

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

Meeting held: **June 20, 2016**
Lower Hall, Ganges United Church

In attendance:

Trustees: Norbert Schlenker (Alternate Chair), Howard Baker, Michael Craig, Mitch Forest, Derek Hill

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

Regrets: Trustee Linda Lee

Recording Secretary: Sarah Shugar

Others Present: 6 members of the public, Driftwood Reporter

These minutes follow the order of the agenda although the sequence may have varied. Alternate Chair Schlenker called the meeting to order at 7:04 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:

3.6.2 Receive and accept the draft minutes of the Strategic Planning and Policy Development Committee meeting held June 13, 2016

4.3 Correspondence – R. Jefferd

Motion to accept the agenda as amended moved by Trustee Forest, seconded by Trustee Craig.

CARRIED

2. Approval of Minutes

2.1 Receive and Accept the Minutes of the Special meeting held May 6, 2016

The draft minutes of the Special meeting held May 6, 2016 were distributed prior to the meeting.

Motion that the draft minutes of the Special meeting held May 6, 2016 be accepted as circulated moved by Trustee Schlenker, seconded by Trustee Baker.

CARRIED

2.2 Receive and Accept the Minutes of the “Town Hall” meeting held May 16, 2016

The draft minutes of the town hall meeting held May 16, 2016 were distributed prior to the meeting.

Motion that the draft minutes of the May 16, 2016 town hall meeting be accepted as circulated moved by Schlenker, seconded by Trustee Craig.
CARRIED

2.3 Receive and Accept the Minutes of the meeting held May 16, 2016

By general consent, it was agreed to table this item.

2.4 Receive and Accept the Minutes of the In-camera meeting held May 16, 2016 – moved to in camera meeting

2.5 Receive and Accept the Minutes of the meeting held June 13, 2016

The draft minutes of the meeting held June 13, 2016 were distributed prior to the meeting.

By general consent, it was agreed to table this item.

2.6 Receive and Accept the Minutes of the In-camera meeting held June 13, 2016 – moved to in camera meeting

3. Committee Reports

3.1 Facilities & Physical Plant

3.1.1 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held May 5, 2016

The draft minutes of the Facilities & Physical Plant Committee meeting held May 5, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Facilities & Physical Plant Committee meeting held May 5, 2016 were received for information.

3.2 Finance & Audit

3.2.1 Receive the draft minutes of the Finance and Audit Committee meeting held June 8, 2016

The draft minutes of the Finance and Audit Committee meeting held June 8, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Finance and Audit Committee meeting held June 8, 2016 were received for information.

3.1.2 Profit & Loss period ending April 30, 2016

Received for information.

- 3.2.2 Receive the draft minutes of the Finance and Audit Committee In Camera meeting held June 8, 2016 – moved to in camera meeting

3.3 Human Resources & Legal

- 3.3.1 Receive the draft minutes of the Human Resources and Legal Committee meeting held June 8, 2016

The draft minutes of the Human Resources & Legal Committee meeting held June 8, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Human Resources and Legal Committee meeting held June 8, 2016 were received for information.

- 3.3.2 Receive the draft minutes of the Human Resources Committee In-camera meeting held June 8, 2016 – moved to in camera meeting

3.3 Marketing & Communications

- 3.3.1 Receive the draft minutes of the Marketing & Communications Committee meeting held May 19, 2016

The draft minutes of the Marketing & Communications Committee meeting held May 19, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Marketing and Communications Committee meeting held May 19, 2016 were received for information.

3.4 Occupational Health & Safety

- 3.4.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held May 26, 2016

The draft minutes of the Occupational Health & Safety Committee meeting held May 26, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Occupational Health & Safety Committee meeting held May 26, 2016 were received for information.

3.5 Strategic Planning & Policy Development

- 3.5.1 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held May 18, 2016

The draft minutes of the Strategic Planning & Policy Development Committee meeting held May 18, 2016 were distributed prior to the meeting.

By general consent, the draft minutes of the Strategic Planning & Policy Development Committee meeting held May 18, 2016 were received for information.

- 3.5.2 Receive the draft minutes of the Strategic Planning & Policy Development Committee meeting held June 13, 2016

By general consent, the draft minutes of the Strategic Planning & Policy Development Committee meeting held June 13, 2016 were received for information.

Acting Chief George reported there would be a one-year phase in period for the new Fire Services Act and the District does not have an “inspections bylaw”. CAO Peat reported the District is required to investigate fires although there is no requirement for inspections.

Motion that the Board accept the Strategic Planning and Policy Development Committee recommendation to form a select committee to propose a bylaw for inspections and appointment of fire inspectors and investigators that would include a representative from operations and a member of the community moved by Trustee Baker, seconded by Trustee Schlenker.

Motion that the Board amend the previous motion to appoint Trustee Forest, Acting Chief George and Captain Lundy to the select committee moved by Trustee Schlenker, seconded by Trustee Forest.

CARRIED

Alternate Chair Schlenker called the question on the amended motion as follows:

Motion that the Board accept the Strategic Planning and Policy Development Committee recommendation to form a select committee to propose a bylaw for inspections and appointment of fire inspectors and investigators and appoint Trustee Forest, Acting Chief George and Captain Lundy to the select committee moved by Trustee Baker, seconded by Trustee Schlenker.

CARRIED

4. Correspondence

4.1 Office of the Ombudsperson Closing Summary – May 24, 2016

4.2 Correspondence regarding use of Rod & Gun Club property

4.3 Correspondence – R. Jefferd

The correspondence items were received. CAO Peat will confirm the correspondence items are posted to the website.

5. Acting Fire Chief's Report

5.1 Fire Chief's Report - May 2016

Acting Chief George presented the Fire Chief's Report for May 2016 and highlighted the following: SSIFPD responded to 77 incidents in May with a year to date total of 247 calls and 48% of the incidents resulted from open burning and smoke sightings. Engine E204 has been out of service for 21 days due to serious mechanical issues. He presented an update regarding the Fire Service level commenting that the Office of the Fire Commissioner (OFC) is not collecting statistics regarding what departments are declaring service levels and that after June 30, 2016 the playbook will specify "minimum job performance requirements". Acting Chief George reported the following highlights from the training division: two members attended a Big Water event in Errington, BC; eight members attended a Charleston Fire Department event; one member attended the Fire Prevention Officer conference in Vernon, BC and as of June 1, 2016 First Responders have been certified to administer the opiate antidote naloxone (brand name Narcan). He reported the public educators reached over 80 residents focusing on fuel mitigation and Fire Smart education and that Fire Smart is the best measure the public can take to minimize the risk of wildfires.

There was question regarding the number of opiate overdose incidents. Acting Chief George confirmed there were three opiate overdoses in the last two or three months on Salt Spring Island.

There was question regarding whether notice to and approval by trustees is required for members to attend off island training. After discussion it was agreed that notice and approval is not required.

6. Salt Spring Fire Fighter's Association Report

6.1 Association Report dated May 11, 2016

SSIFFA Lieutenant Andress presented the SSIFFA report for May 2016 and reported the Boot Drive raised \$4,500.00 for the Tema Conter Memorial Trust that provides support for First Responders dealing with Post Traumatic Stress Disorder. He also reported the two recipients of the 2016 Gulf Island Secondary School Graduation awards were Isabella Carlisle who received the \$1000.00 Travis Guedes Leadership Award and Jason Headrick who received the \$500.00 Steve Thomas Memorial Bursary.

7. Old Business

7.1 Fire Service Level Policy

Acting Chief George presented the definitions of a “simple structure” and a “complex structure”. He reported there was an informal poll at the Fire Chief conference and 50% of Departments have declared their fire service level. Two departments advised they may not declare by the June 30 deadline. There is also a need to develop operational guidelines for inter-district aid that will specify how to deal with departments that have declared different service levels. The pre-incident plan is best practice. The Office of the Fire Commissioner (OFC) has advised it will not give recommendations regarding service level. He noted other Departments in the Southern Gulf Islands have declared “interior”. He presented the following as text that could be added to the declaration: Limits of Service: Services provided by SSIFPD depends on the availability of members who are on call to provide response capability twenty-four hours a day, seven days a week. The number of personnel, equipment and resources available for delivery of fire protection services at emergency events will determine the level of service the department can provide.

Trustee Schlenker presented a letter from the International Fire Fighters Association regarding staffing hours for each Fire Service Level.

There was discussion and the following items were noted:

- There was question regarding whether there have been many instances when the District could not deliver the service level due to limitations. It was noted there have been incidents when tactical response was adjusted due to resources and other factors.
- There was question regarding whether the District could not declare fire service level and carry on with delivering “full service”. Acting Chief George commented that the Office of the Fire Commissioner (OFC) as recommended against not declaring a fire service level.
- Support was expressed for declaring full service and for the District to strive for that level.
- If the District declared “exterior”, the District would not enter a complex structure such as the Lady Minto Hospital.
- Full service does not require “walk through training” because it provides additional training;
- The level of leadership training for “at the scene” is different for “interior” and “full service”. Currently, the District has the higher level of training;
- If the District declared “interior” then leaders would have to be trained on the specific interior structures and this could be a logistical problem.
- The OFC recommends “full service” if there are multiple complex structures in the District.
- There was question regarding whether there would be a public involvement process.
- The playbook recommends the service level to be based on the training level and that the District should train to the level that it declares, in other words the training is determined by the service level.

- Concern was expressed regarding whether the District could provide a full service level when there are limitations such as water issues and response times.

Motion that the District declare “Full Service Level” as described in the Office of the Fire Commissioner Structure Firefighters Competency and Training Playbook moved by Trustee Baker, seconded by Trustee Forest.
DEFEATED

Trustee Craig, Trustee Hill and Trustee Schlenker OPPOSED

7.2 Union clarification regarding staffing hours for each Fire Service Level

The letter from the International Fire Fighters Association Local 4467 was presented in item 7.1.

7.3 Indemnification Bylaw

Motion to table the item, pending further information from the Human Resources and Legal Committee, moved by Trustee Schlenker, seconded by Trustee Baker.

CARRIED

7.4 Petitions to be included within District and exclusion of harbor islands

There was no update at this time.

7.5 Bullying & Harassment Staff Workshop

Motion to table the item moved by Trustee Schlenker, seconded by Trustee Craig.

CARRIED

7.6 Decontamination Chambers – Infrared Saunas

By general consent, it was agreed to table this item.

7.3 Extraction Washer

Acting Chief George circulated a document entitled “Cancer Prevention and Awareness Program” that included project No. 1 – Personal Protective Equipment Extractor Washing Machine. He reported the unit would be installed at Hall No. 3 and there is an opportunity for a group purchase with the Saanich Fire District that would save approximately \$500.00. The current washing machine is a standard residential machine that does not meet clothing manufacturer specifications. The extractor washer is a standard washing machine for fire departments. WorkSafe BC requires that turn out gear is cleaned once per year at minimum.

Motion that the Board refer the acquisition of an extraction washer to the Facilities and Physical Plant Committee moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

7.4 Discuss recommendation regarding SSI Fire/Rescue Foundation receivable

Alternate Chair Schlenker presented an update regarding the unpaid loan to the Salt Spring Island Fire / Rescue Foundation. The contact person has been unavailable. Assistant Chief Holmes reported he has been trying to communicate with the SSIFR Foundation for several months with no success.

Motion that the Board approve the recommendation of the Finance and Audit Committee to lodge a formal complaint with the Registrar of Societies regarding the unpaid loan to the Salt Spring Island Fire / Rescue Foundation moved by Trustee Schlenker, seconded by Trustee Craig.

DEFEATED

Trustee Baker, Trustee Forest, Trustee Hill OPPOSED

8. New Business

8.1 CRD use of Hall #3 for Emergency Response radio room (FPP)

Acting Chief George reported the Capital Regional District (CRD) has requested to install an emergency radio room at Hall #3 for the use of the Emergency Services Program. The CRD would utilize the existing tower and install an antenna at no cost to the District. The radio room would be used a minimum of one day per week for training purposes and would be used during an emergency scenario.

Trustee Forest reported the Facilities and Physical Plant Committee has recommended the Board direct Acting Chief George to investigate all of the implications of allowing the CRD Emergency Response Radio Room to be located at Hall #3.

By general consent, it was agreed to table this item.

8.2 Discuss recommendation regarding advertising on department vehicles (FA)

Alternate Chair Schlenker introduced the following resolution from the June 8, 2016 Finance and Audit Committee meeting: That the Finance and Audit Committee recommend the Board discuss advertising on department vehicles.

Acting Chief George reported the advertising contracts have ended and the advertising on District property and vehicles has been removed.

Motion that the Board approve no external advertising on District vehicles or property moved by Trustee Schlenker, seconded by Trustee Hill.
CARRIED

8.3 Discuss recommendation regarding investment CWRRF monies (FA)

Motion that the Board accept the Finance and Audit Committee recommendation to approve \$330,000 from the Capital Works Renewal Replacement Fund be held in liquid instruments to meet possible funding demands for the new water tender vehicle moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

8.4 Discuss recommendation regarding Proposed Public Involvement Policy (MC)

The draft Public Involvement Policy was presented for consideration.

Motion that the Board accept the Marketing and Communications Committee recommendation to approve the draft Public Involvement Policy as amended moved by Trustee Craig, seconded by Trustee Hill.

Motion that the Board amend the draft Public Involvement Policy as follows: (1) replace “principals” with “principles”; (2) replace “The policy will be applied to those decisions that the Board of Trustees deem to be of a level of importance that public involvement at regular Board and Committee meetings where time is not sufficient” with “The policy will be applied to those decisions that the Board of Trustees deem to be of a level of importance where there is insufficient time for public involvement at regular Board and Committee meetings”
moved by Trustee Schlenker, seconded by Trustee Craig.
CARRIED

Alternate Chair Schlenker called the question on the original motion as follows:

Motion that the Board accept the Marketing and Communications Committee recommendation to approve the draft Public Involvement Policy as amended moved by Trustee Craig, seconded by Trustee Hill.
CARRIED

8.5 Discuss recommendation regarding proposed Bullying / Harassment Reporting Procedures (OHS)

Acting Chief George circulated the Bullying and Harassment Handbook / Policy and reported it would be circulated to all members and that the training workshop will be provided to trustees, management and supervisors. The comments from WorkSafe BC have been incorporated into the reporting procedures and an operational guideline would be drafted.

Motion that the Board approve the Occupational Health and Safety Committee recommendation to adopt the draft Salt Spring Island Fire / Rescue Workplace Bullying and Harassment Reporting Procedures Policy moved by Trustee Baker, seconded by Trustee Forest.

CARRIED

8.6 Discuss recommendation regarding amendments to Policy AE-2402-01 Employee Dismissal for Just Cause (SPPD)

Motion that the Board approve the Strategic Planning and Policy Development Committee recommendation to amend the Approved Just Cause Dismissal Policy as follows: page 1 - remove “and volunteers action on behalf of the District”; page 2 - replace “any of the following, if substantiated, will result in immediate dismissal for just cause without a warning letter or probationary period” with “any of the following, if substantiated, may result in dismissal for cause without a warning letter or probationary period”; page 2 - remove “unsatisfactory job performance”; page 2 – remove “serious” from both bullets moved by Trustee Baker, seconded by Trustee Hill.

Motion that the Board amend the motion by adding “and Legal Committee” following “Human Resources” in “Guidelines and Procedures” moved by Trustee Schlenker seconded by Trustee Forest.

CARRIED

Alternate Chair Schlenker called the question on the amended motion as follows:

Motion that the Board approve the Strategic Planning and Policy Development Committee recommendation to amend the Approved Just Cause Dismissal Policy as follows: page 1 - remove “and volunteers action on behalf of the District”; page 2 - replace “any of the following, if substantiated, will result in immediate dismissal for just cause without a warning letter or probationary period” with “any of the following, if substantiated, may result in dismissal for cause without a warning letter or probationary period”; page 2 - remove “unsatisfactory job performance”; page 2 – remove “serious” from both bullets; and by adding “and Legal Committee” following “Human Resources” in “Guidelines and Procedures” moved by Trustee Baker, seconded by Trustee Hill.

CARRIED

8.7 Discuss recommendation regarding proposed Fire Rescue Services Mutual Aid Agreement (SPPD)

8.7.1 March 8, 2006 Fire Rescue Services Mutual Aid Agreement

Motion that the Board approve the Strategic Planning and Policy Development Committee recommendation to approve the Proposed Mutual Aid Agreement CRD / Mayne Island / Salt Spring Island Fire Protection District with the following amendment: replace “Salt Spring Island Improvement District” with “Salt Spring Island

Fire Protection District” moved by Trustee Baker, seconded by Trustee Forest.
CARRIED

8.8 Discuss recommendation regarding proposed First Responder Agreement BC Emergency Health Services (SPPD)

The proposed First Responder Agreement BC Emergency Health Services was presented for consideration. There was discussion and the following items were noted:

- There was question regarding whether the agreement been reviewed by legal counsel.
- There was question regarding whether all first responders have the license.
- BC Ambulance first responders have a higher level of training than District first responders.

Motion that the Board approve the Strategic Planning and Policy Development Committee recommendation to approve the Proposed First Responder Agreement BC Emergency Health Services moved by Trustee Baker, seconded by Trustee Craig.
CARRIED

8.9 Discuss recommendation regarding proposed Elections Procedures Policy (SPPD)

The draft Elections Procedures Policy was presented for consideration. There was discussion and the following items were noted:

- Current practice allows “a representative of the estate” to be eligible to vote.
- There was question regarding why “the corporate” would be included when “the representative of the estate” is not included.
- Replace “Bylaw No. 185” with “Bylaw No. 85”.
- Replace “determination” with “determination”.

Motion that the Board approve the Strategic Planning and Policy Development Committee recommendation to adopt the proposed Election Procedures Policy as presented moved by Trustee Baker, seconded by Trustee Schlenker.

Motion to table the item moved by Trustee Schlenker, seconded by Trustee Forest.
CARRIED

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 Human Resources matters moved by Trustee Schlenker, seconded by Trustee Forest.
CARRIED

The meeting moved in-camera at 9:35 p.m. The meeting reconvened at 11:10 p.m.

11. **Adjournment**

There being no further business **motion** to adjourn moved by Trustee Schlenker, seconded by Trustee Baker and carried.

The meeting adjourned at 11:10 p.m.

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

Linda Lee
Chair, Board of Trustees

Andrew Peat
Corporate Administrator