

Minutes of the Facilities and Physical Plant Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **October 6, 2016**
Training Room, Fulford Fire Hall

In attendance:

Committee Members: Trustee Mitch Forest (Chair), Brian Cunningham, Trustee Derek Hill
Staff Members: Acting Chief Arjuna George
Recording Secretary: Sarah Shugar
Regrets: Per Svendsen, Mervin Walde

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. Approval of Agenda

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

The following additions to the agenda were presented for consideration:

- 3.1. Correspondence – North West Environmental Group Ltd. dated September 27, 2016 regarding Ganges Fire Hall (Mold & Asbestos sampling)
- 4.11 Asbestos Floor tiles in Hall No .1 - Update

By general consent, the agenda was accepted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held September 8, 2016

The minutes of the meeting held September 8, 2016 were distributed prior to the meeting.

Motion that the minutes of the meeting held September 8, 2016 be accepted as circulated moved by Committee Member Hill.
CARRIED

3. Correspondence

3.1. Correspondence – North West Environmental Group Ltd. dated September 27, 2016 regarding Ganges Fire Hall (Mold & Asbestos sampling)

3.2 Correspondence – Salt Spring Fire Rescue Foundation dated October 4, 2016 regarding Decontamination Chambers and Simulation Fire Screen

The correspondence items were received.

4. Old Business

4.1 Update regarding RFP Strategic Planning (10 Year Plan)

Committee Chair Forest presented an update regarding the RFP for the Ten Year Plan. The Board of Trustees approved the Request For Proposals for the Master Fire Service Plan and did not approve the recommendation to prepare a separate RFP to conduct a fire hall location study.

4.2 Update regarding Extractor washing machine for washing Personal Protective Equipment

Acting Chief George reported the Board of Trustees approved the purchase on an extractor washing machine and the washing machine has been ordered.

4.3 Update regarding de-contamination sauna

Committee Chair Forest reported the Salt Spring Island Fire Rescue Foundation has offered to purchase a de-contamination sauna and the item will be considered at the next Board of Trustees meeting.

4.4 Update regarding water storage pond on Fulford Fire Hall property - none

4.5 Update regarding inventory-tracking software

Acting Chief George reported the inventory-tracking software could be an add-on to the Quickbooks program at a cost of \$1,100 per year. The target date for completion is December 31, 2016. It was noted there may be an opportunity for a summer student to work on the inventory in 2017.

4.6 Update regarding Fire Hydrant maintenance contract

Committee Chair Forest reported the District is in discussions with North Salt Spring Waterworks District regarding the fire hydrant maintenance and a meeting is scheduled for October 17, 2016.

4.7 Update regarding Emergency Response Radio Room at Hall #3 - none

4.8 Fire Hall tours

Acting Chief George reported there are two fire hall tours planned (1) a mid Vancouver Island tour (North Cedar Fire Hall, Cranberry Fire Hall in Nanaimo, Nanoose Bay Fire Hall and Qualicum Fire Hall) and (2) a south Vancouver Island tour (North Saanich Fire Hall, Mill Bay Fire Hall, Central Saanich Fire Hall, View Royal Fire Hall and Langford Fire Hall).

By general consent, the Facilities and Physical Plant Committee agreed Acting Chief George would email proposed dates for the fire hall tours to Committee Members.

4.9 Update regarding document management - none

4.10 Update regarding Seismic review RFP – none

4.11 Asbestos Floor tiles in Hall No .1 – Update

Acting Chief George reported he has approved the installation of plywood and paint in the Hall No. 1 training room as a mitigating measure for the asbestos floor tiles.

5. New Business

5.1. 2017 Vehicle Purchase Engine (Fulford)

Acting Chief George proposed a meeting to review the specifications for the new Fulford engine. The proposed dates for the meeting are October 24, 26 or 27 2016.

By general consent, the Facilities and Physical Plant Committee agreed Acting Chief George would email proposed dates for the Fulford Engine meeting to Committee Members.

6. Next Meeting

The next meeting of the Facilities and Physical Plant Committee is scheduled November 3, 2016, 7:00 p.m., at the Ganges Fire Hall Meeting Room.

7. Adjournment

There being no further business, **motion** to adjourn moved by Committee Member Hill.

CARRIED

The meeting adjourned at 7:45 p.m.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator