

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

Meeting held: **March 2, 2016**
Training Room, Ganges Fire Hall

In attendance:

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

Staff: Acting Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat

Regrets: Trustee Michael Craig

Recording Secretary: Sarah Shugar

Others Present: Trustee Howard Baker

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

The meeting was called to order at 2:02 p.m.

1. Approval of Agenda

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

By general consent, the agenda was adopted.

2. Approval of Minutes

2.1 Receive and Accept Minutes of the Meeting held February 3, 2016

The minutes of the February 3, 2016 regular meeting were distributed prior to the meeting.

Motion that the minutes of the February 3, 2016 meeting be accepted as circulated moved by Committee Member Hildebrand.

CARRIED

2.2 Receive and Accept Minutes of the In Camera Meeting held February 3, 2016 – moved to in camera meeting

3. Correspondence

3.1 Trustee Craig February 29, 2016 (policy re Financial Statements to Board)

The correspondence regarding monthly financial reporting to the Board was presented for consideration. It was noted the financial statements should be available on the web site.

Motion that the Finance & Audit Committee forward the monthly financial statements to the Board moved by Committee Member Lucich.
CARRIED

4. New Business

4.1 Preliminary Finance Statements for February 29, 2016

The Preliminary Finance Statements for February 29, 2016 were circulated for information.

There was discussion and the following items were noted:

- The insurance expense for January and February 2016 is zero due to a prepaid expense accrual
- Wages are close to budget if deputy chief wage is removed
- POC call-out hours are under budget. There was question regarding the low expense in relation to the high number of calls last month. Acting Chief George reported the budget reflects the number of responders to the calls
- The live fire structure training was approximately \$4,000. The training was held on February 6, 2016 and will be included in the February statements
- CAO Peat will provide 2015 comparison for March
- CAO Peat will look into how the budget reporting could reflect seasonality or flat accrual for items that have known seasonality
- The audit materials are ready to be sent to the accountant.

There was discussion regarding the reporting and whether to adjust for seasonality. Footnotes could be used for exceptional items on the report. The Balance Sheet as of February 29, 2016 was presented for information.

By general consent, the Finance & Audit Committee agreed Committee Chair Schlenker and CAO Peat would discuss the presentation of the financial reporting and report to the next meeting.

By general consent, the Finance & Audit Committee agreed CAO Peat would discuss consolidating individual equipment items into an equipment whole line item on the Balance Sheet with the Auditor.

By general consent, the Finance & Audit Committee agreed to send the Preliminary Finance Statements for February 29, 2016 and the Financial Information Act Report to the next meeting of the Board.

There was discussion regarding shift extension and overtime hours, LTD premiums and stand by hours.

4.2 Canvassing public members re willingness to continue to serve

Committee Chair Schlenker advised committee terms expire at the Annual General Meeting and called for interest in reappointment. Committee Member Marr advised he is not willing to stand for reappointment. Committee Member Lucich advised she is willing to stand for reappointment. The Committee acknowledged Committee Member Marr and thanked him for his service.

5. Old Business

5.1 Confirm Group Life Insurance (Class A Employees)

The BBD renewal rates effective March 1, 2016 was presented for information and CAO Peat reported the unit rate for Group Life Insurance is \$0.230/\$1,000. It was noted Committee Chair Schlenker would look into self-insurance options for extended health and dental (action item from February 3, 2016 meeting).

6. In-Camera Session

Motion to move to an in-camera session to discuss employee compensation and benefits moved by Committee Member Schlenker.

CARRIED

The meeting moved in camera at 3:04 p.m. The meeting reconvened at 3:10 p.m.

7. Rise and Report

The Board has approved to amend the POC call out rate to one hour minimum and hourly thereafter.

8. Next Meeting

The next meeting of the Finance & Audit Committee is scheduled April 6, 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 Schlenker.

CARRIED

The meeting adjourned at 3:11 p.m.

Norbert Schlenker
Committee Chair

Andrew Peat
Corporate Administrator

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