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

Meeting held: **October 20, 2014**

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

Called to Order: 19:27

Approval of Agenda
Several mistakes were noted in the agenda as circulated: the September meetings of the board were held on 15 September 2014 (not 22 September); Julia Lucich's name was spelled incorrectly; and the delegation presentation will be done by Mark Lucich. It was agreed by unanimous consent that two additional items be added: under Old Business Brinkworthy Trail Prorposal; and under New Business Communications Policy. Agreed by general consent to accept the amended agenda.

Acceptance of Minutes
Minutes of the September 15, 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 September 15, 2014 were distributed prior to the meeting. Agreed by general consent to accept the Minutes.

Committee Reports
Finance
The Operating Statement or the nine months ending 30 September 2014 prepared by Financial Administrator Scott Bradley was distributed to trustees prior to the meeting. Unaudited results record an Operating surplus of some $210,352. The Finance Committee will meet to review the results and report back to trustees. Agreed by general consent to acknowledge receipt of the report from the Financial Administrator.

Minutes of the Finance Committee meeting held 09 October, 2014 were distributed prior to the meeting. (Copy attached to the original minutes). The Committee met to discuss replacement of a fleet utility vehicle destroyed by fire on 17 September 2014. Chief Bremner presented various options and it is the recommendation of the Committee to acquire the 2004 ¾ Ton trust available from Langford Fire Department subject to a satisfactory vehicle inspection (cost $18,000). Equipment change over and/or installation is estimated to cost a further $10,000. Total cost would be substantially offset by insurance proceeds ($27,145) that have been received. **Motion** to accept the

recommendation of the Finance Committee moved by Ron Chamney seconded by Dan Lee. Carried.

Human Resources
Minutes of the In-Camera meeting of the Human Resources Committee held 09 October 2014 were distributed to trustees prior to the meeting. The Committee met to discuss human resource issues. It is the Committee's recommendation that, based on his assessment of operational needs and requirements, that Chief Bremner be authorized to proceed with his proposed internal realignment of duties and responsibilities with an effective date on or after 01 January 2015. Agreed by general consent to accept the recommendations of the Human Resources Committee.

Request for Proposal
No report

Correspondence
The reply to Mrs Julia Lucich's correspondence is attached to the original minutes. The Corporate Administrator was asked to make available copies of her original letter together with communications and replies from others that have been received.

The Fire Chief's Report
Chief Bremner's report for September 2014 was distributed prior to the meeting. (Copy attached to the original Minutes). In his report, Chief mentioned that Fire Fighter Warren Nuyens was the successful applicant to fill the temporary career vacancy. Agreed by general consent to accept the Fire Chief's Report for September 2014.

Salt Spring Island Fire Fighters Association Report
Lieutenant Eric Taylor's report for October 2014 was distributed at the meeting. (Copy attached to the original minutes). Thanks was extended to the local Rotary Club for partnering with the Association in co-hosting the BBQs held in front of the Ganges Fire Hall. The retirement of several long serving Association members was mentioned – Jim Buckley (27 years of service), Ian Whipple, Grant Gussie and Stefan Cermack. Agreed by general consent to accept the Associations report for October 2014.

Old Business
District Boundaries
Chief Bremner advised in his report that progress in slow and meetings continue with the outside resource person.

Emergency Water Delivery - fire hydrant responsibility.
Chief Bremner again advised in his report that work continues.

Brinkworthy Trail Proposal
Trustee Chamney updated trustees on recent developments. (Copy of his report attached to the original minutes).

New Business

Bylaw No 125 "Fire Regulations Bylaw 2015"

Proposed Bylaw No.125 was distributed to Trustees prior to the meeting. (Copy attached to the original minutes). **Motion** moved by Trustee Chamney seconded by Trustee Garside that the bylaw be tabled. Carried. Trustees asked that the proposed bylaw be posted on the District's website and public input requested.

Communications Policy

Trustee Chamney requested that Community Input Committee meet with the Corporate Administrator to discuss, evaluate and suggest changes if require to policies and practices which formalize how the District interacts and communicates with the larger Salt Spring Island community. Public input is to be sought through website and Driftwood notices. Agreed by general consent to approve the proposed course of action.

Fire Underwriters Survey

Trustee Schubart reported that trustee had received a proposal from Optaintel dated 26 September 2014 proposing to update the Fire Insurance Grading report completed in 2009. The Fire Underwriters Survey (FUS) is prepared on a regular basis and is included in the 2015 Operating Budget. A purchase order has been signed with work to commence in January 2015.

Delegations

Mr. Mark Lucich's presentation spoke of his concerns about the 2015 Budget approval process, establishing reserve accounts and the functioning of the Finance Committee. (Copy attached to the original minutes).

Adjournment

There being no further business, by general consent the meeting adjourned at 20:22.

Next scheduled meeting of the trustees is November 17, 2104.

Michael Schubart
Chair Board of Trustees

Andrew Peat
Corporate Administrator