

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

Meeting held: **September 8, 2016**  
Training Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Trustee Mitch Forest (Chair), Brian Cunningham, Trustee Derek Hill, Per Svendsen

Staff Members: Acting Chief Arjuna George, Corporate Administrative and Financial Officer Andrew Peat

Regrets: Mervin Walde

Others Present: Trustee Howard Baker

The meeting was called to order at 7:03 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:

- 3.6 Correspondence 2016 0704 Midwest Fire\_George (new Tender)
- 3.7 Correspondence 2016 0817 CREST\_George (upgrading pagers)
- 5.4 Fire Hall No. 1 Training Room flooring

**By general consent**, the agenda was accepted as amended.

## **2. Minutes**

### **2.1 Receive and approve the minutes of the meeting held July 7, 2016**

The minutes of the July 7 2016 meeting were distributed prior to the meeting.

**Motion** that the minutes of the July 7, 2016 meeting be accepted as circulated moved by Committee Chair Forest.

CARRIED

## **3. Correspondence**

### **3.1. Correspondence 2016 0713 Holmes\_George (pump on T301)**

Acting Chief George advised that the replacement pump has been ordered and will be installed when HUB Fire Engines is on Salt Spring to do the annual inspection and servicing of all apparatus. In the discussion Acting Chief George advised that the existing pump could not be repaired. Cavitation was present which may have been the result of driver error (pumping and driving). A warning sensor may be installed to alert the driver that pumps are running.

**3.2 Correspondence 2016 0721 Peat\_ALC (water storage ponds)**

**3.3 Correspondence 2016 0822 Hunsberger\_George (rescue boat)**

Acting Chief George advised that the rescue boat is now back in service. In the discussion Acting Chief George reported that the fire service is the only emergency response organization on the island that has a rescue boat for use in fresh water lakes.

**3.4 Correspondence 2016 0824 Know\_Monette (Quickbooks Enterprise software)**

**3.5 Correspondence 2016 0824 Staff Report (Use of Architectural Design Drawings)**

CAO Peat reported that design drawings for a new fire hall prepared in 2013 by Johnston Davidson Architecture + Planning Inc. cannot be used without their consent in any future proposal regarding a rebuild of the Ganges Fire Hall.

**3.6 Correspondence 2016 0705 Midwest Fire\_George (new water tender)**

Acting Chief George advised that correspondence has been received from Midwest Fire regarding the building of the new water tender. The project freeze date for making changes is September 22, 2016.

**3.7 Correspondence 2016 0817 CREST\_George (upgrading pagers)**

The correspondence items were received.

**4. Old Business**

**4.1 Update regarding select committee for Strategic Planning (10 Year Plan)**

CAO Peat updated the Committee on the RFP for the Comprehensive Master Fire Service Plan – it is anticipated that the Strategic Planning & Policy Development Committee will make a recommendation to the Board at their next meeting (September 12, 2016). A component of the proposed scope of work is an evaluation of the suitability of the Brinkworthy site for the new fire hall. In the discussion, concerns were expressed that waiting till after receipt of the Master Fire Plan, further delays Board action to begin again the process of getting a new fire hall.

**Motion** moved by Committee Chair Forest that it is the recommendation of the Facilities and Physical Plant Committee that a separate RFP be prepared to conduct a fire hall location study regarding proposed replacement of Ganges Fire Hall No. 1 and it incorporate those items in

the Master Fire Service Plan's RFP scope of work that relate to an evaluation of the suitability of the Brinkworthy site.  
CARRIED

**4.2 Update regarding Extractor washing machine for washing Personal Protective Equipment (OH&S)**

Acting Chief George reported there are no developments.

**4.3 Update regarding de-contamination sauna (OH&S)**

It was the consensus of the meeting that the item be tabled and considered again when design of the new fire hall is being addressed. Acting Chief George commented that the Salt Spring Island Fire-Rescue Foundation is considering an application to fund the proposal.

**4.4 Update regarding water storage pond on Fulford Fire Hall property (CAO Peat)**

CAO Peat advised that in response to his letter of July 25, 2016, Gordon Bednard, Planner Agricultural Land Commission (ALC) had advised that notwithstanding Islands Trust zoning permitting live fire training at the Fulford Fire Hall, permission is also required from the ALC. The temporary permit has expired. CAO Peat to follow up with the ALC to renew the live fire permit and ask for authority to build a water storage pond for fire flow purposes. Acting Chief George advised that live fire training at Fulford is suspended till matters are resolved.

**4.5 Update regarding inventory-tracking software (M. Forest/CAO Peat)**

CAO Peat advised that an enhanced version of Quickbooks (QuickBooks Enterprise) includes an inventory tracking module which uses bar code scanning, tracks items at multiple locations, and has the capability to track individual identify items (serial numbers). The addition cost would be \$1,110/ annum plus taxes. CAO Peat to investigate further and report back.

**4.6 Update regarding Fire Hydrant maintenance contract**

CAO Peat advised that he understands that contract discussions with North Salt Spring Waterworks District are continuing.

**4.7 Update regarding Emergency Response Radio Room at Hall #3**

Acting Chief George reported that there have been no developments.

**4.8 Fire Hall tours (AC George)**

Acting Chief George reported that the project is still in the planning stage – likely to be a full day circuit visiting fire halls in central and southern Vancouver Island.

#### **4.9 Update regarding document management (AC George)**

Acting Chief George reported that there have been no developments

### **5. New Business**

#### **5.1. Draft Request for Proposal (RFP) Seismic Review**

The proposed RFP for a seismic review of Fulford and Central fire halls prepared by CAO Peat was discussed.

**Motion** moved by Committee Member Cunningham that it is the recommendation of the Facilities & Physical Plant Committee that the Board of Trustees approve the proposed RFP for seismic review of Fulford and Central fire halls.

CARRIED

#### **5.2 2017 Small Capital Budget (Finance Committee referral)**

CAO Peat reported that the Finance & Audit Committee has recommended a 2017 Budget to the Board. The proposed budget includes a “Budget Line No. 95 – Small Capital” in the amount of \$25,000 with the only identified projects being replacement of desk top computers and the purchase of a NAS unit (network attached storage unit) for backups, proposed by the District’s IT contractor (Ms. Alix Hasenfratz). There was discussion and it was the consensus of the meeting that, apart from the possibility of additional shower facilities at Ganges Fire Hall, no major projects are anticipated in 2017 and that the \$25,000 Small Capital budgeted should be adequate.

#### **5.3 Update regarding CREST radios & pagers (AC George)**

Acting Chief George reported that CREST has provided an update on planned roll out of the digital platform for member pagers and fire ground radios – for the Gulf Islands infrastructure equipment to be installed in the fall of 2017 with operational transition to be completed by spring 2018.

The cost of digital pagers and radios will be material whether purchased outright or leased from CREST.

#### **5.4 Ganges Fire Hall No.1 Training Room Floor**

Acting Chief George reported concerns have been expressed at a recent Occupational Health & Safety Committee meeting concerning deterioration of the tile flooring in the Training Room and risks to

members. Acting Chief George agreed to investigate and report back to the Committee on remediation alternatives and their costs.

**6. Next Meeting**

The next meeting of the Facilities and Physical Plant Committee is scheduled 6 October, 2016, 7:00 p.m., at the **Fulford Fire Hall training room, 2470 Fulford-Ganges Road** (note change of location).

**7. Adjournment**

There being no further business, **motion** to adjourn moved by Committee Chair Forest.

CARRIED

The meeting adjourned 8:30 p.m.

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Mitch Forest  
Committee Chair

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Andrew Peat  
Corporate Administrator