

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

Meeting held: **July 7, 2016**

Training Room, Ganges Fire Hall

In attendance:

Committee Members: Trustee Mitch Forest (Chair), Brian Cunningham, Trustee Derek Hill, Mervin Walde

Staff Members: Acting Chief Arjuna George

Regrets: Corporate Administrative and Financial Officer Andrew Peat, Per Svendsen

Recording Secretary: Sarah Shugar

Others Present: Trustee Howard Baker, Trustee Norbert Schlenker

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:

4.1 New Fire Hall

4.2 Vehicles

5.9 Update regarding Engine 202

5.10 Proposed Disposal of Surplus Assets Policy

5.11 Document Management

By general consent, the agenda was accepted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held May 5, 2016

The minutes of the May 5, 2016 meeting were distributed prior to the meeting.

Motion that the minutes of the May 5, 2016 meeting be accepted as circulated moved by Committee Member Hill.

CARRIED

3. Correspondence

3.1. Correspondence May 11, 2016 regarding computer purchases (2017 Budget)

Motion that the Facilities and Physical Plant Committee request Ms. Hasenfratz to review the computer inventory and make a recommendation regarding replacement moved by Committee Member Hill.

CARRIED

3.2. Correspondence May 18, 2016 regarding new Water Tender Vehicle

Acting Chief George reported that any changes to the new Water Tender Vehicle after September 2016 will cost \$150 per change.

3.3. Correspondence July 6, 2016 regarding computer backups

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to approve the data storage plan with a cost not to exceed \$1000.

By general consent, the Facilities and Physical Plant Committee direct Ms. Hasenfratz to confirm that the off site data centre is encrypted and must be located within Canada.

The correspondence items were received.

4. Old Business

4.1 New Fire Hall

There was discussion regarding the new fire hall process. It was noted there has been no progress regarding the new fire hall. There was question regarding whether the public works property behind Hall No. 3 could be a suitable location.

Motion that the Facilities and Physical Plant Committee recommend the Board direct the Strategic Planning and Policy Development Committee to prioritize the concept of the new fire hall in the Request For Proposal for the Ten Year Plan moved by Committee Member Walde.

CARRIED

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to schedule a tour of fire halls in late September or October 2016.

4.2 Vehicles

Acting Chief George reported the current vehicle inventory is as follows: three water tenders, three engines, two mini pumps, one command unit, one chief vehicle and two prevention vehicles. He reported one of the prevention vehicles is used primarily for Hall No. 3 area First Responder calls. There are cost savings associated in taking out a smaller vehicle. Lease options were noted as a possibility for future vehicle replacement.

5. New Business

5.1. Update regarding select committee for Strategic Planning (10 Year

Plan)

The Strategic Planning and Policy Development Committee is scheduled to meet on August 8, 2016 to review the draft Request For Proposal. The fire station location study and recommendation would go to the Board meeting scheduled on August 18, 2016. It was noted the timeline for the consultant to begin would likely be November/December 2016 and there was question whether the Salt Spring Island Incorporation Study Committee recommendation to the Minister regarding incorporation would be around the same time. It was also noted the Administrative Assistant is scheduled to meet with FDM regarding dispatch times.

5.2. Update regarding Extractor washing machine for washing Personal Protective Equipment (OH&S)

Acting Chief George presented the Cancer Prevention and Awareness Program and highlighted the estimated costs for sending equipment away to be professionally cleaned (\$13,440 annually) versus the purchase of an extractor washing machine (\$10,016 one-time purchase). He reported it is a Worksafe BC requirement to wash turn out gear annually and after fire events and the equipment must be in accordance with manufacturers instructions. Two sets of equipment could be cleaned at a time in the extractor washing machine.

There was discussion and the following items were noted:

- The washing machine at Hall No. 3 is a residential machine and is leaking.
- A residential washing machine and dryer would be installed at Hall No. 1 for washing towels etc.

By general consent, the Facilities and Physical Plant Committee agreed Acting Chief George would confirm whether the high capacity washer would require a larger drain that would require extra concrete work.

Motion that the Facilities and Physical Plant Committee recommend the Board approve the purchase of an extractor washing machine as recommended by Acting Chief George moved by Committee Member Cunningham.
CARRIED

5.3. Update regarding de-contamination sauna (OH&S)

Acting Chief George presented the Cancer Prevention and Awareness Program.

There was discussion and the following items were noted:

- The recommendation is not a Worksafe BC requirement, it is an internal recommendation for fire fighter safety.
- Municipal Fire Districts have access to de-contamination sauna facilities although they do not have in-house facilities.

Motion that the Facilities and Physical Plant Committee recommend the Board consider the purchase of two infra red saunas during 2017 budget discussions moved by Committee Chair Forest.

CARRIED

5.4. Update regarding water storage pond on Fulford Fire Hall property (CAO Peat)

Acting Chief George reported that a pond for firefighting purposes is not permitted in the current zoning although there has been precedent set in other areas.

By general consent, the Facilities and Physical Plant Committee agreed to direct Acting Chief George to continue to look into the option for a storage pond on the Fulford Fire Hall property.

5.5. Update regarding inventory-tracking software

Acting Chief George reported following the Auditor's recommendation regarding inventory tracking, staff has started a manual count of inventory.

By general consent, the Facilities and Physical Plant Committee agreed the inventory count should be complete by the end of 2016.

5.6. Seismic Evaluation RFP

The draft Seismic Evaluation Request For Proposal was presented.

The following amendment was presented for consideration:

- Add: 110 Vesuvius Bay Road and 2470 Fulford Ganges Road.

Motion that the Facilities and Physical Plant Committee recommend the Board approve the draft Seismic Evaluation Request For Proposal as amended moved by Committee Member Hill.

CARRIED

5.7. Update regarding Fire Hydrant maintenance contract

Committee Chair Forest reported the District met with the North Salt Spring Waterworks District (NSSWD) regarding the fire hydrant maintenance contract. The fire hydrants cannot be labeled prior to flow testing by NSSWD. The water use for flow testing cannot be captured and reused and it would be a public concern to conduct the testing during drought season. NSSWD has advised flow testing is a priority. The NSSWD letters patent do not require water to be supplied for fire suppression purposes.

5.8. Update regarding Emergency Response Radio Room at Hall No. 3

Acting Chief George reported the Capital Regional District is looking into options and specifications that would be required for the Emergency Response Radio Room to be located at Hall No. 3.

5.9 Update regarding Engine 202

By general consent, the Facilities and Physical Plant Committee agreed Committee Chair Forest and Acting Chief George would schedule a meeting regarding the Engine 202 replacement plan.

5.10 Proposed Disposal of Surplus Assets Policy

The draft Disposal of Surplus Assets Policy was presented.

The following amendment was presented for consideration:

- third line – replace ““Procedures will be in place that ensured” with “Procedures will be in place that ensure”.

Motion that the Facilities and Physical Plant Committee recommend the Board approve the draft Disposal of Surplus Assets Policy as amended moved by Committee Chair Forest.
CARRIED

5.11 Document Management

Acting Chief George reported the Administrative Assistant is looking into a document management policy.

By general consent, the Facilities and Physical Plant Committee agreed Acting Chief George would present an update regarding a document management policy at the next meeting.

6. Next Meeting

The next meeting of the Facilities and Physical Plant Committee is scheduled August 4, 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 Chair Forest.

CARRIED

The meeting adjourned at 8:49 p.m.

Mitch Forest
Committee Chair

Andrew Peat
Corporate Administrator

DRAFT