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

Meeting held: **September 15, 2014**

In attendance: Trustees: Michael Schubart (Chair), Ron Chamney, Michael Garside, Dan Lee, Michele Severn, Corporate Administrator Andrew Peat.
Excused: Richard Hannah, Bruce Patterson, Chief Tom Bremner, SSIFFA representative Lieutenant Eric Taylor
20 residents

Called to Order: 19:58

Acceptance of Minutes
Minutes of the August 18, 2014 monthly Trustees' meeting were distributed prior to the meeting. Agreed by general consent to accept the Minutes.

Minutes of the In-Camera Trustees' meeting held August 18, 2014 were distributed prior to the meeting. Agreed by general consent to accept the Minutes.

Committee Reports
Motion moved by Trustee Lee seconded by Trustee Chamney that the trustees move to an in-camera meeting to receive the reports of the Human Resources Committee meeting of September 11, 2014 and Request for Proposal Committee meetings of August 7, 2014 and September 11, 2014. The Human Resources Committee report dealt with contractual matters and the Request for Proposal Committee reports dealt with the proposed contract for consulting services. Carried. The meeting recessed at 8:25pm and reconvened at 8:38pm.

Finance
Minutes of the committee meeting held September 11, 2014 were distributed prior to the meeting. (Copy attached to the original minutes). It was the recommendation of the Committee that a proposed 2015 Operating Budget of $2,579,000 be approved by the Trustees. Agreed by general consent to adopt the report of the Finance Committee.

Human Resources
Motion moved by Trustee Lee seconded by Trustee Severn that the Board of Trustees approve the internal realignment of duties and responsibilities as proposed by Chief Bremner and recommended by the Human Resources Committee meeting held September 11, 2014. Carried. The Committee Report also advised that a candidate has been selected to fill the temporary vacancy and this will be publically announced after his commencement date (September 18, 2014).

Request for Proposal
Motion moved by Trustee Lee seconded by Trustee Garside that as recommended by the September 11, 2014 RFP Committee report, the Board of Trustees approve the proposed

contract for consulting services dated 10 September 2014 and that trustees are authorize to sign and execute the said agreement. Trustees also approve the proposed subcontractor who will perform a portion of the scope of work. Carried. Corporate Administrator Peat advised that when compared with the contract proposed in the RFP materials, "Scope of Work" was amended to articulate the holding of at least one public meeting to receive community input and a new clause inserted requesting a review of the 2013 Fire Hall referendum process. Changes have been made to payment terms, wording inserted to allow for change orders, and a holdback clause included.

Correspondence
Correspondence received from Salt Spring Fire/Rescue Foundation dated September 8, 2014 was read. (Copy attached to the original minutes). The Foundation is offering to fund a pathway across District property for the use of residents of Brinkworthy Estates and neighbouring properties. **Motion** moved by Trustee Chamney seconded by Trustee Severn that the Foundation's offer to fund a pathway across District property be accepted. Carried. The project would be in partnership with other interested community groups – Island Pathways and Capital Regional District Parks & Recreation being specifically mentioned

The Fire Chief's Report
Chief Bremner's report for the month of August 2014 was distributed prior to the meeting. (Copy attached to the original Minutes). Agreed by general consent to accept the Fire Chief's Report for August 2014.

Salt Spring Island Fire Fighters Association Report
No Report.

Old Business
District Boundaries
Chief Bremner advised in his report that he continues to meet with the outside resource person to review past history and documents to facilitate placing signage on the ground to advise the public when they are entering or leaving the District.

Emergency Water Delivery - fire hydrant responsibility.
Chief Bremner again advised in his report that he continues to work with other parties to collectively decide how to best move forward.

Painting of Training Facility
Trustee Chamney advised that he had contacted the resident who was concerned about painting training grounds to better blend in with "valley aesthetics". Trustee Chamney advised that efforts to obtain a quote from local painting contractors were unsuccessful and off island firms would likely be expensive. It was agreed to keep the training grounds "as is".

New Business

Bylaw No 124 "Fire Protection Taxation Bylaw 2015"

Corporate Administrator Peat introduced and read Bylaw No. 124 cited as "Fire Protection Taxation Bylaw 2015". (Copy attached to the original minutes). **Moved** by Trustee Lee, seconded by Trustee Garside that the first reading of Bylaw No. 124 be accepted. Carried. There was discussion. Trustee Chamney commented that he understands that for many taxpayers there is no capacity/desire to absorb further tax increases for fire protection services. Trustee Chamney said further that the proposed 2015 operating budget was prepared as a "worst case scenario", and the District is honour-bound to adhere to the terms of our collective agreement with the International Association of Fire Fighters.

Motion moved by Trustee Chamney seconded by Trustee Garside that clause number one of the proposed bylaw be amended to state that the sum of $2,529,000 (a decrease of $50,000) is required by the Improvement District for fire protection purposes in the year 2015. Carried.

Amended Bylaw No.124 was read by the Corporate Administrator. **Motion** to reconsider and finally pass amended bylaw no. 124 moved by Trustee Lee seconded by Trustee Garside. Carried.

Delegations

Staff presentation regarding Bylaw No. 92 "Fire Regulations"

The staff report concerning proposed revisions to Bylaw No. 92 was presented by Lieutenant Sherrin. (Copy attached to the original minutes). In the discussion it was suggested that proposed changes should be posted on our website to allow for public education and comments/input from affected parties. **Motion** to accept the staff report moved by Trustee Lee seconded by Trustee Severn. Carried.

Adjournment

There being no further business, it was agreed by general consent that the meeting be adjourned.

Next scheduled meeting of the trustees is October 20, 2104.

Michael Schubart
Chair Board of Trustees

Andrew Peat
Corporate Administrator