

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

Meeting held: **21 September 2015**
Lower Hall, Ganges United Church

In attendance: Trustees: Linda Lee (Chair), Mitch Forest, Michael Garside, Derick Hill, Norbert Schlenker

Regrets: Michele Severn

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

Public: 24

The “town hall” meeting was called to order by Chair Lee at 7:00pm who welcomed those attending and invited their questions and comments.

Members of the public thanked Chief Bremner and staff for the presentation 17 September 2015 at the Gospel Chapel on Fire Service Level Policy.

Questions were asked concerning the assignment the standby-duty shift to excluded staff. Chair Lee reported that a grievance was filed by Local 4467 of the International Association of Firefighters on this matter. Chair Lee further advised that trustees did not wish to proceed to arbitration and that advice of general counsel was sought and legal costs were incurred. In response to a request that the Finance Committee report to the Board on monies saved and costs incurred on this matter, Chair Lee commented that some of the information requested may be confidential and the request should be made in writing so that advice from the Human Resources Committee can be obtained.

In response to a request to allow public comment or questions during the regular meetings of the Board of Trustees, Chair Lee advised that meeting materials are available in advance of meetings and that the town hall session would be the normal venue where trustees would hear public input on matters before the board. Chair Lee further commented that it would not be appropriate to have public interjections during the regular meeting of the board as at that time, trustees are speaking to each other so that decisions can be made. Chair Lee also commented that the public does not have to “wait one month” to ask questions as trustees can always be contacted by email.

In response to a question concerning appointments to the Occupational Health & Safety Committee, Chair Lee advised that the matter will be addressed during the regular meeting of the board.

There being no further questions from the floor, the “town hall” meeting was adjourned by Chair Lee at 7:11pm

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

DRAFT

Salt Spring Island Fire Protection District

Bylaw No. 129

A Bylaw for levying taxes on the land and improvements within the Salt Spring Island Fire Protection District for fire protection purposes. hereinafter referred to as the "improvement district", for fire protection purposes in each of the years 2016 to 2020 both inclusive.

The Trustees of the Salt Spring Island Fire Protection District in open meeting assembled, ENACTS AS FOLLOWS:

1. The sum of \$ 82,700 is required by the improvement district for an exhaust system.
2. Interest at a rate of 3.0 % per annum shall be charged on the said sum from November 13, 2015 to July 1, 2016, making a total amount of \$ 84,276.96 as principal to be collected.
3. The said sum of \$ 84,276.96 with interest at 3.0 % per annum shall be amortized in equal amounts over a period of 5 years and during the years 2016 to 2020, both inclusive, an annual amount of \$17,866.27 shall be levied to meet the repayments of principal and the payment of interest together with a charge on the said amount for the cost of assessment and collection.
4. A tax at a rate determined to be necessary to raise the aforesaid total annual sum is hereby levied for each of the years 2016 to 2020 both inclusive, on all lands and improvements as defined in the School Act, within the improvement district, for the years in which the annual amount is levied in accordance with section 756 of the Local Government Act.
5. The said taxes shall be due and payable as provided in the Taxation (Rural Area) Act and if delinquent shall bear interest at the rate set out under the Taxation (Rural Area) Act, until paid or recovered.
6. This bylaw may be cited as the "Capital Tax Advance 2015 Bylaw No.129".

INTRODUCED and given first reading by the Trustees on the day of , 2015

RECONSIDERED and finally passed by the Trustees on the day of , 2015

Linda Lee, Chairman of Trustees

Andrew Peat, Corporate Administrator for the Trustees

I hereby certify under the seal of the Salt Spring island fire Protection District that this a true copy of Bylaw No. 129.

Andrew Peat, Corporate Administrator for the Trustees.

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

Meeting held: **03 September, 2015**
Lower Hall, Ganges United Church

In attendance: Committee Members: Committee Chair Mitch Forest, Brian Cunningham, Derek Hill, Per Svendsen

Regrets: Ron Chamney, Michael Garside, Mervin Walde

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

Residents: 1

The meeting was called to order at 7:04pm by Committee Chair Forest.

Approval of Agenda.

A proposed agenda was circulated to members prior to the meeting. Committee Chair Forest asked that it be amended to include a discussion of Major Capital Expenses (fleet vehicle replacements), Richard Walker, correspondence from M. Craig (fire hydrants) and seismic reports for Central and Fulford fire halls. The amended agenda was accepted by general consent.

Acceptance of Minutes

Minutes of the 15 June 2015 Meeting

Minutes of the 15 June 2015 meeting were distributed to members prior to the meeting. **Motion** to accept the minutes as circulated moved by Chair Forest. Carried.

Minutes of the 4 August 2015 Meeting

Minutes of the 4 August 2015 meeting were distributed to members prior to the meeting. **Motion** to accept the minutes as circulated moved by Committee Chair Forest. Carried.

Correspondence

Dawson Creek Master Fire Plan

CAO Peat reported that at the last committee meeting R. Jefferd spoke highly of the Dawson Creek Master Fire Plan which was forwarded to members as part of meeting materials. (Copy attached to the original minutes.) Chief Bremner agreed to contact Dawson Creek and ask for the name of the consultant who wrote the plan. The matter was tabled and Committee Chair Forest asked that members to read the Dawson Creek plan, list of issues/topics discussed and identify areas of concern peculiar to Salt Spring which should also be addressed.

In the discussion CAO Peat commented that the Finance Committee has suggest a 2016 budget of \$60,000 for Consulting Fees/Studies which he believed was for advancing the cause for a new fire hall and site assessments of both the Brinkworthy and Central properties. It was suggested that consulting fees may have to be increased to obtain seismic assessments of Fulford and Central fire halls and a master fire plan.

Fire Hydrant Maintenance & Repair

Fire Hydrant Liability

A copy of Reg Jefferd's report to the committee on "Fire hydrant maintenance and repair" was circulated at the meeting. (Copy attached to the original minutes.) There was discussion. **Motion** that it is the recommendation of the committee **that with regards to responsibility to maintain fire hydrants and the related issue of possible legal liability that available documentation be assembled and the matter be referred to general counsel for a legal opinion to clarify the District's contractual and legal responsibility moved by Chair Forest.** Carried. As part of the information gathering process, **motion** that it is the recommendation of the committee **that Chair Lee contact her counterpart at North Salt Spring Waterworks District (NSSW) and ask for copies of any documentation they have pertaining to the issue of hydrant repair and maintenance – letters, purchase orders, water use agreements or meeting minutes moved by Committee Chair Forest.** Carried. It was the consensus of the committee that the letter to NWSW would be drafted by the committee to go out under the signatures of the chairs of the Board of Trustees and the Facilities & Physical Plant Committee.

A final point in R. Jefferd's report asks the question what benefit does the District receive from monies spent on hydrant repairs and maintenance and whether these monies could be better spent – installing more dry hydrants, water storage tanks and/or water shuttle resources. Mr. Jefferd pointed to two recommendations of the Fire Underwrites Survey Report: recommendation #23 that the District and NSSW clarify responsibilities of providing water for public fire protection purposes considering both hydrant maintenance and provision of fire flows; and recommendation #24 that the District cooperate with NSSW on proposed water system modelling to gather information on available fire flows and analyzing system performance under fire scenarios.

Committee Chair Forest agreed to discuss with chair of the Finance Committee when an estimate for 2016 budget purposes needs to be submitted for Hydrant Repair & Maintenance Expense.

Correspondence from M. Craig (Craig-Schlenker 03 September 2015) concerning maintenance of fire hydrants was discussed. (Copy attached to the original minutes.) Mr. Craig expressed his concern that the District must resolve who is responsible for maintaining hydrants and their operational readiness.

New Business

Occupational Health & Safety Committee Recommendation

Correspondence from Lieutenant Akerman, chair of the Occupational Health & Safety Committee (OH&S) dated 27 August 2015 was circulated to members prior to the meeting. (Copy attached to the original minutes.) It is the recommendation of the OH&S Committee that floor tiles in the Training Room, Fire Hall No. 1 be assessed to mitigate the possibility of asbestos exposure in the workplace and that a new survey be completed of all possible asbestos containing material in Fire Hall No. 1. Committee Chair Forest advised that North West Environment Group Ltd. (author of the 2008 survey) has been retained to do an onsite investigation.

Old Business

Proposed workshop regarding a new fire hall location and community engagement

Committee chair Forest advised that there have been preliminary discussions have been held with Mr. Richard Walker (principal Walker Resource Group) regarding a workshop to develop a process to assess the suitability of District properties for the site of a new fire hall and also develop a community engagement process and strategy to state the need for a new fire hall. There was discussion and the comment was made that apart from developing strategies for public engagement, site assessment should more appropriately be dealt with in a master fire plan. **Motion** that it is the recommendation of the Facilities & Physical Plant Committee **that the Board of Trustees initiate the RFP process to solicit proposals to develop a 10 year master fire plan which would include scheduling of capital expenditures (vehicle fleet replacements) and the location of a new build fire hall to replace the Ganges fire hall moved by Committee Member Hill.** Carried.

Background material on Brinkworthy and Central sites

No developments and the matter is tabled. Committee Chair Forest advised that he has only just begun assembling and reviewing materials.

Fire Boat Proposal

Committee Member Chamney's report on Fire Boat Costing (August 2015) was circulated to members prior to the meeting. (Copy attached to the original minutes.) There was discussion concerning the capital cost of the proposed fire boat, cost of personnel and the response time which depends on where the vessel is located. **Motion** that it is the recommendation of the Facilities & Physical Plant Committee **that the Board of Trustees not participate in the regional fire boat proposal moved by Committee Chair Forest.** Carried. **Motion** that it is the recommendation of the Facilities & Physical Plant Committee **that legal counsel be engaged to advise whether the Letters Patent can be amended to the natural high water mark of Saltspring Island eliminating the wording referring to a line drawn parallel to and 304.8 meters (1000 feet) perpendicularly distant from the natural high water mark moved by Committee Member Hill.** Carried. Chief Bremner commented that there are a few small islands with structures within District boundaries and Fire/Rescue does not have resources to service these locations.

FUS extension of certification of vehicles

Committee Chair Forest reported that Mr. Robert McGuinness of Opta Information Intelligence (Fire Underwriters Survey) has advised him that for purposes of the Superior Tanker Shuttle Service (STSS) accreditation, tanker apparatus over 20 years old will no longer count for STSS – there are no extensions of grade-able life for insurance grading purposes. Unit #302 Tender is crucial to the STSS accreditation and has to be replaced if the District is to maintain certification, Chief Bremner was asked to report back to the committee on possible options. It was the consensus of the meeting that for member safety and operational considerations that Unit #102 mini-engine and Unit #302 tender should be inspected and certified (mechanical road worthiness and pumps). **Motion** that it is the recommendation of the Facilities & Physical Plant Committee **that the Board of Trustees needs to be aware that there is some urgency to replace unit**

#302 tender as it is crucial to the Superior Tanker Shuttle Service accreditation and that Chief Bremner be tasked to draft minimum specs for a replacement vehicle with a view of going to obtaining at least three offers from suppliers moved by Committee Member Cunningham. Carried. Chief Bremner commented that he understands that from specs a new-built can take up to 11 months for delivery and that purchasing a demo or pre-owned vehicle will likely require an additional expense for necessary modifications. CAO Peat commented that how the purchase would be financed (term loan and/or drawdown from the Capital Works Renewal Reserve Fund) would be decided by the Finance Committee. Cost of a new tender could be as high as \$350,000.

The District's current STSS certification expires in April 2016 and re-certification is necessary (estimated cost \$5,000).

Making an Inventory of Fire Service Assets

Information on possible inventory software products was distributed prior to the meeting. (Copy attached to the original minutes). Committee Chair Forest commented that he likes the IntelliTrack product but reserves judgement pending receipt of additional information from two other vendors. Chief Bremner commented that he is not aware of any comparable fire service that uses software as a management tool to track supplies and equipment (capital assets). CAO Peat commented that apart from the cost of the software product there is a manpower commitment to do the data entry. Committee Chair Forest agreed to bring a recommendation to the committee.

2016 Budget – Minor Capital Appropriation; Dry Salt Water Hydrant; Fire Station – Repair & Maintenance

Committee Chair Forest advised that the Finance Committee has asked for a list of small capital projects for 2016 that will be funded through the operating budget (as opposed to term financing and/or from the Capital Works Renewal Reserve Fund). Chief Bremner advised the 2016 Budget proposed by staff had \$45,500 for small capital items – installation of one dry hydrant, Self-contained Breathing Apparatus (SCBA) units, radio/pager replacements, computer upgrades, and office furnishings.

Chief Bremner reiterated his previous comments that finding a suitable location for a dry salt water hydrant in the downtown core will be difficult. Responding to a comment about using above ground tanks to store water for fire flow purposes, Chief Bremner advised that this option would not be a preferred choice because of issues such as land leases, maintenance and legal liability.

Motion that it is the recommendation of the Facilities & Physical Plant Committee **that the 2016 Operating Budget include a \$20,000 minor capital appropriation for a dry hydrant(s) and \$10,000 consulting fee for seismic reports on Fulford and Central fire halls moved by Committee Member Svendsen.** Carried.

Committee members discussed Fire Station – Repairs & Maintenance Expense budget for 2016. Members noted that expenses vary widely from \$14,624 to \$32,600 in recent periods. **Motion** that it is the recommendation of the Facilities & Physical Plant Committee **that the 2016**

Operating Budget include \$25,000 for Fire Station – Repair & Maintenance moved by Committee Member Cunningham. Carried.

Adjournment

There being no further business, motion to adjourn moved by Committee Member Cunningham. Carried. The meeting adjourned at 9:07pm.

The next meeting of the Facilities & Physical Plant Committee is scheduled for 01 October 2015.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT

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

DATED: ___ day of _____ 2015

We nominate _____
to be a Trustee of the Salt Spring Island Fire Protection District for the balance of a three year term terminating at the end of the Annual General Meeting to be held in the year 2016.

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

_____ Nominee's Full Name
(Please Print)

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

_____ Residential Address

_____ Mailing Address
(if different than above)

Telephone No. _____

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

_____ Signature of Nominee

Nominator #1
Name: _____

Nominator #2
Name: _____

Address: _____

Address: _____

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

_____ Signature

_____ Signature

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

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

DATED: ___ day of _____ 2015

We nominate _____

to be a Trustee of the Salt Spring Island Fire Protection District for the balance of a three year term terminating at the end of the Annual General Meeting to be held in the year 2017.

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_____ Nominee's Full Name
(Please Print)

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

_____ Residential Address

_____ Mailing Address
(if different than above)

Telephone No. _____

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

_____ Signature of Nominee

Nominator #1
Name: _____

Nominator #2
Name: _____

Address: _____

Address: _____

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

_____ Signature

_____ Signature

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

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

Meeting held: **13 October 2015**

Upper Hall, Ganges United Church

In attendance: Trustees: Chair Linda Lee, Mitch Forest, Derek Hill, Norbert Schlenker
Staff Members: Chief Tom Bremner, Deputy Chief Arjuna George, Corporate
Administration Officer (CAO) Andrew Peat

Public: 8

Called to Order: 2:00pm

Approval of Agenda

A proposed agenda was circulated to trustees prior to the meeting. **Motion** to accept the agenda as circulated moved by Trustee Schlenker seconded by Trustee Hill. Carried.

Correspondence

Correspondence received was distributed to trustees prior to the meeting. (Copies attached to the original minutes.) Letters of resignation were received from trustees Michael Garside and Michele Severn both dated 23 September 2015.

New Business

By-election to fill vacancy on Board of Trustees

Chair Lee commented that while there is no legal requirement to call a by-election to fill vacancies the board's ability to operate has now been severely impeded. All four remaining trustees must be present for there to be a quorum of members so that business may be conducted. In the discussion, Trustee Forest commented on the added committee workload assumed by the remaining trustees and the desirability of additional voices/opinions in deliberations at meetings.

CAO Peat advised that the Local Government Act is silent with respect to improvement district elections so how they are to be conducted are largely at the discretion of the board of trustees. For the election last spring there was a ten day window during which nominations could be received followed by a five week campaign period. CAO Peat further commented that official notice has to be given in the Driftwood and a returning officer appointed by a motion of the board. After discussion trustees agreed that to avoid a potential perception of conflict of interest, Mr. Tom Moore would be appointed returning officer instead of CAO Peat.

Motion that Mr. Tom Moore be appointed returning officer for a by-election to be called to fill three vacancies on the Board of Trustees moved by Trustee Schlenker seconded by Trustee Forest. Carried unanimously. Trustees expressed their desire that the election be held as soon as possible and that there be longer voting hours for the advance poll and on the election day.

After discussing their availability trustees agreed that for the period 26 October 2015 through 21 December 2015 regular meetings would be scheduled weekly to facilitate conducting regular business. Meetings would be cancelled via a notice on saltspringfire.com if a quorum will not be present.

Meeting Schedule

Motion that the trustees schedule regular meetings of the board to be held every Monday at 7:00pm beginning on 26 October 2015 until 21 December 2015 moved by Trustee Schlenker seconded by Trustee Hill. Carried.

In-Camera Session

Motion to move to an in-camera session to consider Human Resources issues moved by Trustee Schlenker seconded by Trustee Hill. Carried.

The meeting moved to an in-camera session at 2:25pm and reconvened at 2:30pm.

Motion that Trustee Forest be appointed an employer representative on the Occupational Health & Safety Committee moved by Chair Lee seconded by Trustee Schlenker. Carried.

Motion to move to a further in-camera session to consider Human Resources issues moved by Trustee Schlenker seconded by Trustee Forest. Carried.

The meeting moved to an in-camera session at 2:31pm and reconvened at 7:17pm.

Adjournment

There being no further business to discuss the meeting was adjourned at 7:17pm.

The next scheduled regular meeting of the trustees is 26 October 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

The Salt Spring Island Fire Fighters Association

Monthly SSIFPD Trustee Report

October 23rd, 2015

TO: SSIFPD
From: SaltSpring Island Fire Fighters Association
Date: October 23rd, 2015
Re: September Monthly Activities

👉 SSIFFA has had 1 member retire in the month of September. Lisa Owen had been with our association for 14 years. She had served on our executive, and was a great leader and role model for many. She was unanimously voted in as an honorary member of SSIFFA. We wish Lisa and her family all the best in the future, sincerely from her family at SSIFFA.

✳️ Rotary Club has concluded their BBQ's out front of Hall #1 and have donated \$1000 to help us purchase the Halloween Fireworks. Thank You very much to the Rotary Club.

✳️ SSIFFA has once again bought an advertisement for \$250 in the GISS yearbook. We are very proud to support the grad class and wish them all good luck in their upcoming final year.

👤 SSIFFA is in the process of choosing a new logo for our association. We will have the winning choice selected January 2016. The logo will represent the diversity, camaraderie, and pride of our membership.

Respectfully Submitted
Lt. Eric Taylor
President SSIFFA