

Minutes of the
Strategic Planning & Policy Development Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **1 February 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Andy Hildebrand (Chair), Howard Baker, Mark Lucich, Ben Sutton

Staff Members: Administrator Andrew Peat (CAO)

Regrets: Shelley Nitikman, Acting Chief Arjuna George

Others Present: Trustee Linda Lee

The meeting was called to order 2:07 p.m.

1. Approval of Agenda

A proposed agenda was circulated to members prior to the meeting. Committee Chair Hildebrand asked that "Project Tracking" be added as item 3.5 Under New Business.

Motion that the agenda was accepted as amended moved by Committee Member Lucich.

CARRIED.

2. Approval of Minutes

2.1 Receive and Accept Minutes of the Meeting held 6 January 2016.

Committee Member Sutton asked that under the Motion under 3.3 should read "minutes of the June 25, 2015 meeting be accepted as circulated". **Motion** that the minutes of the January 6, 2016 meeting be accepted as amended moved by Committee Member Lucich.

CARRIED

3. New Business

3.1 Draft Policy statement "Code of Conduct"

3.2 Draft Policy statement "Employee Dismissal with Just Cause"

CAO Peat presented the draft "Code of Conduct" and "Employee Dismissal with Just Cause" policy statement. After discussion **by general consent** it was agreed that it would be more appropriate if both policies were dealt with by the Human

Resources & Legal Committee. Committee Chair Hildebrand commented that from his private sector background it was common for employers to have separate conduct and just cause dismissal policies.

3.3 Draft Policy statement "Election Procedures"

CAO Peat presented the draft "Elections Procedures" policy statement. In the discussion CAO Peat advised that the policy was largely copied from the section of the Local Government Act dealing with municipal elections.

CAO Peat agreed to forward a copy of the proposed policy to District Returning Officer Mr. Thomas Moore for his comments. **By general consent**, the Strategic Planning and Policy Development Committee agreed to table the item.

3.4 Progress on Walker Resource Group recommendations

CAO Peat advised that former Chief Bremner had listed Walker Resource Group and FireWise recommendations to facilitating tracking. He would follow up with Chief George and prepare a listing for the next meeting.

In the discussion it was suggested that recommendations arising from the "Fire Underwriters Survey" and "TallSky" reports should also be tracked.

3.5 Proposed Project Tracking Document

A proposed document to facilitate Project Tracking prepared by Committee Chair Hildebrand was circulated. During the discussion Committee Chair Hildebrand commented that unless known, the "Dollars" column should usually just be a symbol (\$ for minor cost to \$\$\$\$ for expensive). Committee Chair Hildebrand further commented that while such a document would be "shared" with staff, committee chairs, and trustees, responsibility for maintaining and updating the record should be done by one person.

Motion that it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees approve the adoption of "Project Tracking" as a planning and work tool moved by Committee Member Lucich.

CARRIED.

4. Old Business

4.1 Proposed "Policy Template"

CAO Peat presented a proposed "policy template". After discussion, **by general consent**, the Strategic Planning and Policy Development Committee accepted the template.

CAO Peat was asked to forward copies to the chairs of the other board committees.

4.2 Pro-forma letter regarding enforcement policy

No developments. Committee Member Lucich said he would meet with Chief George and draft a letter on enforcement policy.

4.3 Strategic Planning Process (10 Year Plan)

Committee Member Sutton advised that the select committee is scheduled to meet on February 5, 2015. Committee Member Sutton suggested that it may be desirable to expand committee membership to bring in outside expertise to identify planning priorities.

4.4 District Boundaries and Mutual Aid Agreements

No developments. CAO Peat advised that Chief George is canvassing Outer Island fire departments for their willingness to enter into or renew existing mutual aid agreements. In the discussion the comment was made that mutual aid is limited to personnel and does not include apparatus/equipment.

4.5 Fire Service Level policy

Committee Member Lucich presented a report on the need for the Board of Trustees to move forward on adopting a Fire Service Level Policy which is needed to determine training levels for members (career and paid-on-call). The Office of the Fire Commissioner requires that "all authorities having jurisdiction" adopt a Fire Service Level policy and that the District has put off a decision because of the desire for more public input.

Motion it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees of the Salt Spring Island Fire Protection District adopt the "Exterior Level" at its next business meeting unless Acting Chief George can verify that current personnel are suitably trained for the "Interior Level" in which case "Interior Level" should be adopted as the current policy.

CARRIED.

Committee Member Lucich concluded his report with the comment that Trustee could proceed with community consultation to confirm or change the designated Fire Service Level.

4.6 Draft policy statement "Use of Information Technology Resources"

The proposed policy was presented by CAO Peat. Two changes were proposed to correct grammar in the section headed by "Hardware and Software":

- in the second paragraph "purchases" should be changed to "purchased" with the first sentence to begin "No hardware/software will be purchased"; and in the last sentence "compile" change to "comply".

Motion it is the recommendation of the Strategic Planning and Policy Development Committee that the Board of Trustees adopt the proposed "Use of Information Technology Resources" policy as amended.

CARRIED.

5. Next Meeting

The next meeting of the Strategic Planning and Policy Development Committee is scheduled March 14, 2016, 2:00 p.m., at the Ganges Fire Hall Meeting Room.

9. Adjournment

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

CARRIED

The meeting adjourned at 3:57 p.m.

Andrew Hildebrand
Committee Chair

Andrew Peat
Corporate Administrator