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

Meeting held: **August 18, 2014**

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

Called to Order: 19:15

In the absence of the Chair Michael Schubart, the meeting was called to order by Corporate Administrator Peat who requested that the trustees appoint from amongst themselves a member to act as Chair. **Motion** moved by Trustee Chamney seconded by Trustee Lee that Trustee Patterson be appointed chair of the meeting. Carried.

Acceptance of Minutes
Minutes of the July 21, 2014 monthly Trustees' meeting were distributed prior to the meeting. Agreed by general consent to accept the Minutes.

Committee Reports
Finance
A report prepared by Scott Bradley detailing Revenue & Expenses for the six months ending June 30, 2014 was distributed, showing Net Revenue in Excess of Expenditures of $153,483. (Copy attached to the Minutes).

Human Resources
Motion moved by Trustee Lee seconded by Trustee Chamney that the trustees move to an in-camera meeting to receive the report of the Human Resources Committee meeting of July 24, 2014 and to discuss the recommendations which dealt with contractual matters. Carried. The meeting recessed at 7:25pm and reconvened at 7:40 pm.

Motion moved by Trustee Chamney seconded by Trustee Lee that the 2015 proposed budget for Wages & Salaries be prepared to reflect an increase of one in the number of full time career positions effective January 1, 2015. Carried. Corporate Administrator Peat advised that an extended Leave of Absence has been granted a career member and under the union contract the District is required to post and fill the temporary vacancy. Should the career member on LOA return, the member filling the temporary position would be subject to lay-off. A laid-off employee would, for 24 months, have back fill rights for vacancies (training, vacation, sickness) and the right of first refusal when new positions become available. The District is contractually obliged to hire two additional career members no later than January 1, 2016.

Motion moved by Trustee Chamney seconded by Trustee Lee that as the Corporate Administrator has substantially completed his probationary period, that he be hired as an employee as per the offer of employment dated May 26, 2014. Carried

Request for Proposal
Trustee Lee advised the meeting that trustees have begun negotiations with a preferred proponent and hope to announce the result at the next meeting.

Correspondence
Correspondence has been received from Mrs. Julia Lucich and a reply is being drafted.

The Corporate Administrator advised that he has received correspondence from the Office the Ombudsperson requesting information in response to an official complaint. Matters are being researched and a reply will be drafted.

The Fire Chief's Report
Chief Bremner presented his report for the month of July 2014. Agreed by general consent to accept the Fire Chief's Report for July 2014. (Copy attached to the original Minutes).

Salt Spring Island Fire Fighters Association Report
No Report.

Old Business
Bylaw No. 122 Vehicle Exhaust System Capital Project Borrowing Bylaw 2014
Corporate Administrator Peat advised that time period in which to receive Electoral Response form was closed and 29 completed forms were received, below the threshold necessary to seek elector approval by referendum. **Motion** moved by Trustee Chamney seconded by Trustee Lee that the numbering of the proposed bylaw be amended to read 123 instead of 122. Carried. It is necessary to correct the number as a bylaw numbered "122" already exists. Amended Bylaw 123 was read by the Corporate Administrator. **Motion** to reconsider and finally pass amended bylaw no. 123 moved by Trustee Lee seconded by Trustee Garside. Carried.

District Boundaries
Chief Bremner advised in his report that outside resources have been engaged 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 some progress is being made. Chief reiterated that water always goes "with us" when crews are responding to a call.

New Business

2015 Draft Operating Budget

Trustees received a proposed 2015 Operating Budget prepared by staff. **Motion** moved by Trustee Chamney seconded by Trustee Lee that the report be received and accepted as a basis for further discussion and deliberation. Carried. **Motion** moved by Trustee Chamney seconded by Trustee Lee that time be reserved prior to next month's regular monthly meeting to present and discuss the proposed budget with interested members of the public. Carried. Public notice to be made in the Driftwood and appropriate background materials posted on the website.

Adjournment

Motion to adjourn moved by Trustee Hannah seconded by Trustee Garside. Carried.

Next scheduled meeting of the trustees is September 15, 2104.

Michael Schubart
Chair Board of Trustees

Andrew Peat
Corporate Administrator