

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

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

In attendance:

Committee Members: Trustee Howard Baker, Trustee Mitch Forest, Mark Lucich, Shelley Nitikman, Ben Sutton

Staff Members: Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others Present: Trustee Linda Lee, Trustee Norbert Schlenker, 1 member of the public

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

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

1. Election of Committee Chair

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

2. Approval of Agenda

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

The following additional items were presented for consideration:

- 3 Replace "February 11, 2016" with "February 1, 2016"
- 4.4 Appointment of non-voting member to the Committee
- 5.6 Procedure for tracking Committee progress

By general consent, the agenda was adopted as amended.

3. Approval of Minutes

2.1 Receive and Accept Minutes of the Meeting held February 1, 2016

The draft minutes of the February 1, 2016 regular meeting were distributed prior to the meeting.

Motion that the minutes of the February 1, 2016 meeting be accepted as circulated moved by Committee Member Lucich.

CARRIED

A. Peat arrived at the meeting at 2:15 p.m.

There was discussion regarding item 3.2 – “Employee Dismissal with Just Cause” draft policy.

Motion that the Strategic Planning and Policy Development Committee direct CAO Peat to forward a copy of the “Employee Dismissal with Just Cause” to Committee Member Nitikman for review and Committee Member Nitikman will report at the next meeting, moved by Committee Chair Baker.

CARRIED

4. New Business

4.1 Discuss need to compile data from incident reports

Committee Chair Baker presented an update regarding the need to compile data from incident reports.

There was discussion and the following items were noted:

- the data that is required: the type of call; date of call; time the call is received; the time personnel and equipment leave the station; the time that personnel and equipment arrive at the scene; the time that personnel and equipment stand down from the incident; differentiate between responders (POC /Career and if the members were on duty at the time of the call;
- collect additional data for structure fires: the time that the second vehicle arrives at the incident;
- the information is necessary to inform the discussions regarding service levels.

By general consent, the Strategic Planning and Policy Development Committee agreed Committee Chair Baker would meet with Julia Lucich to compile data from incident reports and circulate sample incident reports to Committee Members for information.

4.2 Proposed Mutual Aid Agreement CRD / Mayne Island / SSIFPD

CAO Peat presented an update regarding the proposed Mutual Aid Agreement between the Capital Regional District / Mayne Island and the Salt Spring Island Fire Protection District.

There was discussion and the following item was noted: page 1 – replace “Salt Spring Island Improvement District” with “Salt Spring Island Fire Protection District”.

Motion to table the Proposed Mutual Aid Agreement CRD / Mayne Island / SSIFPD to the next meeting moved by Committee Chair Baker.
CARRIED

4.3 Proposed First Responder Agreement BCEHS

CAO Peat presented an update regarding the proposed First Responder Agreement BCEHS.

Motion to table the Proposed First Responder Agreement BCEHS to the next meeting moved by Committee Chair Baker.
CARRIED

M. Forest arrived at the meeting at 2:57 p.m.

4.4 Appointment of non-voting member to the Committee

Committee Chair Baker presented the option to appoint a non-voting member.

Motion that the Strategic Planning and Policy Development Committee recommend the Board appoint Reg Jefford as a non-voting member on the Strategic Planning and Policy Development Committee for the purposes of receiving meeting materials and communications, moved by Committee Chair Baker.
CARRIED

5. Old Business

5.1 Discuss proposed Election Procedures Policy

CAO Peat presented an update regarding the proposed Election Procedures Policy.

Motion that the Strategic Planning and Policy Development Committee direct CAO Peat to update the proposed Election Procedures policy for consideration at the next meeting moved by Committee Member Lucich.
CARRIED

5.2 Pro-forma letter regarding the enforcement policy

CAO Peat presented an update regarding the enforcement policy.

By general consent, the Strategic Planning and Policy Development Committee agreed to direct CAO Peat to confirm with Acting Chief George that there is a pro forma enforcement letter sent in response to complaints.

By general consent, the Strategic Planning and Policy Development Committee agreed the item is complete.

5.3 Update regarding strategic planning process

Committee Member Sutton presented an update regarding the strategic planning process. There was discussion regarding the process and the option to hire a consultant for a 10-Year Plan.

By general consent, the Strategic Planning and Policy Development Committee agreed Committee Chair Baker and Committee Member Sutton would draft an agenda for the Strategic Planning meeting tentatively scheduled on May 6, 2016.

5.4 Update regarding review and/or clarification of District Boundaries

CAO Peat reported a letter has been sent to 13 property owners in the Mount Tuam area that are affected by boundary clarifications. The properties are outside the District boundary although the assessment authority records that they are included. He also reported there are two islands within the District boundary although the District does not have the ability to serve them. The Ministry has advised that it would require a petition of affected ratepayers to exclude the properties from the district.

Motion that the Strategic Planning and Policy Development Committee recommend the Board send a letter to affected property owners of islands with structures (two parcels identified) to notify them of limited ability to service and that the Trustees would consider a request to be excluded from the District moved by Committee Chair Baker.

CARRIED

L. Lee and N. Schlenker arrived at the meeting at 3:58 p.m.

5.5 Update regarding review and public input regarding Fire Service Level

Motion that the Committee recommend the Board consider adding item 5.5 - Update regarding review and public input regarding Fire Service Level to the Strategic Planning meeting tentatively scheduled on May 6, 2016 moved by Committee Member Forest.

CARRIED

L. Lee and N. Schlenker left the meeting at 4:00 p.m.

5.6 Procedure for Tracking Committee Progress

There was discussion regarding the procedure for tracking Committee progress.

6. Next Meeting

The next meeting of the Strategic Planning and Policy Development Committee is scheduled May 9, 2016, 2:00 p.m., at the Ganges Fire Hall Meeting Room.

7. Adjournment

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

CARRIED

The meeting adjourned at 4:05 p.m.

Howard Baker
Committee Chair

Andrew Peat
Corporate Administrator