

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

Meeting held: **17 August 2015**

Lower Hall, Ganges United Church

**In attendance:** Trustees: Chair Linda Lee, Mitch Forest, Norbert Schlenker, Michele Severn

Regrets: Michael Garside, Derek Hill

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

Public: 23

**Called to Order:** 7:08pm

### **Approval of Agenda**

A proposed agenda was circulated to trustees prior to the meeting. Chair Lee asked that Marketing & Communications be added under committee reports. **Motion** to accept the agenda as amended moved by Chair Lee seconded by Trustee Forest. Carried.

### **Acceptance of Minutes**

Report of the 20 July 2015 "Town Hall" Meeting

Report of the 2015 town hall meeting were distributed prior to the meeting. **Motion** that the report of the town hall meeting of 15 June 2015 be accepted as circulated moved by Trustee Schlenker seconded by Trustee Forest. Carried.

Minutes of the 20 July 2015 Meeting

Minutes of the 20 July 2015 meeting were distributed prior to the meeting. Chair Lee asked that consideration of the minutes be tabled to provide an opportunity for a number of minor corrections.

Minutes of the 5 August 2015 Special Meeting

Minutes of the 5 August 2015 special meeting were distributed prior to the meeting. **Motion** that the minutes of the special meeting of 5 August 2015 be accepted as circulated moved by Trustee Schlenker seconded by Trustee Forest. Carried.

### **Committee Reports**

Facilities & Physical Plant Committee Meeting

Draft minutes of the 4 August 2015 meeting of the committee were distributed prior to the meeting. The committee made five recommendations.

**Motion** that Unit #102 mini-engine and unit #302 tender be tested and recertified for insurance grading purposes with it understood that only the tender (#302) extension be considered by FUS moved by Trustee Forest seconded by Trustee Schlenker. Trustee Forest reported that extensions of "grade-able life" for Superior Tanker Shuttle Service

accreditation are no longer granted and that the recommendation is withdrawn. Vehicle replacement will be discussed by the committee.

**Motion** that a contract for \$1,600 be awarded to Proline Roofing Ltd for repairs to the roof of the Ganges Fire Hall moved by Trustee Forest seconded by Trustee Lee. Carried. Trustee Forest commented that the actual work will be sub-contracted locally to Mr. Jim McLean and CAO Peat advised that the work will be expensed to Buildings- Repairs & Maintenance.

**Motion** that the Board of Trustees create a special committee to take responsibility for planning the new fire hall moved by Trustee Forest seconded by Trustee Schlenker. Carried.

**Motion** that the Purchasing Policy be dealt with by the Finance Committee moved by Trustee Forest seconded by Trustee Schlenker. Carried. Trustee Schlenker commented that the Finance and Audit Committee has reviewed the District of North Saanich's Purchasing Policy and a committee member has undertaken to redraft the policy.

**Motion** that the board have a workshop with a professional facilitator to: develop a process to assess the suitability of the Brinkworthy property as the preferred location for a new fire hall; and develop a community engagement process and strategy to address the needs for a new fire hall moved by Trustee Forest seconded by Trustee Lee. Carried. Trustee Forest advised that he has discussed the possibility of a workshop with Richard Walker and possible terms of reference. Chair Lee asked that the chairs of the Facilities & Physical Plant and Marketing & Communications committees work together as responsibilities overlap. It was suggested that Committee Member Chamney might be the liaison as he serves on both committees.

Trustee Forest announced that the regular meetings of the Facilities & Physical Plant Committee will be held in the evenings at the Lower Hall Ganges United Church the first Thursday of every month .

#### Finance & Audit Committee

Trustee Schlenker reported that the committee has begun working on the 2016 Operating Budget with meetings scheduled for August 20 & 27 beginning at 2:00pm at the Lower Hall, Ganges United Church.

Regular monthly meetings of the Finance & Audit Committee will be held in the Training Room, Ganges Fire Hall at 2:00pm the first Wednesday of every month beginning 2 September 2015.

#### Marketing & Communications Committee

Trustee Severn reported that the committee made two recommendations to the board at its 14 August 2015 meeting.

**Motion** that in the Marketing & Communications Committee's Terms of Reference under Composition, section 5 be deleted moved by Trustee Severn seconded by Trustee Schlenker. Trustee Schlenker commented that all board committees have the same section in their terms of reference stating that the committee shall choose one of its members as a Recorder. **Motion** to amend the motion to say that under Composition the sections that says the committee shall choose one of its members as a Recorder, be deleted from every board committees' terms of reference moved by Trustee Schlenker, seconded by Chair Lee. Carried. The motion as amended was then voted on and was carried.

Motion that in the Marketing & Communications Committee's Terms of Reference under Responsibilities #1, subsection (b) that the words "develop a plan to" be added at the beginning before "ensure" moved by Trustee Severn seconded by Chair Lee. Carried.

#### Human Resources & Legal Committee

Trustee Schlenker asked that the three recommendations of the in-camera Human Resources & Legal Committee held 10 August 2015 be considered later at an in-camera session.

The 10 August 2015 meeting of the Human Resources & Legal Committee made eleven recommendations. (nine being proposed amendments to the committee's Terms of Reference).

**Motion** that the Board of Trustees directs the chair of each standing committee to have on their agendas for their next available meeting an item of business to review the District's confidentiality and conflict of interest agreements guidelines and clarify any outstanding questions moved by Trustee Schlenker seconded by Chair Lee. Carried. In the discussion Trustee Schlenker reported that at the committee meeting the concern was expressed that trustees and public committee members might not be fully aware of the ramifications of the Confidentiality and Conflict of Interest agreements that they were asked to sign.

**Motion** that the District's indemnification bylaw be review by general counsel moved by Trustee Schlenker seconded by Chair Lee. Carried. CAO Peat was tasked with writing general counsel asking that the indemnification bylaw be reviewed.

The Human Resources & Legal Committee made nine recommendations suggesting amendments to its proposed Terms of Reference. Motion moved by Trustee Schlenker seconded by Chair Lee that in the Human Resources and Legal Committee's Terms of Reference that:

1. under Composition section #5 be deleted;
2. under Responsibilities section #1 the named positions are to be deleted and replacing it with "including management and support staff";
3. under Responsibilities section #1 subsection (a) that the words "current and future" be inserted after the word "maintaining";

4. under Responsibilities section #1 subsection (b) that the word "conducting" be replaced with "overseeing" and that the words "contracted employees" be replaced with "exempt and contracted positions";
5. under Responsibilities section #1 subsection (g) that the words "abide by" be deleted and replaced with "are aware of";
6. under Responsibilities section #2 that subsection (d) be deleted;
7. under Responsibilities section #2, subsection (f) be amended to read "hiring for District exempt and contract positions";
8. under Responsibilities section #2, subsection (g) be amended to read "policies regarding recruitment, training and retention of firefighters";
9. under Responsibilities section #2 subsection (h) that the words "exempt and paid-on-call (POC)" be inserted before the word "employees".

Carried. The proposed amended Terms of Reference for the Human Resources and Legal Committee was circulated to trustees prior to the meeting. (Copy attached to the original minutes.)

#### **Strategic Planning & Policy Development**

Trustee Schlenker reported that the committee has already met once and members have begun to draft policies. The regular meetings of the Strategic Planning & Policy Development Committee will be held in the afternoons in the Training Room, Ganges Fire Hall the first Monday of every month.

#### **Correspondence**

Correspondence received was distributed to trustees prior to the meeting and at the meeting. (Copies attached to the original minutes.)

Correspondence concerning high risk activities (N. Kosteljik and M. Sorrentino) and open burning (R. McCulloch and P. Binding) were referred to the Open-burning Bylaw Select Committee.

The letter of resignation from Trustee Michael Schubart was acknowledged and Chair Lee read a public response. (Copy attached to the original minutes).

#### **Fire Chief's Report**

Chief Bremner's monthly report for July 2015 was distributed prior to the meeting. (Copies attached to the original minutes.) The annual "Training in Paradise" education event took place in July with 96 firefighters attending (including 23 from Salt Spring). On island training permit local POC members to schedule in advance for training and the District's costs are reduced by not having to pay travel and accommodation allowances. In July the "Duty shifts" were filled 23 by career staff and 8 by excluded staff (the Chief and Deputy Chief).

In response to a question from Chair Lee, Chief Bremner advised that during summer months public education involve answering enquires/questions from visitors and residents at Ganges Fire Hall.

In response to a further question from Chair Lee, Chief Bremner advised that in September both he and the Deputy Chief two major conference each year - the BC Association of Fire Chiefs (BCAFC) and the Canadian Association of Fire Chief (CAFC) This year the CAFC conference will be in Victoria. In the discussion to save on expenses it was suggested that overnight accommodation not be booked unless strictly necessary. Chief Bremner commented that in the absence of the Chief and Deputy Chief during the day the Assistant Chief or a career capital/lieutenant would be in charge. Chair Lee suggested that in the interest of economy perhaps only one member from Fire/Rescue attend each of the major conferences - the Chief and Deputy Chief alternating annually which conference they attend. It was suggested that it would be useful to have a report to share with the Board and staff what was learned at these conferences.

Chief Bremner advised that Firefighter Cody Hunsberger was promoted to Lieutenant in July and that it is his intention to select the successful candidate in December to fill the new firefighter position from the existing pool of three shortlisted POC members. The hire date for the new career firefighter position would be of 1 January 2016.

In response to a question from Trustee Schlenker, Chief Bremner stated that the 69 Miscellaneous Calls for Assistance are open-burning and smoke complaints investigated by staff as a result of a 9-1-1 call. Trustee Schlenker agreed to review call sheets with Chief Bremner to see how additional useful information on major incidents and be summarized and included with his report.

### **Salt Spring Island Fire Fighters Association (SIFFA) Report**

No report. In the discussion it was suggested that Association reports could be submitted in writing.

### **Old Business**

District Boundaries

CAO Peat advised that there are no new developments to report.

Bylaw No.125 Fire Regulations (Open-burning Bylaw)

Regulation of High Risk Activities

Trustee Schlenker reported that at the July meeting trustees resurrected the Open-burning Bylaw Select Committee that the proposed Bylaw No.125 be redrafted to incorporate regulations concerning high risk activities. The committee met 12 August 2015 and after discussion drafted an amended bylaw. (Copy attached to the original minutes). The assistance of Chief Bremner and Assistant Chief Holmes was acknowledged. The intention of the committee was to have first reading of the bylaw and then hold a public meeting for public comment. Trustee Schlenker commented that some of the proposed regulations will be controversial which the Board may wish to amend after public comment.

**Motion** that the first reading of draft Bylaw No. 125 be rescinded moved by Trustee Schlenker seconded by Chair Lee. Carried. First reading of draft Bylaw No. 125 was done at the 15 June 2015 meeting of the Board.

**Motion** that the draft Open-burning Bylaw No. 125 dated 12 August 2015 be read for the first time moved by Trustee Schlenker seconded by Trustee Forest. Carried.

After discussion it was agreed that all trustees would be canvassed before setting a date for special meeting of the Board of Trustees to provide the public to comment on the proposed Open-burning Bylaw No. 125.

#### Vacancies on standing committees of the Board

There was discussion about filling vacancies on standing committees where to appoint new members or reduce the number of positions on the committee. The chairs of the effected committees advised that they could function with a reduced membership.

**Motion** that the terms of reference for all standing committees be amended to reflect current membership. Carried. Membership on the Finance & Audit Committee is reduced by one trustee; Facilities & Physical Plant is reduced by two - one trustee and one public member; and Strategic Planning & Policy is reduced by one public members.

#### Fire Service Level Policy – Public Forum

Trustee Severn advised that a public information forum will be held September 17, 2015 at the Community Gospel Chapel beginning at 7:00pm. Staff will prepare a presentation on services provided by Salt Spring Fire/Rescue and with the public invited to comment and ask questions. It is planned to record the staff presentation for uploading to the website.

#### Election Procedures Policy

CAO Peat advised he is still to draft his recommendations for the consideration to the Strategic Planning & Policy Development Committee.

#### Document Management System

Nil report.

#### Local Government Management Association Workshop

Chair Lee advised that the LGMA Parksville workshop is “full” and CAO Peat will not be able to attend the event. Chief Bremner was previously registered to attend and there was discussion about what benefit could be gained without the Corporate Administrator also attending. Chief Bremner commented that this is the second time the workshop has been offered and that he believed that attendance would be worthwhile. **Motion** that Chief Bremner be directed to withdraw his registration to the Local Government Management Association workshop to be held 14 September 2015 moved by Trustee Schlenker seconded by Trustee Forest. **Motion** moved by Chair Lee seconded by Trustee Schlenker that if possible CAO Peat replace Chief Bremner and attend the LGMA

workshop. The amendment to the motion was carried. The motion as amended was then voted on and was defeated. Trustee Schlenker asked that the minutes record his vote against amending his original motion.

Meeting Procedure Bylaw  
Nil report.

### **New Business**

By-election to fill vacancy on Board of Trustees

Chair Lee commented on her personal concerns about spending monies to fill a vacancy for which the term of office ends at the conclusion of the 2016 AGM. Legal advice was obtained and confirms that there is no legal requirement to fill the vacancy by holding a by-election. Chair Lee further commented that as this has not been the past practice of the District. **Motion** that on the advice of counsel that it is not necessary to hold a by-election to fill a vacancy, the Board of Trustees decides not hold a by-election at the present time moved by Trustee Forest seconded by Trustee Schlenker. Carried (unanimous). In the discussion Chair Lee commented that in researching the matter the District received opposing advice –Ministry guidelines say it would be “best practice” to have an election and general counsel says that there is no legal requirement to do so. Chair Lee further commented that as long as the board can function and have a quorum at meetings the expense would be hard to justify for such a short remaining term in office.

### **Website**

Chair Lee reported that the current vendor, a POC member, looks after our website, works on IT for the District, and has “administrator” rights to all communications/email platforms. Trustees have been advised that current practice is not acceptable – trustees’ emails are not necessarily confidential and a POC member is potentially being put in a situation where he could be in a conflict of interest and his integrity brought into question. Chair Lee advised that she has met with the contracted vendor and he agrees with the assessment of the current arrangements. CAO Peat that it is not possible to fully address security concerns because of limitations in the webmail platform software that is used. There was consensus at the meeting that the “security element” will be dealt with after the Admin Function Review has been received. Chair Lee volunteered to continue looking to possible options.

### **Delegations**

None

### **In-Camera Session**

**Motion** to move to an in-camera session to consider the recommendations of the 10 August 2015 Human Resources Committee meeting and other Human Resources issues moved by Trustee Forest seconded by Trustee Schlenker. Carried.

The meeting at 8:43pm and reconvened at 9:41pm.

**Motion** that the board rescind its motion of June 15, 2015 that instructs the chief to reduce the number of times the duty vehicle is assigned overnight to personnel other than to the Chief and Deputy chief to the maximum extent possible; and that the Chief and Deputy Chief be removed from the stand-by-duty schedule as soon as possible moved by Trustee Schlenker seconded by Chair Lee. Carried (unanimous).

**Motion** that the board task CAO Peat to develop a policy statement that states that except as authorized by a motion of the board only the Chair of the Board of Trustees or the Corporate Administrator are authorized to give direction to general and/or labour counsel moved by Trustee Schlenker seconded by Trustee Lee. Carried.

**Motion** that the board authorize signing of the agreements with Cox Taylor and Harris & Company moved by Trustee Schlenker seconded by Trustee Forest. Carried.

### **Adjournment**

There being no further business **motion** to adjourn moved by Trustee Schlenker. Carried. The meeting adjourned at 9:45pm.

The next scheduled regular meeting of the trustees is 21 September 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

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

Meeting held: **17 August 2015**

Lower Hall, Ganges United Church

**In attendance:** Trustees: Linda Lee (Chair), Mitch Forest, Norbert Schlenker, Michele Severn

Regrets: Michael Garside, Derek Hill

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

Public: 22

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

In response to a question, Chair Lee commented that "minutes of the Town Hall" meeting are produced and posted on the website with the following month's meeting materials.

A question was asked concerning what was the budgeted amount for legal counsel for 2016. Trustee Schlenker replied that the Finance and Audit Committee has only just begun working on the 2016 Operating Budget and has not yet gotten to that expense line though with contract bargaining next year there is the expectation that legal expenses will be higher.

Committee Member Ron Chamney complimented the board for having open committee meetings and encouraged members of the public to attend if they have an interest in a particular aspect of the work of the fire service

There was public comment on the resignation of Michael Schubart.

There being no further questions from the floor, the “town hall” meeting was adjourned by Chair Lee at 7:08pm

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

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

Meeting held: **20 July 2015**

Lower Hall, Ganges United Church

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

Regrets: Linda Lee

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

32 residents

**Called to Order:** 7:40pm

In the absence of the Chair, the meeting was called to order by CAO Peat who asked that trustees elect an acting chair from amongst themselves. **Motion** nominating Trustee Schlenker to be acting chair, moved by Trustee Hill seconded by Trustee Forest. There being no other nominations Trustee Schlenker was declared elected by acclamation.

### **Approval of Agenda**

A proposed agenda was circulated to trustees prior to the meeting. Chair Schlenker asked that the order of business be changed to first consider the draft minutes of the July 6, 2015 in-camera meeting of the Human Resources & Legal Committee to permit trustees to consider nominations of public members to the standing committees of the board, most of whom were in attendance. **Motion** to accept the agenda as amended moved by Trustee Severn seconded by Trustee Garside. Carried by unanimous consent.

### **Committee Reports**

Draft Minutes of the 06 July 2015 In-camera Human Resources Committee Meeting

Draft minutes of the 06 June 2015 in-camera Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 06 July 2015 meeting of the in-camera Human Resources Committee be received moved by Trustee Hill seconded by Trustee Schubart. Carried. The Committee made 5 recommendations regarding appointment of public members to board committees.

**Motion** that Michael Craig, Andrew Hildebrand, Julia Lucich and Ken Marr be appointed members of the Finance and Audit Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that Ron Chamney, Brian Cunningham, Reg Jefferd, Per Svendsen and Mervin Walde be appointed members of the Facilities and Physical Plant Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that Ron McCulloch, Deborah McGovern, Scott Simmons and Darlene Steele be appointed members of the Human Resources and Legal Committee moved by Trustee Hill seconded by Trustee Forest. Carried.

**Motion** that Andrew Hildebrand, Reg Jefferd, Mark Lucich, and Ben Sutton be appointed members of the Strategic Planning and Policy Development Committee moved by Trustee Hill seconded by Trustee Severn. Chair Schlenker advised that a “late application” had been received and asked that trustees consider adding an additional member to serve on the committee. An **amendment** to the original motion adding Rochelle (Shelley) Nitikman to membership on the committee moved by Chair Schlenker seconded by Trustee Garside. Carried. The motion as amended then voted on and was carried.

**Motion** that Ron Chamney, Maxine Leichter and Ron McCulloch be appointed members of the Marketing and Communications Committee moved by Trustee Hill seconded by Chair Schlenker. Carried.

**Motion** that the terms of reference of each standing board committee be amended to say that public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District moved by Chair Schlenker seconded by Trustee Hill. Carried.

On behalf of trustees, Chair Schlenker extended thanks to all who volunteered to serve on standing committees of the board.

#### **Recess**

To allow for public committee members present to receive their “packages” and sign their Oaths of Office and Confidentiality Agreements, **motion** that the meeting take a recess for fifteen minutes moved by Chair Schlenker seconded by Trustee Hill. Carried.

The meeting recessed at 7:55pm and reconvened at 8:10pm. A quorum was present.

#### **Acceptance of Minutes**

Report of the 15 June 2015 “Town Hall” Meeting

Report of the 15 June 2015 town hall meeting were distributed prior to the meeting.

**Motion** that the report of the town hall meeting of 15 June 2015 be accepted as circulated moved by Trustee Hill seconded by Trustee Forest. Carried.

Minutes of the 15 June 2015 Meeting

Minutes of the 15 June 2015 meeting were distributed prior to the meeting. Chair Schlenker asked that the minutes be amended to correct the spelling of his name (spelt incorrectly as Schlekner middle of page 2) and it should be “intent” not intended (first paragraph page 7). **Motion** that the minutes of the meeting of 15 June 2015 be accepted as amended moved by Chair Schlenker seconded by Trustee Forest. Carried.

#### Minutes of the 15 June 2015 In-camera Meeting

Minutes of the 15 June 2015 in-camera meeting were distributed prior to the meeting.

**Motion** that the minutes of the in-camera meeting of 15 June 2015 be accepted as circulated moved by Trustee Forest seconded by Trustee Garside. Carried.

#### Minutes of the 29 June 2015 Special Meeting

Minutes of the 29 June 2015 special meeting were distributed prior to the meeting.

**Motion** that the minutes of the special meeting of 29 June 2015 be accepted as circulated moved by Trustee Hill seconded by Trustee Severn. Carried.

### **Committee Reports**

#### Draft Minutes of the 19 June 2015 Human Resources Committee Meeting

Draft minutes of the 19 June 2015 Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 19 June 2015 meeting of the Human Resources Committee be received moved by Trustee Forest seconded by Trustee Garside. Carried. The committee made no recommendations.

#### Draft Minutes of the 19 June 2015 In-camera Human Resources Committee Meeting

Draft minutes of the 09 June 2015 in-camera Human Resources Committee meeting were distributed prior to the meeting. **Motion** that the draft minutes of the 19 June 2015 meeting of the in-camera Human Resources Committee be received moved by Chair Schlenker seconded by Trustee Severn. Carried. The committee made two recommendations.

Committee Chair Hill advised that it was the recommendation of the committee that the board review the appointment of general counsel. The committee had been unimpressed with the response time taken by our present general counsel (McConnan, Bion, O'Connor & Peterson) with respect to questions arising from the last trustee election and that it is expected that more matters will be referred to general counsel and that there is an expectation of a timely response. Trustees Hill and Schlenker had informally investigated possible firms and were favourably impressed by Cox Taylor Barristers & Solicitors in Victoria. In the discussion Trustee Schubart commented that his impression was that present counsel researched matters thoroughly before giving an opinion – straight shooting as opposed to quick shooting. **Motion** that Cox Taylor Barristers and Solicitors be retained as general counsel for the District moved by Trustee Hill seconded by Chair Schlenker. Carried.

Committee Chair Hill advised that it is the recommendation of the committee that he be tasked to investigate possibilities for labour counsel and report his findings and recommendations to the board. The committee considered it advisable that legal counsel be retained to advise the board on interpretation of the present collective agreement and also to assist with bargaining in 2016. Trustee Hill advised that he had informal discussions with several firms and that it was his recommendation the firm of Harris & Company of Vancouver be selected. Trustee Hill advised that the firm had been retained

by City of Abbotsford to negotiate on its behalf with the IAFF. In the discussion Trustee Schubart asked whether it might prudent to use the same negotiator as Saanich as our collective agreement is patterned after theirs. Trustee Hill replied that negotiators assigned by the Greater Victoria Labour Relation Board may not necessarily be those who negotiated other IAFF contracts. **Motion** that Harris and Company be retained as labour counsel for the District moved by Trustee Hill seconded by Chair Schlenker. Carried.

### **Correspondence**

Correspondence received was distributed to trustees prior to the meeting and at the meeting. (Copies attached to the original minutes.)

Correspondence from Ann Wheeler (2) and Geoff Bartol (all 15 July 2015) was in part about the lack of signage at Beddis Beach concerning camp fires. Chief Bremner advised that signage would be the responsibility of Capital Regional District Parks & Recreation Commission. CAO Peat was tasked to write CRD Parks requesting that appropriate signage concerning open burning and camp fires be installed at all their island parks.

Correspondence from Phil Vernon (03 July 2015), Sheri Nielson (06 July 2015), Erna Robertson (06 & 08 July 2015), Barb Aust (13 July 2015), Brian Milne (14 July 2015), and Lynne Raymond (15 July 2015) concerned “high risk activities” during drought conditions. Discussion of the matter was deferred to the Bylaw No. 125 item under “Old Business”.

Correspondence from Brian and Susan Cunningham (17 June 2015) expressed thanks to the fire crew who extinguished a grass fire on their property.

Correspondence from Sylvia Andress (18 June 2015) concerning “Fire Service Level Policy” was referred to the Strategic Planning and Policy Development Committee.

Correspondence from Salt Spring Island Watershed Protection Authority (26 June 2015) concerned partnering with other agencies to promote water conservation was referred to the Strategic Planning and Policy Development Committee.

Correspondence from Ron Woodey (05 July 2015) concerned noise abatement at Central Fire Hall. The matter had been addressed by Chief Bremner.

### **Fire Chief’s Report**

Chief Bremner’s monthly report for June 2015 was distributed prior to the meeting. (Copies attached to the original minutes.) Both Chief Bremner and Deputy Chief George attended the annual BC Fire Chiefs conference in Penticton and the department assisted the SSIFFA to host the community fireworks display for Canada Day. Chief Bremner elaborated on one particularly dramatic June 29, 2015 “medical first response” incident. In response to a question from Trustee Forest Chief Bremner advised that all members are trained to use an AED (automatic external defibrillator) and the Fire Service has 5 modern and up-to-date units available.

## **Salt Spring Island Fire Fighters Association (SIFFA) Report**

Lieutenant Eric Taylor's report on Association activities for May was distributed prior to the meeting. (Copy attached to the original minutes.) Lieutenant Taylor advised that his report for June will be given at the trustee's August meeting.

### **Old Business**

District Boundaries

CAO Peat advised that there are no new developments to report.

Bylaw No.125 Fire Regulations (Open-burning Bylaw)

Regulation of High Risk Activities

Trustees discussed whether it was desirable to deal with high risk activities in a separate bylaw or as part of proposed Bylaw No. 125. It was the consensus of the meeting that open-burning and high risk activities should be dealt with by one bylaw. **Motion** that Bylaw No. 125 be referred again to Open-burning Bylaw Select Committee with the request that the bylaw be redrafted to incorporate regulations concerning high risk activities moved by Chair Schlenker seconded by Trustee Hill. Carried.

Fire Service Level Policy – Public Forum

Trustee Severn advised that a public information forum will be held September 17, 2015 at the Community Gospel Chapel. Staff will prepare a presentation on services provided by Salt Spring Fire/Rescue and with the public invited to comment and ask questions. In response to a suggestion from CAO Peat, Trustee Severn commented that the facility's audio visual equipment could be used to record the event for posting to our website.

Election Procedures Policy

CAO Peat advised he is still to draft his recommendations for the consideration to the Strategic Planning & Policy Development Committee.

District legal representation

Discussed under the 19 June 2015 Human Resources Committee report.

Document Management System

Nil report.

Mutual Aid Agreements

Chief Bremner advised that conversations are continuing.

Local Government Management Association Workshop

Tabled until after the "Administration Function Review" is received.

### **New Business**

Report of trustees meeting with trustees of North Salt Spring Waterworks District

Chair Schlenker advised that on 06 July 2015 trustees and management staff met with their counterparts from North Salt Spring Waterworks District (NSSWD). Ambiguities around who is responsible for Fire hydrant maintenance were discussed and it was the

consensus of the meeting that operational staff exchange information and develop an agreement concerning each District's role and responsibilities as it pertains to hydrant maintenance.

Regulation of High Risk Activities  
Previously discussed.

Roof Repairs to Ganges Fire Hall  
Trustee Hill advised that two local firms had inspected the roof of the Ganges Fire Hall and provided a proposed scope of work and cost estimate. After discussion it was agreed that the Facilities and Physical Plant Committee should develop and propose a policy statement and operation guidelines concerning routine maintenance and capital expenditures.

FUS Vehicle Certification Extension  
To be discussed with the consultant at the August 5, 2015 special meeting of the board.

Incorporation Study for Salt Spring Island  
CAO Peat advised that he has received a request for information to assist the consultant who is preparing an "incorporation study" for Salt Spring Island. A meeting with James Klukas of Urban Systems is scheduled for 21 July 2015.

Regional Fire Boat  
Correspondence and background material on the possibility of Southern Gulf Islands regional fire boat was distributed to trustees prior to the meeting. (Copy attached to the original minutes.) Chief Bremner advised that he participated in the initial discussions and that the Capital Regional District is pursuing the initiative – most fire service areas on other Gulf Islands are CRD Service areas. In the discussion Chair Schlenker commented that while pooling of resources is desirable, in a co-operative venture Salt Spring rate payers would likely pay most of the cost and not necessarily have the final say on decisions.

Meeting Procedure Bylaw  
Trustee Hill spoke of the Board being handicapped by notice requirements for special meetings of the board stipulated in the present meeting procedures bylaw. Specific mentions was made of the requirement to place a notice in the local weekly community newspaper (Section 7). In the discussion the comment was made that with the popularity of the Salt Spring Exchange and widespread use of social media perhaps the notice requirements could be updated. **Motion** that notice requirements for special meetings of the board of trustees be referred to the Human Resources Committee to investigate and recommend a course of action moved by Chair Schlenker seconded by Trustee Forest. Carried.

**Delegations**  
None

**Adjournment**

There being no further business **motion** to adjourn moved by Chair Schlenker. Carried.  
The meeting adjourned at 9:25pm.

A special meeting of trustees will be held 05 August 2015 to receive the FUS Report.

The next scheduled regular meeting of the trustees is 17 August 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

DRAFT

August 12, 2015

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 of 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 enact 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) burns material in one pile no larger than 0.5 m in height and 0.5 m in width; and
  - (b) 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) burns material concurrently in no more than two piles each not exceeding 2 m in height and 3 m in width; and
  - (b) where the material has been piled by hand.
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; or
  - (b) material in one or more piles each exceeding 2 m in height or 3 m in width; or
  - (c) one or more windrows; or
  - (d) stubble or grass over any area.

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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 centimetre (3/8”) to restrict any sparks or flying debris. 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 Category-2 Open Burning.
6. Fire Ban – means periods when Open Burning of selected 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 fire fighting 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 - means the Salt Spring Island Fire Protection District.
14. Noxious Material – includes all tire, plastics, rubber products, drywall, Demolition Waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, plastic materials and petroleum products.
15. Nuisance means the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere (as defined by Section 725 of the *Local Government Act*).
16. 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. Open Burning does not include:
  - (a) liquid-fuel or propane-fueled appliances;
  - (b) Personal Barbeques or contained charcoal fires for the purpose of cooking food;

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- (c) fires used by Fire Department for training and education;
  - (d) fires used by authorities having jurisdiction set in accordance with federal or provincial regulations.
17. Order – means any order, decision, requirement or direction given by the Fire Chief or his/her designate.
  18. 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.
  19. Person – includes any firm or corporation.
  20. Personal Barbeques - means a total grill area less than 0.50 m<sup>2</sup>, not located within 1.5 metres of any grass, brush, shrubbery or wooden fences and not located within 4 metres of any structure does not require a Permit.
  21. Special Open-Burning – means ceremonial fires, special-event barbeques and other fires that may be permitted during Fire Bans.
  22. 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.
  23. Ventilation Index – means the Environment Canada forecast Ventilation Index, which provides regional information on airflow venting.

## PART II – REGULATIONS

1. No Person shall carry out Open Burning without a valid Permit issued by the Fire Chief. Permits are required year round for all Open Burning and may be suspended when Open Burning is prohibited during Fire Ban periods.
2. If at any time the Fire Chief deems it advisable, he/she may suspend any or all permits issued pursuant to this bylaw, or he/she may attach to any or all permits such conditions and restrictions as deemed proper. Open Burning is prohibited during times specified by the Fire Chief as Fire Ban periods. Fire Bans may be enacted at different periods for different categories of Open Burning.
3. If at any time the Fire Chief deems it advisable, the Fire Chief may order one or more of the high risk activities in Schedule B to be prohibited for specified period of time unless authorized by a special permit issued by the Fire Chief.

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4. 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) order the operator to immediately put the fire out; and
  - (f) extinguish Open Burning.
5. 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.
6. The Fire Chief may withhold or cancel any Permit or Special Open-Burning Permit issued where, in his/her opinion, Open Burning may create a hazard or Nuisance to Persons or property.
7. All material burned within Open Burning must originate from the property where it is being burned.
8. A valid Permit is non-transferable between civic properties.
9. 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.
10. Category-3 Open Burning shall:
  - (a) comply with the requirements of the *Environmental Management Act, Open Burning Smoke Control Regulations and the Open Burning Smoke Control Code of Practice*;
  - (b) comply with applicable requirements of the *Wildfire Act, and the Wildfire Regulations, SBC 2004*; and
  - (c) 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.
11. Category-2 Open Burning shall:

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- (a) be hand piled and located at least 10m from any structure or property line and 5m from any standing vegetation;
  - (b) have Fire Control requirements of an available water supply, sufficient for suppression of the fire within five minutes, at all times while the fire is burning.
12. Domestic Incinerators and Campfires shall:
- (a) be located at least 5 metres from any structure or property line and 1.5 metres from any standing vegetation or other combustibles; and
  - (b) have Fire Control requirements of a firefighting hand tool (shovel, Pulaski, or similar tool) and/or eight litres of water available at all times while the fire is burning.
13. No Person shall burn Noxious Materials or Garbage, or the prohibited materials listed in Schedule A, the *Environmental Management Act*, *Open Burning Smoke Control Regulation*, and/or the *Open Burning Smoke Control Code of Practice*.
14. No Person shall conduct Category- 3 Open Burning or Open Burning of Green Debris:
- (a) within 500 metres of any school in session, hospital and building used for continuing care as defined under the *Continuing Care Act*;
  - (b) within 100 metres of a neighboring residence or business; and
  - (c) unless the Ventilation Index is forecast as “good” for the day the Open Burning is started, and “good” or “fair” on the second day the debris is anticipated to release smoke.
15. No Person shall add additional materials to Category-3 or Category-2 Open Burning less than two hours before sunset.
16. No Person shall conduct Open Burning without consent of the property owner.
17. The owner of a Domestic Incinerator shall ensure that the incinerator is maintained in a condition that provides for the proper combustion of allowable material burned. Where, in the opinion of the Fire Chief, any Domestic 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 Domestic Incinerator to alter, renovate, repair or relocate the incinerator; or
  - (b) Order the owner of the Domestic Incinerator to discontinue its use.

Cost Recovery

18. Every person 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

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from the person's control or is prohibited under the terms of this bylaw, the Fire Department may be summoned to control or extinguish the fire. The property owner shall be liable for all costs and expenses incurred by the Fire Department or the District to control or extinguish the fire.

19. The burning of any material without a required Permit shall result in cost recovery from the owner of land where the Fire Department attended for fire service, as per Section 759 of the *Local Government Act*. These recovery rates shall follow the most current *Reimbursement Rates* from the *B.C. Inter-Agency Working Group Report* for personnel and equipment.
20. Costs owed to the Improvement District under this Part are payable upon receipt of an invoice from the Improvement District. Any disputes over the amount owing must be brought to the attention of the Fire Chief within thirty (30) days of the date of the invoice and may be heard and resolved by the Board of Trustees of the Improvement District.

#### Severability

21. 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.

#### Scope and Penalties

22. In the event of there being any conflict between the terms and provisions of this bylaw and the terms or provisions of the *Fire Services Act*, the *Environmental Management Act* or other provincial acts or regulations, the terms and provisions of the said acts or regulations shall prevail.
23. 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*.
24. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

#### Repeal of Bylaw

25. Bylaw 92 and amendments are hereby repealed.

#### Citation

26. This bylaw may be cited for all purposes as “Open-Burning Bylaw No. 125”.

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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

August 12, 2015

Schedule B

High Risk Activities

The activities specified in the Wildfire Act, *Wildfire Regulations* (B.C. Reg.38/2005) are high risk activities for the purposes of this bylaw. Included are:

- a) Mechanical brushing;
- b) Disk trenching;
- c) Preparation or use of explosives;
- d) Using fire- or spark- producing tools, including cutting tools;
- e) Using or preparing fireworks or pyrotechnics;
- f) Grinding, including rail grinding;
- g) Mechanical land clearing;
- h) Clearing and maintaining rights of way, including grass mowing;
- i) Any of the following activities carried out in a cutblock excluding a road landing, roadside work area or log sort area in the cutblock:
  - i. operating a power saw;
  - ii. mechanical tree falling, woody debris piling or tree processing, including de-limbing;
  - iii. welding;
  - iv. portable wood chipping, milling, processing or manufacturing;
  - v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contracting rock;
  - vi. yarding logs using cable systems.

21 September 2015  
Trustees Meeting

Bremner - Peat 2015 09 18

Re: Training Courses

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**Subject:** Training Courses - Draft

**From:** "Tom Bremner" <tbremner@saltspringfire.com>

**Date:** Fri, September 18, 2015 4:52 pm

**To:** "Andrew Peat" <corpadmin@saltspringfire.com>

**Priority:** Normal

**Options:** View Full Header | View Printable Version | Download this as a file | View Message details | View as plain

In response to the HR / Finance committee recommendation concerning training within the 2015 budget the following is provided.

- o There are currently five courses registered for, one- online and four - off island.
- o There are four other courses required within the 2015 Training budget.
- o Fireworks Level One certification (7 participants - On Island) Course Cost \$450.00, Lunch & Snacks \$150.00, Points Payment @\$17 X 7members X 9hrs = \$1071.00 Grand Total \$1671.00
- o Emergency Apparatus Driver Training (estimated 8 participants - Off Island)
- o Pumps & Pumping Course (estimated 12 participants - On Island)
- o Live Fire Training (estimated 12 participants - Off Island)
- o Train the Trainer (Slicers course) estimated 4- participants - Off Island)
- o All noted courses (but two - a Fire Officer III & Fireworks Course ) are required for fire fighting skill enhancements.
- o Courses that are registered for can be cancelled with varying cancellation fees according to the venue and cancellation terms. Cancellation fee per registered course estimated at \$100
- o Training of fire-fighters is a vital part of personal skills development, providing public safety and career opportunities.

o Being a trained Fire fighter has many varying factors within it. Having set SSIFPD policy on what levels of service(s) the SSIFPD will provide will assist management in creating an accurate training format, costing and vision on what is required to provided the community public safety.

o Currently SSIFR management are in a hold mode as to course registrations, planning and cancellations for currently registered courses and the remaining training events for 2015. Management is finding it difficult to manage with the noted recommendations forth coming to the SSIFPD Board due to time sensitivity items relating to scheduling for fire-fighter training courses, processing of the participants registration / cancellations and or working with their personal scheduling.

o Once a motion from the SSIFPD is passed then management will take the appropriate steps to address the motion substance.

Chief Bremner

D/C George

**Attachments:**

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

Meeting held: **03 September 2015**

Room #103, Salt Spring Island Public Library

**In attendance:** Committee Members: Derek Hill (Chair), Mitch Forest, Deborah McGovern, Norbert Schlenker, Scott Simmons, Darlene Steele

Regrets: Ron McCulloch

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

**Called to Order:** 10:08am

**Approval of Agenda**

A proposed agenda was circulated to trustees prior to the meeting. CAO Peat asked that Meal/Per Diem Allowance be added under New Business and Chief Bremner asked that an in-camera session be held to discuss a personnel issue. Committee Member Steele asked that there be discussion concerning developing a policy statement regarding off island attendance at conventions and similar events. Committee Member Schlenker said he also had a matter that he wished discussed at the in-camera session. Committee Chair Hill asked that under New Business discussion of POC retention be expanded to include recruitment and recognition. **Motion** that the agenda be accepted as amended moved by Committee Member Schlenker seconded by Committee Member Steele. Carried.

**Acceptance of Minutes**

Minutes of the 10 August 2015 Meeting

Minutes of the 10 August 2015 meeting were distributed prior to the meeting. Chief Bremner asked that the minutes be amended to record that he had been unable to attend and sent his regrets. The minutes as amended were accepted by general consent.

Minutes of the 10 August 2015 In-camera Meeting

Minutes of the 10 August 2015 in-camera meeting were distributed at the meeting. The minutes were accepted by general consent.

**Old Business**

Update regarding compiling comparative

Nothing to report

#### Review amended Terms of Reference for the Committee

CAO Peat reported that because of the numerous amendments proposed, he had printed a revised "Terms of Reference" which was distributed at the meeting. (Copy attached to the original minutes.) To allow members time to review the material, discussion was tabled till a future meeting.

#### Summarized meaning of conflict of interest & confidentiality

Committee Member Steele advised that she has drafted a proposed policy concerning "ethical breaches" which would include confidentiality, conflict of interest and fiduciary duty. Consideration of the policy tabled to a future meeting to allow members to review the proposed policy. Committee Member Steele commented that the proposed policy says that all ethical breaches are considered to be serious and will be investigated by the Board of Trustees. Committee Member Schlenker briefly summarized his report concerning conflict of interest.

#### Google calendar for mandated reporting

Committee Member Simmons advised that he is discussing the matters with Chief Bremner and will keep the committee informed of developments. Google Calendar was originally suggested as a means for the committee to track "mandatory reporting". CAO Peat advised that that he now understands all such reports are financial in nature and at present there are no national or provincial reporting requirements that pertain to operations.

#### Administration Function Review Report

CAO Peat advised that he understood that the draft consultant's report was expected to be available 9 September 2015 and will be distributed to committee members upon receipt. Should time permit, the committee will meet at the call of the chair to discuss and review the report prior to it being received by the Board. A tentative date of 18 September 2015 was proposed with the time and venue to be confirmed.

### **New Business**

#### Fire Chief's Report to the Committee

Chief Bremner's report was distributed at the meeting. (Copy attached to the original minutes.) The report detailed current staffing numbers and changes in the paid-on-call (POC) membership. Both Chief Bremner and Deputy Chief George will be attending the Canadian Association of Fire Chiefs (CAFC) convention in Victoria (September 20 to 24, 2015) - the Deputy Chief attending on his scheduled days off. Chief Bremner also reported that he and the Deputy Chief have worked out the scheduling as to attendance at the Fire Chief's Association of British Columbia (FCABC) and CAFC were only one on-duty fire chief will attend. Deputy Chief George will attend future committee meetings with Chief Bremner when available.

Chief Bremner briefly commented on the annual POC Firefighter recruitment drive - all candidates have to provide medical clearance, a criminal record check and pass a physical

exam. Candidates are interviewed and up to eight are offered placements to begin training.

In response to a question from Committee Member Schlenker, Chief Bremner commented that staff working on a "training plan", assembling information from many sources to provide the committee with an over-all picture. Members requests are evaluated by the training officer, Assistant Chief Holmes, and if appropriate for a their career plan then a recommendation is made for his approval. In response to a further question from Committee Member Schlenker, Chief Bremner commented that in some instances courses are required to maintain professional certification, mandated occupational health and safety training for members on Fire/Rescue's OH&S Committee and others are offered infrequently. The cost to attend off island courses would include travel allowances, meal per diems and accommodation. Chief Bremner advised that the "Training -in-Paradise" program was initiated to facilitate training for POC members - training is on island and vacation time can be scheduled.

Committee Member Schlenker asked that in the training plan being developed by staff that there be a clear distinction between courses that are required to achieve or maintain certification and those that advance a member along a career path. Chief Bremner advised that are taken when available. Members not requiring certification are offered courses through an internal program call "target solutions". Chief Bremner was also asked to identify "priorities". If funding is tight and he had to make choices what would be the priorities.

Chief Bremner advised that not withstanding the absence of a training program, members are still being scheduled to attend courses through the remainder of the fiscal year. **Motion** moved by Committee Member Schlenker seconded by Committee Member Steele **that it is the commendation of the Human Resources & Legal Committee that training opportunities be suspended until a training program is in place.** Carried. Chief Bremner was asked to provide a report to trustees summarizing the dollar amount of registration fees already paid and what commitments have already been made for training through the end of calendar 2015. Committee Member Schlenker commented on the Finance Committee's 2016 budget deliberations where the District is facing a substantial increase in wages because the Collective Agreement ties career member salaries to Saanich and the need to hire an additional firefighter. Wages & Benefits as a percentage of the total 2015 budget will go from some 66% to 80% in 2016 and most other expenses are not really discretionary. If the District can save even modest amounts in 2015 it will lessen the pain in 2016.

#### POC Firefighters Retention Proposal

A copy of the Paid-on-call Firefighters Proposal received from Lieutenant Eric Taylor at the 2 September 2015 meeting of the Finance & Audit Committee. (Copy attached to the original minutes.) Chief Bremner commented that the proposal is not from the "Salt Spring Island Fire Fighters Association" but rather is from a group within the organization. Chief Bremner commented that while the committee and trustees should

review the POC compensation package he believe that it compares favourably with what is offered in other comparable communities.

#### Policy Statement concerning cell phones for staff members

The committee discussed the desirability of drafting a policy statement concerning who would be entitled to received District cell phones and guideline for their use. Committee Member Simmons agreed to research and draft a policy for the committee's consideration.

#### Policy Statement concerning staff attendance at conventions

The committee discussed the desirability of drafting a policy statement concerning staff attendance at conventions and similar off island events. Committee Member Steele agreed to research and draft a policy for the committee's consideration. Committee Member Schlenker commented that the Finance Committee is consideration a draft policy on employee expenses and there may be some overlap.

#### Policy Statement concerning "Employee Assistance Program"

The committee discussed the desirability of drafting a policy statement to support existing employee assistance program. Chief Bremner commented that the program provides professional counseling services to members and their families for matters that arise from Fire/Rescue related work or incidents. Committee Member Schlenker commented that it is important to set the ground rules for the program and to be supportive of staff and recognize that they work in a high stress environment. Committee Member McGovern agreed to research and draft a policy for the committee's consideration.

#### Policy Statement concerning Meal/Per Diem Allowance

No discussion. A copy of the provincial guidelines (Appendix 1 – Travel Allowances) was distributed to members for their information and consideration.

#### **In-Camera meeting**

**Motion** moved by Committee Member Schlenker seconded by Committee Member Steele that Human Resources issues be considered in-camera. Carried. The meeting moved to an in-camera meeting at 12:00pm pm and arose from the in-camera meeting at 12:35pm.

#### **Adjournment**

There being no further business **motion** to adjourn moved by Committee Member Schlenker. Carried. The meeting adjourned at 12:35pm.

The next scheduled regular meeting of the committee is 01 October 2015.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator

DRAFT

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

Meeting held: **10 August, 2015**  
Training Room, Hall #1

**In attendance:** Committee Members: Norbert Schlenker (Chair), Andrew Hildebrand, Mark Lucich, Shelley Nitikman, Michele Severn and Ben Sutton  
Trustees: Derek Hill, Linda Lee  
Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat  
Residents: 1

The meeting was called to order at 10:36am by Committee Chair Schlenker.

**Approval of Agenda**

A proposed agenda was circulated to committee members at the meeting. The agenda was accepted by general consensus.

**New Business**

**Meeting Schedule**

Committee members were canvassed for their availability and preferences for meeting dates. After discussion it was agreed that the regular monthly meeting of the Strategic Planning & Policy Development Committee will be held on the second Monday in the month in the Training Room Ganges Fire Hall from 2:00pm to 4:00pm.

**Open-burning Bylaw Enforcement Policy**

Committee Chair Schlenker advised the meeting that the District is drafting an open-burning bylaw which includes a section of enforcement. Under the *Local Government Act* an improvement district has limited abilities to enforce provisions of its bylaws. Chief Bremner commented that the existing practice is to rely on education and communication, the District does not have the capability to write a “ticket”, and members are not trained to deal with confrontation. Chief Bremner also commented that he has to balance demands on personnel resources – members out investigating a possible enforcement matter are not available to respond to an incident. In response to a question from Committee Member Sutton, Chief Bremner advised if the island were a municipality there would be an enforcement capability but at present the island is not incorporated and the Capital Regional District Bylaw Enforcement Officer cannot enforce Fire Service regulations.

After further discussion it was the consensus of the committee not to have a written “enforcement policy”. Chief Bremner and Committee Member Lucich agreed to meet and draft a pro-forma reply that can be sent by the CAO in response to a written complaint - thanking them for expressing their concern and explain the existing informal policy around enforcement of regulations. Chief Bremner advised that a written record is kept on file when the Fire Service goes out to investigate a complaint and in extreme cases other jurisdictions such as the Ministry of Forests have been advised.

#### Effects of incorporation study

CAO Peat advised that he and Chief Bremner have met with Project Leader James Klukas from Urbansystems – the consulting firm conducting an incorporation study for Salt Spring Island. CAO Peat advised that apart from talking about the short comings of the current situation (overlapping authority, lack of co-operation between jurisdictions and an inability of the Fire Service to enforce regulations) most of his discussion dealt with staffing and the operating budget which would be assumed by a new municipality. If the study recommends that incorporation go to a vote (mid 2016 was mentioned) and the vote was affirmative the province would move quickly with letters patent and municipal government would likely come into effect early in 2017. Committee Chair Schlenker commented that it is his understanding the larger improvement districts (North Salt Spring Waterworks and the Fire Service) would roll into a municipality immediately. Committee Chair Schlenker further commented that an affirmative vote for incorporation would not be an excuse for the committee to do nothing as Fire Service policies would be combined with those from CRD and Islands Trust by a new municipal government.

#### Old Business

##### Corporate Policy Manual Template

Committee Chair Schlenker advised members that there is a lack a “policies” for the Fire Service and the committee’s task for the coming year will be to write policies. Committee Chair Schlenker circulated to members a sample page from the District of North Vancouver’s *Corporate Policy Manual* which could be used as a template. (Copy attached to the original minutes.) Committee Chair Schlenker agreed to write a table of contents (listing suggested policies to be developed) and will report back to the committee. Committee Chair Schlenker commented that Chief Bremner and staff have written Operational Guidelines (OGs) which in many cases should be “policy” and adopted by the Board. In other instances OGs need to be supported by a policy statement.

##### Terms of Reference for the Strategic Planning and Policy Development Committee

Copies of the proposed terms of reference for the committee were distributed at the meeting. (Copy attached to the original minutes.) Committee Chair Schlenker asked that consideration should be tabled till a future meeting. Committee Chair Schlenker asked members to think about other possible committee “responsibilities”. Other board committees have very focused priorities and this committee would be the catchall for everything else.

Committee Member Sutton commented that the terms of reference seem to be heavy on “policy” and light on “strategic planning” and there is a need for this committee to step back from operational issues and take the broader view. Committee Member Sutton agreed develop a framework on how he sees the committee dealing with strategic planning and will report back at the next meeting.

Trustee Lee commented that the Board will likely delete from all committees terms of reference that a member shall act as recorder (Composition, subsection #5).

Mr. Reg Jefferd commented that responsibilities should include the development of a *10 year plan* so that there is a framework for trustees to prioritize funding of major capital expenditures that have to be addressed. He commented that in addition to deciding on a new fire hall, fleet replacements and seismic upgrading of Fulford and Central fire halls will be major expenses.

Walker Resource Group recommendation priorities

Committee Chair Schlenker commented that at a May 2015 workshop, trustees assigned responsibility for implementing various recommendations to board committees. (Copy of list of recommendations attached to the original minutes.) Several recommendations were given to the Strategic Planning Committee.

WRG Recommendation #9 Adopt Robert's Rule of Order

Committee Chair Schlenker commented that the meeting procedure bylaw has adopted Robert's Rules of Order as the standing for all board and committee meetings. There is a need to publish an abridged version to be made available for the public and committee members/trustees. Committee Member Nitikman agreed to draft an abridged version of Robert's Rules for consideration by the committee.

WRG Recommendation #13 Confirmation of District boundaries and mutual aid agreements

CAO Peat advised that investigation of boundaries is in hand and being worked on. Other matters in the recommendation (mutual aid agreements and emergency transport) are operational. **It is the recommendation of the committee that the review of mutual aid agreements and emergency transport be tasked to Chief Bremner.**

WRG Recommendation #14 Public engagement to discuss services provided by the Fire Service

WRG Recommendation #A3 Review operations Bylaw No. 59

FireWise Recommendation #5.0.1 Re-confirm commitment to providing First Response

Committee Member Severn advised that a public meeting on this topic is planned for September 17, 2015 beginning with a staff presentation on services provided and then an opportunity for members of the public to provide input, comment, and ask questions. A representative from BC Ambulance Service has been invited to attend - Committee Chair Schlenker to confirm. Committee Member Severn was tasked with reporting at the next board meeting on the plans for the September public workshop/presentation on services provided by Salt Spring Island Fire/Rescue. Committee Chair Schlenker commented that a review of Bylaw No. 59 *Fire Department Establishment and Operations Bylaw* and *First Response* be tabled till after receiving community input on needs and expectations.

Firewise Recommendation #A104 Operational Guideline on Out-of-District response

Committee Chair Schlenker commented that the guideline has been done by Chief Bremner.

WRG Recommendation #1 Develop an Oath of Office

WRG Recommendation #2 Develop a Confidentiality Agreement and policy

WRG Recommendation #3 Develop a Conflict of Interest Agreement and policy

An Oath of Office, Confidentiality, and Conflict of Interest agreements have been prepared. CAO Peat commented that as a result of a board motion, the Oath of Office to be signed by

committee members will have to be amended to say that members must be qualified electors of the improvement district.

WRG Recommendation #6 Annual Governance Workshop for trustees

WRG Recommendation #17 Co-ordination of bylaw enforcement

No discussion.

FireWise Recommendation #9.5.2 Policy regarding regular fire inspections of public buildings

Chief Bremner commented that Fire Service has a schedule when public buildings are to be inspected based on provincial guidelines. **It is the recommendation of the committee that Chief Bremner be tasked to draft a policy statement based on provincial guidelines and present practice and report back to the committee.** Chief Bremner spoke briefly on the responsibilities of the District's Inspection & Prevention officer and reiterated again the lack of ability to enforce a written order.

### **Adjournment**

There being no further business, motion to adjourn moved by Committee Chair Schlenker. Carried. The meeting adjourned at 12:10pm.

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Norbert Schlenker  
Committee Chair

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Andrew Peat  
Corporate Administrator

Minutes of the  
Open-burning Bylaw Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **12 August, 2015**

Training Room, Ganges Fire Hall

**In attendance:** Committee Members: Norbert Schlenker (Chair), Chief Tom Bremner, Ken Byron, Andrew Peat

Regrets: Michael Garside, Lieutenant Mitchell Sherrin,

Trustees: Linda Lee

Staff: Assistant Chief Jamie Holmes

1 resident

The meeting was called to order at 2:03pm by Committee Chair Schlenker.

#### Approval of Agenda

A proposed agenda was circulated to members prior to the meeting. CAO Peat asked that a new item be added under Correspondence - correspondence from R. McCulloch. **Motion** to accept the agenda as amended moved by Committee Member Byron. Carried.

#### Approval of Minutes

Minutes of the June 8, 2015 committee meeting were circulated to members prior to the meeting. It was agreed by general consensus to accept the minutes as circulated.

#### Correspondence

Correspondence from Ron McCulloch dated August 8, 2015 discussing open-burning was circulated to members. (Copy attached to the original minutes.)

Referring specifically to beach fires/parties, Chief Bremner commented that very often it is fire department which is called because they will respond and maybe deal with what is really a “social problem” – other jurisdictions such as the CRD and RCMP being reluctant to respond. In the discussion about the possibility of requiring a “special permit” to have a beach fire the comment was made that the groups are often “underage” or from “off island” and would not likely think to get a permit.

#### Old Business

##### Open-burning Bylaw No. 125

Committee Chair Schlenker spoke briefly on developments surrounding the open-burning bylaw. The proposed bylaw recommended by the committee at their June 8, 2015 was given first reading by the Board of Trustees at their June 15, 2015 meeting. Subsequently there was heightened community concern about “high risk activities”. At the Board’s July meeting, trustees resurrected the select open-burning bylaw committee and ask that proposed bylaw No. 125 be amended to include regulation of high risk activities. A copy of a staff report dated 18 July 2015 from CAO Peat was circulated to members. (Copy attached to the original minutes.)

Chief Bremner spoke briefly on why the District relies on “education” and “communication” to enforce regulations. Chief Bremner commented that often people will phone the Fire Service reporting high risk activities and upon investigation many concerns are often unfounded. Chief Bremner further commented that many businesses such as contractors cannot afford to completely shut down for six months of the year because of a fire ban. Chief Bremner commented that the committee has to decide whether “enforcement” or “education” will be the primary means to ensure compliance with bylaw regulations and best practices. Committee Member Byron commented that public education is a better system than more bylaws. Chief Bremner commented that if regulation of high risk activities is included in a proposed bylaw the Fire Service will be pro-active in specific situations where it is judged to be a high risk of fire.

Comments were invited from the member of the public present and Mr. Ron Chamney spoke of the need to regulate high risk activities and that this should include “smoke” where open-burning should not be permitted because of weather or wind conditions. Mr. Chamney commented that Pat II Section No. 13 regulates category 3 open burning which has to meet Ventilation Index thresholds and that he would propose that category 2 open burning (primarily residential) be restricted to certain months to remove – March-April and October-November being suggested. The general populous would know when “smoke season” was going to be. Committee Chair Schlenker commented that that with a year round permitting process in place, the Fire Chief has authority to shut down open-burning at any time because of poor ventilation conditions and it is his opinion that restricting residential burning to four months of the year would not be a popular move. Chief Bremner commented that he felt that residential burning should be dealt with at the neighbourhood level. Committee Member Byron commented that an element of public education could be incorporated to the permitting process – as a courtesy to advise their neighbours that they are going to do some burning. Mr. Chamney also commented that the outcry over “burning windows” would be short term and could be counter by an education process explaining why restrictions are being imposed. Trustee Lee express her concern that acceptance of restrictions would be better if there were other options to dispose of leaves and garden waste but at present there are no such options. Chief Bremner commented that Fire/Rescue does not have the resources to be the “smoke police” and investigate every complaint.

Assistant Chief Holmes expressed concerns from an “operations viewpoint” that if the CRD bylaw is used as a template it could in effect “shut down everything” creating an enforcement nightmare and severely impacting local businesses from grounds keepers to contractors. Assistant Chief Holmes further advised that *Wildfire Regulations*, *Wildfire Act* regulate industry operating in the bush and are not necessarily applicable to a semi-rural community such as Salt Spring. Chief Bremner commented that until this year high risk activity infractions were referred to BC Forests but Fire/Service was advised that BC Forests regulations have do not apply within the boundaries of an improvement district. Committee Member Byron commented that in prior years not every contractor would respect a “shut down”. Chief Bremner commented that Fire/Service initiatives to meet with local contractors to listen to concerns and educate on risks and best practice has resulted in better cooperation.

Chief Bremner commented that the bylaw should identify high risk activities and while enforcement may lack teeth, individuals would be held people responsible for consequences of their actions. Assistant Chief Holmes the challenge for the District would be to write a bylaw which would ban high risk activities but allow special permits for the operators to earn a living.

Committee Chair Schlenker suggested that a potential solutions would be to add a section giving the Fire Chief authority to ban high risk activities which would be listed in a separate schedule in the bylaw. Committee Chair Schlenker commented that this year staff have strongly suggested that if at all possible certain activities should not be done but if there is a need to do so precautions should be taken. Mr Chamney suggested that regulations in the Smoke Control Act might also be incorporated into the proposed bylaw. Chief Bremner expressed enforcement concerns and suggested that Fire/Rescue resources would be better used for education. Mr. Chamney suggested that bylaw regulations create the need for the Board to draft an enforcement policy and guidelines which would direct staff response.

A motion was moved by Committee Chair Schlenker seconded by Committee Member Byron that it is the committee's recommendation that the draft Bylaw No. 125 be amended by adding a new section after section 2 of the regulations which reads as follows: if at any time the Fire Chief deems it advisable, the Chief may order one or more of the high risk activities in Schedule B to be prohibited for a specified period of time, unless authorized by a special permit issued by the Fire Chief. Carried.

A motion was moved by Committee Member Byron seconded by Committee Member Chief Bremenr that for Schedule B high risk activities listed in the Wildfire Regulations are high risk activities for purposes of this bylaw and include: mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark- producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock

- operating a power saw;
- mechanical tree felling, woody debris piling or tree processing, including delimiting;
- welding;
- portable wood chipping, milling, processing, or manufacturing;
- skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in equipment contacting rock;
- yarding logs using cable systems.

Carried.

Committee Chair Schlenker canvassed members and there was no general consensus by the committee to impose calendar restrictions on category 2 open-burning.

Assistant Chief Holmes commented that the regulation in section no.9 (c) that for category 3 open-burning requiring an operator and machine to be on site to control the fire at all times will be contentious.

A revised bylaw as recommended by the Open-burning Bylaw Committee is attached to these minutes.

Adjournment

There being no further business **motion** to adjourn moved by Committee Chair Schlenker. Carried. The meeting adjourned at 9:12pm.

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Norbert Schlenker  
Committee Chair

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Andrew Peat  
Committee Member

DRAFT

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

Meeting held: **14 August, 2015**  
Training Room, Hall #1

**In attendance:** Committee Members: Ron Chamney, Maxine Leichter, Michele Severn  
Regrets: Derek Hill, Ron McCulloch  
Trustees: Linda Lee, Norbert Schlenker  
Staff: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat, Executive Assistant Iris Beck, Captain Doug Pondsford  
Residents: 1

#### Election of Committee Chair

The meeting was called to order at 12:30pm by CAO Peat who called for nominations for the position of committee chair. Committee Member Chamney nominated Michele Severn. There being no further nominations Committee Member Severn was declared elected by acclamation.

#### Approval of Agenda

A proposed agenda was circulated prior to the meeting. **Motion** moved by Committee Member Chamney that the agenda be amended to permit discussion of reports from himself and Committee Member Leichter. Carried. **Motion** to accept the agenda as amended moved by Committee Member Chamney. Carried.

#### New Business

##### Meeting Schedule

Committee members were canvased for their availability and preferences for meeting dates. After discussion it was agreed that the regular monthly meeting of the Marketing & Communications Committee will be held on a Thursday afternoon beginning at 1:00pm with the meeting dates to be confirmed discussions with absent committee members.

##### Committee Terms of Reference

Committee terms of reference were circulated to members prior to the meeting. (Copy attached to the original minutes.)

**Motion** moved by Committee Member Chamney that **it is the recommendation of the Marketing and Communications Committee that under Composition, that section 5 be deleted.** Carried. CAO Peat commented that at present he plans to attend all committee meetings but other arrangements may be made in the future for a professional recorder.

**Motion** moved by Committee Member Leichter that **it is the recommendation of the Marketing and Communication Committee that under Responsibilities #1, subsection (c) that the words "develop a plan to" be added at the beginning before "ensure".** The amended subsection would read:

(b) develop a plan to ensure that the public is informed of District business via its website, its social media accounts, print advertising, and press releases, and  
There was discussion and the recommendation was accepted by general consensus.

**Motion** that the committee accepts the Terms of Reference with the recommended changes moved by Committee Member Chamney. Carried.

#### Walker Resource Group Committee Priorities

A copy of the Walker Resource Group priorities assigned to the committee was distributed to members prior to the meeting. (Copy attached to the original minutes.)

WRG Recommendation #20 asks that the board form a special task force to initiate a public engagement process to address the need to replace the Ganges Fire Hall. Committee Member Chamney commented that before the process can be begun it is necessary to identify all the issues associated with the new fire hall and liaise with the other committees to establish timelines for what has to be done and when it should be done. Trustee Lee commented that at their August 4, 2015 meeting the Facilities and Physical Plant Committee made a recommendation that the board have a workshop with a professional facilitator to identify issues and develop a community engagement process and strategy to address the need for a new fire hall. The workshop would include trustees and members of the Facilities & Physical Plant and Marketing & Communications committees. **Motion** moved by Committee Member Chamney that **the Marketing and Communications Committee concurs with the recommendation of the Facilities and Physical Plant Committee concerning holding a workshop to develop a community engagement process and strategy and that the Marketing & Communications Committee should take the lead on this issue.** Accepted by general consensus. In the discussion it was recommended that the chairs of both committees appoint a member(s) to be a liaison and move the process forward. As he serves on both committees Committee Member Chamney put his name forward for this purpose.

WRG Recommendation #6 asks that the District adopt a document management system and proceed with archiving all materials. Trustee Schlenker commented that document management is an active item on the board agenda though there is nothing to report at this time. Doug Pondsford commented that the District has a rudimentary system right now and many options are available. It was agreed by general consensus that consideration of the recommendation be tabled.

WRG Recommendation #7 asks that in general all documents should be made available in an electronic format to members of the public either on the website or through a web portal. Committee Member Leichter commented that she had concerns about the cost of doing so and whether many of the documents would still be relevant. In the discussion Committee Member Chamney commented that the District needs to “inventory” what documents are presently in-hand and then prioritize what must or could be made available. Trustee Schlenker commented that a document retention policy also needs to be developed. Committee Member Leichter volunteered to write a draft policy statement for the committee’s consideration that addresses recommendation #7.

WRG Recommendation #8 asks that the Board develop a plan that addresses the need to more fully engage and inform the public. Trustee Schlenker commented that the recommendation asks the committee to develop a broad policy on how the District should address its constituents – including staff and rate payers. Committee Member Leichter commented that it would be useful to have frank discussions about what problems presently exist so that the committee can prioritize issues that need to be addressed – what is the District doing now and what is “good” or “lacking”. Trustee Lee commented that the TallSky consultant’s report may address some issues concerning website responsibility. It was the consensus of the meeting that further consideration of the recommendation be table till a future meeting.

FireWise Recommendation 18.0.1 says that on use of Social Media should be included as part of an overall communications strategy. Iris Beck commented that staff are preparing a preliminary Operational Guideline (OG) regarding Social Media which should be supported by a board policy. Trustee Schlenker commented that the OG would only address operational concerns and that the policy statement should be broader. Further consideration of the recommendation tabled till a future meeting to permit review of the Social Media OG.

FireWise Recommendation B30 says that that Operational Guidelines should be posted in the members section of the District’s website. Chief Bremner confirmed that this has already been done.

**Motion** moved by Committee Member Leichter seconded by Committee Member Chamney that the Marketing & Communications Committee supports the recommendations of the Walker Resource Group report. Carried.

#### Website Design & Updating

Committee Chair Severn advised that consideration of the matter should be tabled till after receipt of the Administration Function Review report from TallSky.

#### Communications Policy

Committee Chair Severn commented that the Access to Information Policy available on the website is primarily concerned with Freedom of Information (FOI) requests. CAO Peat was asked to provide copies to committee members. There was discussion and it agreed to table consideration to the next meeting.

#### Workshop to discuss community engagement

Previously discussed (WRG Recommendation #20).

#### New Business

##### Committee Member Chamney Report – Issues to be Communicated

A report prepared by Committee Member Chamney was circulated at the meeting which identified a number of current and pending issues that may require communicating to the public. (Copy attached to the original minutes). Committee Member Chamney commented that it is critically important to “plan a communications strategy” for many matters being dealt with by the Board of Trustees – how input is solicited and information on decisions discriminated.

There is a need for committee members, staff and trustees to “inventory” and list issues to be addressed and then decide on the appropriate means (website, Salt Spring Exchange, Driftwood). Committee Member Leichter commented that in her opinion the committee should be concerned with “broader policy statements” unless directed by the Board to set priorities and/or plan a strategy for a specific issue. CAO Peat commented that for every decision communications aspects should consciously be considered. Committee Member Chamney commented that the committee needs to identify what are the “tools” and “processes” available and who should do the work – a hired professional, staff, and/or this committee. Iris Beck commented that for many Fire/Rescue events, staff plan a media blitz to communicate information to the public and such plans can be tailored depending on the nature of the information to be communicated. Chief Bremner commented that the District should always speak collectively – certain issues may be appropriately communicated by operations staff, others should come from the Board.

After further discussion it was the consensus of the committee that the matter be tabled and discussed further at a future meeting.

Committee Member Leichter Reports – Guidelines for and types of public involvement

A report prepared by Committee Member Leichter was circulated at the meeting. (Copy attached to the original minutes). It was the consensus of the meeting that the matter be tabled till after members had a chance to read the material.

### **Adjournment**

There being no further business, motion to adjourn moved by Committee Member Chamney. Carried. The meeting adjourned at 2:18pm.

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Michele Severn  
Committee Chair

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Andrew Peat  
Corporate Administrator

To: Salt Spring Island Fire Protection District  
Attn: Board of Trustees

RECEIVED  
23 Sept 2015  
3:30p  
original

The purpose of this letter is to give notice of my wish to resign as a fire trustee effective immediately. The main reason for resigning is that I'm simply unable to devote the time needed to contribute to the board & their projects. I feel that the Board would be better served by someone that has the time & can make a full commitment to the community.

When I had agreed to become a trustee, the time commitment required at that time was considerably different than it is now.

The nature of my job is such that I need to give it my full attention & is simply unfair to my employer not to give them my full attention.

I appreciate the expertise & dedication that the board is giving to the community and trust that you'll understand my decision.

I wish you all the best in your work.

Thank you



Mike Garside

Dated: September 23, 2015

17 September 2015  
Trustees Meet

Correspondence 20150817  
RECEIVED  
Aug 17 2015  
Whitfield  
Re: Fire Service Levels

Susan Whitfield  
Salt Spring Island

To  
Salt Spring Island Fire Protection District  
Trustees Section

August 17th 2015

We moved to Salt Spring three years ago and just after we moved I attended a meeting in the Kingfisher complex. There were approximately 17 people in the house when - someone came and asked us to get out as quickly as we could. When we arrived downstairs there was a line of fire engines, ambulances and emergency vehicles. Carbon Monoxide had crept through from the adjoining house. I shall always remember the fire department's kindness and I shall never forget how calm the firemen were in checking us all for carbon monoxide poisoning - how very well organised they were for such a large and possibly dangerous situation. I am reassured to a certain extent that in an emergency such as an earthquake or major fire, how well looked after we would be by this very professional group of people.

Every time I hear the sirens passing our complex I wonder where they are going and what situation they are facing - whether it is a fire or a car accident or someone needing resuscitation.

I also wonder if the fire department is receiving the support they need as professionals?

This is not a job for amateurs. The work requires training and as in the parallel situation of an Emergency Room at a hospital there will be times when the emergency staff 'sit around' but at other times they have to deal with life or death situations which I do not think we, the general public, would like to face.

I would hope that 'saving tax payers' money is not more important than the support we should give to the fire fighters on this island nor any of the emergency services? Please keep this in mind because we could easily be in a situation that is happening at the moment in the interior of BC with, in our case, fire roaring into Ganges.

Thank you



Susan Whitfield

Correspondence 20150913 Polden

Re: Fire Services

**Andrew Peat**

**To:** Penny and Rodney Polden  
**Subject:** Salt Spring Island Fire Protection District RE: Necessary services

07 September 2015  
21 ✓ 2015

Receipt of your email is acknowledged and will be copied to the Board of Trustees.

Andrew Peat  
Corporate Administrator

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**From:** Penny and Rodney Polden  
**Sent:** September-13-15 12:10 AM  
**To:** [trustees@saltspringfire.com](mailto:trustees@saltspringfire.com)  
**Subject:** Necessary services

Dear Trustees

My wife and I will not be able to attend the public information meeting to be held on Thursday evening. However, as long term residents of Salt Spring, we both wish to register our opinion with the Trustees that maintaining the following important services undertaken by the Fire Department is altogether essential, and must not be abandoned for reasons of cost-cutting or otherwise:

- First responder at medical emergencies, and providing back-up to our ambulance crews;
- Attendance at highway accidents and similar emergencies when required, giving first aid until other medical services arrive;
- Dealing with release or involvement of toxic materials;
- Providing advice and guidance to residents and businesses where necessary, in support of fire safety, education etc.

Thank you for the opportunity to express our views on this matter.

Sincerely  
Rodney and Penny Polden

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This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)

17 September 2015 Public Meeting

Correspondence 20150916  
Re: Fire Services here.

21 September 2015

Trustees Meeting

INBOX

Compose

Addresses

Folders

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Current Folder: INBOX

Calendar

Message List Delete



Forward

Forward as Attachment



Subject: Fire department Emergency Services  
From: "Derek and Jean Wilkinson"  
Date: Wed, September 16, 2015 1:40 pm  
To: trustees@saltspringfire.com  
Priority: Normal  
Options: View Full Header | View Printable Version | Download this as a file | View Message details | View as plain

To the Trustees:

We are unable to attend tomorrow's meeting, but wanted to express our support for maintaining the current level of services provided by the Fire Department. We appreciate the fact that highly skilled and trained personnel from the Fire Department work with Ambulance crews and other responders to provide an integrated and effective response to emergencies on the island. We also support fire-fighters continuing to work at reducing the risk of fire through safety training, inspections, community outreach and education.

Please ensure that these important services are maintained in our community.

Jean and Derek Wilkinson

Salt Spring Island B. C.

Phone

Attachments:

untitled-[1]

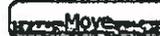
0.7 k

[ text/plain ]

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Delete & Prev | Delete & Next

Move to: INBOX



Take Address

21 September 2015  
Trustee Meet p

Correspondence 20150818.  
J. Lucich

**Andrew Peat**

**From:** lucich  
**Sent:** August-18-15 9:57 AM  
**To:** trustees@saltspringfire.com; Trustee Linda Lee  
**Cc:** Andrew Peat  
**Subject:** correspondence  
**Attachments:** Schubart resignation.doc

Re: Schubart Resignation  
1-3

Good day Madam Chair and Trustees,

What I read last night was an abbreviated version of the attached, which is a more comprehensive response to the letter of resignation submitted by Michael Schubart.

Respectfully,  
Julia Lucich



This email has been checked for viruses by Avast antivirus software.

[www.avast.com](http://www.avast.com)

## Re: Schubart resignation

Fire District Trustee Michael Schubart has given notice of his resignation and, with it, his rationale... a cynical attempt by the pot to call the kettle black.

For those who rely on tenure as an adequate measure of community "service", Schubart's eleven year stint as trustee may appear laudable. Scratch below that surface and we find a legacy of procedural impropriety, fiscal irresponsibility, and a system skewed against the volunteer component which has historically been the backbone of the island's fire department.

During Schubart's leadership, the Board conducted itself with such blatant disregard for due process that the BC Office of the Ombudsperson initiated a formal investigation...one which has yet to be resolved:

- For two years in a row the AGM was held without informing the District's ratepayers...contrary to law.
- He called "Special Business Meetings" without public notification, at which (on at least two occasions) borrowing bylaws were passed totaling nearly \$1 Million.
- Meetings were convened and allowed to proceed without a quorum.
- The District's business was routinely conducted during secret "*in camera*" sessions.
- Schubart frequently signed off on meeting minutes which were contradicted by other records.

The list goes on.

Regarding financial management, there had been virtually no oversight of expenditures, or any system of checks and balances. While chairing the Finance Committee, thirteen months elapsed without a meeting...after which they met for barely an hour before giving *carte blanche* approval to the Chief's \$2.5 million budget proposal. When publicly questioned about the cost of hiring two more full-time firefighters, Schubart's answer was "\$75,000 each"..... roughly half of what was later revealed from minutes of the committee meeting he chaired.

His contempt for public involvement or our "right to know" has been frustrating to anyone who has sat through Board meetings. By example:

- he went on record saying the public has no right to be involved in the budget process of a government body...a view that flies in the face of the law;
- prior to the Fire Hall referendum a member of the public sought to observe meetings of the Building Committee (which he chaired). In response, he presented a change to the Meeting Procedures Bylaw to block attendance;
- he introduced a Freedom of Information Policy which bizarrely thwarted efforts to obtain information, and was later repudiated by the Province;
- while Board Chair, he did not reveal the *in camera* adoption of the new Union contract until six months later...and then, in a cursory statement which failed to disclose significant elements affecting performance and cost.

His current handwringing over procedural propriety smacks of hypocrisy: in violation of "conflict of interest" requirements he participated in votes regarding a private society without recusing himself or revealing his role as one of its directors.

Much of this pales in comparison to the long-term cost to the community resulting from his role as the sole "negotiator" of the present Union contract. He argued against involving legal counsel in favour of his self-proclaimed expertise. As a consequence, the contract requires (among several onerous items) hiring two more personnel (for which there has yet to be justification) at an annual cost approximating payment for a new fire hall.

Most of these problems required the acquiescence of other members of the Board of Trustees. No doubt Schubart's tenure created, at least for some, a presumption that he was familiar with the rules of the road, and that it was safe to follow his lead without vetting his accuracy. Whether or not such acquiescence was from willful blindness, the District is left with a slew of difficult issues. Fortunately, a new crop of trustees have committed to the hard work of digging us out. Faced with daunting tasks of his own creation, Michael Schubart has chosen to leave it to others to right the ship....and has the gall to criticize their efforts to do so.

21 September 2015  
Trustee Meet p

Correspondence 20140831  
J. Macpherson  
(Driftwood criticism)

1/2

Andrew Peat

**From:** trusteelee@saltspringfire.com  
**Sent:** August-31-15 11:41 AM  
**To:** Derek Hill; Michele Severn; Mike Garside; Mitch Forest; Norbert Schlenker  
**Cc:** Andrew Peat  
**Subject:** [Fwd: Official Correspondence Revision]  
**Attachments:** untitled-[2].htm

----- Original Message -----

Subject: Official Correspondence Revision  
From: "John Macpherson" <[john.mac108@gmail.com](mailto:john.mac108@gmail.com)>  
Date: Mon, August 31, 2015 10:48 am  
To: [trusteelee@saltspringfire.com](mailto:trusteelee@saltspringfire.com)

I am resubmitting my correspondence to the Board with the paragraph change I've asked for in the Driftwood. The letter now reads as follows. Please replace the previous version and pass this along to the other Board members. Thanks.

**\*BALANCE & FAIRNESS PLEASE\***

I read with interest letters from former Fire District Trustees Ron Chamney and Mary Gillies in last week's Driftwood. I was at the same meeting and I support professional development, but I feel the criticisms directed at Chair Linda Lee and the Board are both lopsided and misleading.

Chair Lee questioned Chief Tom Bremner in some detail about conferences both in general and, in particular, about one in Victoria and another targeted to corporate administrators attending with chiefs, but not to chiefs alone.

Chief Bremner had registered for the latter conference on his own initiative and it appeared to me the Board was just then getting details.

Given that the four newest Trustees were elected in part on a value-for-money platform, it doesn't surprise me that the microscope is near at hand and that hard questions will be asked.

Characterizations such as "challenge his motivation", "berate", "shocking" and "demeaning" seem needlessly personalizing and unhelpful. I also feel such judgements mask the heart of the matter, namely the need to bring focus to a fire district judged to be sadly lacking in policies, strategic planning, transparency, fiduciary duty and fiscal accountability in general. The last election was a turning point.

I find it ironic that the legacy of disarray owes in part to the very critics who wrote in last week's Driftwood, critics who as Trustees also tried to sell taxpayers an unpopular \$6.25 Million emergency services center. There is no sign in past Minutes of any Board member at any time saying about any costs "hold on there!" - and there is every evidence that past Boards stonewalled on disclosing important financial particulars to the public, including wages.

Whether or not the Chief gets quizzed about expenses is small potatoes. He's an adult and it's not personal. I feel what's important is that the new Board, in keeping with election promises to establish a new culture, is acting on the need for zero based budgeting (i.e. reasoned from the ground up), the need for policies to govern such things as conferences and the need for fiscal accountability and value-for-money in general. Against all this, there is of course the need to aim for harmony - but in the end I feel the fire department we should have is the one the community is willing to pay for. It's a persistent balancing act.

J. MacPherson 22

A change of the guard is bound to irritate some - but the old way of doing business simply alienated a majority of ratepayers, and many issues still beg resolution. To this end and in keeping with election promises to provide transparency and better communications, I ask the Board to publish particulars of the 2016 budget vs. 2015 and to provide regular business updates in the Driftwood. These updates should be both retrospective and prospective, giving the reasons for any needed changes.

I trust this Board's intentions and I thank all current Trustees for stepping up to the challenge. They are all working overtime to bring things into balance. I say give 'em thanks and two thumbs up.

The writer chaired the 2013 Governance Study Committee.

Andrew Peat

21 September 2015  
TrustusMetz

Correspondence. 01 September 2015

Corp. Beardsmore - Chief Bremner

Re: Incident Aug 29/15

**From:** Tom Bremner <tbremner@saltspringfire.com>  
**Sent:** September-01-15 6:22 PM  
**To:** Andrew Peat  
**Cc:** Jamie Holmes; Deputy Chief Arjuna George  
**Subject:** FW: August 29 Incident

**From:** Martin BEARDSMORE [mailto:[Martin.BEARDSMORE@rcmp-grc.gc.ca](mailto:Martin.BEARDSMORE@rcmp-grc.gc.ca)]  
**Sent:** 01 September 2015 12:08  
**To:** [tbremner@saltspringfire.com](mailto:tbremner@saltspringfire.com)  
**Cc:** George JENKINS  
**Subject:** August 29 Incident

Hello Chief BREMNER,

Further to our meeting the other day, I wanted to follow up in writing about the events of August 29, 2015 on Robinson Rd. Your crews were already on scene under the command of Captain Jamie HOLMES when I arrived and they were busy deploying equipment and preparing fire suppression and other support as needed for the responding officers. The ensuing three hours presented a series of predicaments and challenges that required measured responses and coordination/cooperation between your personnel and ours.

I am very pleased to tell you that all your firefighters were completely professional throughout this scenario. Under adverse conditions, they rendered timely and capable technical and logistical assistance which was precisely what was being asked of them. The event served to underscore the importance of good working relations and contributed greatly to a positive outcome. The subsequent positive public feedback has been considerable.

Please extend to all your people on my behalf and on behalf of Saltspring Detachment, once again, our sincere appreciation for their efforts.

Martin Beardsmore, Corporal  
Saltspring Island RCMP  
401 Lower Ganges Rd  
Saltspring Island BC | V8K 2V4  
T: 250-537-5555 | F: 250-537-1631  
E: [martin.beardsmore@rcmp-grc.gc.ca](mailto:martin.beardsmore@rcmp-grc.gc.ca)

21 September 2015  
Trustee Meeting

Correspondence Chamney 2015 0914  
Resignation

9/14/2015

Correspondence to the SSI Fire District Board of Trustees

Board of Salt Spring Island Fire Trustees:

I had a brief, one-sided, conversation with trustee chair Lee after our communications meeting this month where she expressed her upset with me over my public response to her unprofessional behavior at a public trustee meeting. She insisted that I could not discuss it with her "this is not for discussion" which illustrated to me her unwillingness to find mutual resolution to a problem. She also indicated that as a member of fire district committees that I should not be speaking publicly. If I interpreted her message incorrectly that is unfortunate, but not given an opportunity to question her, precluded any hope of clear communication. I do not believe in any form of censorship and will not abide those who attempt the same. Needless to say I was not impressed with her bullying tactics and choose to remove myself from the committees that I was volunteering to help. I expect that this is what she was hoping to accomplish all along.

I shall continue to provide my input for the safety and wellbeing of our firefighters and our public alike; whether my efforts are respected by Lee or anyone else, they will be on my terms.

I wish you all the best of luck in your endeavours and hope that you all remember that you are not only managing the pocketbooks of Salt Springers but you are also responsible for the careers, livelihoods and morale of a very dedicated staff.

You are leaders, please lead by example and conduct yourselves with a professional decorum.



Ron Chamney  
Salt Spring Island  
Rate Payer

Cc: Chief Bremner and Staff

21 September 2015  
Trustees

Correspondence Lucich 2015 09/16  
General

Good day Trustees,

In a recent letter to the Driftwood, former trustee Mary Gillies criticizes the current Board, saying that it “needs to recover the two-way trust that has categorized the smooth running of operations since the union-POC system was established in 2005.” Her statement is revealing, because it shows that over the last decade the trustees were concerned about the relationship with the firefighters, while ignoring the relationship with the public. The result has been two failed referendums to build a new fire hall.

Mary Gillies sat as trustee from 2005 through 2014...through adoption of both of the union contracts (2006 and 2010). The "smooth running" she refers to is little more than the Board saying "how high?" when the union said "jump". That's not a balanced relationship, and it sure doesn't describe "two-way trust".

I was also a trustee (2011-2013) and I know first-hand how little interest the Board had in listening to the public. There was no interest in messages that said "slow down" or "spend less". There was no interest in allowing the public to observe committee meetings, much less participate. There was no interest in hearing anything that didn't support the direction they wanted to go.

Broken trust didn't start with this Board. It started years ago, when trustees failed to realize that trust is three-way, not just two. We now have a Board that's trying to reduce costs and fulfill the mandate received from the community. There is resistance, but to your credit you are trying to restore balance and regain the trust of the community.

Respectfully,

Mark Lucich

Trustees Meeting  
19 October 2015  
RECEIVED  
27 Sept 2015

To: The Salt Spring Island Fire District  
Attention: Board of Trustees, Fire Chief Tom Bremner, & Andrew Peat

September 23, 2015

Trustees, Chief & Andrew,

When I first started on the Board, I felt as though I had become a part of a team. The Trustees had respect for one another, even when they disagreed. The relationships between the Chief, his staff and the Trustees were ones of mutual respect and honour.

At public meetings however, I was saddened to see a small group of community members be disrespectful and at times hostile towards the Trustees and the Chief. Then Trustees began to step down or didn't let their terms continue, mainly due to stress and simple "burn out".

Then came the "New Board" who brought a very different perspective and set of values to the fire service. This "New Board's" primary goal is to save money at all costs. While I acknowledge that there is much room for improvement, the current lack of teamwork, respect, and camaraderie will, I fear, in the end, be more destructive and costly, than constructive.

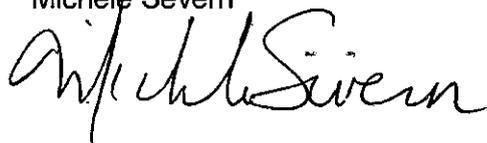
I have now watched every single member of the "old board" step down and sadly there has been no acknowledgement of the service each has given over the years.

I cannot in good conscience continue to participate in a process that is so at odds with my ethics and "heart" and so I hereby tender my resignation as trustee of the Salt Spring Fire Improvement District effective immediately.

I leave you with the best of wishes for the board and the fire service. I caution the board to examine your narrow focus on money saving; without truly respectful, positive and strong relationships with the men and women who serve our community, the currently acknowledged, high level of expertise received by Salt Spring Island will inevitably be damaged. I am sure that you each know, deep in your hearts that the care of people should be your primary goal and a healthy way of balancing this goal with fiscal needs is possible.

.Respectfully Submitted,

Michele Severn



# **Salt Spring Island Fire Fighters Association Monthly SSIFPD Trustees Report**

**September 21st, 2015**

\*This years recipients for the awards given away at grad on behalf of our association were; Travis Guedes Bursary went to Monica George, and the Steve Thomas Memorial Scholarship went to Jack Easthom. Both Students graciously accepted their awards and wrote great thank you letters to us. We wish them success in their studies.

\*The association has been present at the Rotary BBQ's out front of hall #1 during the summer months with the BIG BOOT. The boot has been placed out front to accept donations for our Halloween Fireworks show. This helps us put on a great show each year.

◆The summer months are always busy for all of us. We hosted the Friday night dinner and events at the Training in Paradise. We helped set off the Canada Day Fireworks. Our May Long Weekend boot drive raised \$4500 for the BC Children's Hospital.

◆Our Old Truck Committee has also been busy at numerous events. They attended Ruckle Park Days, Canada Day classic car show, and the Kraft event at Portlock Park. They have also been doing a bunch of needed maintenance on the truck all summer long.

✓The association has been cooking dinners for our membership once a month before practice. This helps us keep connected during our busy lives and gives us a chance to sit down and chat with each other.

✓SSIFFA annual Picnic was again held at a private location. We have fun games for our children and many activities to keep them busy. Some members camp in their tents overnight, creating a fun camping trip atmosphere.

Respectfully Submitted

Lt. Eric Taylor

President SSIFFA