

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

Meeting held: **March 21, 2016**
Lower Hall, Ganges United Church

In attendance:

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

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

Others: 12 members of the public, Driftwood Reporter

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

Called to Order: 7:24 p.m.

1. Approval of Agenda

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

The following additional items were presented for consideration:

- 4.3 Correspondence – FIPPA Request re: 2015 Remuneration
- 8.6 Annual General Meeting

Motion to accept the agenda as amended moved by Trustee Hill, seconded by Trustee Schlenker.

CARRIED

2. Board Minutes

2.1 Receive and Accept the Minutes of the “town hall” meeting held February 15, 2016

The minutes of the February 15, 2016 town hall meeting were distributed prior to the meeting.

Motion that the minutes of the February 15, 2016 town hall meeting be accepted as circulated moved by Trustee Schlenker, seconded by Chair Lee.

CARRIED

2.2 Received and Accept the Minutes of the regular meeting held February 15, 2016

The minutes of the February 15, 2016 regular meeting were distributed prior to the meeting.

The following amendments were presented for consideration:

- item 2.4 insert the word “replace” after the words “item 3.2 –“;
- item 5 – replace “CRP” with “CPR”.

Motion that the minutes of the February 15, 2016 regular meeting be accepted as amended moved by Trustee Forest, seconded by Trustee Schlenker.

CARRIED

2.3 Receive and Accept the Minutes of the in-camera meeting held February 15, 2016 - moved to in camera meeting

2.4 Receive and Accept the Minutes of the in-camera meeting held February 22, 2016 - moved to in camera meeting

3. Committee Reports

3.1 Facilities & Physical Plant

3.1.1 Receive the draft minutes of the Facilities and Physical Plant Committee meeting held March 3, 2016 (no recommendations)

By general consent, the draft minutes of the March 3, 2016 Facilities and Physical Plant Committee meeting were received for information.

3.2 Finance & Audit

3.2.1 Receive the draft minutes of the Finance & Audit Committee meeting held March 3, 2016 (no recommendations)

By general consent, the draft minutes of the February 3, 2016 Finance & Audit Committee meeting were received for information.

Committee Chair Schlenker advised that it was the recommendation of the Finance and Audit Committee that financial statements be routinely included with meeting materials for monthly meetings for the information of the Trustees and members of the public.

By general consent, the Board agreed “summary” financial statements should be presented to the Board and detailed statements reviewed at the committee level.

By general consent, the Board agreed CAO Peat, Trustee Craig and Trustee Schlenker would discuss the proposed format for the summary financial statements

3.2.2 Receive the draft minutes of the Finance & Audit Committee in-camera meeting held March 2, 2016 (no recommendations) – moved to in camera meeting

3.3 Human Resources & Legal

3.3.1 Receive the draft minutes of the Human Resources & Legal Committee meeting held March 3, 2016 (3 recommendations)

By general consent, the draft minutes of the March 3, 2016 Human Resources & Legal Committee meeting were received for information.

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

Motion that the Board canvas for volunteer membership on standing committees for the following business year moved by Trustee Hill, seconded by Trustee Forest.

CARRIED

By general consent, the Board agreed to invite members of the public to serve on standing committees at the Annual General Meeting and forms will be available at that time.

Motion that the Board invite volunteers who have served as public members on standing committees to the Volunteer Appreciation Dinner moved by Trustee Hill, seconded by Trustee Forest.

DEFEATED

In the discussion it was noted the Annual Volunteer Appreciation Dinner is an opportunity for the Board on behalf of the community to thank staff (career, paid-on-call, and administration) for their work and dedication to the Fire Service. The commitment and dedication of public members who serve on board committees is welcome and appreciated. Trustees were asked to consider hosting a separate function later in the year.

3.3.2 Receive the draft minutes of the Human Resources Committee In-camera meeting held March 3, 2016 – moved to in camera meeting

3.3.3 Receive the draft minutes of the Human Resources Committee meeting held March 9, 2016 (no recommendations)

By general consent, the draft minutes of the March 9, 2016 Human Resources & Legal Committee meeting were received for information.

3.3.4 Receive the draft minutes of the Human Resources Committee In-camera meeting held March 9, 2016 (2 recommendations) – moved to in camera meeting

3.4 Marketing and Communications

3.4.1 Receive draft minutes of the Marketing & Communications Committee meeting held March 17, 2016 - none

3.5 Occupational Health & Safety

3.5.1 Draft Minutes of the Occupational Health & Safety Committee meeting held January 28, 2016

By general consent, the draft minutes of the January 28, 2016 Occupational Health & Safety Committee meeting were received for information.

3.5.2 Draft Minutes of the Occupational Health & Safety Committee meeting held February 25, 2016

By general consent, the draft minutes of the February 25, 2016 Occupational Health & Safety Committee meeting were received for information.

3.6 Strategic Planning & Policy Development - none

4. Correspondence

4.1 Correspondence – John Callas – re: use of the SSI Road and Gun Club property

4.2 Correspondence – FIPPA Request re: 2015 Detailing of Staff Benefits

4.3 Correspondence – FIPPA Request re: 2015 Remuneration

The correspondence items were received.

5. Acting Fire Chief's Report

Acting Chief George presented the Fire Chief's Report for February 2016 and highlighted the following items: 317 fire permits were issued to the end of February; changes resulting from the new Open-burning Bylaw have been well received by property owners and there is a need to educate tenants and contractors regarding the new requirements; and two fires including a recreational vehicle fire and a structure fire at Embe Bakery. It was noted the number of commercial inspections in the month (5) appears low and Acting Chief George will follow up. A worksheet is being developed to record inspection times and the Inspection and Education divisions' has a new staffing rotation that may have affected appointment scheduling. He reported the number of certified Code 3 driver/operators would increase from 10 to 16 following completion of emergency driver training courses. The 2016 Fire Safety Act (replacing the current Fire Services Act) has been given first reading.

By general consent, the Board agreed to refer the proposed 2016 Fire Safety Act to the Strategic Planning and Policy Development Committee for review with Acting Chief George to provide his comments.

6. Salt Spring Firefighters' Association Report

The Association Report from SSIFFA President Peter Andress was circulated prior the meeting. The report was received for information.

7. Old Business

7.1 Update regarding amending the meeting procedure bylaw

By general consent, the Board agreed CAO Peat would contact the Ministry and inquire whether it is possible to amend the notice requirements contained in the present bylaw to accommodate scheduling meetings on short notice and discuss with the Strategic Planning and Policy Development Committee at their next meeting.

7.2 Update signing officers on District accounts

CAO Peat reported that documentation has been submitted to all three financial institutions.

7.3 Update regarding the Annual Appreciation Dinner

Trustee Hill advised that the Annual Appreciation Dinner would be held at Meaden Hall Royal Canadian Legion on April 2, 2016. Acting Chief George advised that a final reminder has been sent to members asking them to advise whether they would be attending.

7.4 Update regarding Fire Service Level

There was discussion regarding the Fire Service Level and the following items were noted:

- Fire Service Level relates solely to “training” although there may be the perception in the community that it refers to how the Fire Service would respond in all instances;
- “member training” appears to be the strongest link in the “chain” and the other links such as equipment, water supply, man power and response time will have more bearing on the response in a specific situation;
- factors such as fire flows are beyond the District’s control;
- concerns were expressed regarding the possible legal implication of choosing a “Fire Service Level” that may create expectations in the community that cannot be met;
- the Fire Underwriters Survey does not presently incorporate service levels as a risk factor though may do so in the future.

By general consent, the Board agreed Acting Chief George and Trustee Craig would meet and develop a plan regarding how to inform the community of the implications of choosing a Fire Service Level.

By general consent, the Board agreed Acting Chief George would canvas jurisdictions that have declared a Fire Service Level seeking an understanding of their rationale for choosing “Full Service” verses “Interior”.

7.5 Elections Update

CAO Peat advised two nominations have been received to fill upcoming vacancies on the Board of Trustees. After the close of the period during which nominations can be withdrawn, the Returning Officer will make his proclamation.

8. New Business

8.1 2015 Remuneration Summary and Payments to Vendors

CAO Peat advised that a reply was prepared in response to a Freedom of Information request received February 2, 2016.

8.2 Open-burning Bylaw – Operational Guideline Decision Flow Chart

Acting Chief George reported as a result of his informal discussions with Trustee Schlenker, he is seeking direction from the Board as to whether members have discretion regarding how they deal with bylaw infractions. It was suggested that a “violation” form should be developed which would be

given to the property owner/contractor and also used by staff to establish consist standards in enforcement.

By general consent, the Board agreed members would continue to use their professional judgement and have discretion in enforcing the regulations of the Open-burning bylaw.

By general consent, the Board agreed Acting Chief George would provide an update to the Board regarding the Open-burning Bylaw Operational Guideline in June 2016.

8.3 Union clarification regarding staff hours and Fire Service Level

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

Motion that the Board seek clarification in writing from the Union regarding their point of view regarding staffing and hours requirements for each Fire Service Level moved by Trustee Hill, seconded by Trustee Schlenker.
CARRIED

8.4 Update regarding RFP Water Tender Apparatus

Acting Chief George reported that seven proposals were received in response to the Water Tender Apparatus Request for Proposal (RFP) with six of the proposals being considered further after one was disqualified. The proposals range in price between US\$257,882 (approximately C\$343,000) to C\$475,210.

Acting Chief George advised that the bids have been review by himself and Assistant Chief Holmes with additional input to be received from members. He reported he would have a staff report prepared for the Facilities & Physical Plant Committee to consider at their April 7, 2016 meeting.

8.5 Indemnification Bylaw

CAO Peat advised that several Trustees have expressed their concerns regarding the existing “Indemnification Bylaw No. 88” and that it should be reviewed to ensure that it “protects” trustees, employees and volunteers. In discussion the following items were noted:

- Many of the concerns expressed arise from a private sector perspective which does not have the same statutory protection afforded in an improvement district;
- the existing bylaw is copied verbatim from the Improvement District Manual.

By general consent, the Board agreed Trustees would forward comments in writing regarding areas of possible concern to CAO Peat and he would concurrently approach the Ministry and inquire as to whether a “non pro forma” indemnification bylaw has ever been approved by the Ministry.

By general consent, the Board agreed CAO Peat would provide a report regarding the Indemnification Bylaw to the Strategic Planning & Policy Development Committee.

8.6 Annual General Meeting

Chair Lee advised that the Annual General Meeting is scheduled to be held on April 18, 2016 and that reports from the chairs of the standing committees should be prepared to be included as part of the meeting materials.

By general consent, the Board agreed Committee reports to be forwarded to CAO Peat by April 4, 2016.

9. Delegations - none

10. In-camera Session to Discuss Union Grievances, Human Resources matters and contracts

Motion to move to an in camera session to discuss Union Grievances, Human Resources matters and contracts moved by Trustee Craig, seconded by Trustee Hill.
CARRIED

The meeting moved in-camera at 9:00 p.m. The meeting reconvened at 10:45 p.m.

11. Adjournment

There being no further business **motion** to adjourn moved by Trustee Schlenker, seconded by Trustee Hill.
CARRIED

The meeting adjourned at 10:45 p.m.

The next scheduled regular meeting of the trustees is April 18, 2016.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator

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