

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

Meeting held: **19 June, 2015**

Trustees Room, Ganges Fire Hall

In attendance: Committee Members: Committee Chair Derek Hill, Mitchell Forest, and Norbert Schlenker

Trustees: Mike Garside

Staff: Corporate Administration Officer (CAO) Andrew Peat

The meeting was called to order at 10:04am by Committee Chair Hill

Approval of Agenda

A proposed agenda was circulated to committee members prior to the meeting. CAO Peat asked that the agenda be amended to add under New Business discussion of the status proposed consulting services agreement with TallSky Consulting Group. **Motion** moved by Committee Member Forest that discussion of the TallSky consulting agreement be added under New Business. Carried. **Motion** that the agenda as amended be approved moved by Committee Member Schlenker. Carried.

Approval of Minutes

Minutes of the April 16, 2015, June 9 2015 meetings of the Human Resources committee together with the June 9, 2015 in-camera meeting were circulated to committee members prior to the meeting. **Motion** moved by Chair Hill that the minutes be approved as circulated. Carried

New Business

Consulting Services Agreement with TallSky Consulting Group

CAO Peat advised the meeting he had forwarded a copy of the proposed consulting services agreement to TallSky after the June 15, 2015 board meeting. In telephone discussion with Eileen Harper principal of TallSky she asked that consideration be given to extending the completion date to accommodate her staff vacations. CAO Peat commented that he would rather have the report done right rather than rushed. Eileen Harper advised that every effort will be made to have a preliminary report to trustees prior to the August board meeting but the final report might not be available at that time. It was the consensus of the meeting that the proposed consulting services agreement record a completion date of 21 August 2015 (clause #3). The pro-forma consulting services agreement included with the "Request for Proposal" said 31 July 2015.

In-Camera meeting

Motion moved by Committee Chair Hill seconded by Committee Member Forest that human resources issues be considered in-camera. Carried. The meeting moved to an in-camera meeting at 10:24am and arose from the in-camera meeting at 11:32am.

Adjournment

There being no further business **motion** to adjourn moved by Chair Hill. Carried. The meeting adjourned at 11:32am.

Derek Hill
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT