

Minutes of the
Facilities and Physical Plant Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **12 November 2015**

In attendance:

Committee Members: Committee Chair Mitch Forest, Brian Cunningham, Michael Craig, Derek Hill, Per Svendsen, Mervin Walde

Staff Members: Acting Chief Arjuna George, Corporate Administrative Officer (CAO) Andrew Peat

Others Present: Trustee Norbert Schlenker

Recording Secretary: Sarah Shugar

Residents: 1

The meeting was called to order at 7:02 p.m.

1. Approval of Agenda

A proposed agenda was circulated to members prior to the meeting.

The following additional items were presented for consideration:

- 6.4 Water Restrictions
- 6.5 Seismic Issues
- 6.6 Water Leak in Hall No.2
- 6.7 Brinkworthy Property Update
- 6.8 Fire Hydrant Maintenance and Repair
- 6.9 OH&S – Washing Machine

By general consent, the agenda was accepted as amended.

2. Introduction of Recording Secretary Sarah Shugar and new Committee Member Michael Craig

Committee Chair Forest introduced Recording Secretary Sarah Shugar and Committee Member Michael Craig.

3. Minutes

The minutes of the September 3, 2015 meeting were distributed prior to the meeting.

Motion to accept the minutes of September 3, 2015 as circulated moved by Committee Member Hill.

CARRIED

4. Correspondence

4.1 Correspondence Mills & Leitch – Bremner 150903 (Fencing at Central Fire Hall property)

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to draft an acknowledgement letter.

The correspondence item was received.

4.2 Correspondence Forest - Bremner 150917 (STSS recertification)

Committee Member Svendsen provided an update regarding the recertification of the Superior Tanker Shuttle Service. Acting Chief George circulated the HUB inspection report dated October 13, 2015.

The correspondence item was received.

4.3 Correspondence George – Lee 151020 (Fire Boat Out of Service)

Acting Chief George reported the Fire Boat is back in service.

The correspondence item was received.

4.4 Correspondence Forest - Woodey 151021 (Fans Central Fire Hall)

There was discussion regarding security systems.

Action Acting Chief George will look into security systems for Fire Hall No. 1, 2 and 3 and Acting Chief George and Committee Chair Forest will call Mr. Woodey to acknowledge the letter.

The correspondence item was received.

4.5 Correspondence George – Forest 151021 (Fan Muffler Central Fire Hall)

The correspondence item was received.

5. New Business

5.1 Update Training Room closure

Committee Chair Forest provided an update regarding the training room closure. The training room has been certified to be safe and will be

reopened. Acting Chief George provided a copy of the Asbestos Clearance Document for Fire Hall #1.

6. Old Business

6.1 Update re RFP for Master Fire Plan (suggestions for scope of work from members' review of Dawson Creek Master Fire Plan)

There was discussion regarding the review of the Dawson Creek Master Fire Plan and the following highlights were noted:

- it was noted that sprinkler systems would not be feasible for properties with wells due to the pressure required for sprinkler systems and properties that are on community water are usually in close proximity to the fire halls;
- the value of having a professional report at the beginning of the process;
- the Dawson Creek Master Fire Plan could be used as a template.

Motion that the Facilities and Physical Plant Committee recommend the Board create a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Committee Chair Forest.
CARRIED

6.2 Update re FUS extension of certification of vehicles

Committee Member Svendsen provided an update regarding the Fire Underwriters Survey (FUS) extension of certification of vehicles. Unit # 302 will not be certified due to float test. Acting Chief George circulated the HUB inspection report dated October 13, 2015.

6.3 Update re Inventory Software

Committee Chair Forest provided an update regarding inventory software for Fire Service Assets. Norbert Schlenker reported there was a past auditor recommendation that an inventory software is needed and that the Committee should develop policies regarding the acquisition and disposition of fixed assets.

Action Committee members will look into potential inventory software systems.

Action Acting Chief George will look into the current inventory system; FDM Module.

There was discussion regarding the use of large water catchment cisterns

for firefighting.

6.4 Water Restrictions

There was discussion regarding two small islands with structures within District boundaries and the resources to service these locations.

By general consent, the Facilities and Physical Plant Committee recommend the Board review amending the Letters Patent regarding the natural high water mark of Salt Spring Island eliminating the wording referring to a line drawn parallel to and 304.8 meters (1000 feet) perpendicularly distant from the natural high water mark.

CAO Peat advised he would contact Cathy Bickford at the Ministry of Community, Sport and Cultural Development to confirm standard wording for all Letters Patent.

6.5 Seismic Issues

There was discussion regarding seismic assessments of Fire Hall No. 2 and Fire Hall No. 3.

Motion that the Facilities and Physical Plant Committee recommend the Board direct CAO Peat to draft a Request For Proposal for the seismic evaluation of Fire Hall No. 2 and Fire Hall No. 3 during the first quarter of 2016 moved by Committee Member Svendsen.

CARRIED

6.6 Water Leak in Hall No. 2

Acting Chief George provided an update regarding Fire Hall No. 2. The repair is expected to be complete by the end of the week.

6.7 Brinkworthy Property Update

Committee Member Hill provided an update regarding the Brinkworthy property. Committee Chair Forest reported that there are drawings available to review.

It was noted the opening ceremony for the Mayne Island Fire Hall is scheduled on November 28, 2015, 1:00 p.m. to 3:00 p.m.

6.8 Fire Hydrant Maintenance and Repair

Committee Chair Forest reported there are no funds in the 2016 budget for fire hydrant maintenance and repair. There was discussion regarding who is responsible for maintaining hydrants and their operational readiness.

Action CAO Peat will send a letter to North Salt Spring Waterworks District regarding the fire hydrant maintenance and repair budget for 2016.

6.9 OH&S – Washing Machine

Committee Chair Forest reported that Occupational Health and Safety Committee requested a new washing machine to wash equipment with an estimated cost of up to \$20,000.

Action Acting Chief George will research the options for equipment washing machines and the item will be brought forward to the budget discussions.

There was discussion regarding the air tank filling stations.

Committee Member Svendsen declared conflict of interest with Item 6.10 and left the meeting at 8:46 p.m.

6.10 Purchasing Policy

Acting Chief George circulated a Policy Amendment Proposal for Policy #3.30 Purchasing Request by Acting Chief Arjuna George dated November 12, 2015.

Motion that the Facilities and Physical Plant Committee recommends the Board review the Policy Amendment Proposal for Policy #3.30 Purchasing Request by Acting Chief Arjuna George dated November 12, 2015 as presented moved by Committee Chair Forest.
CARRIED

Committee Member Svendsen returned to the meeting at 8:48 p.m.

Motion to move to an in-camera session moved by Committee Chair Forest.
CARRIED

Chair Forest called a recess at 8:48 p.m. The meeting reconvened at 9:02 p.m.

7. Rise and Report - none

8. Adjournment

There being no further business, motion to adjourn moved by Committee Chair Forest.

CARRIED

The meeting adjourned at 9:02 p.m.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator

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