

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

Meeting held: **December 7, 2015**
Lower Hall, Ganges United Church

In attendance:

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

Staff Members: Acting Chief Arjuna George, SSIFFA Lieutenant Eric Taylor

Recording Secretary: Sarah Shugar

Others: 10 members of the public, Driftwood Reporter

Called to Order: 7:01 p.m.

1. Receive the Report of the Return Officer for the December 1, 2015 By-election, welcome of new members to the Board of Trustees

Chair Lee welcomed Trustee Howard Baker, Trustee Michael Craig and Trustee Andy Hildebrand to the Board.

By general consent, the Report of the Return Officer for the December 1, 2015 By-election was received for information.

2. Recess for “Town Hall” meeting

Motion to recess the meeting for the “Town Hall” meeting moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

Chair Lee called a recess at 7:03 p.m. The meeting reconvened at 7:23 p.m.

3. Approval of Agenda

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

The following additional item was presented for consideration:

8.6 Open House Town Hall Meeting

Motion to accept the agenda as amended moved by Chair Lee, seconded by Trustee Schlenker.
CARRIED

4. Minutes

4.1 Receive and Accept the Minutes of the “Town Hall” meeting held October 26, 2015

The minutes of the October 26, 2015 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the October 26, 2015 town hall meeting be accepted as circulated moved by Trustee Schlenker, seconded by Trustee Hill.

CARRIED

4.2 Receive and Accept the Minutes of the regular meeting held October 26, 2015

The minutes of the October 26, 2015 regular meeting were distributed prior to the meeting.

Motion that the minutes of the October 26, 2015 regular meeting be accepted as circulated moved by Trustee Hill, seconded by Trustee Craig.

CARRIED

4.3 Receive and Accept the Minutes of the in camera meeting held October 26, 2015

The minutes of the October 26, 2015 in camera meeting were distributed prior to the meeting.

The minutes of the October 26, 2015 in camera meeting were received for information.

5. Committee Reports

5.1 Facilities and Physical Plant Committee

By general consent, the minutes of the November 12, 2015 Facilities and Physical Plant Committee meeting were received for information.

Motion that the Board, on recommendation from the Facilities and Physical Plant Committee, create a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Trustee Hill, seconded by Trustee Hildebrand.

CARRIED

Motion that the Board appoint Trustee Hildebrand, Trustee Forest and Corporate Administrative Officer Peat to a Select Committee to develop a Request For Proposal for a Master Fire Plan moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

Motion that the Board, on recommendation from the Finance Committee, direct Corporate Administrative Officer Peat to draft a Request For Proposal for the seismic evaluation of Fire Hall No. 2 and Fire Hall No. 3 during the first quarter of 2016 moved by Trustee Hill, seconded by Trustee Schlenker.
CARRIED

5.2 Finance & Audit Committee

By general consent, the minutes of the December 2, 2015 Finance Committee meeting were received for information.

5.3 Human Resources & Legal Committee

By general consent, the minutes of the November 5, 2015 Human Resources and Legal Committee meeting were received for information.

5.4 Marketing & Communications Committee – none

5.5 Strategic Planning & Policy Development Committee - none

5.6 Occupational Health & Safety Committee

By general consent, the minutes of the October 22, 2015 Occupational Health & Safety Committee meeting were received for information.

Acting Chief George reported he would provide a proposal for a commercial washing machine for the February 2016 Board meeting.

6. Correspondence - none

7. Acting Fire Chief Report

Acting Chief George presented the Fire Chief's Report for October / November 2015 and highlighted a new map section in the report. He reported the opening of the new Mayne Island Fire Hall and announced the recruitment of five new Class of 2016 Paid-on-Call firefighters. He expressed congratulations to Clayton Akerman, the successful firefighter for the 2016 Firefighter Position and noted the retirement of Field Incident Technician Rolf Dammel.

8. Salt Spring Firefighters' Association Report

SSIFFA Lieutenant Eric Taylor reported the SSIFFA joined efforts with Pender Island Fire Department for a fitness challenge and SSIFFA elections will be held in January 2016.

9. Old Business

8.1 District Boundaries

Trustee Schlenker provided an update regarding District Boundaries and reported the Polaris mapping has been sent to the Province for review.

8.2 Open-burning Bylaw Committee proposed Bylaw No. 125 (2015/08/12)

Trustee Schlenker provided an update regarding draft Bylaw No. 125 and will circulate draft Bylaw No. 125 to the Board.

Chair Lee left the meeting at 7:57 p.m. She returned to the meeting at 7:59 p.m.

By general consent, the Board agreed to schedule a special meeting for proposed Bylaw No. 125 on January 11, 2015 at 7:00 p.m.

8.3 Update regarding Elections Procedures Policy - none

8.4 Update regarding document management systems - none

8.5 Update regarding amending meeting procedure bylaw - none

8.6 Open House / Town Hall Meeting Date

Chair Lee provided an update regarding an open house to hear public input regarding service levels.

By general consent, the Board agreed to schedule a Town Hall meeting on January 28, 2015 at 7:00 p.m.

9. New Business

9.1 Approval of Terms of Reference for Standing Committees - none

9.2 Appointments to Standing Committees

Chair Lee presented the appointments to Standing Committees.

Motion that the Board remove Michael Craig from the Facilities and Physical Plant Committee moved by Chair Lee, seconded by Trustee Schlenker.
CARRIED

Motion that the Board remove Mitch Forest from the Human Resources and Legal Committee moved by Chair Lee, seconded by Trustee Schlenker.
CARRIED

Motion that the Board remove Derek Hill from the Marketing and Communications Committee and appoint Michael Craig and Howard Baker to the Marketing and Communications Committee moved by Chair Lee, seconded by Trustee Hildebrand.
CARRIED

Motion that the Board remove Norbert Schlenker from the Strategic Planning and Policy Development Committee and appoint Howard Baker to the Strategic Planning and Policy Development Committee moved by Chair Lee, seconded by Trustee Hill.
CARRIED

Chair Lee presented the Standing Committee membership as follows:

Facilities and Physical Plant Committee:

Trustee Mitch Forest (Chair), Trustee Derek Hill, Brian Cunningham, Per Svendsen and Merv Walde

Finance and Audit Committee:

Trustee Norbert Schlenker (Chair), Trustee Michael Craig, Trustee Andy Hildebrand, Julia Lucich and Ken Marr

Human Resources and Legal Committee:

Trustee Derek Hill (Chair), Trustee Norbert Schlenker, Ron McCulloch, Deb McGovern, Scott Simmons and Darlene Steele

Marketing and Communications Committee:

Trustee Howard Baker, Trustee Michael Craig, Ron McCulloch and Maxine Leichter

Strategic Planning and Policy Development Committee:
Trustee Andy Hildebrand, Trustee Howard Baker, Mark Lucich,
Shelley Nitikman, Ben Sutton

Health and Safety Committee:
Mitch Forest (co-Chair)

9.3 Signing Officers on the District Accounts

Chair Lee provided an update regarding signing officers on the District accounts.

Motion that the Board appoint Michael Craig, Corporate Administrative Officer Andrew Peat, Derek Hill and Norbert Schlenker to be signing officers on the District Accounts moved by Trustee Schlenker, seconded by Trustee Hildebrand.
CARRIED

9.4 Receive the Administrative Function Review Report

Chair Lee provided an update regarding the TallSky report.

Motion that the Board accept the TallSky Administration Review Report moved by Trustee Hill, seconded by Trustee Hildebrand.
CARRIED

9.5 Discussion Fire Hydrant Maintenance (NSSWD)

Chair Lee reported the Board is waiting for a legal opinion regarding fire hydrant maintenance.

9.6 Discussion Policy 3.30 Purchasing (Finance Committee recommendation)

Trustee Schlenker presented an update regarding Purchasing Policy #3.30.

Acting Chief George spoke to the Policy Amendment Proposal Policy #3.30 Purchasing Request by Acting Fire Chief George dated November 12, 2015.

Motion that the Board amend the Purchasing Policy #3.30 to add an extra bullet in paragraph two that reads “regularly scheduled for example: annual inspections, repairs and maintenance” moved by Trustee Schlenker, seconded by Trustee Hildebrand.
CARRIED

It was noted Acting Chief George would draft a list of preferred suppliers and track the details for the next four vehicle repairs.

9.7 Discussion Policy 3.60 Staff Expenses

Trustee Schlenker presented an update regarding Staff Expenses Policy #3.60. Chair Lee reported the Board received a legal opinion regarding the policy and the union members are entitled to a \$70.00 per day rate.

11. Delegations – none

12. In-Camera Session to discuss recommendations arising from Committee Reports

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

The meeting moved in-camera at 9:07p.m. The meeting reconvened at 10:57 p.m.

Rise and Report - none

13. Adjournment

There being no further business **motion** to adjourn moved by Chair Lee.

CARRIED

The meeting adjourned at 10:57 p.m.

The next scheduled regular meeting of the trustees is January 18, 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator