

Minutes of the
Finance & Audit Committee Meeting
Salt Spring Island Fire Protection District

Meeting held: **6 January 2016**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Norbert Schlenker (Chair), Michael Craig, Andy Hildebrand, Julia Lucich, Ken Marr

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

Recording Secretary: Sarah Shugar

Others Present: Trustee Howard Baker

The meeting was called to order 2:01 p.m.

1. Approval of Agenda

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

By general consent, the agenda was accepted as presented.

2. Correspondence - none

3. Approval of Minutes

3.1 Receive and Accept Minutes of the Meeting held 2 December 2015

Motion that the minutes of the December 2, 2015 meeting be accepted as circulated moved by Committee Member Marr.
CARRIED

4. New Business

4.1 Employee Agreement Form – Corporate Credit Card

CAO Peat presented the draft Employee Agreement Form – Corporate Credit Card.

There was discussion and the following items were noted:

- attach Policy Number 3.20 Credit Cards to the end of the document and have the employee initial;
- add “witnessed by” prior to “Fire Chief / Corporate Administrator”;
- the Employee Agreement Form – Corporate Credit Card will be filed in the employee file;

- personnel files to be stored in a locked cabinet;
- CAO Peat will look into the Air Miles that have been collected.

4.2 Preliminary Finance Statements for the year ending 31 December 2015

CAO Peat presented the Profit and Loss Budget vs. Actual for January to December 2015 and the Balance Sheet as of December 31, 2015.

There was discussion and the following items were noted:

- check the posting date for wages and related expenses line item;
- provide a breakdown for SSIFR Fireman's Association Stipend line item for career / volunteer members;
- provide details for the land item in Balance Sheet;
- replace "Firemen" with "Firefighter's".

Appreciation was expressed to CAO Peat and Acting Chief George for efforts related to the budget.

4.3 Committee Terms of Reference

CAO Peat presented the Terms of Reference – Finance & Audit Committee for information.

5. Old Business

5.1 Update Regarding Standing Resolution for Capital Works Renewal Reserve Fund

CAO Peat presented the standing resolution for Capital Works Renewal Reserve Fund from May 2015. It was noted funds can be put into the fund by resolution and can only be removed from the fund by bylaw.

5.2 Update Regarding Fire Hydrant Repairs and Maintenance

CAO Peat provided an update regarding fire hydrant repairs and maintenance.

There was discussion regarding circulation of documents prior to the meeting and options for providing the documents online.

By general consent, the Finance & Audit Committee agreed to direct CAO Peat and Trustee Hildebrand to review options for document sharing applications such as Dropbox.

6. In-Camera Session

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

The meeting moved in camera at 2:48 p.m. The meeting reconvened at 3:22 p.m.

7. Rise and Report – none

8. Next Meeting

The next meeting of the Finance & Audit Committee is scheduled February 3, 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 Member Craig.
CARRIED

The meeting adjourned at 3:22 p.m.

Norbert Schlenker
Committee Chair

Andrew Peat
Corporate Administrator