

Minutes of the  
Human Resources & Legal Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **7 January 2016**

Meeting Room #103, Salt Spring Island Public Library

**In attendance:**

Committee Members: Committee Chair Derek Hill, Ron McCulloch, Deborah McGovern, Trustee Norbert Schlenker, Scott Simmons

Regrets: Darleen Steele

Staff Members: Corporate Administrative Officer (CAO) Andrew Peat

Others Present: Trustee Howard Baker, Trustee Linda Lee

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:11 a.m.

**1. Approval of Agenda**

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

The following additional item was presented for consideration:

4.6 Indemnification Bylaw

**By general consent**, the agenda was accepted as amended.

**2. Minutes**

**2.1 Receive and Approve the Minutes of the meeting held November 5, 2015**

The minutes of the November 5, 2015 meeting were distributed prior to the meeting.

**Motion** to accept the minutes of November 5, 2015 as circulated moved by Committee Chair Hill.

**CARRIED**

There was discussion regarding removal of the Tall Sky report from the website.

**By general consent**, the Human Resources & Legal Committee agreed CAO Peat would discuss the removal of the TallSky report from the website with I. Beck.

Committee Member Schlenker left the meeting at 10:21 a.m.

### 3. Old Business

#### 3.1 Update regarding Compiling Comparative Data From Similar Fire Services / Departments – Administration Personnel, Staffing and Equipment

**By general consent**, the Human Resources & Legal Committee agreed to table this item.

#### 3.2 Terms of Reference for the Committee

CAO Peat presented the draft Terms of Reference – Human Resources & Legal Committee policy. Please forward comments to CAO Peat.

#### 3.3 Google Calendar for Mandated Reporting

Committee Member Simmons reported the Google calendar has been added to the website.

#### 3.4 Policy Concerning Mobile Device (cell phones) for Staff Members

CAO Peat presented the draft Corporate Mobile Device (cell phones) policy.

**Motion** that the Human Resources & Legal Committee agreed to forward the draft Corporate Mobile Device (cell phones) policy to the next meeting of the Board moved by Committee Member McGovern.

**CARRIED**

**By general consent**, the Human Resources & Legal Committee agreed to direct Acting Chief George to review the operational guidelines.

Committee Member Schlenker returned to the meeting at 10:47 a.m.

#### 3.5 Draft Policy Concerning “Employee Assistance Program”

CAO Peat presented the draft “Employee Assistance Program” policy.

There was discussion and the following items were noted:

- replace the name with “Employee and Family Assistance Program”;
- replace “well-being” with “well being” and “short-term” with “short term”;
- replace acronym with “EFAP”;
- remove “An employee may end their association with the EAP at any time” and the last paragraph in the General section;

- remove the second paragraph from the Access to Employee Assistance Program and Referral section;
- remove the last paragraph from the Access to Employee Assistance Program and Referral section;
- add “Health Care Spending Account” following HUB.

**Motion** that the Human Resources & Legal Committee agreed to forward the draft “Employee and Family Assistance Program” policy, as amended to the next meeting of the Board moved by Committee Member Simmons.  
**CARRIED**

#### 4. New Business

##### 4.1 Recommend Appointment of Returning Office and Date for 2016 Trustee Election

CAO Peat provided an update regarding the appointment of a returning officer for the 2016 Trustee Election.

Committee Member McGovern left the meeting at 11:05 and returned to the meeting at 11:09 a.m.

**Motion** that the Human Resources & Legal Committee agreed to recommend the Board appoint Thomas Moore as returning officer for the 2016 Trustee Election to be held on April 16, 2016, with one advance poll moved by Committee Member Schlenker.  
**CARRIED**

##### 4.2 Draft Policy Concerning POC Member Benefits – Life and AD&D Insurance

**By general consent**, the Human Resources & Legal Committee agreed to table this item.

##### 4.3 Draft Policy Concerning POC Member Benefits – Health Care Spending Account

**By general consent**, the Human Resources & Legal Committee agreed to table this item.

##### 4.4 Draft Policy Concerning Critical Incident Stress Management

CAO Peat presented the draft “Critical Incident Stress Management” policy.

There was discussion and the following items were noted:

- replace “recognize” with “recognizes” in Statement of Policy section;
- replace “possibly” with “helps” in second bullet of Statement of Policy section;
- replace “minimize” to “minimizes” in first bullet;
- replace “provide” with “provides” in fourth bullet;
- replace “exposes” with “exposed” in fourth bullet;
- remove “critical incident” paragraph in General section;
- remove details following titles of the types of interventions that can be held include in the General section;
- remove third and fourth paragraph from Employee Eligibility section;
- add “volunteers working for the District” to Employee Eligibility section;
- add “Family” prior to “Assistance”.

**Motion** that the Human Resources & Legal Committee agreed to forward the draft Critical Incident Stress Management policy, as amended to the next meeting of the Board moved by Committee Member Simmons.  
**CARRIED**

#### 4.5 Draft Policy Concerning Respectful Workplace

CAO Peat presented the draft “Respectful Workplace” policy.

There was discussion and the following items were noted:

- move second paragraph to end of first paragraph in Statement of Policy section;
- remove “will not be tolerated and” from third paragraph;
- add “all sorts of” prior to communications and remove “such as email” from last paragraph in Scope of Policy section;
- add “are” prior to “provided” in Roles and Responsibilities section.

**Motion** that the Human Resources & Legal Committee agreed to forward the draft Respectful Workplace policy, as amended to the next meeting of the Board moved by Committee Chair Hill.  
**CARRIED**

#### 4.6 Indemnification Bylaw

An update regarding the indemnification bylaw was presented.

**Motion** that the Human Resources & Legal Committee recommend the

Board direct CAO Peat to review the existing indemnification bylaw and recommend amendments or updates moved by Committee Chair Hill.  
CARRIED

**5. In Camera Session to Discuss Human Resource Matters**

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

The meeting moved in camera at 11:55 a.m. The meeting reconvened at 12:31 p.m.

**6. Rise and Report - none**

**7. Next Meeting**

The next meeting of the Human Resources & Legal Committee is scheduled on February 4, 2016, at the Salt Spring Island Public Library, Meeting Room #103.

**8. Adjournment**

There being no further business, motion to adjourn moved by Committee Member Schlenker.  
CARRIED  
The meeting adjourned at 12:34 p.m.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator