

Agenda
Trustee Meeting of the
Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: May 15, 2017

Time: 7:00PM

Place: Lower Hall, Salt Spring Island United Church

1. Approval of Agenda
2. Board Minutes
 - 2.1. Receive and Accept the Minutes of the “Town Hall” meeting held March 20, 2017
 - 2.2. Receive and Accept the Minutes of the meeting held March 20, 2017
 - 2.3. Receive and Accept the Minutes of the In-camera meeting held March 20, 2017
 - 2.4. Receive and Accept the Minutes of the Special meeting held April 19, 2017
 - 2.5. Receive and Accept the Minutes of the In-camera Special meeting held April 19, 2017
 - 2.6. Receive the Minutes of the Annual General meeting held April 24, 2017
 - 2.7. Receive and Accept the Minutes of the Special meeting held April 24, 2017
 - 2.8.
3. Committee Reports
 - 3.1. Facilities & Physical Plant - none
 - 3.2. Finance & Audit – none
 - 3.2.1. Receive the draft minutes of the Finance & Audit Committee meeting held April 19, 2017 (one recommendation)
 - 3.2.2. Receive the draft Budget Report period ending February 28, 2017
 - 3.2.3. Receive the draft Budget Report period ending March 31, 2017
 - 3.3. Human Resources & Legal - none
 - 3.4. Marketing & Communications - none
 - 3.5. Occupational Health & Safety Committee
 - 3.5.1. Receive the draft minutes of the OH&S Committee meeting held March 23, 2017 (two recommendations)
 - 3.5.2. Receive the draft minutes of the OH&S Committee meeting held April 27, 2017
 - 3.5.3.
 - 3.6. Strategic Planning & Policy Development - none
4. Correspondence
 - 4.1.
5. Fire Chief's Report
 - 5.1. For month of March 2017
 - 5.2.
6. Salt Spring Island Fire Fighters' Association Report
7. Old Business

- 8.1 Indemnification Bylaw – no update
- 8.2 Update regarding Decontamination Chambers – infrared saunas (SS Fire Rescue Foundation funding proposals)
- 8.3 CRD use of Hall #3 for Emergency Response radio room (FPP) – no update
- 8.4 Discuss recommendation regarding proposed Election Procedures Policy (CAO Peat)
- 8.5 Update regarding drafting Fire Inspections Policy Statement
- 8.6 Update regarding “Donations” and “Official Receipts” policies –no update
- 8.7 Update regarding “Fire Department Establishment and Operations Bylaw” – no update
- 8.8 Update regarding Petition to amend Letters Patent (Conflict of Interest) – no update
- 8.9 Appointments to Standing Committees
- 8.10 Develop specifications for Engine 202 replacement
- 8.11 Retain structural engineer re repair or replacement roof Fire Hall No. 3
- 8.12

9 Bylaws

- 9.1 Introduce and consider proposed Bylaw No. 132 Fire Service Level – no update (SPPD)
- 9.2 Introduce and consider proposed Bylaw No. 133 Meeting Procedures Bylaw – no update (SP&PD)
- 9.3

10 New Business

- 10.1 Webcam on Fire Hall No. 1 hose tower (Chief George)
- 10.2 CAFC Convention (September 2017 Vancouver)
- 10.3 Introduce and consider Policy statement Joint Consultation Committee
- 10.4 Hydrant maintenance agreement – North Salt Spring Waterworks
- 10.5 Fire Hall No. 1 office hours
- 10.6 Recommendation regarding obtaining a professional assessment of air quality in all areas of Hall No. 1 (OH&S)
- 10.7 Recommendation regarding revisiting recommendations of Harold Engineering report of December 12, 2016 (OH&S)
- 10.8 Review Bullying & Harassment policy and procedures
 - 10.8.1 Respectful Workplace Policy
 - 10.8.2 Respectful Workplace Employee Package
- 10.9 Revisit Request for Proposal “Master Fire Plan”
- 10.10 Discuss adequacy of water supply for fire flow purposes
- 10.11 Report regarding LGMA Conference/Workshop (CAO Peat)
- 10.12

11 Delegations

- 11.1 Ms. Julia Lucich

12 In-camera session to discuss solicitor’s legal opinions, and contract negotiations

13 Adjournment

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

Meeting held: **March 20, 2017**
Lower Hall, Ganges United Church

In attendance:

Trustees: Per Svendsen (Acting Chair), Howard Baker, , Mary Lynn Hetherington,
Howard Holzapfel
Staff Members: Assistant Chief Jamie Holmes, Corporate Administrator and Financial
Officer Andrew Peat, SSIFFA Lieutenant Peter Andress
Others Present: members of the public, Driftwood Reporter
Absent: Trustee Chris Budd, Chair Mitch Forest, Chief Arjuna George

Acting Chair Svendsen called the “town hall” meeting to order at 7:02 p.m. He welcomed those in attendance and asked new Trustee Howard Holzapfel to introduce himself. Trustee Holzapfel advised that he has submitted his resignation as a paid-on-call member March 20, 2017.

One member of the public asked if the Occupational Health & Safety Committee has authority to direct staff. Trustee Baker responded that the “Purchasing Policy” permits staff discretion to make purchases costing under \$2,000 consistent with the annual budget and that committees cannot direct staff but can only “recommendations”.

One member of the public asked for clarification on what will be discussed under proposed agenda items 10.3 “Interim Planning meetings” and 10.4 “Internal Board Protocols”. Trustee Baker suggested that the Board should reconsider when members of the public are invited/permitted to speak at board meetings. Acting Chair Svendsen replied that when these matters are discussed questions or comments from audience members will be permitted.

In response to a question, CAO Peat reported that copies of the Special Report No. 34 from the office of the BC Ombudsperson “Open Meetings: Best Practices Guide for Local Governments” had been forwarded to all trustees.

There being no further questions from the floor, Acting Chair Svendsen adjourned the “town hall” meeting at 7:32 p.m.

Mitch Forest
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **March 20, 2017**
Lower Hall, Ganges United Church

In attendance:

Trustees: Howard Baker, Mary Lynn Hetherington, Howard Holzapfel, Per Svendsen
Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Assistant Chief Jamie Holmes, SSIFFA Lieutenant Peter Andress
Others Present: 6 members of the public, Driftwood Reporter
Absent: Chair Mitch Forest, Trustee Chris Budd, Fire Chief Arjuna George

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

1. Call to order

In the absence of the Chair, the meeting was called to order by CAO Peat at 7:00 p.m. who called for nominations for the position of Acting Chair.

Motion that Trustee Svendsen be Acting Chair moved by Trustee Hetherington seconded by Trustee Holzapfel.
CARRIED

By general consent the meeting recessed at 7:02 for the "Town Hall" session and reconvened at 7:28 p.m.

2. Approval of Agenda

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

The following addition to the agenda was presented for consideration:

5.3 Correspondence Peat_Bickford (March 16, 2017) regarding trustee remuneration.

By general consent the agenda was accepted as amended.

3. Approval of Minutes

3.1 Receive and Accept the Minutes of the Special meeting held October 28, 2016

Motion that the Board of Trustees Special Meeting minutes of October 28, 2016 be accepted moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED

3.2 Received and Accept the Minutes of the “Town Hall” meeting held February 20, 2016

Trustee Hetherington asked that the minutes be amended to correct the spelling of her name.

Motion that the Board of Trustees “Town Hall” Meeting minutes of February 20, 2017 be accepted as amended moved by Trustee Hetherington, seconded by Acting Chair Svendsen.
CARRIED

3.3 Receive and Accept the Minutes of the meeting held February 20, 2017

Trustee Hetherington asked that the minutes be amended to correct the spelling of her name.

Motion that the Board of Trustees Meeting minutes of February 20, 2017 be accepted as amended moved by Trustee Baker, seconded by Acting Chair Svendsen.
CARRIED

3.4 Receive and Accept the Minutes of the In-camera meeting held February 20, 2017

Consideration of the In-camera minutes moved to the In-camera meeting.

4. Committee Reports

4.1 Facilities & Physical Plant

4.1.1 Receive the draft Minutes of F&PP Committee meeting of held March 16, 2017.

Motion that the Board of Trustees receive the draft Minutes of the Facilities and Physical Plant Committee meeting held March 16, 2017 moved by Trustee Baker seconded by Trustee Holzapfel.
CARRIED

4.2 Finance & Audit

4.2.1 Receive the draft Budget Report period ending January 31, 2017

Motion that the Board of Trustees receive the draft Budget Report for the period ending January 31, 2017 moved by Acting Chair Svendsen, seconded by Trustees Hetherington.
CARRIED

CAO Peat reported that the Admin Expenses/Insurance of \$18,540 is a reversal of the amount accrued as a prepaid expense in Fiscal

Year 2016 and Operating Expenses/Vehicle includes \$14,949 for annual truck pump and ladder inspections and installation of the new pump on Tender 301.

4.3 Human Resources & Legal - none

4.4 Marketing & Communications - none

4.5 Occupational Health & Safety Committee

- 4.5.1 Receive the draft minutes of the OH&S Committee meeting held February 23, 2017

Motion that the Board of Trustees receive the draft minutes of the Occupational Health and Safety Committee meeting held February 23, 2017 moved by Trustee Baker seconded by Trustee Holzapfel.
CARRIED

4.6 Strategic Planning & Policy Development - none

5. Correspondence

5.1. Mr. Reg Jefferd (March 6, 2017) regarding the WorkSafe BC Inspection Report

Motion that the Board of Trustees receive Mr. Jefferd's correspondence moved by Trustee Baker seconded by Trustee Hetherington.
CARRIED

5.2. Ms. Linda Galeazzie (March 14, 2017) regarding Incorporation

Motion that the Board of Trustees receive correspondence from Ms. Galeazzie moved by Trustee Hetherington seconded by Trustee Holzapfel.
CARRIED

CAO Peat commented that it is his understanding that if the September 9 2017 incorporation referendum is successful, the Fire District and North Salt Spring Waterworks would "cease to exist" upon the date of incorporation of the municipality which would be concurrent with the first meeting of municipal council (October 2018). In the interim period it would be "business as usual".

5.3. CAO Peat_Ms. Cathy Bickford (March 16, 2017) regarding trustee remuneration

Motion that the Board of Trustees receive correspondence from CAO Peat addressed to Ms. Bickford moved by Trustee Baker, seconded by

Trustee Hetherington.
CARRIED

CAO Peat reported that in response to an inquiry from Trustee Holzapfel, he wrote the Ministry seeking confirmation on how bring forward the question of trustee remuneration to the electorate. The District's Letters Patent (section 8(c)) state that at the Annual General Meeting the landowners must fix the remuneration of the Trustees for the ensuing year.

6. Fire Chief's Report – February 2017

Assistant Chief Holmes presented the Fire Chief's Report for February 2017 and highlighted the following: SSIFPD responded to 66 incidents in February and the increase can be attributed to weather related calls; the new vehicle, Tender 305, is now in service and fully operational; and as of February property owners will now be able to apply for fire permits online.

Assistant Chief Homes reported that 2016 POC Recruits (Patrick Byrne, Gordon Fraser and Shawn Stevens) have earned their "yellow helmets" having completed the training requirements for NFPA 1001 Level 1 certification.

In response to a question from Trustee Baker, Assistant Chief Holmes advised that the District has four water tender apparatus with two units at Hall No. 2 (Fulford).

7. Salt Spring Fire Fighter's Association Report

7.1 For month of February 2017

Received for information. Lieutenant Andress advised that because of the weather there was no Association meeting in February.

8. Old Business

8.1 Indemnification Bylaw – no update

8.2 Decontamination Chambers – infrared saunas (SS Fire Rescue Foundation funding proposal)

Motion that assuming the Salt Spring Fire/Rescue Foundation is still willing to purchase decontamination saunas, trustees accept the gift on the understanding the operational guideline makes clear that use of the saunas after an incident will be done on member's own time and not be considered "call-out hours" moved by Acting Chair Svendsen, seconded by Trustee Baker.

CARRIED

Trustee Baker asked for clarification whether members' use of the saunas would be on the "District's time" or personal time. Assistant Chief Holmes advised that it has been the past practice of the District that after a call members are stood down when equipment goes back in service but that they would change out of personal protective gear and shower on their own time.

8.3 CRD use of Hall #3 for Emergency Response radio room (FPP) – no update

8.4 Discuss recommendation regarding proposed Election Procedures Policy

CAO Peat asked that trustees review the proposed Elections Procedures Policy which will be considered at the next regular business meeting. The proposed policy has been recommended by the Strategic Planning & Policy Development Committee.

8.5 Update regarding drafting Fire Inspections Policy Statement – no update

8.6 Update regarding "Donations" and "Official Receipts" policies

Motion that proposed draft policies on "Gifts to Salt Spring Island Fire Protection District", "Gifts to Employees" and "Charitable Donations Receipts" be referred to the Finance & Audit Committee for review moved by Acting Chair Svendsen, seconded by Trustee Baker.
CARRIED

Trustees had previously referred these policies to the Strategic Planning & Policy Development Committee.

8.7 Update regarding "Fire Department Establishment and Operations Bylaw" – no update

8.8 Update regarding Petition to amend Letters Patent (Conflict of Interest) – no update

8.9 Update regarding Trustee Elections

CAO Peat advised that Notice of Nominations Election of Trustees closes at 4:00 p.m. on Friday March 24, 2017 with the election to be held April 22, 2017.

The Annual General Meeting of the District will be held on April 24, 2017 at the Lion's Hall.

8.10 Update regarding retention of structural engineering services regarding condition and use of Fire Hall No. 1

No action required, Facilities & Physical Plant Committee made no recommendation on this matter.

8.11 Best Practices approach (WorkSafe BC Partners Program)

No action required, the OH&S Committee to recommend changes to policy or operational guidelines as they progress through the Partners Program questionnaires.

9. Bylaws

9.1 Introduce and consider proposed Bylaw No. 132 Fire Service Level – no update (SPPD) – no update

9.2 Introduce and consider proposed Bylaw No. 133 Meeting Procedures Bylaw – no update (SP&PD) – no update

10. New Business

10.1 Appointments to Standing Committees

Motion that Mr. Norbert Schlenker be appointed a public member of the Finance & Audit Committee moved by Trustee Baker, seconded by Trustee Hetherington.
CARRIED

10.2 Trustee business cards

There was discussion about the desirability of preparing business cards for individual trustees. CAO Peat agreed to investigate producing cards “in house”.

10.3 Interim Planning Meeting

Trustee Baker expressed a desire for trustees to meet socially, to have a training/orientation session, and informally meet to discuss issues that come up.

The concern was expressed by a member of the public present that there is a perception by some that past decisions were decided “in private meetings” and the discussion at a Board meeting just a formality.

The concern was also expressed that as elected officials of a government entity, trustees must always be aware that they are held to a high standard and except when an In-camera meeting is permitted, deliberations and decisions must be done at a meeting where the public can be there to observe.

A public member also spoke about “fettering of discretion”. Elected officials must come to a business meeting with an open mind and not to have already decided their position on matters to be discussed.

Motion that the CAO Peat arrange a training/orientation session for trustees early after the Annual General Meeting moved by Trustee Baker seconded by Acting Chair Svendsen.
CARRIED

10.4 Internal Board Protocols

After discussion it was agreed that the proposed trustee training/orientation workshop should include a discussion of board protocols and the duties and responsibilities of the Chair of the Board of Trustees.

10.5 Develop specifications for Engine 202 replacement

Motion that Chief George to work with the Facilities and Physical Plant Committee to develop the specifications to proceed to tender for replacement of Engine 202 moved by Acting Chair Svendsen seconded Trustee Holzapfel.
CARRIED

10.6 Retain structural engineer to repair or replace roof of Fire Hall No. 3

Motion that Chief George to engage a structural engineer to estimate the scope of work to replace or repair the roof of Fire Hall No. 3 moved by Acting Chair Svendsen seconded by Trustee Holzapfel.

Motion to amend the motion by striking the words “a structural engineer” and inserting “three roofing contractors” moved by Trustee Baker seconded by Trustee Holzapfel.
DEFEATED

The original motion was then considered and it was the consensus of the meeting that consideration of the matter be TABLED until the next regular board meeting.

Assistant Chief Holmes reported that the product used to form a vapor barrier under the roof of Fire Hall No. 3 (Central) has deteriorated and there is water damage in the attic space and ceiling. In the discussion it was suggested that a building inspector might be able to provide an assessment on the likely scope of work needed.

11. Delegations – none

12. In-camera session to discuss excluded staff employment contracts

Motion to move to an in camera session to discuss excluded staff employment contracts and contracts moved by Trustee Hetherington, seconded by Acting Chair Svendsen.
CARRIED

The meeting moved in-camera at 8:50 p.m. The meeting reconvened at 9:58 p.m.

12. Adjournment

There being no further business, **motion** to adjourn moved by Trustee Hetherington, seconded by Acting Chair Svendsen.
CARRIED.

The meeting adjourned at 10:00 p.m.

There will be a brief meeting of the trustees after the Annual General Meeting on April 24, 2017. The next regular meeting of the trustees is scheduled for May 15, 2017.

Mitch Forest
Chair, Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **April 19, 2017**

Training Room, Ganges Fire Hall

In attendance:

Trustees: Mitch Forest (Chair), Howard Baker, Chris Budd, Mary Lynn Heatherington, Howard Holzapfel, Per Svendsen

Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Jocelyne Monette, Executive Assistant

Recording Secretary: Sarah Shugar

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

1. Call to Order

Chair Forest called the meeting to order at 7:02 p.m.

2. Approval of Agenda

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

The following items were presented for consideration:

- 8.1 Annual General Meeting Agenda
- 8.2 POC Banquet
- 8.3 Trustee Workshop
- 8.4 Joint Labour Management Committee

Motion to accept the agenda as amended moved by Trustee Svendsen, seconded by Trustee Baker.

CARRIED

3. Accept Draft Financial Statements for the year ending December 31, 2016

CAO Peat presented the draft Financial Statements for the year ending December 31, 2016.

Motion that the Board of Trustees authorize Chair Forest and Trustee Holzapfel to sign the amended Financial Statements for the year ending December 31, 2016 on behalf of the board moved by Trustee Heatherington, seconded by Trustee Baker.

CARRIED

4. Trustee access to District records - moved to In-camera session

5. Trustee access to District staff – moved to Trustee workshop

By general consent, the Board of Trustees agreed to move item 5 to the Trustee Workshop.

6. Duties and responsibilities of trustees and chair of the Board of Trustees – moved to Trustee workshop

By general consent, the Board of Trustees agreed to move item 6 to the Trustee Workshop.

7. Update regarding District recommendation to Ministry regarding employees serving as trustees

There was no update. CAO Peat will follow up with Ministry staff.

8. Trustees appointments to Board Committees

The terms of reference for standing committees was circulated prior to the meeting. Two trustees will be appointed to each standing committee. There was discussion regarding expressions of interest for standing committees.

8.1 Annual General Meeting

A draft agenda was circulated.

8.2 POC Banquet

Jocelyne Monette, Executive Assistant reported the POC Banquet would be held at the Legion and the event would be catered. A member of the public has donated the wine. The POC banquet will be held on May 13, 2017 at 5:00 p.m.

8.3 Trustee Workshop

By general consent, the Board of Trustees agreed to schedule the Trustee Workshop on May 8, 2017.

8.4 Joint Labour Management Committee – moved to the Trustee Workshop.

CAO Peat reported the Joint Labour Management Committee is a mandated committee and the terms of reference will be discussed at the Trustee Workshop.

By general consent, the Board of Trustees agreed to move this item to the Trustee Workshop.

9. In-camera session to discuss matters pertaining to Human Resources (employee contracts of employment) and counsel's letter of opinion relating to trustees' access to District records

Motion to move to an in camera session to discuss Human Resources matters moved by Trustee Budd, seconded by Trustee Holzapfel.

CARRIED

The meeting moved in-camera at 8:00 p.m. and reconvened at 9:11 p.m.

10. Arise and Report

Motion that the Board of Trustees approve enrollment in the “HUB” benefit for a maximum of \$1000 per calendar year to all excluded staff that have completed their probationary period, moved by Trustee Holzapfel, seconded by Chair Forest.

CARRIED

11. Adjournment

There being no further business **motion** to adjourn moved by Trustee Heatherington, seconded by Chair Forest and carried.

The meeting adjourned at 9:12 p.m.

The next scheduled regular meeting of the trustees is April 24, 2017.

Mitch Forest
Chair, Board of Trustees

Andrew Peat
Corporate Administrator

Minutes of the Fifty Seventh Annual General Meeting of the Salt Spring Island Fire Protection District

Meeting held: **April 24, 2017**

Hart Bradley Memorial Hall, Salt Spring Island Lions Club

In attendance:

Trustees: Mitch Forest (Chair), Howard Baker, Chris Budd, Mary Lynn Hetherington, Howard Holzapfel, Per Svendsen

Staff Members: Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat, SSIFFA Vice President Chantelle Pohl

Recording Secretary: Sarah Shugar

Others Present: 23 members of the public; Jean Elwell, Chartered Professional Accountant; Driftwood Reporter

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

The meeting was called to order at 7:04 p.m.

1. Welcome from Mitch Forest, Chair of Board of Trustees

Chair Forest welcomed everyone in attendance. He called for introductions and introductions were carried out.

2. Approval of Agenda

A proposed agenda was circulated prior to the meeting.

The following addition to the agenda was presented for consideration:

14. Committee Reports

Motion to accept the agenda as amended moved by Trustee Svendsen, seconded by Trustee Budd.

CARRIED

3. Appoint Recording Secretary and Parliamentarian

Motion that Sarah Shugar be appointed recording secretary and Andrew Peat be appointed Parliamentarian moved by Trustee Baker, seconded by Trustee Hetherington.

CARRIED

4. Review and Accept Minutes of the Fifty Sixth Annual General Meeting

The minutes of the Fifty Sixth Annual General Meeting were distributed prior to the meeting.

Motion that the minutes of the Fifty Sixth Annual General meeting be accepted moved by Trustee Baker, seconded by Chair Forest.
CARRIED

5. Audited Financial Report presented by Finance Committee Member Norbert Schlenker

Financial Committee Member Norbert Schlenker presented the Annual Financial Statements for the fiscal year ending December 31, 2016 and called for questions and comments from attendees regarding the report.

One member of the public asked Jean Elwell, Chartered Professional Accountant (1) for clarification regarding the highest expense category "payroll, salaries and benefits"; and (2) whether the firefighter's union contract was followed correctly in regards to "payroll, salaries and benefits" to ensure that firefighters are paid correctly.

One member of the public commented that District's management met with the external auditor and two Trustees have signed the audited financial report. The member of the public stated satisfaction with the signed financial statements.

Chair Forest acknowledged Norbert Schlenker's work on the Financial Committee and thanked him for presenting the report.

By general consent, the Audited Financial Report was received.

6. Fire Chief's Report presented by Chief Arjuna George

Chief George presented the Fire Chief's 2016 Annual Report and thanked Trustees, firefighters and staff for their service. Captain Kurt Irwin retired from Salt Spring Island Fire Rescue after twenty six years of service. His service and leadership will be greatly missed. The average term of service for paid-on-call (POC) members is 6.9 years and the average age is 42 years. There were 673 calls in 2016, averaging 49 calls per month. The average turn out time was 6 minutes and 29 seconds. There were fewer structure fires and motor vehicle accidents in 2016 compared with previous years. Chief George commented that personnel are dispatched for medical calls that are "immediate life threatening" (code "D" and "E") and to other medical calls when the ambulance is delayed. There were 9,748 hours of training - an average of 201 hours per member. Firefighters were trained to administer Naloxone. There were 107 public education events in 2016.

One member of the public thanked Chief George for tracking response times and asked (1) for clarification regarding whether weekends were included in "daytime response time"; (2) what is the average response time when a crew is at the hall versus not at the hall; (3) what was the longest response time; (4) does the District choose to wait for all 4 members to arrive prior to leaving the hall; (5) has the District tracked alarm answering and processing time?

A Trustee asked how many alarm calls resulted in an incident and how many were "false alarms."

One member of the public commented (1) that the Chief's Report did not include information regarding submissions to the Office of the Fire Commissioner (OFC); (2) the OFC reports provide useful information for comparisons to other communities; (3) the report does not address POC retention and turn over; (4) the District needs to understand why people are joining the district and leaving; (5) the POC training system has been described as "a farm system for training professional firefighters". The member of the public asked (1) if the District includes damage amounts when reporting to the OFC; (2) when is Hall No. 1 "staffed"; (3) how professional is the District expecting volunteers to be?

One member of the public commented there is a discrepancy between the incident type chart on the website and the chart in the Chief's Report and asked if there is a problem regarding how incidents are defined and recorded.

By general consent, the Fire Chief's 2016 Annual Report was received.

7. Salt Spring Island Fire Fighter's Association Report presented by Association Vice President Chantelle Pohl

Vice President Chantelle Pohl presented the Salt Spring Island Fire Fighter's Association Report and highlighted the following items: Salt Spring Island Fire Fighter's Association donated over \$5,000 to the community in 2016; over \$300 in donations was raised through the Country Grocer "save a tape" program; and the annual Boot Drive raised over \$4,600 for the Tema Conter Memorial Trust – a leading provider of Peer Support, Family Assistance and Training for public safety and military personnel dealing with mental health injuries. The 2017 boot drive will raise funds for the Salt Spring Island Food Bank.

By general consent, the Salt Spring Island Fire Fighter's Association Report was received for information.

8. Chair of the Board of Trustees Report presented by Mitch Forest

Chair Forest presented the Chair of the Board of Trustees Report 2016-2017.

9. Call for a motion to fix the remuneration of the Trustees for the ensuing year - none

10. Election Results

CAO Peat reported Returning Officer Thomas Moore declared Rollie Cooke and Mary Lynn Hetherington elected as Trustees for a three year term of office ending at the close of the 2020 Annual General Meeting.

11. Questions from the floor

The Chair called for questions and comments from attendees.

One member of the public asked Chief George if any of the members who left for "employment" left to join other fire districts; (2) what percentage of fire hydrants could actually be utilized to full capacity to respond to a fire; (3) is there a map at

Hall No. 1 that classifies fire hydrants? The member of the public commented that POC's have stated they have been encouraged to acquire additional training because they could be held personally liable following an incident and that this would appear to be misinformation that is urging them to continue training.

12. Old Business - none

13. New Business – none

14. Committee Reports

14.1 Strategic Planning and Policy Development Committee

The report was received for information.

14.2 Marketing & Communications Committee

The report was received for information.

14.3 Occupational Health and Safety Committee

The report was received for information.

14.4 Facilities and Physical Plant Committee

The report was received for information.

15. Adjournment

There being no further business **motion** to adjourn moved by Trustee Baker, seconded by Trustee Budd and carried. The meeting adjourned at 9:25 p.m.

Mitch Forest
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **April 24, 2017**

Hart Bradley Memorial Hall, Salt Spring Island Lions Club

In attendance:

Trustees: Mitch Forest (Chair), Howard Baker, Chris Budd, Rollie Cooke, Mary Lynn Heatherington, Howard Holzapfel, Per Svendsen

Staff Members: Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat, SSIFFA Vice President Chantelle Pohl

Recording Secretary: Sarah Shugar

Others Present: Driftwood Reporter; 18 members of the public

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

CAO Peat called the meeting to order at 8:49 p.m.

1. Election of Chair

CAO Peat called for nominations for the position of Chair. Trustee Heatherington nominated Trustee Forest for the position of Chair. CAO Peat called a second and third time for nominations for the position of Chair. There being no further nominations Trustee Forest was declared elected as Chair by acclamation.

2. Approval of Agenda

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

The following items were presented for consideration:

- 5. New Business
- 5.1 Remove All Remediation dated April 18, 2017
- 5.2 Notice of Board Meetings - Bylaw No. 119

Motion to accept the agenda as amended moved by Trustee Baker, seconded by Trustee Budd.

CARRIED

3. Signing Officers on District Accounts

Motion that the Board appoint Arjuna George, Andrew Peat, Howard Baker and Chris Budd as signing officers on the District Accounts moved by Trustee Budd, seconded by Trustee Baker.

CARRIED

4. Appointment of members to standing committees

Motion that the Board of Trustees appoint Chief Arjuna George and CAO Andrew Peat to the Occupational Health and Safety Committee as management representatives moved by Chair Forest, seconded by Trustee Budd.
CARRIED

Motion that the Board of Trustees appoint Trustee Chris Budd, Brian Cunningham, Trustee Per Svendsen and Mervin Walde to the Facilities and Physical Plant Committee moved by Chair Forest, seconded by Trustee Heatherington.
CARRIED

Motion that the Board of Trustees appoint Chief Arjuna George, Trustee Howard Holzapfel and Trustee Mary Lynn Heatherington to the Joint Management Labour Committee moved by Trustee Budd, seconded by Trustee Svendsen.
CARRIED

5. New Business

5.1 RemoveAll Remediation Ltd. correspondence dated April 18, 2017

CAO Peat reported two bids were received for the asbestos remediation work to be done at Hall No. 1.

Motion that the Board of Trustees accept the RemoveAll Remediation Ltd. quote dated April 18, 2017 for asbestos remediation moved by Trustee Baker, seconded by Trustee Holzapfel.
CARRIED

5.2 Notice of Board Meetings - Bylaw No. 119.

Trustee Budd asked for clarification regarding the notice of board meetings in Bylaw No. 119. CAO Peat reported the Ministry of Community, Sport and Development provided verbal assurance that the District may call Special Board Meetings for urgent business items. The Board may have to meet on short notice where it is not possible to give sufficient public notice due to the Driftwood newspaper publication schedule.

Chair Forest advised that the District may schedule Board meetings on all Mondays and cancel meetings that do not go ahead to meet the notice requirements.

CAO Peat reported there is a trustee workshop scheduled on May 8, 2017, 9:00 a.m. to 3:00 p.m. at the CRD Planning Department Meeting Room.

Trustee Cooke asked for clarification regarding the process for union contract negotiations. There was discussion regarding planning for negotiations.

Motion that the Board of Trustees schedule a Special Meeting on May 8, 2017 at 7:00 p.m. to consider the process for union contract negotiations moved by Trustee Holzapfel, seconded by Trustee Cooke.
CARRIED

6. Adjournment

There being no further business **motion** to adjourn moved by Trustee Holzapfel, seconded by Trustee Svendsen and carried.

The meeting adjourned at 10:10 p.m.

The next scheduled regular meeting of the trustees is May 15, 2017.

Mitch Forest
Chair, Board of Trustees

Andrew Peat
Corporate Administrator

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

Meeting held: **April 19, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Trustee Mitch Forest, Committee Members Robert Jones, Norbert Schlenker

Staff Members: Corporate Administrator and Financial Officer Andrew Peat, Assistant Chief Jamie Holmes

Regrets: Chief Arjuna George, Julia Lucich

Others Present: Jean Elwell CPA Auditor, Trustee Howard Baker, Trustee Howard Holzapfel

The meeting was called to order at 1:02 p.m. by CAO Andrew Peat who asked for nominations for the position of acting chair.

Motion that Trustee Forest be acting chair moved by Committee Member Schlenker, seconded by Committee Member Jones.
CARRIED

Draft Financial Statements for the year ending December 31, 2016 as prepared by our auditor, were distributed to members prior to the meeting. The District's auditor Jean Elwell presented the draft statements and led the discussion.

The Annual Surplus recorded of \$186,510 (after Amortization Expense of \$159,517) is significantly better than budget (an anticipated deficit of \$75,596).

Total Salaries & Wages, Administration and Operations Expenses were all less than budget with material variances to budget and 2015 actuals for Administration and Operations Expenses. CAO Peat commented that the District did not incur budgeted costs for consulting expenses (Master Fire Plan) and legal costs for contract negotiations with the IAFF. Committee Member Schlenker commented that the Finance Committee worked diligently to draft a realistic budget and future savings should not be anticipated given high fixed costs (for 2017, budgeted Wages and Benefits is 79% of Total Operating Expenses).

It was noted that "Cash" balances of \$2,233,379 include "Deferred Revenue" of \$1,150,000 – the first draw on 2017 Tax Requisition received in the last few days of December 2016.

After discussion it was the consensus of the meeting that the statement notes should disclose as a "Subsequent Event" the replacement of Tender 302 - the 1994 Superior Water Tender - in January 2017. It was further agreed that "Commitments and

Contingencies” should disclose anticipated repairs to Fire Hall No. 3 and replacement of Engine 202 a 1997 Freightliner Pumper, both expected in 2017.

Committee Member Schlenker agreed to present the Financial Statements at the Annual General Meeting.

Motion by general consent it was agreed that the Finance Committee recommend that the Board of Trustees approve as amended the Financial Statements for the year ending December 31, 2016.

There being no further business the meeting adjourned at 2:20 p.m.

Committee Chair

Andrew Peat
Corporate Administrator

Minutes of the Occupational Health and Safety Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **March 23, 2017**

Training Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair, Employee Rep), CAO Andrew Peat (Management Rep), Abe Hohn (Employee Rep), Nancy Purssell (Employee Rep), Shawn Stevens (Employee Rep)

Regrets: Trustee Howard Baker, Fire Chief Arjuna George, Howard Holzapfel (Employee Rep),

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

Co-chair Akerman called the meeting to order at 5:32 p.m.

1. Approval of Agenda

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

By general consent it was agreed that: agenda items 3.3 "Update regarding mold in Fire Hall No. 1" and 3.7 "Fire Hall No. 1 Asbestos Remediation" be combine into one item "Update regarding Hazardous Materials in Fire Hall No. 1".

Co-chair Akerman asked that two items be added under New Business:

4.3 Front step to office at Fire Hall No. 1

4.4 Update regarding new cancers recognized as occupational workplace illnesses.

By general consent, the agenda was adopted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held February 23, 2017

The draft minutes of the meeting held February 23, 2017 were distributed prior to the meeting.

Committee Member Purssell asked that the minutes be changed to correct the spelling of her name.

By general consent the Occupational Health and Safety Committee minutes of February 23, 2017 be accepted as amended.

3. Old Business

3.1 Bullying & Harassment – no update

3.2 Showers at Halls No. 1 or Hall No. 3 – no update

3.3 Update regarding Hazardous Materials in Fire Hall No. 1

Co-chair Akerman reported that two remediation companies have been contacted to arranged site visits and provide quotes to deal with asbestos and mold remediation.

3.4 Health & Wellness of Members – no update

3.5 WCB inspection Report November 16, 2016

Co-chair Akerman reported that most concerns identified have been addressed. Outstanding matters not an OH&S agenda items include re-organizing hose storage to minimize employees' ergonomic risk profile.

There was discussion about members' concerns about air quality at Fire Hall No. 1 – specifically mentioned was the lack of air circulation in the offices and the high humidity in the truck bays.

Motion it is the recommendation of the Occupational Health & Safety Committee that the Board of Trustees obtain a professional assessment on the indoor air quality in all areas of Hall No. 1 moved by Committee Member Pursell.
CARRIED

Co-chair Akerman reported that with the hose tower "closed", hoses are now dried in a repurposed storage container at Hall No. 2 utilizing a plumbed dehumidifier, fan and small space heater.

3.6 Fire Hall No. 1 structural integrity

CAO Peat reported that the Harold Engineering proposal was referred to Facilities & Physical Plant Committee. At their March 16, 2017, the F&PP Committee made no recommendations. CAO Peat commented that because the District got through a relatively harsh winter with no major "leaks" or catastrophes, there is no immediate urgency to act right now.

Motion that it is the recommendation of the Occupational Health & Safety Committee that the Board of Trustees revisit the recommendations of the Harold Engineering proposal of December 12, 2016 relating to the condition and use of Fire Hall No. 1 moved by Committee Member Pursell.
CARRIED

Specifically, OH&S Committee asks that the building enclosure/envelope be assessed as it likely correlates to mold in the building. The matter of

the structural integrity of the building came about because of comments about visible cracks on interior walls made in Northwest Environmental report of November 24, 2016. Committee members toured Hall No. 1 and visualized building issues.

Concern was expressed that the remaining “useful life” of Fire Hall No. 1 will likely be determined by structural integrity compromised by the property settling.

3.7 Committee member training requirements - OHS Reg 3.27

CAO Peat reported that he is exploring with the Chamber of Commerce the possibility of hosting a workshop on Salt Spring Island to offer the mandatory training now required for members of joint occupational health and safety committees.

3.8 Committee Priorities for 2017

In the general discussion about possible committee priorities, a question was asked about critical incident stress management (CISM) support available to retired members. CAO Peat said that he believed that at the discretion of the Fire Chief retired members would be able to have continued access to CISM support. CAO Peat suggested that the committee might review the approved policy and suggest changes.

“Defensive driving” and “Managing aggressive behavior at incidents” were suggested as possible training topics.

4. New Business

4.1 Update on decisions of March 20, 2017 trustees meeting

At the last meeting of the Board of Trustees, trustees voted to accept the decontamination chambers (infrared saunas) to be donated by the Salt Spring Island Fire Rescue Foundation.

4.2 Front step to office at Fire Hall No. 1

Co-chair Akerman reported that discussion are being held with a contractor to deal with the tripping hazard posed by the front office steps at Fire Hall No. 1.

4.3 Update regarding new cancers recognized as occupational workplace illnesses

Co-chair Akerman reported that in March the province announced three new cancers (prostate, breast and multiple myeloma) will be recognized as occupational workplace illnesses for firefighters.

5. Review of Inspection Report

Co-chair Akerman reported no hall inspections were done.

6. Review of First Aid and Accident / Incident Investigations

Co-chair Akerman reported that on March 1, 2017 he and Chief George investigated the January 2017 incident – a shoulder injury when disembarking from a fire apparatus. Member reminded of proper procedures and Chief George to update OG.

7. Education - none

8. Other Business – none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled on April 27, 2017, 5:30 p.m. at the Ganges Fire Hall Meeting Room.

10. Adjournment

There being no further business, **motion** to adjourn moved by CAO Peat.

The meeting adjourned at 8:04 p.m.

Committee Co-chair

Andrew Peat
Corporate Administrator

Minutes of the Occupational Health and Safety Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **April 27th, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair, Employee Rep), Abe Hohn (Employee Rep), Nancy Purssell (Employee Rep), Trustee Mary Lou Hetherington; Trustee Howard Baker, Fire Chief Arjuna George
Regrets: CAO Andrew Peat, Shawn Stevens (Employee Rep)

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

Co-chair Akerman called the meeting to order at 5:42 p.m.

1. Approval of Agenda

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

Co-chair Akerman asked that two items be added under New Business:
4.2 Front step to office at Fire Hall No. 1

By general consent, the agenda was adopted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held March 23, 2017

The draft minutes of the meeting held March 23, 2017 were distributed prior to the meeting.

Error noted 3.5 spelling, ``hoses are **new** dried``... should read, ``hoses are **now** dried``...

By general consent the Occupational Health and Safety Committee minutes of March 23, 2017 be accepted as amended.

3. Old Business

3.1 Bullying & Harassment – The two new trustees do not have the Bullying and Harassment training documentation. The information should be sent out.

3.2 Showers at Halls No. 1 or Hall No. 3 – The showers are not going to be installed. The issue is to be removed from minutes.

3.3 Update regarding Hazardous Materials in Fire Hall No. 1

Co-chair Akerman reported that since the last meeting we have had two companies give us quotes. The trustees have approved Harold Engineering to do the work required at hall 1.

3.4 Health & Wellness of Members – Chief George reported that Warren Nuyens and Alex Reid have met with him and initial plans are being discussed. No report at this time.

3.5 WCB inspection Report November 16, 2016

Co-chair Akerman reviewed the November 16th, 2016 report from NorthWest Environmental, noting that 90% of the items listed in the report have been addressed.

Annual hearing tests are required by all staff. Tests must be offered over numerous days, not just a one day event.

Chief noted that we have to work with WorkSafeBC to make a safe work procedure so work can be done in the hose tower. There will be times we need to go in the hose tower, so we need to develop a safe work procedure for the employees.

3.6 Fire Hall No. 1 structural integrity

A letter from Andrew Peat, CAO, dated April 27th, 2017 was received and reviewed by the committee members.

3.7 Committee member training requirements - OHS Reg 3.27

Co chair Akerman has received one email from a committee member requesting a training course.

3.8 Committee Priorities for 2017

Risk assessments for day-to-day work at the fire hall and incidents are required. Ken has spoken with Andrew, Andrew would be willing to have the Health and Safety committee meet and identify risk assessments in the workplace. Ken will work with Chief and Andrew to identify a meeting day.

“Defensive driving” and “Managing aggressive behavior at incidents” were suggested as possible training topics. May 2nd FR training will be dedicated to a training session for ` - Managing aggressive behavior at incidents. Guest speakers (RCMP, LMH staff) will attend to help answer questions and give suggestions of how to handle situations.

3.9 Update regarding air-quality at Fire Hall No. 1

A letter received from Andrew Peat, April 27th, 2017 was received and read. Ken discussed the air quality issues being experienced by workers in the front office. Last month the committee raised a concern about the air quality and it will be investigated. Chief and Andrew will be looking at the cost for a test. It will go to the Board. A risk assessment should be done for the air quality in the front office and the air flow.

4. New Business

4.1 Supervision of non-employees in the workplace

Chief George asked for input from the committee regarding unsupervised children or members of the public in the truck bay. A suggestion was to identify the lounge as a safe zone for the children as long as the parent is in the building.

4.2 Review Policy AE-230s-01 Critical Incident Stress Management

This policy addresses former employees of SSIFR accessing counselling. This is a confidential service. The CONFIDENTIALITY AND PRIVACY clause was discussed in regards to members attending CIS a defusing post call. The practice is to document on a training form the members that attend the CIS defusing. The question was if it violated confidentiality and privacy of the members. The consensus was that there is no violation.

5. Review of Inspection Report

- 5.1** Hall 1 inspection has been completed. Deficiencies have been noted.
Hall 2 will be done by Ken and Abe.
Hall 3 will be done by Ken and Chief.

6. Review of First Aid and Accident / Incident Investigations

Co-chair Akerman reported that there has been one Near Miss (2017-03-07-20) finger laceration. The issue was sharp edges on engine 204. The edges have been sanded and the other apparatus will be checked.

Co-chair Akerman reported that there was one injury (2017-03-31-21) The injury was caused from a member staying in one position for an extended period of time. Members are reminded to move and not stay in a position for an extended period of time. Stretching and rehydration before working helps to reduce injuries.

- 7. Education** - reminder to committee members to put in for 2017 safety education. There is a requirement that a new member needs to attend a basic OSH course.

8. Other Business – none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled on May 25th, 2017, 5:30 p.m. at the Ganges Fire Hall Meeting Room.

10. Adjournment

There being no further business, **motion** to adjourn moved by co-chair Ken Akerman.

The meeting adjourned at 7:17 p.m.

Committee Co-chair

Andrew Peat
Corporate Administrator

Salt Spring Island Fire Rescue

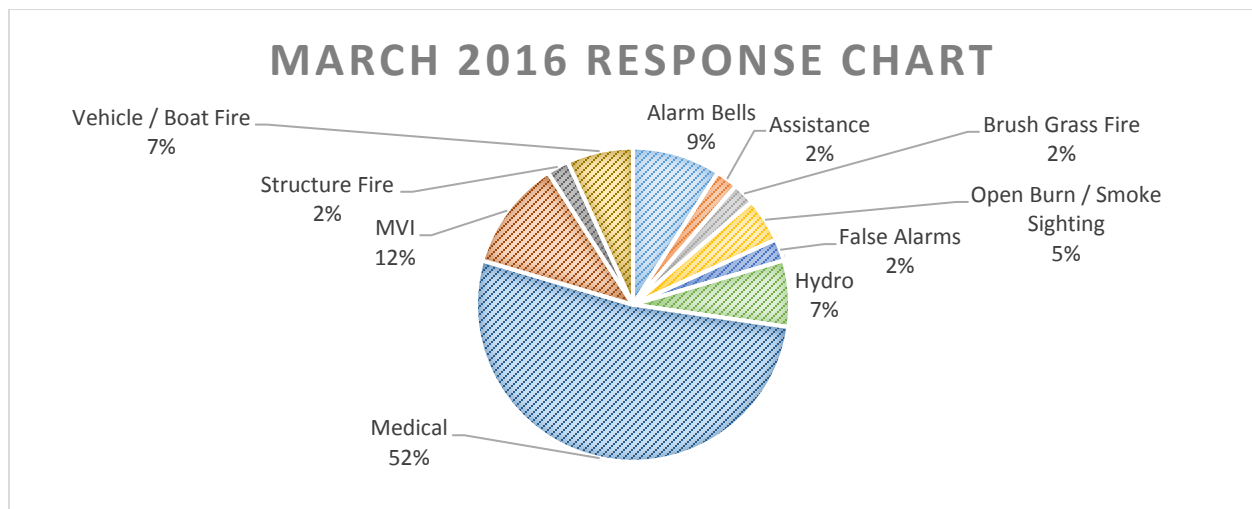
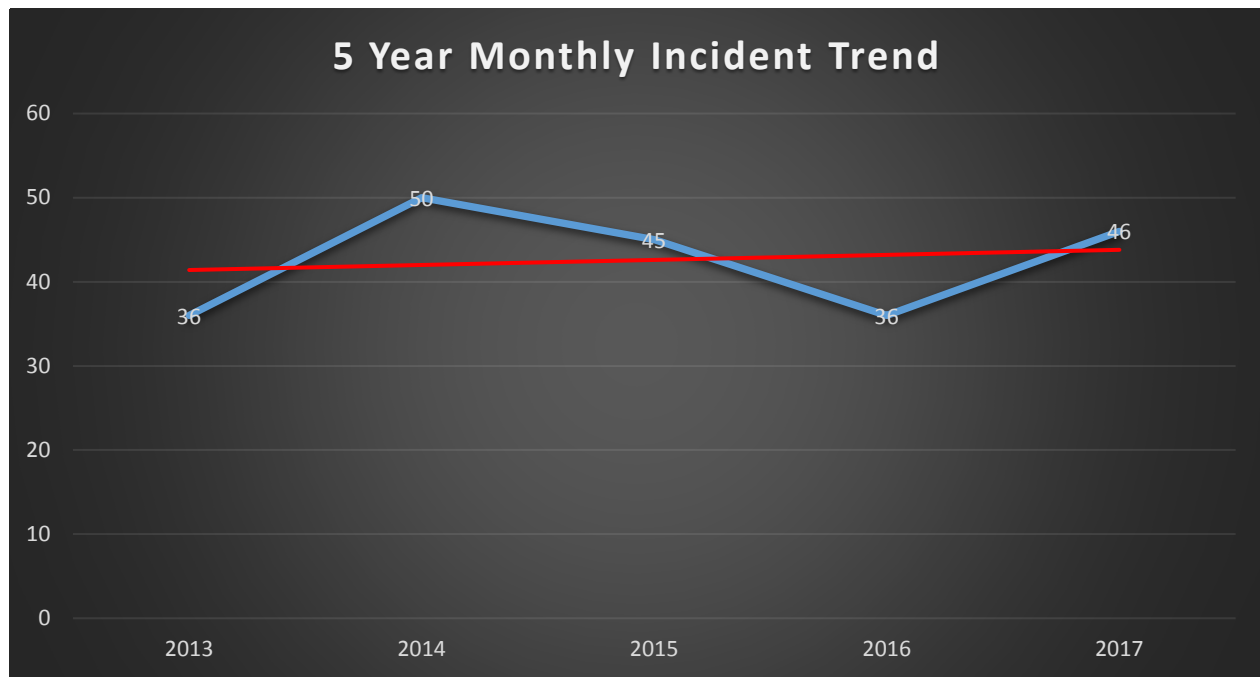
Fire Chief's Report

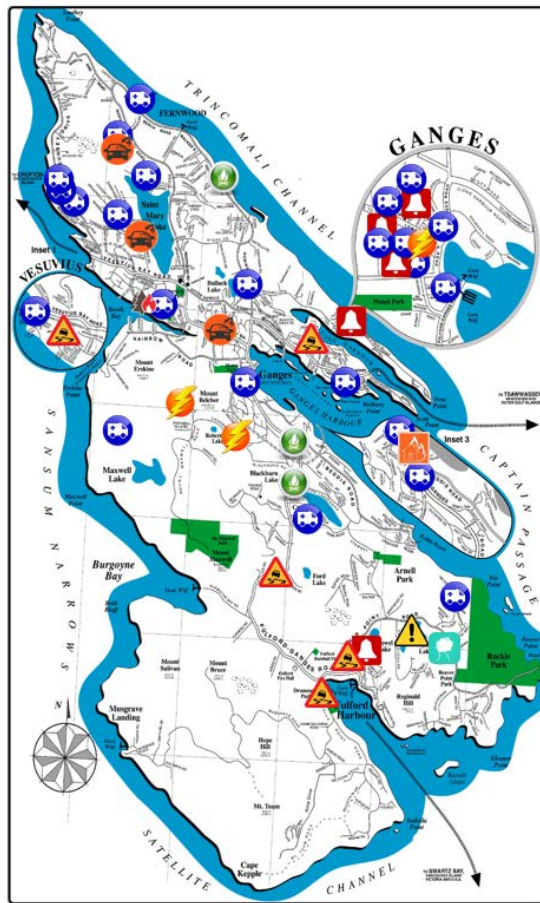
March 2017



Response Report

SSIFR responded to 46 Incidents in the month of March, with a total of 174 responses year to date.





Incident Legend

| | | | | | |
|-----------------------------|-----------------------------|---|--|--------------------------------|-----|
| Aircraft | Aircraft - crash | | Hydro | Fire | |
| Alarm Bells | CO | | | Lines Down | 1 |
| | Commercial | 3 | | Tree on Lines | 2 |
| | Intrusion | | Medical | A/B | 1 |
| | Residential | 1 | | C | |
| Assistance | BCAS | | | D | 20 |
| | Flooding | | MVI | E | 2 |
| | Public | | | MVI | 5 |
| | Misc. Complaint | | Open Burn | Campfire | |
| | Public Works | | | General | 3 |
| | RCMP | 1 | Rescue | Animal | |
| Smoke smell/sighting | | 1 | | Elevator | |
| | | | | Rope/High/Confined | |
| | | | | Search | |
| Brush/Grass/Beach | Bark Mulch | | Rubbish | Water/Ice/Drowning | |
| | Fire | | | Rubbish/Dumpster | |
| | Beach | 1 | Structure Fire | Commercial | |
| False Alarm | CO | | | Comm. smoke/smell in structure | |
| | Commercial | 1 | | Residential | |
| | Residential | | | Chimney | 1 |
| Fire-Misc. | Misc. Fire | | | Mobile home/trailer | |
| | | | | Res. smoke/smell in structure | |
| HAZMAT | Chlorine | | Vehicle Fire/Boat | Vehicle | 3 |
| | | | | | |
| | Chemical/unknown spill/leak | | | | |
| | Petroleum Spill/Fire | | | | |
| | Propane | | | | |
| | | | Medical - 1st ON SCENE | 10/23 Incidents. | 43% |

Operations Update

We have successfully launched our new online fire permit system and the feedback has been very positive. The online format is an effort to better serve our community. For more information or to apply for a fire permit please visit <http://www.saltspringfire.com/permits.php>

We have received official confirmation on the amendment to our SSIFPD boundary extension within the south end of Salt Spring Island. This amendment extends our boundary in the south end to include a new subdivision.



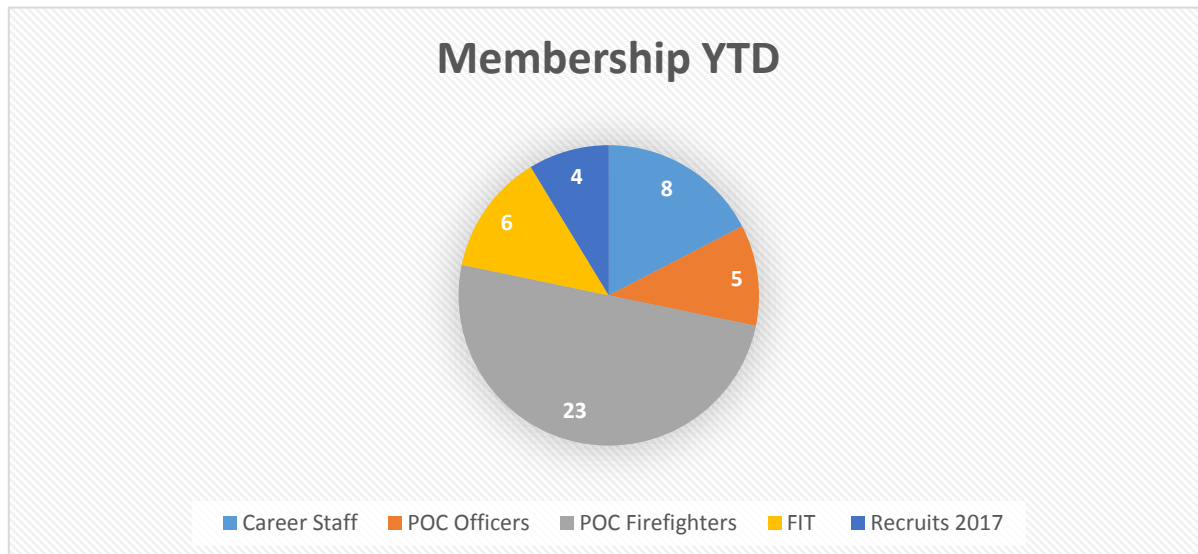
Incident Highlights

March 2nd, our SSIFR water rescue boat was requested for a water search at Weston and Stowell lakes. The search led by RCMP and Ground Search and Rescue ended with a positive outcome.

Vehicle Fire on Broadwell. No Injuries reported, but extensive damage to the vehicle and roadway occurred. Due to favorable weather conditions, no fire spread to surrounding forest or grasslands. In March alone SSIFR responded to three vehicle fires.



Membership



Our Membership has maintained at 45 personnel. We have one POC member on a medical LOA.

In March the province announced three new cancers recognized as an occupational workplace illness. The three new cancers are prostate, breast, and multiple myeloma. These are in addition to the current ten (10) presumptive cancers recognized in British Columbia for firefighters. This now brings the count to thirteen (13).

Training



Salt Spring Island in partnership with Pender Island Fire Rescue hosted another very successful Gulf Islands Fire Cadet Camp. Instructors from SSSIFR assisted in delivery in an array of fire and medical training to twenty (20) High school students, in which five (5) of those were Salt Spring Island students. The Cadet camp over the years has been an avenue for recruitment into our organization.



Inspection and Public Education Division

During the month of March twenty-eight (28) Fire and Life Safety Inspections were completed. Only one re-inspection was required for code compliance. Five (5) Pre-Fire Plans were developed and updated for commercial buildings along with one (1) subdivision review.

Our Public Education team met with several groups this month including Little Red Schoolhouse, Family Place, Home & Garden Show, Girl Guides and one family for an infant car seat installation.

Coming up on April 29th Salt Spring Island Fire Rescue in partnership with all our islands emergency services will host the 2nd Annual Emergency Fair at the Farmers Institute. The collaborative fair brings together all the emergency services into one spot with educational demonstrations, and interactive booths. Please stop by and see what services all our wonderful agencies provide.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Arjuna George".

Arjuna George

Fire Chief



Andrew Peat

From: Arjuna George <ageorge@saltspringfire.com>
Sent: May-01-17 14:07
To: Andrew Peat
Subject: Canadian Fire Chiefs Conference

Andrew, the CAFC conference is being held in Vancouver this year (Sept) and early bird registration is now open. As per the Policy I need to request the board to go to a second conference. As you know the BC Conference is very cheap as my hotel and transportation is covered as I am on the Conference committee. Who should I direct the request too? Chair Forest?

Thanks

Arjuna George


Fire Chief

Salt Spring Island Fire Rescue

105 Lower Ganges Road BC Canada V8K 2T1

www.saltspringfire.com

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 : 250.537.2531 |  : ageorge@saltspringfire.com |
 Fax: 250.537.2507

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Salt Spring Island Fire Protection District

POLICY MANUAL

| | |
|---------------|------------------------------|
| Section | |
| Policy Number | |
| Policy Title | Joint Consultation Committee |

PURPOSE

Section 53 of the *Labour Relations Code* requires that the Salt Spring Island Fire Protection District (“*District*”) and International Association of Fire Fighters Local 4467 (“*Union*”) establish joint consultation committee(s) to:

1. Promote the cooperative resolution of workplace issues;
2. Respond and adapt to changes in the economy;
3. Foster the development of work-related skills; and
4. Promote workplace productivity.

The purpose of the *Joint Consultation Committee* (“Committee”) is to discuss, explore and study issues relating to the workplace that affect the parties or any employee bound by the collective agreement referred to it by either the *District* or *Union*. The Committee, by mutual agreement, shall be authorized to make recommendations on those problems that have been discussed, explored and studied.

It is the understanding of the *District* and *Union* that meetings contemplated under *Article 2.02 Meetings subsections (a) and (b)* of the Collective Agreement will be within the purview of the *Committee*.

REPRESENTATION

Labour

Three members appointed by the *Union* to include the President Local 4467 and two other members.

Management

Three members appointed by the Board of Trustees, the Fire Chief and two other members.

The District's Administrator (Corporate Administrator and Financial Officer), Chair of the Board of Trustees and the District representative of the *Union* are ex-officio members of the committee. By mutual consent other persons may be invited to attend meetings.

Members of the Board of Trustees and the local executive of the *Union* have the right to attend meetings but it is recognized that a smaller working group with continuity of membership is desirable.

CHAIRING

Responsibility for chairing meetings shall alternate each meeting between *Union* and *District* representatives. The Management Co-chair of the committee shall be the Fire Chief.

The *District* or *Union* representative appointed as Chair shall serve a term of office commencing with the close of the meeting at which the appointment was announced and continue to the end of the next meeting.

ACCOUNTABILITY

The Fire Chief shall report to the Board following each meeting.

Recommendations of the *Committee* of an operational nature may be approved by the Fire Chief. Recommendations that refer to policy or have financial cost are to be approved by the Board of Trustees.

MEETINGS

In order to have open discussion, the business of the committee will be conducted at an In-camera session and all discussion and proposals are made "without prejudice".

The *Committee* has no authority to change, delete, or modify any of the terms of the existing Collective Agreement, nor to settle grievances arising under the Collective Agreement.

Either party may initiate a request for assistance from the *Director – Mediation Division Labour Relations Board*.

Each topic on the agenda shall be discussed fully and action reached before proceeding to another topic. Topics requiring further study may be tabled to a future meeting. Where mutually satisfactory decisions are not reached, the topic shall be deleted from

the agenda and resolved through the grievance procedure or collective agreement negotiations.

Committee discussions shall not be publicized or reported except for those recommendations that have been mutually agreed upon.

Meetings shall be held bi-monthly or more frequently if mutually agreed to by the *Committee*.

Meetings shall be conducted at the workplace unless otherwise agreed upon.

Meetings shall be at a time agreed upon by the parties and normally scheduled during regular business hours.

The Chair will prepare an agenda for the meeting to be distributed to all members at least three days prior to the meeting.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees with the mutual agreement of the *Union*.

CROSS REFERENCES

Labour Relations Code [RSBC 1996] Chapter 244

APPROVALS

| | | | |
|--------------------|--|--------------|--|
| Approval date: | | Approved by: | |
| 1. Amendment date: | | Approved by: | |
| 2. Amendment date: | | Approved by: | |
| 3. Amendment date: | | Approved by: | |



105 Lower Ganges Rd
Salt Spring Island, BC
V8K 2T1

Emergency: 911
Office: 250-537-2531
Fax: 250-537-2507
Web: www.saltspringfire.com

Board Trustees

27 April 2017

Correspondence
Re: OH&S Committee

Occupational Health & Safety Committee
Salt Spring Island Fire- Rescue
Attention: Co-chair Ken Akerman

Dear Lieutenant Akerman

Receipt of the Occupational Health & Safety Committee's (OH&S) letter of March 23, 2017 regarding Hall No. 1 ventilation.

It is my recollection that most recently, the ventilation concerns were brought forward not in the Northwest Environment report of December 13, 2016 but rather because of a comment in WCB Inspection Report #201617334238A which says in part:

Ventilation

Discussed ventilation within the this location. This firm was redirected to the WorksafeBC hygiene department for further information. No ventilation issues were noted at the time of this inspection.

It is my further recollection that there were follow up discussions with Glen Russell (Occupation Safety Officer) at which time he advised that because of the age building the employer does not have to meet the current American Society of Heating Refrigerating and Air-conditioning Engineers standard (ASHRAE Standard 62-1989 "Ventilation for Acceptable Indoor Air Quality"). WorksafeBC Occupational Health and Safety Regulation 4.72 (3) says:

For a building ventilation system installed prior to 1989, an adequate supply of outdoor air must be provided in accordance with the ASHRAE standard in place at the time the ventilation system was designed.

As there is no ventilation system installed at Hall No. 1, I can only assume that this was not required at the time the building was built or last substantially modified.

However, Regulation 4.72 has a further NOTE which states that:

If workers occupying a building exhibit signs or reports symptoms of illness the circumstances must be investigated as required by Part 5 (Chemical Agents and Biological Agents). If such signs

or symptoms are attributed to an inadequate supply of outdoor air, the Board [WorksafeBC] will, under subsection (3), consider a standard other than the ASHRAE standard in place at the time the ventilation system was designed where necessary to address the circumstances.

OH&S Regulation 4.79 Investigation (1) states:

The employer must ensure that the indoor air quality is investigated when

- a) Complaints are reported,
- b) Occupancy in the space changes substantially, or
- c) Renovations involving significant changes to the ventilation system occur.

Subsection (2) of OH&S Regulation 4.79 states in part that an air quality investigation must include an assessment of the ventilation rate unless the CO2 is less than 650 ppm above ambient outdoor levels, and sampling for airborne contaminants suspected to be present in concentrations associated with the reported complaints.

I am aware that members have expressed concerns about air quality particularly in the office and truck bays at Fire Hall No. 1 and to expedite the matter it is my recommendation to the Board that indoor air quality assessment report of Fire Hall No. 1 be done by a qualified contractor. I have asked Chief George to obtain competitive quotes.

Yours truly,



Andrew D. Peat
Corporate Administrator
Salt Spring Island Fire Protection District

CC: Fire Chief Arjuna George
Board of Trustees

March 23rd, 2017

Recommendation # 2017-03-23-01

Hall #1 – Building Ventilation

The SSIFR Safety Committee recommends a professional assessment on the indoor air quality in Hall #1. The assessment should be conducted in all area of the building.

Discussion:

Without an HVAC system in the building, there is no air exchange.

Front Offices: the air is stagnant, there is opportunity for exhaust fumes from SSIFR fire apparatus and vehicles in the parking area to enter the building. The air conditioner in the Assistant Chief's office is situated in a window that is next to where Unit 509 parks. Unit 509 is used frequently and the exhaust has the opportunity to be pulled into the office by the existing air conditioner. The second air conditioner is located in the Fire Chief's office. The same circumstance of exhaust fumes can enter the air conditioner as it is located in the window near the back parking area.

Other offices have no appropriate ventilation, or the windows open into the parking lot area.

The vehicle bay has high humidity, and the vehicles, P.P.E. and fire fighting equipment off-gas after they are used. These contaminants are in the vehicle bay and can enter the front office/training room/lunch room each time the door is opened from the vehicle bay.

Each day, 5 – 8 staff members are working in the front office. The administration is in the environment for 7 hours.

Vehicle Bay: is a high humidity area and has vehicles, P.P.E., and equipment off-gassing.

Shop: Storage of chemicals, cleaning products.

There is concern about known mould in the fire hall.

Please address any questions to Lt. Ken Akerman, Co-chair, SSIFR Safety Committee

Documentation:

- NorthWest Environmental Report

Indoor Air Quality

4.70 Application

Sections 4.71 to 4.80 apply to indoor or enclosed areas when occupied by workers, except

- (a) a controlled atmosphere enclosure,
- (b) a confined space, and
- (c) when clearly impracticable, such as during some construction or renovation projects.

4.71 Submitting plans

An employer or the employer's agent must submit to the Board drawings and specifications for an existing or proposed ventilation system when requested by the Board.

4.72 Design and operation

- (1) An employer must ensure that a ventilation system for the supply and distribution of air and removal of indoor air contaminants is designed, constructed and operated in accordance with

- (a) established engineering principles, and
 - (b) *ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality*.
- (2) An adequate supply of outdoor air must be provided to the workplace in accordance with Table 2 of *ASHRAE Standard 62-1989*.

- (3) For a building ventilation system installed prior to 1989, an adequate supply of outdoor air must be provided in accordance with the ASHRAE standard in place at the time the ventilation system was designed.

Note: If workers occupying a building exhibit signs or report symptoms of illness the circumstances must be investigated as required by Part 5 (Chemical Agents and Biological Agents). If such signs or symptoms are attributed to an inadequate supply of outdoor air, the Board will, under subsection (3), consider a standard other than the ASHRAE standard in place at the time the ventilation system was designed where necessary to address the circumstances.

4.73 Building modifications

The owner of a building must permit an employer to install a ventilation system when required by this Part, provided that all such work is subject to the approval of the owner, acting reasonably.

4.74 Distribution

Outdoor air must be effectively distributed throughout the workplace.

4.75 Balancing

The ventilation system must be balanced to

- (a) ensure that each space within the building receives an adequate allotment of outdoor air, and
- (b) accommodate the actual or the normally anticipated occupancy of each space.

4.76 Ventilation openings

- (1) A ventilation system must not be obstructed by material or equipment placed in front of the ventilation air intakes or discharge points.
- (2) Outdoor air intakes must be located so that outdoor air entering the ventilation system does not contain any contaminant in a concentration greater than normal outdoor ambient air in that locality.

4.77 Discharged air

A ventilation system that discharges air from the work area must be designed to minimize the likelihood of exposing any worker at a workplace, including an adjacent workplace

- (a) to an air contaminant in a concentration which exceeds either 10% of its applicable exposure limit in Part 5 (Chemical Agents and Biological Agents), or an acceptable ambient air quality standard established by an authority having jurisdiction over environmental air standards, whichever is greater, and
- (b) where practicable, to an objectionable odour.

4.78 Preventive maintenance

- (1) To maintain acceptable air quality, the employer, or if the employer is not responsible for maintenance of the ventilation system, the owner of the ventilation system must establish an effective preventive maintenance program for the ventilation system.
- (2) Preventive maintenance must include
 - (a) regular inspections
 - (i) of all critical components of the ventilation system, such as dampers, fans, belts, baffles, ductwork, diffusers and control systems, and
 - (ii) for conditions which would promote the growth of micro-organisms, such as water leaks or stagnant water pools,
 - (b) correction of any deficiencies found during the inspections carried out under paragraph (a),
 - (c) repair or replacement of malfunctioning and consumable components, such as filters and belts, and the cleaning of air distribution systems, ducts and dampers when necessary to correct an indoor air quality deficiency,
 - (d) adequate treatment of open water systems associated with ventilation equipment such as cooling towers and humidifiers, to control biological growth, and
 - (e) maintenance of combustion sources, such as furnaces, space heaters and water heaters to assure proper burning and exhausting of waste gases so that recirculation of gases to the workplace will not occur.

4.79 Investigation

- (1) The employer must ensure that the indoor air quality is investigated when
 - (a) complaints are reported,
 - (b) occupancy in the space changes substantially, or
 - (c) renovations involving significant changes to the ventilation system occur.
- (2) An air quality investigation must include
 - (a) assessment of the ventilation rate, unless the indoor carbon dioxide level is less than 650 ppm above ambient outdoor levels,

(d) inspection of the ventilation system as required in section 4.78(2),

- (b) sampling for airborne contaminants suspected to be present in concentrations associated with the reported complaints, and
- (c) a record of the complaint, the findings of the investigation, and any actions taken.

Note: In subsection (2)(a) carbon dioxide is considered a marker indicator of sufficient outdoor air, not as a toxic air contaminant for which the exposure limit established by section 5.48 would apply. Normally, ambient levels are approximately 350 ppm, but may be higher in locations such as urban areas or during weather conditions such as inversions. Ambient levels may be assumed to be 350 ppm unless sampling establishes otherwise.

4.80 Temperature and humidity

The employer must ensure that temperature and humidity levels within the indoor work environment are maintained within acceptable comfort ranges, as far as is practicable.

Note: Refer to the ASHRAE publication *Handbook of Fundamentals* or to the WorkSafeBC publication *Indoor Air Quality* [PDF 1.5 MB] for information on acceptable temperature and humidity levels.

Environmental Tobacco Smoke

4.81 Controlling exposure

The employer must control the exposure of workers at any workplace to environmental tobacco smoke by

- (a) prohibiting smoking in the workplace,
- (b) restricting smoking to a safe outdoor location that is a minimum of 3 metres from a doorway, window or air intake of an indoor workplace, subject to section 4.22 (3) of the Tobacco Control Regulation, B.C. Reg. 232/2007, and
- (c) prohibiting working in an indoor area where smoking is allowed under section 4.23 (2) (a) or (b) of the Tobacco Control Regulation, except as permitted in section 4.82 of this regulation.

4.82 Exceptions

- (1) An employer must ensure that a worker does not work in an indoor area where smoking is permitted under section 4.23 (2) (a) or (b) of the Tobacco Control Regulation, B.C. Reg. 232/2007, unless

- (a) the worker must enter the area to respond to an emergency endangering life, health or property,
 - (b) the worker must enter the area to investigate for illegal activity, or
 - (c) the tobacco smoke has been effectively removed.
- (2) If necessary to prevent tobacco smoke from entering a workplace, a room where smoking is permitted under section 4.23 (2) (a) of the Tobacco Control Regulation, B.C. Reg. 232/2007, must be provided with a separate, non-recirculating exhaust ventilation system that
 - (a) is designed in accordance with expected occupancy rates,
 - (b) maintains adequate air flows from non-smoking to smoking areas,
 - (c) discharges directly to the outdoors, and

- (d) meets all other requirements for a smoking lounge specified in the *American Society of Heating, Refrigerating and Air-conditioning Engineers Standard 62-1989, Ventilation for Acceptable Indoor Air Quality*.

4.83 Public entertainment facilities

Repealed. [B.C. Reg. 258/2008, effective January 1, 2009.]

Occupational Environment Requirements

4.84 Eating areas

- (1) Workers must not keep or consume food in an area of a workplace where it could become unwholesome because of workplace contaminants.
- (2) The employer must ensure that an area suitable for the storage and consumption of food is provided for workers if
 - (a) there is a risk that food stored or consumed at a workplace may become unwholesome because of workplace contaminants, or
 - (b) food storage or consumption is restricted or prohibited at the workplace.

4.85 Washroom facilities

- (1) Except as provided by subsection (2), the employer must ensure that a sufficient number of plumbed washroom facilities are readily available for workers.
- (2) If plumbed washroom facilities cannot be provided because of the nature of the workplace or the nature of the work in which the worker is involved, the employer must
 - (a) provide access to portable washroom and hand-washing facilities, or
 - (b) make such other reasonable arrangements to accommodate workers as the circumstances allow, if access to portable washroom and hand-washing facilities cannot be provided.
- (3) If washroom facilities are provided they must be
 - (a) maintained in proper working order,
 - (b) kept clean and sanitary, and
 - (c) provided with the supplies necessary for their use.

4.86 Change areas

If the employer requires the worker to change into protective work clothing at the workplace, the employer must ensure that adequate change areas are provided.

4.87 Unsafe water

The employer must display at every plumbed non-potable water source from which a person might reasonably believe he or she can safely drink, a notice that the water is unfit for human consumption.



105 Lower Ganges Rd
Salt Spring Island, BC
V8K 2T1

Emergency: 911
Office: 250-537-2531
Fax: 250-537-2507
Web: www.saltspringfire.com

Board of Trustees

27 April 2017

Occupational Health & Safety Committee
Salt Spring Island Fire- Rescue
Attention: Co-chair Ken Akerman

Dear Lieutenant Akerman

I acknowledge receipt of the Occupational Health & Safety Committee's (OH&S) letter of March 23, 2017 regarding having Fire Hall No. 1 assessed by a structural engineer.

It was a recommendation of the Northwest Environmental report of December 13, 2016 that:

[The District] engage in the services of a qualified engineer to assess the building for impacts of water incursion and provide recommendations for repair.

An engineering proposal was received for Herold Engineering (December 16, 2016) which identified several other issues related to the condition and use of Fire Hall No. 1. Trustees referred the report to its Facilities & Physical Plant Committee which saw fit to make no recommendation.

The OH&S Committee at its March 23, 2017 meeting has respectfully requested that the Board of Trustees revisit their decision not to engage structural engineering services as it relates to the condition and use of Fire Hall No. 1.

The matter will again be place on the Board's agenda as it is a recommendation of OH&S, but I must remind the committee that such a request is not within your purview. From my recollection of the discussion of the March 23, 2017 meeting I believe committee members made the motion for "all the right reasons" —to plan for replacement it is critical to know at what point in time the facility might no longer be fit to use; and to remediate mold and water incursions major structural repairs might be necessary and the question has to be answered whether it better to "repair" or "build new".

It is my recommendation to the Board that the scope of work proposed by Harold Engineering is beyond what is necessary to be done at this point in time. Site "settlement" should be continually monitored and future repairs/maintenance will likely require structural engineering services.

Yours truly,

Andrew D. Peat
Corporate Administrator
Salt Spring Island Fire Protection District

March 23rd, 2017

Recommendation # 2017-03-23-02

Reconsideration – Structural Engineer to evaluate Hall #1 integrity.

Discussion:

This is a request to have the Board of Trustees/Facilities and Physical Plant (FPP) Committee to reconsider an earlier recommendation from the SSIFR Safety Committee.

At the March 23rd, 2017 Safety Committee meeting, the members were told that the FPP Committee has decided that no action is required. The Safety Committee was told that this decision was based on the fact that the roof did not leak during the winter months.

The Safety Committee is requesting that the issue be reconsidered using the following documentation as evidence that the building should be assessed by a structural engineer.

Any further questions or remarks can be address with Lt. Ken Akerman, Co-chair, SSIFR Safety Committee.

Documentation:

- Herrold Engineering Report
- NorthWest Environmental Report

4 RECOMMENDATIONS

Based on the findings, the recommendations are:

1. Damaged **Asbestos** materials are present in locations defined in the scope of work. Repair and monitor in place immediately.
2. Provide copies of this report to site personnel, including contractors. A copy of the assessment must be immediately available at the site whenever workers are present. Site personnel need to have read and understood the content of this report prior to commencement of any work which may disturb building materials and contents.
3. Engage in the services of a qualified engineer to assess the building for the impacts of water incursion and provide recommendations for repair.
4. The contractor shall have an exposure control plan/safe work procedures in place for each hazardous substance identified in this report as being in way of the planned work.
5. Work must STOP if previously unidentified suspected hazardous materials are encountered during renovations and/or demolition activities. These suspect materials must be left undisturbed until testing determines their status. Work must also STOP in the event that these suspect materials have been damaged or otherwise impacted. Contact NWest for further direction.
6. **Asbestos:** All asbestos containing materials with the potential to be impacted by the work must be removed or protected from damage prior to the commencement of construction and/or demolition work. This work, called asbestos abatement, must be undertaken by trained personnel following procedures acceptable to WorkSafeBC which comply with the BC Occupational Health and Safety Regulation and conform to the WorkSafeBC document, "Safe Practices for Handling Asbestos".
7. **Silica (crystalline):** Safe Work Procedures including the use of adequate personal protective equipment (PPE) must be in place prior to commencing the work. Workers must use caution to avoid creating airborne silica dust while working on, otherwise disturbing or removing concrete, drywall, plaster, ceramic tile, stucco or any other cementitious material. Use wetting techniques and/or HEPA equipped extraction systems attached to drills and other power equipment where possible in order to decrease dust levels.
8. **Mould:** Mould growth and/or water damage that may be supporting mould growth was observed in a number of areas throughout the building and varied in the amount and extent. In select locations where accessible, this suspected growth was confirmed with tape lift sampling. Should selective removal of water damaged or mould-impacted materials occur prior to renovation activities, the mould remediation protocol outlined in the Canadian Construction Association document, "Mould Guidelines for the Canadian Construction Industry," CCA82-2004 must be observed. A qualified environmental consultant should be engaged to assess the effectiveness of remediation activities prior to reinstatement of materials. In the event that demolition will be conducted using heavy equipment, ensure that the equipment operator and any workers near the demolition site are protected from exposure to airborne mould and other contaminants.



Salt Spring Island Fire Protection District

POLICY MANUAL

| | |
|---------------|----------------------|
| Section | Employment |
| Policy Number | AE-2401-01 |
| Policy Title | Respectful Workplace |

POLICY OBJECTIVE

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

STATEMENT OF POLICY

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

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

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

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

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

SCOPE OF POLICY

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

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

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

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

DEFINITIONS

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

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

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

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

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

It is NOT disruptive and disrespectful conduct to:

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

EXPECTED STANDARDS OF CONDUCT

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

CONFIDENTIALITY

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

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

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

ROLES AND RESPONSIBILITIES

Managers and Supervisors are expected to:

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

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

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

Board of Trustees will:

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

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

ANNUAL REVIEW

This policy statement will be reviewed annually by the Board of Trustees.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

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

Human Rights Code [RSBC 1996] Chapter 210

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

APPROVALS

| | | | |
|--------------------|------------|--------------|-------------------|
| Approval date: | 2016-01-18 | Approved by: | Board of Trustees |
| 1. Amendment date: | | Approved by: | |
| 2. Amendment date: | | Approved by: | |
| 3. Amendment date: | | Approved by: | |

Speak up against bullying and harassment

Play your part in creating a respectful
and healthy workplace



WORKSAFE BC

SALT SPRING ISLAND FIRE RESCUE

Workplace bullying and harassment policy statement

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email and social media.

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.

| | |
|-----------------------------------|--|
| Date created May , 2017 | Annual review date May ,2018 |
|-----------------------------------|--|

SALT SPRING ISLAND FIRE RESCUE

Workplace bullying and harassment reporting procedures

1. How to report

Workers at Salt Spring Island Fire Protection District can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to the Duty Officer;

Employee Co Chair OH&S Committee;

Ken Akerman, Lieutenant, kakerman@saltspringfire.com

The Fire Chief;

Arjuna George, Fire Chief, ageorge@saltspringfire.com

Or

Jamie Holmes, Assistant Fire Chief, jholmes@saltspringfire.com

Dom Gaudet, Captain

Doug Ponsford, Captain,

Dale Lundy, Captain,

Peter Andress, Lieutenant,

Colby Sawchuk, Lieutenant,

Eric Taylor, Lieutenant,

Cody Hunsberger, Lieutenant, chunsberger@saltspringfire.com

Mitchell Sherrin, Lieutenant, msherrin@saltspringfire.com

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact:

Mitch Forest, Chair of the Board of Trustees. trusteeforest@saltspringfire.com

Or alternately:

Worksafe BC, 1-888-621-7233

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

| | |
|----------------------------------|--|
| Date created May ,2017 | Annual review date May ,2018 |
|----------------------------------|--|

SALT SPRING ISLAND FIRE RESCUE

Workplace Bullying and Harassment

Complaint Form

| |
|---|
| Name and contact information of complainant |
| Name of alleged bully or bullies |

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Salt Spring Island Fire Rescue

Workplace bullying and harassment investigation procedures

These are sample procedures for dealing with incidents and complaints of workplace bullying and harassment. Investigation procedures can vary significantly from one workplace to another and employers can provide additional information regarding their specific investigation process. Employers are not required to use this template as long as they have reasonable procedures in place that meet their legal duties. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

1. How and when investigations will be conducted

Most investigations at Salt Spring Island Fire Protection District will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. What will be included?

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Salt Spring Island Fire Protection District will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

Salt Spring Island Fire Protection District is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

Acting Fire Chief Arjuna George will conduct investigations and complete a written report.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Acting Fire Chief Arjuna George.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by Acting Fire Chief Arjuna George.

Following an investigation, Acting Fire Chief Arjuna George will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

Salt Spring Island Fire Protection District expects that workers will keep written accounts of incidents to submit with any complaints. Salt Spring Island Fire Protection District will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at Occupational Health and Safety Resource Centre in the lounge at Hall #1.

| Date created | Annual review date |
|--------------|--------------------|
| | |

Salt Spring Island Fire Rescue

Investigation Form

Workplace Bullying and Harassment Report

| | |
|---|-----------------|
| Name of complainant | |
| Name of respondent/alleged bully | |
| Date | Location |
| Name of investigator | |

| Person interviewed | Other people involved (e.g., alleged bully, witnesses) | Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated) |
|--|---|--|
| | | |
| | | |
| | | |
| | | |
| Based on the investigation, did workplace bullying and harassment occur? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Reason(s) for this conclusion | | |

Salt Spring Island Fire Rescue

Worker template: How to document incidents of workplace bullying and harassment

OHS Policy D3-116-1: Workers must report if bullying and harassment is observed or experienced in the workplace.

| Date, time, location | People involved (include witnesses) | Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.) |
|-------------------------|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Salt Spring Island Fire Rescue

Further Information

Further Information is available:

- **Worksafe BC Website:** www.worksafebc.com/bullying
- **Worksafe BC Prevention Information Line:** 1-888-621-7233
- **Employers' Advisers Office:** www.labour.gov.bc.ca/eao/
- **Workers' Advisers Office:** www.labour.gov.bc.ca/wab/
- **Target Solutions Online Training:** www.saltspringfire.com

Anger, Violence and Conflict in the Workplace

Sexual Harassment (Canada)

Sexual Harassment Awareness for Supervisors

Workplace Stress (Canada)

Workplace Violence (Canada)

Salt Spring Island Fire Rescue

Workplace Bully and Harassment Program

I, _____ have fully read and understand the Salt Spring Island Fire Protection Districts Policy on Bullying and Harassment and the Salt Spring Island Fire Rescue reporting procedures.

I pledge to treat all employees of Salt Spring Island Fire Rescue in a respectful manner and will not tolerate bullying and harassment towards myself or others.

Name:

Date:

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Request For Proposals: Master Fire Service Plan

August 2016

Introduction

The Salt Spring Island Fire Protection District (the "*District*") is seeking proposals from suitably qualified consultants with extensive experience in fire service planning. The consultant will be required to examine current documents and operations and develop a Fire Service Plan to assist the *District* to properly plan for the future.

The report is also intended to convey important information to the general public, staff and trustees about what to expect in the *District's* approach to future Fire Service planning, policy and development.

The target date for completion of a final draft of the Master Fire Service Plan is **February 28, 2017**.

This is NOT a tender call. Any proposals submitted pursuant to the Request for Proposal ("*RFP*") shall not be offers to contract for the provision of any of the services outlined herein, but shall only be used to identify a Preferred Proponent with whom the *District* may negotiate a contract for the provision of the services.

A presentation to the Board of Trustees will be required.

Purpose and Objectives

The purpose of the Fire Service Plan is to study the current situation, the Opta Information Intelligence Fire Underwriters Survey (2015) ("*FUS*"), the TallSky Consulting Group report (October 2015) and Walker Resource Group Fire Service Review (January 2015) and develop a 10 Year Master Fire Service Plan.

It is expected that extensive planning information will be available from the *District*. It is expected that the consultant would review and utilize this information in compiling the Plan.

The creation of a new main Fire Hall is a key objective of the *District*, based on numerous prior recommendations. However, the final Plan must respect budget constraints, public expectations, and must wherever possible take advantage of potential cost savings from the disposition of existing Infrastructure and Equipment and operational efficiencies.

Scope of Work

1. Initially meet with the representatives of the Board of Trustees, Fire Chief and Corporate Administrator to review and potentially refine the contemplated scope of work.
2. If needed, an interim report outlining the refined Scope of Work, budget, work plan and schedule. Consultant's access to internal *District* documents and relevant bylaws will be facilitated by the Fire Chief or Corporate Administrator as appropriate.
3. The District's governance and authority, health, and safety and qualifications and standards should be assessed using an appropriate inspection and audit model.
4. Conduct a Comprehensive Risk Assessment ("CRA") of the service area as it pertains to fire risks.

4.1 Arising from the CRA, if desirable comment on options to develop alternative water sources for fire flows within the Ganges core service area and outlying service areas.

5. Analyze Salt Spring Island Fire-Rescue ("SSIFR") data on types of incidents; identify trends in types of response and analyze data to identify patterns by month, day of week and time of day.
6. Acknowledging some of the limitations on fire suppression imposed by the rural nature of the *District*, provide recommendations for enhancing fire prevention, specifically as it relates to the CRA.
7. Salt Spring Fire-Rescue's ability to provide timely response to emergency fire, rescue and medical assist events should be quantified and benchmarked against appropriate standards of service (NFPA 1710). Response to incidents should be quantified where possible – turnout time, travel time, and arrival at scene with appropriate resources (equipment and crew). For structure fires and similar high risk incidents, quantify resources on scene against NFPA 1710 minimum staffing and apparatus recommendations. If possible, compare SSIFR service standards against a comparable fire service provider.
8. Utilizing the recently completed FUS, examine the current apparatus and response profile and make recommendations as to the optimal apparatus and response profile and make recommendation as to the optimal apparatus types, distribution and response utilization that will provide an professional level of service to the community while minimizing costs.

9. Evaluate all services provided by *SSIFR*, including whether the service provided is mandatory (core service) or an optional service (non-core). Each of the mandatory and optional services provided shall be evaluated as to how they might be delivered more efficiently, examine alternative delivery models from other Fire Rescue Services and determine if changes in our current delivery model would reduce costs while maintaining an acceptable level of service.

For non-core services the proponent will recommend whether delivery should be continued. This analysis should quantify the savings associated with discontinuing this service verses any identifiable risks.

The lists of services to be evaluated shall include:

- ☐ Inspections: building occupancy, regular fire, life safety hazard, fire-smart home assessment
 - ☐ Permits: campfire, garden debris, exemptions, special occasion
 - ☐ Development Review: building, planning
 - ☐ Public Education: daycare, schools, business, community programming
 - ☐ Fire Investigations and reporting
 - ☐ Emergency Response: suppression, motor vehicle rescue, medical first responder technical rescue, hazardous material, public service, response outside boundaries.
10. Review age and experience profiles of career members. In view of *SSIFR* practice of promoting from within and the ten year time frame of the report, comment on succession planning and ability of career members to be promoted to higher level positions of authority and perform these functions competently and effectively.
11. Comment on existing staffing model and scheduling practices and present options that extend manning of the central fire hall beyond 5:00pm in a cost effective manner.
12. Address Specific Infrastructure Issues relating to provide the *District* with options for optimum Capital allocation:
- 12.1 Conduct an independent needs analysis for new a Main Fire Hall in the Ganges Area from both a building code and functionality perspective.
 - 12.2 Comment on the present (and proposed) location of the central fire hall and advise whether a location outside the downtown core impacts response time.
 - 12.3 If the new central fire hall is located outside the downtown core, comment on the feasibility of reducing the number of or relocating auxiliary fire halls, the impact on equipment needs, associated risks and incident response times.

13. Submit a draft report for review and consultation with the Board of Trustees, Fire Chief and Administrator. Consider input and make any appropriate changes to the report.
14. Present the final comprehensive report to the Board of Trustees and respond to questions from the trustees regarding the report.

Proposal Requirements

Proponents who wish to undertake this work must submit a proposal containing the following:

- ☐ A letter indicating preparation to undertake the work outlined in this *RFP*
- ☐ A description of the relevant company and personnel experience and qualifications including description of work of a similar nature and related references.
- ☐ A description of proposed methodology to conduct the review.
- ☐ The total proposed cost of the project shall include a total all-encompassing fee showing a breakdown of Proponent fees, any and all disbursements (with applicable taxes listed separately), sub-consultants' fee (if applicable) and other expenses.
- ☐ Work Schedule to show cost of each major part and key tasks to complete the project and overall timeline required.

General Terms, Instructions and Conditions

All Proposals must be received by the Salt Spring Island Fire Protection District on or before **5:00 pm on September 30, 2016** addressed to:

Confidential Fire Services Plan Proposal
Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island
BC V8K 2T1
Attention: Andrew Peat Corporate Administrator

It is the consultant's responsibility to confirm receipt by the Salt Spring Island Fire Protection District.

Proposals received after the time and date specified will be rejected as being invalid and will be returned unopened to the Proponent courier collect.

RFP 2016 Master Fire Plan RECOMMENDED

All proposals and subsequent information or material received shall become the property of the District and shall not be returned. The District reserves the right to make extra copies of the proposals for use during the selection process only.

Proposals will be opened in public.

Price is an important factor but not necessarily the determining factor.

SUBMISSION FORMAT

Proponents shall submit one (1) hard copy and one (1) electronic PDF copy of the proposal. All shipping materials are to clearly identify the Proponent and their contents. The PDF copy of the proposal may be sent by email to: corpadmin@saltspringfire.com

Proposals (save and except for title page, tables of contents, and appendices) shall not exceed thirty (30) pages in length.

Proposals will not be accepted by fax.

NO AMENDMENTS TO PROPOSALS AFTER SUBMISSION

A Proponent shall not be permitted to change the wording or contents of a proposal after submission to the District, unless requested to do so by the District for the purpose of clarification.

WITHDRAWAL OF PROPOSALS

Any Proponent may withdraw their proposal, either personally or by written request to the District Representative, at any time prior to the scheduled closing date and time noted in this RFP.

DISTRICT'S REPRESENTATIVES

Only the Administrative Officer or Fire Chief are authorized to communicate and otherwise deal with Proponents. The District's Representative will answer all questions in writing and will provide a copy of all questions and their answers to each Proponent who has returned a Receipt Confirmation Form.

NEGOTIATION

If the Salt Spring Island Fire Protection District selects a Preferred Proponent, the Salt Spring Island Fire Protection District will enter into negotiations with the Preferred Proponent in an attempt to reach an agreement necessary to implement the services generally described in this RFP. Proponents must commit to negotiate in good faith with the District if chosen as a Preferred Proponent. If the District is unable to reach an agreement with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least fourteen (14) days after selection of the Preferred Proponent, the Salt Spring Island Fire Protection District is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

CONTRACT FOR SERVICES

The District may, at its sole discretion, enter into a written contract (Appendix B) with any one of the Proponents for the provision of the services generally described in this RFP. There shall be no agreement, and no Proponent shall acquire any legal or equitable rights or privileges with respect to this RFP or the services in question, until a written contract has been duly executed by the signing authorities of the Proponent and of the District.

Any response to this RFP may become part of any contract entered into with a successful proponent.

RFP 2016 Master Fire Plan RECOMMENDED

COMPLIANCE WITH LAWS

Proponents are solely responsible for complying with all applicable Federal and Provincial legal requirements including requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service.

MISCELLANEOUS

The Salt Spring Island Fire Protection District is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

This RFP is solely a request for expressions of interest and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Salt Spring Island Fire Protection District and any other person can or will be created except in a written contract executed by two authorized signatories of the Salt Spring Island Fire Protection District under the authority of an express resolution of the Board of Trustees of the Salt Spring Island Fire Protection District.

In considering any submissions delivered in response to this RFP, the Salt Spring Island Fire Protection District reserves the absolute and unfettered discretion to:

- ☐ accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- ☐ assess proposals as it sees fit, without in any way being obliged to select any proposal or Proponents;
- ☐ assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- ☐ determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- ☐ require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- ☐ communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- ☐ reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting their proposal in response to this RFP and neither the Salt Spring Island Fire Protection District nor its officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the Salt Spring Island Fire Protection District, each Proponent represents and warrants to the Salt Spring Island Fire Protection District that the information in its proposal is accurate and complete.

The RFP does not impose on the Salt Spring Island Fire Protection District any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Salt Spring Island Fire Protection District is expressly permitted or required by this RFP to "act reasonably" the Salt Spring Island Fire Protection District is entitled to act in its sole, absolute and unfettered discretion.

WAIVER OF LIABILITY FOR ERRORS

While the Salt Spring Island Fire Protection District has made an effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Salt Spring Island Fire Protection District will assume no responsibility for any oral information or suggestion(s).

NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

CONFIDENTIALITY OF PROPOSALS

The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of section 21 of the "Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. The District cannot and does not guarantee that information contained in any proposal(s) will remain confidential if a request for access to proposals is made under the Act.

If a Proponent considers that any part of its proposal is proprietary, including by reason of protection by copyright, the proposal must clearly identify those portions considered proprietary.

CONFIDENTIALITY OF DISTRICT INFORMATION

Any information acquired about the District by a Proponent during this process must not be disclosed unless authorized by the District, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of services to the District will not permit any Proponent to advertise a relationship with the District without the District's prior authorization.

Enquiries

Enquires during the proposal period should be directed via email to:

Andrew Peat Corporate Administrator

e-mail: corpadmin@saltspringfire.com

Delegation for May 15, 2017 meeting of SSIFPD Board of Trustees

Optics Matter

Although most of you have held your seats as Trustees for a very brief time, I suspect that you've already come to appreciate the rather odd, anomalous status that Improvement Districts have as compared to other organizations with which you are familiar. You may already know that the SSIFPD is one of the largest Improvement Districts in the province and, according to the Ministry, the only one with Union staffing. You may already be aware that the Province stopped creating new Improvement Districts decades ago, and encourages dissolution of those that remain. As identified by the Ministry's 2006 "White Paper", the major concerns include lack of transparency and lack of professionalism. It is these very concerns which have given rise to some of the problems created by, and continuing to confront, the SSIFPD Board. Gradually these problems contributed to a breakdown of trust between the SSIFPD Board and the ratepayers.

Regardless of "Best Practices", Improvement Districts are not obligated to follow the "open meetings" laws demanded of other forms of government. Despite having passed a bylaw in 2008 consistent with Best Practices, the SSIFPD trustees had, for years, conducted most business behind closed doors and were antagonistic to ratepayers' efforts at disclosure. By way of example, the current Collective Bargaining Agreement was approved on October 18, 2010, but approval was not mentioned in any minutes until the AGM, fully six months later....and then without details of the additional staffing requirements or any mention of financial implications.

Other bodies of local government are forbidden from having their own employees as elected officials, if for no other reason than the irrationality of someone simultaneously being both employee and employer. Improvement Districts are given a pass on this matter, indicative of the "lack of professionalism" referenced by the Ministry's report. While it may be presumed that such officeholders would recuse themselves from decisions involving potential conflict of interest, that has been ignored frequently by former SSIFPD trustees. Again, by way of example:

- both the current (2010) and original (2006) versions of the CBA were approved by Boards whose trustees included an actively employed firefighter...who did not recuse himself, and whose votes were counted;
- trustee/firefighters participated in committees, deliberations, and votes on matters affecting their own interests, including compensation;
- trustee/firefighters participated in committees, deliberations and votes on personnel matters involving their co-workers and superiors;

- on more than one occasion a trustee/firefighter has served as Board Chair.

In recent years the Board has taken steps to restore trust, but this will take time and the public has every reason to remain wary. Having observed this Board for nearly seven years, I am well aware of how easy it could be to undermine what has been achieved. Rhetoric advancing transparency and impartiality isn't enough.....the optics matter. If the optics fail, so will the results. For that reason alone I urge the Board, if possible, to disallow from the finance committee or the HR committee any trustee who is now, has recently been, or who has expressed intent of becoming an employee. This dual status irrevocably blurs lines of authority. I believe that anyone who wears, or intends to wear, both hats must recuse him/herself from any discussion or voting on matters of consequence, including the annual budget. The degree to which such constant need for recusal impedes the proper functioning of the Board speaks volumes for the need to change our system of governance.

Respectfully,

Julia Lucich