

Minutes of the
Human Resources Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **5 November 2015**

Meeting Room #103, Salt Spring Island Public Library

In attendance:

Committee Members: Committee Chair Derek Hill, Ron McCulloch; Deborah McGovern, Trustee Norbert Schlenker, Scott Simmons, Darleen Steele

Regrets:

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

Others Present: Trustee Linda Lee

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:05 a.m.

1. Approval of Agenda

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

The following items were presented for consideration:

- 4.4 Move Item to In Camera session
- 5. Move Item to In Camera session

The following additional item was presented for consideration:

- 6. Old Business – Returning Officer – Trustee Schlenker

By general consent, the agenda was accepted as amended.

2. Introduction of Recording Secretary Sarah Shugar and Acting Fire Chief Arjuna George

Committee Chair Hill introduced Recording Secretary Sarah Shugar and Acting Fire Chief Arjuna George.

3. Minutes

3.1 Receive and Accept the Minutes of the meeting held October 1, 2015

The minutes of the October 1, 2015 meeting were distributed prior to the meeting.

Motion to accept the minutes of October 1, 2015 as circulated moved by Committee Member Schlenker.

CARRIED

4. Old Business

4.1 Update regarding compiling comparative data from similar Fire Services / Departments – administration personnel, staffing and equipment

Action Acting Chief George, Trustee Forest and Trustee Hill will draft comparative data from the TallSky report to include apparatus.

4.2 Terms of Reference for the Committee

Action CAO Peat will compile the approved terms of references for each Committee.

4.3 Google Calendar for Mandated Reporting

Committee Member Simmons reported the Google calendar is complete and could be added to the website at a later date.

4.4 Review and Discuss POC Firefighters retention proposal – moved to In Camera session

4.5 Policy Concerning Mobile Device (cell phones) for staff members

CAO Peat provided an update regarding the mobile device policy for staff members and advised the policy will be based on the Justice Institute guidelines.

Action CAO Peat will draft the Mobile Device (cell phones) Policy and forward it to the Board for review.

Motion to table this item until the next meeting moved by Committee Member Schlenker.
CARRIED

4.6 Policy Concerning “Employee Assistance Program”

Committee Member McGovern provided an update regarding the “Employee Assistance Program” Policy. There was discussion regarding a mechanism to ensure confidentiality of members who access the program. Acting Chief George reported currently the Critical Incident Stress Management (CISM) team reports to the Chief and he will look into options available through Work Safe BC.

Motion that Committee Member McGovern and CAO Peat will draft the Employee Assistance Program Policy and to table this item until the next

meeting moved by Committee Chair Hill.
CARRIED

5. New Business

5.1 Committee Membership - moved to In Camera session

6. Old Business

6.1 Returning Officer

Committee Member Schlenker provided an update regarding the voting policy and reported there has been ambiguity regarding how many votes a person is entitled. It was noted Brinkworthy residents are entitled to vote and there is not a mail in option for this election.

Committee Member McGovern left the meeting at 10:45 a.m. and returned to the meeting at 10:50 a.m.

It was generally agreed that Committee Member Steel will draft an article to be published in the Driftwood newspaper, the Salt Spring Exchange and the Salt Spring Fire Protection District website regarding the changes to the voting process.

7. In Camera Session to discuss TallSky Consulting Group, October 2015 Final Report to Board (Administrative Function Review)

Motion to move to an in-camera session moved by Committee Member Schlenker.
CARRIED

Chair Hill called a recess at 10:52 a.m. The meeting reconvened at 12:26 p.m.

8. Rise and Report - none

9. Adjournment

There being no further business, motion to adjourn moved by Committee Member Schlenker.

CARRIED

The meeting adjourned at 12:27 p.m.

Derek Hill
Committee Chair

Andrew Peat
Corporate Administrator

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