The owner shall be liable for all costs and expenses incurred by the Fire Department or the District to control or extinguish the fire.
22. The burning of any material without a required Permit will result in cost recovery from the owner or occupant of land where Salt Spring Island Fire Rescue attended for fire services. These recovery rates shall follow the most current *Reimbursement Rates* from the B.C. *Inter-Agency Working Group Report* for personnel and equipment. Failure for the owner or occupant to pay a fee charged within 30 days will result in those costs being added to the property taxes of the owner of the property.

### Severability

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

### Penalty

24. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*.
25. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

### Repeal of Bylaw

26. Bylaw 92 and amendments are hereby repealed.

### Citation

27. This bylaw may be cited for all purposes as "Open-Burning Bylaw No. 125"

Schedule A

Prohibited Material

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

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

# Statement (Unaudited) of Revenue and Expenditure

Salt Spring Island Fire Protection District

For the Period ending March 31 2015

	Year to Date March 2015	March YTD Budget for 2015	Variance March YTD Actual VS Budget	Annual Budget 2015	March YTD 2015 VS Annual Budget
<b>Revenue</b>					
Property tax	643,000	643,000	0	2,529,000	1,886,000
Local Improvements	0	0	0		
<b>Total Tax Revenue</b>	<b>643,000</b>	<b>643,000</b>	<b>0</b>	<b>2,529,000</b>	<b>1,886,000</b>
					0
<b>Other Revenue</b>					
Interest	4,635	0	4,635		-4,635
Gain on disposal of assets	0	0	0		0
Miscellaneous Income	-110	0	-110		110
<b>Total Other Revenue</b>	<b>4,524</b>	<b>0</b>	<b>4,524</b>	<b>0</b>	<b>-4,524</b>
					0
<b>Total Revenue</b>	<b>647,524</b>	<b>643,000</b>	<b>4,524</b>	<b>2,529,000</b>	<b>1,881,476</b>
<b>Operating Expenses</b>					
<b>Wage &amp; Related Expenses</b>	<b>448,191</b>	<b>477,465</b>	<b>29,274</b>	<b>1,803,200</b>	<b>1,355,009</b>
<b>Operations</b>					
Equipment Maintenance & Supplies	11,333	25,810	14,477	111,500	100,167
Building Repair & Maintenance	14,974	18,750	3,776	75,000	60,026
Fire Protection	4,972	18,915	13,943	78,700	73,728
Training	19,029	16,275	-2,754	88,500	69,471
Vehicles Operations	15,906	21,750	5,844	87,000	71,094
					-
<b>Total Operations Expenses</b>	<b>66,214</b>	<b>101,500</b>	<b>35,286</b>	<b>440,700</b>	<b>374,486</b>
<b>General and Administrative</b>					
Advertising & Promotion	224	2,150	1,926	8,600	8,376
Convention & Dues	5,430	3,618	-1,812	20,500	15,070
Insurance	21,624	23,896	2,271	42,000	20,376
Office Administration	25,992	25,000	-992	70,000	44,008
Licenses & Leases	0	2,000	2,000	8,000	8,000
Professional Fees	9,028	12,550	3,523	57,000	47,973
Professional Development	296	3,000	2,704	12,000	11,704
AGM / Election	3,049	1,500	-1,549	6,000	2,951
Annual SSIFR Dinner	5,403	7,625	2,222	8,000	2,597
Fireworks	0	0	0	2,500	2,500
<b>Total General and Administrative Expenses</b>	<b>71,045</b>	<b>81,339</b>	<b>10,294</b>	<b>234,600</b>	<b>163,555</b>
<b>Total Operating Expenses</b>	<b>585,450</b>	<b>660,304</b>	<b>74,854</b>	<b>2,478,500</b>	<b>1,893,050</b>
<b>Debt interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amortization</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>585,450</b>	<b>660,304</b>	<b>74,854</b>	<b>2,478,500</b>	<b>1,893,050</b>
<b>Operating surplus (before capital expenditures)</b>	<b>62,075</b>	<b>-17,304</b>	<b>79,378</b>	<b>50,500</b>	<b>-11,575</b>
<b>Capital</b>					
Computer Equipment			-	7,500	7,500
Radio Equipment (Split)			-	8,000	8,000
Office Furnishings / Equipment			-	3,000	3,000
Development costs for New Fire Station (N)			-		
SCBA Complete Units (Split)			-	12,000	12,000
Training Ground Props Equipment	3,474	3,474	0	20,000	16,526
<b>Total Capital</b>	<b>3,474</b>	<b>3,474</b>	<b>0</b>	<b>50,500</b>	<b>47,026</b>
<b>Total Expenditures (Operating &amp; Capital)</b>	<b>588,924</b>	<b>663,778</b>	<b>74,854</b>	<b>2,529,000</b>	<b>1,940,076</b>
<b>Net Revenue in Excess of Expenditures</b>	<b>58,601</b>	<b>-20,778</b>	<b>79,378</b>	<b>0</b>	<b>-58,601</b>

# The Salt Spring Island Fire Fighters Association

## Monthly SSIFPD Trustee Report

May 11<sup>th</sup>, 2015

To: SSIFPD  
From: SaltSpring Island Fire Fighters Association  
Date: May 11th, 2015  
Re: April Monthly Activities

- 👤 SSIFFA had 3 members retire recently with 5 years combined service.
- 👤 We had our annual members Easter Party for our children. The event was enjoyed by all, with children going home hyped up on chocolate and good times.
- 👤 In April SSIFFA donated \$725 of our own money to 4 great causes;
  - \* \$225 to the U14 Girls Softball Team to help with costs of going to off island games
  - \* \$100 Choices for the 13th annual Golf Tourney held on May 30th
  - \* \$200 to sponsor Brian & Karen Hartley in the 3rd annual 2-day 200km Cycle of Life Tour, to benefit hospices on SSI and surrounding areas
  - \* \$200 to Island Pathways for the Bike Helmet for Life program. This helps get elementary children into proper helmets that fit right.
- ☑️ **The Annual May Long Boot Drive is happening this Saturday May 16th from 9am-1pm. You will see many firefighters around the community asking for your donations. This year we are raising money for the BC Childrens Hosptial so please carry some cash on you that day and help us raise money!**

Respectfully Submitted  
Eric Taylor  
President SSIFFA



**The Salt Spring Island Fire Fighters Association**

**Monthly SSIFPD Trustee Report**

**April 20th<sup>th</sup>, 2015**

**To: SSIFPD**

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**From: Salt Spring Island Fire Fighters Association**

**Date: April 20th<sup>th</sup>, 2015**

**Re: March Monthly Activities Report**

- SSIFFA would like to thank the SSIFPD for hosting the appreciation dinner. The firefighters really like the recognition for the work we do during the year. This year I selected Chantelle Pohl to receive the 'Presidents Choice' award and Tom McCormick was selected for 'Volunteer of the Year'. Congratulations to both members on thier prestigious honours.
- SSIFFA is continuing with the process of designing a distinct logo for our association. We will be selecting from designs that our members have come up with themselves.
- SSIFFA is selecting which local charity we are going to fundraise for during our annual May Long Weekend Boot Drive. If you see a firefighter with their boot or helmut during Saturday May 16th please be generous.

**Respectfully submitted**

**Lt. Eric Taylor**

**President SSIFFA**