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

Meeting held: **May 26, 2014**

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

Called to Order: 19:07

Amendment to the Agenda
Two items of unfinished business from the April 28, 2014 were omitted from the prepared agenda. **Moved** by Trustee Schubart that the agenda be amended to include under Unfinished Business: "Revising and Updating Ten Year Plan"; and "Policy and process for responding to public requests for information". Agreement by general consent to accept the amended agenda.

Acceptance of Minutes
Minutes of the April 28, 2014 monthly Trustees' meeting were distributed prior to the meeting. Agreement by general consent to accept the Minutes as circulated.

Draft Minutes of the April 28, 2014 Annual General Meeting were also distributed, to be approved at the next AGM.

Committee Reports
Finance - no report
Human Resources - no report

Correspondence
Correspondence received from Architectural Institute of BC and Association of Professional Engineers and Geoscientists of BC were read by the Chair. Each letter stated their respective professional society's position regarding the role of an architect in planning and design of a future fire hall. (Copies of letters attached to the original Minutes).

The Fire Chief's Report
Agreed by general consent to accept the Fire Chief's Report for the month of April 2014. (Copies of the report attached to the original Minutes).

Salt Spring Island Fire Fighters Association Report
SSIFFA President Eric Taylor's report for April 2014 was read by Lieutenant Peter Andress. Agreed by general consent to accept the SSIFA Report. (Copy of the report attached to the original Minutes).

Unfinished Business
The District's policies and processes for responding to public requests for information was discussed. **Moved** by Trustee Chamney seconded by Trustee Severn that a committee be formed to: review existing policies and practice regarding requests for information and recommend changes where appropriate, Carried. Ron Chamney, Michele Severn and Andrew Peat agreed to be committee members.

The need to update the District's ten year plan was discussed. Such a document is needed to set operational and infrastructure priorities. There was general consensus that such a plan should be done by a professional consultant so that issues may be adequately addressed. **Moved** by Trustee Chamney seconded by Trustee Hannah that the Corporate Administrator draft a suitable "Request for Proposal" for trustees consideration. Carried.

Business Arising from the Minutes
Chief Bremner presented his recommendation to deal with the issue of vehicle exhaust at the three fire halls. (Copy attached to the original minutes). From supplier contacts the District has been offered redundant equipment (5 Nederman Magnatrack units) from the old View Royal fire hall. Purchasing an addition 3 rails (to equip all three fire halls) plus necessary new parts and installation for a turn-key completion is estimated at $90,000 (save and except for unforeseen circumstances). Project funding was discussed and it was agreed by general consent that significant capital expenses should be by way of borrowings. Chief Bremner requested that View Royal be advised of our intent to proceed.

Moved by Trustee Garside seconded by Trustee Chamney that the recommendation of Chief Bremner be accepted and that the District proceed with equipping the three District fire halls with the Nederman vehicle exhaust systems. Carried.

Moved by Trustee Hannah seconded by Trustee Garside that the Corporate Administrator prepare a borrowing by-law in the amount of $90,000 on terms recommended by the Ministry for first reading at June meeting of the Board of Trustees. Rate payer approval is to be sought through the Alternative Approval Process. Carried.

Delegations
Mary Gillies gave a presentation regarding her thoughts on the failed 2013 file hall referendum and how to best move forward. A framework on how to proceed was suggested with a need for better community participation and input. (Copy of the presentation attached to original minutes).

Reg Jefferd's presentation focused on policy objectives that he felt the District must address to bring the community back together after the failed fire hall referendum. (Copy of the presentation attached to the original minutes).

Ross King's presentation proposed a time frame within which the Board will issue tenders to design-contractors of pre-engineered buildings for a replacement of the Ganges fire hall. (Copy of the presentation attached to the original minutes).

Adjournment
Motion to adjourn moved by Trustee Severn. Carried.

Next scheduled meeting of the trustees is June 16, 2104.

Michael Schubart
Chair Board of Trustees

Andrew Peat
Corporate Administrator