

# Minutes of the Finance & Audit Committee Special Meeting Salt Spring Island Fire Protection District

Meeting held: **July 27, 2016**  
Training Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Trustee Norbert Schlenker (Chair), Robert Jones, Julia Lucich  
Regrets: Trustee Michael Craig, Alix Granger  
Staff Member: Acting Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat  
Recording Secretary: Sarah Shugar  
Others Present: Trustee Howard Baker, Trustee Linda Lee

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

The meeting was called to order at 2:14 p.m. Committee Chair Schlenker introduced new Committee Member Robert Jones and welcomed him to the meeting.

## **1. Approval of Agenda**

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

The meeting moved in camera at 2:15 p.m. and reconvened at 2:19 p.m. See item 4.

## **2. 2017 Operating Budget Deliberations**

The 2017 Budget Worksheet Version No. 1 dated July 13, 2016 was presented. The following items were noted:

- Budget Line # 3 Battery Smoke Alarm Program - It is the consensus of the Committee that the 2017 budgeted expense be reduced to \$0.
- Budget Line # 33 Antique Fire Trucks – Committee Chair Schlenker commented that there were no charges in 2016. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 34 – Career Clothing - Acting Chief George commented that the contract specifies 8-10 items to be replaced annually. For the past two years, most career staff opted out of replacing all items and chose to only replace as needed. The order has not been placed yet and it is estimated to be \$7,000. It is the consensus of the Committee that the 2017 budgeted expense be reduced to \$7,000.

**By general consent**, the Finance and Audit Committee agreed Acting Chief George would provide an estimate of replacement of clothing based on the contract specifications.

- Budget Line # 35 – Clothing – Paid on Call – Committee Chair Schlenker commented that there were no changes in 2016. Acting Chief George

commented the red, reflective, Gortex jackets (\$280.00 per jacket, used for medical calls/burning complaints) and t-shirts have not been ordered yet. The jackets present unified, professional, identification for members. Concern was expressed regarding the expense for the Gortex jackets. It is the consensus of the Committee that the 2017 budgeted expense be reduced to \$9,000.

- Budget Line # 36 – Clothing – Protective - Acting Chief George commented that the replacement of turn out gear is based on the expiration of clothing and there is a ten-year lifespan. A complete set of turn out gear is approximately \$3,000. The contract requires purchase of four to five sets a year. It is the consensus of the Committee that the 2017 budgeted expense be reduced to \$15,000.
- Budget Line # 37 – Computer, Hardware, Software & Supplies - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$1,500.
- Budget Line # 38 – Employee / POC Recognition – Acting Chief George commented this line item includes rewards, medals, retirement gifts, the year-end barbeque, plaques, awards, and trophies. Long serving POC members receive a retirement gift of \$500 that is matched by the Association. It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$5,000.

**By general consent**, the Finance and Audit Committee agreed Acting Chief George would provide a detailed estimate for Employee / POC Recognition.

- Budget Line # 39 – Equipment Purchase – Small Tools - Acting Chief George commented this line item includes any tool that is under \$200 and has a life span of less than 12 months. It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$8,000.
- Budget Line # 40 – Equipment – Repair & Maintenance - Acting Chief George commented this item includes chain saws, boat motor, generators, thermal pumps, three sets of jaws of life are inspected and maintained annually. The Jaws of Life equipment is used approximately six times a year and monthly for training purposes. It is the consensus of the Committee that the 2017 budgeted expense be increased to \$9,000.
- Budget Line # 41 – Fire Department Record System - It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$3,500.
- Budget Line # 42 – Fire Fighter Employee Assistance Program – Committee Chair Schenker reported this is for counselling for both POC and career members. There has been one submission for the program to date. It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$2,000.
- Budget Line # 43 – Fire Inspections - Acting Chief George reported this line item was consolidated in the prevention line item. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 44 – Fire Prevention & Public Education - Acting Chief George reported most of this item is spent in the last quarter of the year. The District did not invoice the School District for the officer wages during training in the schools. Fire Prevention week is largest item. This item also includes promotional items such as pamphlets, hats, stickers, tattoos and plastic

helmets. The fire danger signs were purchased in 2016 and are not an annual expense. It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$5,000.

- Budget Line # 45 – Fire Station Repair & Maintenance - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$25,000.
- Budget Line # 46 – Fire Station Utilities - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$28,000.
- Budget Line # 47 – First Responder - It was noted this item consists of consumables. It is the consensus of the Committee that the 2017 budgeted expense be decreased to \$10,000.
- Budget Line # 48 – Foam - Acting Chief George reported an order was recently placed. Foam has a shelf life and one shipment should be sufficient for a one-year supply. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$3,000.
- Budget Line # 49 – Hydrant Install/Repair - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 50 – Landscaping – It was noted the expense should match the new contract for landscaping. It is the consensus of the Committee that the 2017 budgeted expense be increased to \$6,600.
- Budget Line # 51 – Major Incident - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 52 – Miscellaneous - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 53 – Radio Equipment & Supplies - Acting Chief George reported the new requirement for radios will be to transition from analog to digital by 2018. Estimate the 2018 expenditure would be \$31,000 and leased for \$22,000 annually. Pagers will also need to be replaced at a cost of \$500 per unit. Approximate replacement cost for four radios would be \$110,000. There was question regarding leasing all radio equipment. It was agreed that the replacement would not be done in 2017 although a repair budget is necessary. There was question regarding whether the radio system could be changed and whether the District needs a system as sophisticated as what is being expected. CREST (Capital Regional Emergency Radio System) receives the 911 levy. Acting Chief George reported all police, fire and ambulance within the Capital Regional District use CREST. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$5,500.

**By general consent**, the Finance and Audit Committee agreed Acting Chief George would continue to look into the proposed CREST radio system.

Trustee Lee advised she would request a meeting with CRD Director McIntyre regarding the proposed CREST radio system.

- Budget Line # 54 – SCBA - The 2016 budget was increased due to replacements that were required. Acting Chief George does not forecast a major expenditure for this line item. It is the consensus of the Committee that the 2017 budgeted expense be reduced to 6,000.
- Budget Line # 55 – Supplies & Sundries - It is the consensus of the Committee that the 2017 budgeted expense be reduced at \$6,500.

- Budget Line # 56 – Training –Paid on Call - It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$70,000.

**By general consent**, the Finance and Audit Committee agreed to request the Board review line item# 56 – Training –Paid on Call.

- Budget Line # 57 – Training – Ground Maintenance - This item includes cleaning out the drains, repairs to the building etc. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$0.
- Budget Line # 58 – Vehicle Operating - It was noted many repairs have been required in 2016. It is the consensus of the Committee that the 2017 budgeted expense be maintained at \$90,000.

The total budgeted Operating Expenses for 2017 is \$315,600.

**By general consent**, the Finance and Audit Committee agreed Committee Chair Schenker would circulate to Committee Members by email.

**By general consent**, the Finance and Audit Committee agreed Acting Chief George would provide feedback on the proposed budget by August 12, 2016.

#### 4. **In-camera Session**

**Motion** to move to an in-camera session moved by Committee Chair Schlenker.  
CARRIED

The meeting moved in camera at 2:15 p.m. The meeting reconvened at 2:19 p.m.

#### 5. **Next Meeting**

The next meeting of the Finance & Audit Committee is scheduled on August 3, 2016, 2:00 p.m., at the Ganges Fire Hall Meeting Room.

#### 6. **Adjournment**

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

CARRIED

The meeting adjourned at 3:59 p.m.

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Norbert Schlenker  
Committee Chair

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Andrew Peat  
Corporate Administrator