

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

Meeting held: **January 18, 2016**
Lower Hall, Ganges United Church

In attendance:

Trustees: Chair Linda Lee, Howard Baker, Michael Craig, Mitch Forest, Andy Hildebrand, Derek Hill, Norbert Schlenker

Staff Members: Corporate Administrator and Financial Officer Andrew Peat; Acting Chief Arjuna George, SSIFFA Lieutenant Peter Andress

Recording Secretary: Sarah Shugar

Others: 21 members of the public, Driftwood Reporter

These minutes follow the order of the agenda although the sequence may have varied.

Called to Order: 7:16 p.m.

1. Welcome to New Association President Lieutenant Peter Andress

Chair Lee introduced Lieutenant Andress and welcomed him to the meeting.

2. Approval of Agenda

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

Motion to accept the agenda as presented moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

3. Board Minutes

3.1 Receive and Accept the Minutes of the “Town Hall” meeting held December 7, 2015

The minutes of the December 7, 2015 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the December 7, 2015 town hall meeting be accepted as circulated moved by Trustee Forest, seconded by Trustee Baker.

CARRIED

3.2 Received and Accept the Minutes of the meeting held December 7, 2015

The minutes of the December 7, 2015 regular meeting were distributed prior to the meeting.

Motion that the minutes of the December 7, 2015 regular meeting be accepted as circulated moved by Trustee Forest, seconded by Trustee Baker.
CARRIED

3.3 Receive and Accept the Minutes of the In-camera meeting held December 7, 2015

The minutes of the December 7, 2015 in camera meeting were received for information.

4. Committee Reports

4.1 Facilities & Physical Plant Committee

4.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held January 7, 2016

By general consent, the draft minutes of the January 7, 2016 Facilities & Physical Plant Committee meeting were received for information.

4.2 Finance & Audit Committee

4.2.1 Receive the draft minutes of the Finance & Audit Committee meeting held January 6, 2016

By general consent, the draft minutes of the January 6, 2016 Finance & Audit Committee meeting were received for information.

4.2.2 Receive the draft minutes of the Finance & Audit Committee In-camera meeting held January 6, 2016

By general consent, the draft minutes of the January 6, 2016 Finance & Audit Committee in camera meeting were received for information.

4.3 Human Resources & Legal Committee

4.3.1 Receive the draft minutes of the Human Resources & Legal Committee meeting held January 7, 2016

By general consent, the draft minutes of the January 7, 2016 Human Resources & Legal Committee meeting were received for information.

- 4.3.2 Receive the draft minutes of the Human Resources Committee In-camera meeting held 7 January 2016

By general consent, the draft minutes of the January 7, 2016 Human Resources Committee in camera meeting were received for information.

4.4 Marketing & Communications Committee - None

4.5 Occupational Health & Safety Committee

- 4.5.1 Draft Minutes of the Occupational Health and Safety Committee meeting held November 26, 2015

By general consent, the draft minutes of the November 26, 2015 Occupational Health and Safety Committee meeting were received for information.

4.6 Strategic Planning & Policy Development Committee

- 4.6.1 Draft Minutes of the Strategic Planning & Policy Development Committee meeting held December 14, 2015

By general consent, the draft minutes of the December 14, 2015 Strategic Planning and Policy Development Committee meeting were received for information.

- 4.6.2 Draft Minutes of the Strategic Planning & Policy Development Committee meeting held January 11, 2016

By general consent, the draft minutes of the January 11, 2016 Strategic Planning and Policy Development Committee meeting were received for information.

5. Correspondence - none

6. Acting Fire Chief Report

Acting Chief George presented the Fire Chief's Report for December 2015. He reported December was a busy month with a total of 571 calls. He noted the new map section in the report has been updated to include types of calls. The 2016 recruit class has completed their second week of training and the pumps and pumping course has been completed. It was noted a new Canadian Flag would be installed at the Ganges Fire Hall.

7. Salt Spring Firefighters' Association Report

The SSIFA report was presented. The Trustees acknowledged Lieutenant Taylor for his service as president of the SSIFA.

8. Old Business

8.1 District Boundaries (moved to in-camera meeting) - none

8.2 Special Meeting for Second Reading of Open-Burning Bylaw No.125

A Special Meeting for the second reading of the Open-Burning Bylaw No. 125 is scheduled on January 28, 2016 at 7:00 p.m. at Ganges Fire Hall.

8.3 Update regarding Elections Procedures Policy

CAO Peat reported a draft Elections Procedures Policy would be forwarded to the Strategic Planning & Policy Development Committee for review.

8.4 Update Regarding Document Management Systems & Use of Drop Box (F&PP & SPPD recommendations)

There was discussion regarding the use of Dropbox or a similar file sharing application for the distribution of meeting materials and consideration regarding the distribution of in camera materials.

By general consent, the Board agreed to table the item.

8.5 Update Regarding Amending Meeting Procedure Bylaw

By general consent, the Board agreed to table the item.

8.6 Update regarding approval of Committees Terms of Reference

CAO Peat reported each Committee has reviewed their draft Committee Terms of Reference, except for the Marketing and Communications Committee. The draft Terms of Reference for each Committee would be brought forward for consideration at the next meeting.

8.7 Update signing officers on District accounts

CAO Peat reported Trustee Craig, Trustee Hill, Trustee Schlenker and CAO Peat were appointed signing officers on the District accounts at the last meeting. CAO Peat to organize signatures.

9. New Business

9.1 RFP Water Tender Apparatus (F&PP recommendation)

Committee Chair Forest presented an update and introduced the following recommendation from the Facilities and Physical Plant Committee.

Motion that the Board on recommendation from the Facilities and Physical Plant Committee, approve the draft “Water Tender Apparatus” Request for Proposal, as amended moved by Trustee Forest, seconded by Trustee Baker.
CARRIED

It was noted the Water Tender Apparatus RFP closing date is March 2, 2016.

9.2 Proposed Corporate Mobile Device (Cell Phone) Policy Statement (HR recommendation)

Committee Chair Hill introduced the following recommendations from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee approve the Corporate Mobile Device (cell phones) policy as presented moved by Trustee Hill, seconded by Trustee Schlenker.
CARRIED

Motion that the Board, on recommendation from the Human Resources & Legal Committee direct CAO Peat to review the existing indemnification bylaw and recommend amendments or updates moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

9.3 Proposed Employee & Family Assistance Policy Statement (HR recommendation)

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee approve the “Employee and Family Assistance Program” policy as presented moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

9.4 Date for 2016 Trustee elections & appointment of Returning Officer (HR recommendation)

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee appoint Thomas Moore as returning officer for the 2016 Trustee Election to be held on April 16, 2016, with one advance poll moved by Trustee Hill, seconded by Trustee Craig.
CARRIED

9.5 Proposed Critical Incident Stress Management Policy Statement (HR recommendation)

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee approve the Critical Incident Stress Management policy as presented moved by Trustee Hill, seconded by Trustee Forest.
CARRIED

9.6 Proposed Respectful Workplace Policy Statement (HR recommendation)

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee approve the Respectful Workplace policy as presented moved by Trustee Hill, seconded by Trustee Baker.
CARRIED

9.7 Discuss Splitting Information Technology RFP into Two Proposals: Technology Support and Website Support (HR recommendation)

Committee Chair Hill introduced the following recommendation from the Human Resources & Legal Committee.

Motion that the Board, on recommendation from the Human Resources & Legal Committee direct CAO Peat to draft and publish two Request For Proposal's: one for web site design and maintenance and one for information technology support moved by Trustee Hill, seconded by Trustee Craig.
CARRIED

9.8 Discuss and if Appropriate Draft Policy Statement "Just Cause Dismissal"; Policies to Support Operational Guidelines and Bylaws on

District Boundaries, Out of District Response, and Governance (SP&PD Recommendations)

Committee Chair Hildebrand introduced the following recommendations from the Strategic Planning & Policy Development Committee.

Motion that the Board, on recommendation from Strategic Planning & Policy Development Committee direct CAO Peat to draft a “Just Cause Dismissible Offences” policy for consideration by the Committee at their next meeting moved by Trustee Hildebrand, seconded by Trustee Craig.

CARRIED

Motion that the Board, on recommendation from Strategic Planning & Policy Development Committee direct CAO Peat to draft proposed policies for the following: District Boundaries and out of District response; Governance, including committee structure; an annual board governance workshop moved by Trustee Hildebrand, seconded by Trustee Hill.

CARRIED

Motion that the Board, on recommendation from Strategic Planning & Policy Development Committee task Acting Chief George and CAO Peat to review all existing mutual aid agreements and report back to the committee with a suggested course of action moved by Trustee Hildebrand, seconded by Trustee Craig.

CARRIED

9.9 Recommendation to use proposed abridged version of Robert’s Rules of Order (SP&PD recommendation)

Committee Chair Hildebrand introduced the following recommendation from the Strategic Planning & Policy Development Committee.

Motion that the Board, on recommendation from Strategic Planning & Policy Development Committee adopt the proposed abridged version of Robert’s Rules of Order prepared by Committee Member Nitikman as a useful educational and reference tool and that copies be distributed to all Board committees moved by Trustee Hildebrand, seconded by Trustee Baker.

CARRIED

10. Delegations – none

11. In-camera Session to Discuss CAO Contract of Employment; Union Grievances; District Boundary Issues

Motion to move to an in camera session to discuss recommendations arising from Committee Reports moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

The meeting moved in-camera at 8:21 p.m. The meeting reconvened at 10:46 p.m.

12. Rise and Report - none

13. Adjournment

There being no further business **motion** to adjourn moved by Trustee Schlenker
CARRIED

The meeting adjourned at 10:46 p.m.

The next scheduled regular meeting of the trustees is February 15, 2016.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator