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

Meeting held: **15 December 2014**

In attendance: Trustees: Michael Schubart (Chair), Ron Chamney, Michael Garside, Richard Hannah, Dan Lee, Bruce Patterson, Michele Severn.
Staff Members: Chief Tom Bremner, Corporate Administrator Officer (CAO) Andrew Peat
13 residents

Called to Order: 19:16

Approval of Agenda
Motion moved by Trustee Lee seconded by Trustee Chamney that the agenda be approved as distributed. Carried.

Acceptance of Minutes
Minutes of the 17 November 2014 monthly Trustee's meeting were distributed prior to the meeting. **Motion** to accept the minutes as distributed moved by Trustee Patterson seconded by Trustee Hannah. Carried.

Committee Reports
Finance Committee
Report of the Finance Committee meeting held 26 November 2014 was distributed prior to the meeting. (Copy attached to the original minutes). Committee Chair Chamney summarized the report.

The committee discussed the Freedom of Information and Protection of Privacy Act (FIPPA) request received by the District. Committee members acknowledged and expressed respect for staff concerns and in light of union objections to releasing the requested information on staff remuneration it was agreed that the matter would be referred to legal counsel to obtain clarification of the District's duty and responsibility. CAO Peat advised that formal notification of the 'Request for Information' was sent to affected staff as required by the legislation.

Committee Chair Chamney commented that public input on renewal reserve fund is still welcome. It is the recommendation of the Committee that Bylaw No 39 (the enabling bylaw establishing the maintenance and capital replacement reserve fund) be reviewed at the January 2015 meeting concurrently with the decision to transfer monies.

The District has a number of ongoing relationships with individuals/vendors to provide contracted services, supplies and equipment. Committee Chair Chamney commented that such supply arrangements or standing offers should be tendered periodically to insure value is received. In conjunction with staff, Committee Chair Chamney has agreed to begin reviewing ongoing relationships with preferred suppliers/vendors.

Motion to accept the report moved by Trustee Severn seconded by Trustee Garside. Carried.

Request for Proposal Committee
Trustee Garside provided a report up-dating progress on the 'Fire Services Review' being conducted by the Walker Resource Group (WRG). (Copy attached to the original minutes). Because of public interest, the public engagement process has been extended and as a result the WRG has asked that the delivery date for receipt of the Report be extended until mid January 2015. **Motion** moved by Trustee Garside seconded by Trustee Lee that the term of the contract (Clause no. 3) with Walker Resource Group be amended to 19 January 2015. Carried.

Trustee Garside further commented that the assignment is on budget and that WRG will be holding to the original contracted fee notwithstanding the expanded number of interviews.

Motion to accept the report moved by Trustee Chamney seconded by Trustee Hannah. Carried.

Correspondence
M. Gillies
Correspondence has been received concerning protection of the Ganges core area in the event of wildfires. (Copy attached to the original minutes). Receipt has been acknowledged and the matters is to be discussed under New Business.

J. Lucich
Correspondence has been received and a reply sent. (Copy attached to the original minutes). The email follows up on previous correspondence and requesting further clarification of compensation to career members.

N. Schlenker
Correspondence has been received and a reply sent. (Copy attached to the original minutes). The subject matter concerned disclosure of remuneration under the FIPPA.

Skywater Capital Corp.
Correspondence has been received concerning the proposed boundary extension. (Copy attached to the original minutes). Receipt has been acknowledged and the matter is to be discussed under Old Business.

The Fire Chief's Report
Chief Bremner's report for November 2014 was distributed prior to the meeting. (Copy attached to the original minutes). Repair and maintenance issues at Ganges Fire continue to be monitored; installation of the new ventilation systems in all fire hall is now expected to begin in January 2015; and the replacement truck for our fire loss unit has arrived and is in service.

Salt Spring Island Fire/Rescue recruitment team completed the 2015 Paid-on-Call firefighter process with eight candidates for the Class of 2015. New recruits will bolster our roster to 35 members. Fifteen firefighters recently travelled off island to receive "live fire" training which is not done on our training grounds. Chief commented that recruit training is usually completed over two years and that all seven members of the Class of 2014 are continuing their training.

Capitan Lundy and Lieutenant Sherrin were complemented on their continued work in the District's Fire Inspection/Prevention division.

Motion to accept the Fire Chief's report moved by Trustee Patterson seconded by Trustee Chamney. Carried.

Salt Spring Island Fire Fighters Association Report
No report.

Old Business
District Boundaries
Chief Bremner advised in his report that progress in slow. Trustee Garside agreed to assist.

Emergency Water Delivery - fire hydrant responsibility.
Chief Bremner again advised in his report that work continues and it was proposed that a meeting be held with all island water districts to discuss hydrant responsibility and to identify units that meet "fire flow standards".

Bylaw No. 125 "Fire Regulations"
A revised proposed Bylaw No. 125 prepared by staff and Trustee Chamney was distributed prior to the meeting. (Copy attached to the original minutes). Consideration of the bylaw tabled till January 2015 meeting.

Brinkworthy Trail Proposal
Trustee Chamney advised that there are no new developments.

Communications Policy
Trustee Chamney and CAO Peat continue to meet to review policies and practices.

Boundary Extension Request- Skywater Subdivision
Chief Bremner's report and recommendations regarding the Skywater subdivision boundary extension request/petition was distributed to trustees prior to the meeting. (Copy attached to the original minutes). **Motion** to receive the report moved by Trustee Patterson seconded by Trustee Severn. Carried. There was discussion. CAO Peat commented that Chief's report dealt with two related but distinct subject matters: whether the subject property can be "serviced" by the District; and proposed conditions to be agreed upon between the parties prior to approval by trustees of the petition to join the

District. There is some question as to whether the District can request a fee or capital charge as a condition of approval of boundary extension requests. **Motion** moved by Trustee Chamney seconded by Trustee Garside that consideration of the report's recommendations be tabled till the January 2015 meeting to allow staff to seek further clarification of matters with the Ministry. Carried. **Motion** moved by Trustee Patterson seconded by Trustee Lee that upon clarification of whether fees or capital charges can be requested, staff are to meet with Skywater Capital Corp. representative(s) to discuss and resolve matters concerning the Chief's recommendations. Carried.

New Business

Capital/Connection Fee Charges for Boundary Extension Requests

CAO Peat advised that his reading of the Improvement District manual suggests that approval of boundary extensions cannot be made conditional on payment of a buy-in-fee and that the District's existing bylaws do not cover this sort of situation. CAO Peat advised that he had spoken with J. Craig, Financial Officer Local Government, Finance Ministry of Community, Sport and Cultural Development. From this discussion CAO Peat said that unlike water or sewer improvement districts, he was advised that a fire district cannot levee a fee or "connection" charge payable on joining that it was unclear whether the Ministry would approve a "capital expenditure charge" payable upon subdivision of lands already within the District. CAO Peat was asked to obtain written confirmation of the Ministry's position.

New Business operating as "Salt Spring Island Fire Protection"

District staff have been made aware of a new island business operating as "Salt Spring Island Fire Protection" which can easily be confused with the District. A report prepared by staff was distributed to trustees. (Copy attached to the original minutes). **Motion** moved by Trustee Patterson seconded by Trustee Chamney that staff endeavor to meet with the principal of "Salt spring Island Fire Protection" to discuss the possibility of a "name change". Carried.

Wild Fire Risk (Disaster and Emergency Preparedness Planning)

Correspondence received from M. Gillies expressed concerns about protection of the Ganges core in the event of wild fires and/or other disaster scenarios. Chief was asked to prepare a report on disaster and emergency preparedness planning for the next meeting detailing what services the District can provide and challenges for ourselves and others in a multi-agency response situation.

Delegations

None.

Election of Chair

Board Chair Schubart advised trustees that he would be resigning as Chair of the Board of Trustees effective at the conclusion of tonight's meeting. Chair Schubart asked for nominations for the position of chair. It was moved by Trustee Patterson seconded by

Trustee Chamney that Trustee Lee be nominated as chair. There being no further nominations Trustee Lee was declared elected as chair by acclamation. Trustee Chamney extended the thanks of the Board to Chair Schubart for his service in the office of chair of the Board of Trustees.

Adjournment

There being no further business, motion to adjourn moved by Trustee Lee. Carried. The meeting adjourned at 20:20.

Next scheduled meeting of the trustees is 19 January 2015.

Dan Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator