

Minutes of the  
Fifty Sixth Annual General Meeting of the  
Salt Spring Island Fire Protection District

Meeting held: **April 18, 2016**

Hart Bradley Memorial Hall, Salt Spring Island Lions Club

**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 Address, Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others Present: 38 members of the public; Jean Elwell, Chartered Professional Accountant; Driftwood Reporter

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

The meeting was called to order at 7:00 p.m.

**1. Welcome from Chair of Board of Trustees**

Chair Lee introduced herself, the Trustees and staff and she welcomed all attendees.

**2. Approval of Agenda**

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

**Motion** to accept the agenda moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

**3. Appoint Recording Secretary and Parliamentarian**

**Motion** that the Board appoint Sarah Shugar as recording secretary and Andrew Peat as Parliamentarian moved by Trustee Hill, seconded by Trustee Forest.

CARRIED

**4. Review and Accept Minutes of the Fifty Fifth Annual General Meeting**

**4.1 Receive and Accept the Minutes of the Fifty Fifth Annual General Meeting**

The minutes of the Fifty Fifth Annual General Meeting were distributed prior to the meeting.

The following amendments were presented for consideration:

- replace “Chantelle Phol” with “Chantelle Pohl” in the Salt Spring Island Firefighter’s Association Report;
- replace “rational” with “rationale” in the last paragraph prior to “Adjournment”.

**Motion** that the minutes of the Fifty Fifth Annual General meeting be accepted as amended moved by Trustee Hill, seconded by Trustee Forest.

CARRIED

**5. Audited Financial Report for the fiscal year ending December 31, 2015**

Trustee Schlenker presented the Annual Financial Statements for the fiscal year ending December 31, 2015.

The Chair called for questions and comments from attendees regarding the Financial Report.

One member of the public asked (1) does debt service revenue have a separate line item? (2) How many legal claims are there against the District at present? (3) He also expressed that \$100,000 in legal fees seems to be wild.

One member of the public asked when contingencies or liabilities are incurred is it included in the 2015 or 2016 budget?

One member of the public expressed concern regarding the value of the Brinkworthy property and that it cannot be reduced without an appraisal. He presented several documents regarding the Brinkworthy property value and encouraged the Finance and Audit Committee to look into the property value. He also expressed concern regarding the on-duty vehicle wage cost and noted the Central Saanich on-duty vehicle rate is \$60 per night for a total of \$25,000 per year.

One member of the public asked if it would it make sense to use the surplus in capital funds to pay off existing debt on capital equipment?

One member of the public asked for clarification regarding the additional funds for the office administrator line item.

One member of the public asked is there a commitment that the new fire hall will be built on the Brinkworthy property?

One member of the public asked (1) does the District intend to act as a consequence of the deficit? (2) Do professional fees include legal fees and can more detail be provided regarding legal fees?

One member of the public commented that although financial statements are rarely entertaining, he enjoyed reading these statements.

One member of the public asked what is the difference between the conventions and dues line items?

Further to discussion, the following resolution was introduced.

**Motion** that the Board receive the Audited Financial Report for the fiscal year ending December 31, 2015 moved by Trustee Schlenker, seconded by Trustee Craig. CARRIED

## **6. Fire Chief's Report**

Acting Chief George presented the Fire Chief's Annual Report and highlighted the following: recruitment of new members has been successful although retention continues to be a challenge; an average of 548 calls per year with an average response time for all calls of 6 minutes and 45 seconds; most fire types have decreased although brush fires increased; successful automated external defibrillator (AED) training; the FUS report is available online; there were 5,298 training drill hours, there are 5 recruits in the 2016 recruit class; planning is underway for the 2016 Training in Paradise event; there were 301 inspections; 1764 fire permits were issued in 2015; and used vehicle exhaust systems were installed in each of the three fire halls.

Chair Lee called for questions and comments from attendees regarding the Fire Chief's Report.

One member of the public asked for a breakdown of the total number of incidents and requested that fire and non-fire related calls be reported including the total number of firefighter hours with associated costs.

One member of the public asked for further information regarding the Fire Commissioner reporting requirements and stated that the Fire Commissioner does not have any reports from Salt Spring Island since 2012.

One member of the public asked what factors contribute to the loss of personnel and noted exit interviews have not been done for quite some time. She asked for further information regarding how many firefighters left for firefighting positions in other Districts.

Assistant Chief Holmes acknowledged the Board and staff for addressing the Worker's Compensation Board (WCB) concerns regarding air quality and installing the vehicle exhaust systems in the fire halls.

Acting Chief George advised he would follow up regarding Office of the Fire Commissioner reports.

**Motion** that the Board accept the Fire Chief's Annual Report moved by Trustee Hill, seconded by Trustee Forest.

CARRIED

**7. Salt Spring Island Fire Fighter's Association Report**

The report was received for information.

**Motion** that the Board receive the Salt Spring Island Fire Fighter's Association Report moved by Trustee Schlenker, seconded by Trustee Craig.

CARRIED

**8. Chair of the Board of Trustees Report**

Chair Lee presented the Chair of the Board of Trustees Report.

**9. Chairs of Standing and Select Committee Reports**

**9.1 Facilities & Physical Plant Committee**

The report was received for information.

**9.2 Finance & Audit Committee**

The report was received for information.

**9.3 Human Resources & Legal Committee**

The report was received for information.

**9.4 Marketing & Communications Committee**

The report was received for information.

**9.5 Open-burning Select Committee**

The report was received for information.

**9.6 Strategic Planning & Policy Development Committee**

The report was received for information.

**Motion** that the Board receive the Chairs of Standing and Select Committee Reports moved by Trustee Baker, seconded by Trustee Forest.  
CARRIED

## 10. Questions from the Floor

The Chair called for questions and comments from attendees.

One member of the public asked when the vacancy on the Board of Trustees would be filled?

One member of the public asked for further information regarding the option for drafting water from Ganges Harbour and if the equipment could be used for other areas of Salt Spring Island?

One member of the public asked if the District Boundaries have been adjusted?

One member of the public acknowledged the Board for not holding an election for the Trustee vacancy, the associated cost savings to the District and the added workload that it will be for each of the Trustees.

One member of the public presented the following recommendations regarding the current union contract: (1) invite the individuals who authorized the current contract to attend a special meeting and send the invitation by registered letter. (2) Repeat the invitation by registered mail to those not who do not respond thereby giving them an opportunity to respond. (3) In the event that the District does not receive sufficient response, publish a press release regarding the process of previous Trustees and Committee Members leading up to the authorization of the contract. (4) If it cannot be resolved, send a letter to the Union and the Province.

One member of the public asked if the Trustees would consider staffing the Ganges Fire Hall 24 hours per day?

One member of the public commented that if the Fire Hall was staffed 24-hours per day it would eliminate the need for Paid On Call wages.

One member of the public asked for an update regarding the request for the Salt Spring Island Fire Fighter's Association to change their address. He also asked if the Salt Spring Island Fire Fighter's Association has provided information on the loan repayment?

One member of the public acknowledged the Trustees for all of their work and effort to align the management of the District with the needs of the community. He also expressed appreciation for the budget approval process.

One member of the public expressed support for Trustees to be reimbursed for expenses.

One member of the public suggested that in preparation for union contract negotiations the District provide the public with detailed information regarding salaries, wages, and benefits.

**11. Election Results**

CAO Peat reported Howard Baker and Linda Lee were elected Trustees by acclamation.

**12. Old Business - none**

**13. New Business - none**

**14. Adjournment**

There being no further business, the meeting adjourned at 9:25 p.m.

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Linda Lee  
Chair Board of Trustees

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Andrew Peat  
Corporate Administrator