

Minutes of the Strategic Planning and Policy Development Committee Meeting Salt Spring Island Fire Protection District

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

In attendance:

Committee Members: Trustee Howard Baker (Chair), Mark Lucich, Shelley Nitikman, Ben Sutton

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

Regrets: Trustee Mitch Forest

Others Present: Trustee Linda Lee

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

The meeting was called to order at 2:00 p.m.

1. Approval of Agenda

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

By general consent the agenda was accepted as circulated.

2. Approval of Minutes

2.1 Receive and Accept Minutes of the Meeting held June 13, 2016

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

Committee Member Lucich asked that the on page 3, 4.4 that the subheading "4.4.2 Comprehensive Master Fire Service Plan" be inserted between the paragraphs beginning "By general consent".

Motion that the minutes of the June 13, 2016 meeting be accepted as amended moved by Committee Chair Baker.

CARRIED

3. New Business

3.1 Committee Chair reported that the only Committee that has met since the last meeting has been Finance & Audit who are drafting the 2017 Operating Budget.

4. Old Business

4.1 Update regarding compiling data from incident reports

CAO Peat reported that the Department has changed procedures and is now recording data into the Fire Department Management (FDM) software instead of relying on written records. This will create a searchable data base which could produce accurate reports such as response time to incidents.

4.2 Update regarding review and/or clarification of District Boundaries

Nothing to report.

4.3 Update regarding Fire Service level

Nothing to report.

4.4 Update regarding strategic planning process (May 6, 2016) Trustees meeting

4.4.1 Update on Mission Statement

Committee Member Lucich reported that he and Committee Member Nitikman have met to discuss Vision and Mission statements. Committee Members Lucich and Nitikman are adamant that statements should recognize the “nature of our island community” (travel distances, largely rural, limited water resources) and the limited resources available to Salt Spring Island Fire/Rescue.

Committee members were asked to review the existing Vision and Mission statements before the next meeting and think of “key words” that can be incorporated.

4.4.2 Receive and discuss “Comprehensive Master Fire Service Plan” request for proposal (RFP) document

The proposed RFP document proposed by CAO Peat and Committee Member Sutton was reviewed by the Committee. Several amendments were suggested by AC George and committee members clarifying intent and correct numbering.

CAO Peat to revise the proposed RFP which will be circulated to members prior to the next meeting.

4.5 Update regarding Meeting Procedures Bylaw No. 119

A proposed bylaw incorporating amendments passed at the June 13, 2016 was circulated at the meeting. CAO Peat said that as approved, #6 wording is unclear and he had inserted the phrase [all trustees are present or those who are absent give] to clarify the intent of the section.

In the discussion it was agreed that sections #7 should come before section #6. Trustee Lee asked that Committee members address the need to publish notice in a local newspaper as this requirement precipitated the Board's decision to revisit the meeting procedures bylaw.

CAO Peat to revise the proposed bylaw which will be circulated to members prior to the next meeting.

4.6 Update on Fire Safety Act

Nothing to report.

4.7 Policy for recruitment and retention of committee members

CAO Peat presented the policy for the recruitment and retention of committee members.

By general consent it was agreed that consideration of the proposed policy be tabled till the September meeting.

5. Next Meeting

The next meeting of the Strategic Planning and Policy Development Committee is scheduled September 12, 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 Member Lucich.

CARRIED

The meeting adjourned at 4:06 p.m.

Howard Baker
Committee Chair

Andrew Peat
Corporate Administrator