

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

Meeting held: **29 June 2015**

Trustee's Room, Ganges Fire Hall

**In attendance:** Trustees: Linda Lee (Chair), Michael Garside, Derek Hill, Norbert Schlenker, Michele Severn

Regrets: Mitch Forest, Michael Schubart

Staff Members: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat

**Called to Order:** 4:00pm

### **Approval of Agenda**

A proposed agenda was circulated to trustees prior to the meeting. **Motion** that the agenda be approved as circulated moved by Trustee Hill seconded by Trustee Severn. Carried.

### **Committee Minutes**

Draft Minutes of the 25 June 2015 Strategic Planning and Policy Development Committee Meeting

Draft minutes of the 25 June 2015 Strategic Planning and Policy Development Committee meeting were distributed prior to the meeting. (Copy attached to the original minutes.) **Motion** that the draft minutes of the 25 June 2015 meeting of the Strategic Planning & Policy Development Committee be received moved by Trustee Hill. Carried. The committee made two recommendations.

Trustee Schlenker reported that it is a recommendation of the committee that members of the public volunteering to serve on board committees as a condition of appointment are to sign an "Oath of Office" and "Confidentiality and Conflict of Interest Agreement". As the public might not fully understand conflict of interest, Trustee Schlenker had undertaken to work up a summary document using materials he has from the Islands Trust. It was also suggested that to avoid any misunderstanding prospective volunteers should be informed of this "requirement" prior to being formally appointed. **Motion** that it is a condition of appointment that public members volunteering to serve on board committees have to sign an "Oath of Office" and "Confidentiality and Conflict of Interest Agreement" moved by Trustee Schlenker seconded by Trustee Hill. Carried.

Trustee Schlenker further reported that it is the recommendation of the committee that a public town hall meeting be held to discuss services provided by Salt Spring Fire/Rescue with the presentation prepared by staff and an opportunity for public comment and questions. Trustee Schlenker advised that the Walker Resource Group recommended public engagement before the 2016 budget cycle and that the committee believed it important to begin this "dialogue" with the community. **Motion** that the board approves

the expenditure of up to \$400 (advertising and venue rental) for a “town hall” meeting with a presentation prepared by staff explaining each service offered and allowing for questions from the public moved by Trustee Schlenker seconded by Trustee Garside. Carried.

Chief Bremner commented that he would elaborate on his presentation at the Annual General Meeting and that materials would invite written questions and comments. Date and place to be determined by staff prep needed and venue availability – Trustee Severn and Chief to arrange.

### **New Business**

#### **Consulting Contract for the Administrative Function Review**

A copy of a proposed consulting services agreement between the Fire District and TallSky Consulting Group dated June 15, 2015 was distributed to trustees prior to the meeting. (Copy attached to the original minutes.) CAO Peat commented that the proposed agreement is the pro-forma contract included with Request for Proposal materials. **Motion** that the Chair of the Board of Trustees and one other trustee are authorized to sign on behalf of the Salt Spring Island Fire Protection District the consulting services agreement with TallSky Consulting Group dated June 15, 2015 moved by Chair Lee seconded by Trustee Schlenker.

Chair Lee advised that after further discussions between herself and TallSky, an amended scope of work has been proposed to simplify language. (Copy attached to the original minutes.) **Motion** that the original motion be amended to indicated that the Scope of Work is amended to be that which was circulated at the meeting (Correspondence TallSky (Noble) 20150629) moved by Trustee Schlenker seconded by Chair Lee. Carried.

Eileen Harper principal of TallSky Consulting Group had asked that consideration be given for reimbursement of BC Ferry costs for necessary travel. **Motion** the original motion be amended to indicate that contract amount be amended to say that the District further agrees to reimburse the cost of ferry travel for up to three trips to and from Salt Spring Island upon presentation of receipts moved by Chair Lee seconded by Trustee Garside. Carried.

There being no further amendments, the question was called and the amended motion was carried.

### **Adjournment**

There being no further business **motion** to adjourn moved by Trustee Schlenker. Carried. The meeting adjourned at 4:23pm.

The next scheduled regular meeting of the trustees is 20 July 2015.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator

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