

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

Meeting held: **July 17, 2017**

Lower Hall, Ganges United Church
111 Hereford Avenue, Salt Spring Island

In attendance:

Trustees: Per Svendsen (Chair), Howard Baker, Chris Budd, Rollie Cook, Mary Lynn Hetherington, Howard Holzapfel

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

Recording Secretary: Sarah Shugar

Others Present: 24 members of the public, Driftwood Reporter

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

Chair Svendsen called the meeting to order at 7:01 p.m. The meeting recessed for the Town Hall session at 7:02 p.m. and reconvened at 7:03 p.m.

1. Approval of Agenda

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

The following amendments to the agenda were presented for consideration:

Add Item 5.2 - Fire Chief's Association of BC Education Summit 2017 – Report.
Move Item 9.1 to the in camera meeting - Appointments to GVLRA Board of Directors

Motion to accept the agenda as amended moved by Trustee Budd, seconded by Trustee Baker.

CARRIED

In consideration of the members of the public and the delegation, the meeting moved to Item 9.2 and Item 10.1 at 7:06 p.m. See Items 9.2 and 10.1. Following items 9.2 and 10.1, the meeting recessed at 7:52 p.m. and reconvened at 7:55 p.m.

2. Approval of Minutes

2.1 Receive and Accept the Minutes of the Special Meeting held April 24, 2017

Motion that the Board of Trustees amend the Special Meeting minutes of April 24, 2017 to include a copy of the Driftwood article as an attachment moved by Trustee Cook, seconded by Trustee Budd.

CARRIED

Motion that the Board of Trustees accept the Special Meeting minutes of April 24, 2017 as amended moved by Trustee Cook, seconded by Trustee Budd.
CARRIED

2.2 Receive and Accept the Minutes of the Town Hall Meeting held June 19, 2017

Motion that the Board of Trustees accept the Town Hall Meeting minutes of June 19, 2017 moved by Trustee Holzapfel, seconded by Trustee Hetherington.
CARRIED

2.3 Receive and Accept the Minutes of the meeting held June 19, 2017

Motion that the Board of Trustees accept the meeting minutes of June 19, 2017 moved by Trustee Hetherington, seconded by Trustee Baker.
CARRIED

2.4 Receive and Accept the Minutes of the In-camera meeting held June 19, 2017 – moved to in camera meeting

2.5 Receive and Accept the Minutes of the Special Meeting held July 5, 2017

Motion that the Board of Trustees accept the Special Meeting minutes of July 5, 2017 moved by Trustee Baker, seconded Trustee Hetherington.
CARRIED

2.6 Receive and Accept the Minutes of the Special Meeting held July 10, 2017

Motion that the Board of Trustees accept the Special Meeting minutes of July 10, 2017 moved by Trustee Baker, seconded by Trustee Holzapfel.
CARRIED

3. Committee Reports

3.1 Facilities & Physical Plant – none

3.2 Finance & Audit

3.2.1 Receive the draft Budget Report period ending May 31, 2017

The draft Budget Report period ending May 31, 2017 was presented.

Motion that the Board of Trustees receive the draft Budget Report period ending May 31, 2017 moved by Trustee Budd, seconded by Trustee Hetherington.
CARRIED

- 3.2.2 Receive the draft minutes of the Finance & Audit Committee meeting held July 5, 2017

Motion that the Board of Trustees receive the minutes of the Finance & Audit Committee meeting held July 5, 2017 moved by Trustee Budd, seconded Trustee Hetherington.
CARRIED

- 3.2.3 Receive the draft minutes of the In-camera Finance & Audit Committee meeting held July 5, 2017 – moved to the in camera meeting

- 3.2.4 Receive the draft minutes of the Finance & Audit Committee meeting held July 10, 2017 (no recommendations)

Motion that the Board of Trustees receive the draft minutes of the Finance & Audit Committee meeting held July 10, 2017 moved by Trustee Baker, seconded Trustee Holzapfel.
CARRIED

3.3 Human Resources & Legal – none

3.4 Marketing & Communications – none

3.5 Occupational Health & Safety

- 3.5.1 Receive the draft minutes of the Occupational Health & Safety Committee meeting held June 22, 2017 (one recommendation)

By general consent, the Board of Trustees received the minutes of the Occupational Health and Safety Committee meeting held June 22, 2017.

3.6 Strategic Planning & Policy Development – none

4. Correspondence

4.1 Correspondence S. Sydneysmith - regarding Incorporation debate

The correspondence was received.

4.2 Correspondence R. Hawkins - regarding sirens

Chief George reported there is an Operational Guideline for the use of lights and sirens.

By general consent, the Board of Trustees request CAO Peat to forward the June 2017 Fire Chief Report to Mr. Ron Hawkins.

The correspondence was received.

4.3 GVLRA June 22, 2017 Press Release

The correspondence was received.

5. Fire Chief's Report

5.1 Fire Chief's Report – June 2017

The Fire Chief's Report for June 2017 was circulated prior to the meeting. Chief George presented the following highlights: SSIFR responded to 54 incidents in the month of June and on average SSIFR responds to 52.4 calls in June; as of June 2017 SSIFR has responded to 338 incidents in 2017; SSIFR responded to a fully involved fire on Sunset Drive and used 55,000 gallons of water for fire suppression. As best practice, SSIFR met as a group and conducted a post-incident analysis on the Sunset Drive structure fire. The review provided management with direction for training requirements and operations. SSIFR assisted with night operations at Portlock Park while the Lady Minto Hospital helipad was under repair. SSIFR crews responded to the first grass/brush fire of the season on Maliview Drive, the fire was quickly contained to a small area of grass and brush and no structural damage or injuries occurred. A recruit firefighter from the Class of 2016 retired due medical reasons and a summer student has been hired as part of the Federal student work program. Chief George attended the Fire Chief's of BC Education Summit in Vernon, BC. An initial meeting was held on the installation of a fire sprinkler system at Fulford Elementary School and once the project is complete, Fernwood Elementary, Salt Spring Elementary, Salt Spring Island Middle School, Gulf Island Secondary School, and Fulford Elementary will be sprinkler protected. As of July 17, 2017 Salt Spring Island is facing a "High" fire danger risk and a total fire ban which includes: machine piles; backyard burning; and campfires.

Three members (two career members and one paid on call) are attending the wildfires in the interior. CAO Peat reported the Province reimburses the District for members and equipment that attend the BC wildfires and there will be no cost to the District. It was noted Country Grocer and Thrifty Foods are matching donations to the Red Cross for BC Wildfire relief.

There was question regarding wildfire prevention for Salt Spring Island. Chief George reported "Fire Smarting" property is the most effective strategy. SSIFPD is available for FireSmart education and has met with several of the Emergency PODs. FireSmart information is available on the District's website.

5.2 Fire Chief's Association of BC Education Summit 2017 – Report

Chief George presented a staff report regarding the Fire Chief's Association of BC Education Summit 2017 dated July 15, 2017 was presented.

6. Salt Spring Firefighters' Association Report - none

7. Old Business

7.1 Indemnification Bylaw

Motion that the Board of Trustees refer the Indemnification Bylaw to the Strategic Planning and Policy Development Committee moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

7.2 Update regarding Decontamination Chambers – infrared saunas (SS Fire Rescue Foundation funding proposals)

CAO Peat reported the infrared saunas are installed and payment has been received from the Salt Spring Fire Rescue Foundation.

7.3 CRD use of Hall #3 for Emergency Response radio room (FPP) – no update

Motion that the Board of Trustees table the “CRD use of Hall #3 for Emergency Response radio room” pending an update from the Capital Regional District moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

7.4 Update regarding drafting Fire Inspections Policy Statement

Motion that the Board of Trustees refer drafting the Fire Inspections Policy Statement to the Strategic Planning and Policy Development Committee moved by Trustee Baker, seconded by Trustee Hetherington.

CARRIED

7.5 Update regarding “Donations” and “Official Receipts” policies

Motion that the Board of Trustees refer the “Donations” and “Official Receipts” policies to the Strategic Planning and Policy Development Committee moved by Trustee Baker, seconded by Chair Svendsen.

CARRIED

7.6 Update regarding “Fire Department Establishment and Operations Bylaw”

Motion that the Board of Trustees refer the “Fire Department Establishment and Operations Bylaw No. 59” to the Strategic Planning and Policy Development Committee for review moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

7.7 Appointments to Standing Committees – moved to in camera meeting

7.8 Develop specifications for Engine 202 replacement

Chief George reported once the specifications for Engine 202 replacement are complete he will forward the specifications to the Strategic Planning and Policy Development Committee.

There was question regarding whether FUS would permit the District to reduce the number of engines from three to two if there were only two fire halls. Chief George reported Engine 202 is the Fulford Hall engine and assists fire suppression on the entire island.

By general consent, the Board requested Chief George to confirm whether FUS would require the District to have two or three engines if there were only two fire halls.

7.9 Retain structural engineer regarding repair or replacement roof Fire Hall No. 3 – no update (F&PP)

7.10 Update regarding Webcam on Fire Hall No. 1 hose tower

There was no update.

7.11 Update regarding Policy statement “Joint consultation Committee”

Trustee Hetherington reported there are no pressing items and committee members are on vacation.

7.12 Hydrant maintenance agreement – North Salt Spring Waterworks District

Chief George reported the District will meet North Salt Spring Island Waterworks District regarding the hydrant maintenance agreement and the date is to be determined.

7.13 Update regarding professional assessment of air quality in all areas of Hall No. 1

Chief George reported the Occupational Health and Safety Committee recommended a professional assessment of air quality in all areas of Hall No. 1 following a complaint. In discussions with Worksafe BC, the cost for the assessment would be approximately \$5,000 and Worksafe BC has suggested spending the funds on fixing the air quality issue instead of spending the funds on the assessment and monitoring. The District is in the process of receiving quotes for the work.

By general consent, the Board of Trustees agreed Trustee Budd would forward information regarding a local contractor.

7.14 Recommendation regarding revisiting recommendation of Herold Engineering report of December 12, 2016

By general consent, the Board of Trustees refer the “Recommendation regarding revisiting recommendation of Herold Engineering report of December 12, 2016” to the Strategic Planning and Policy Development Committee.

7.15 Post Incorporation Referendum “Town Hall” meeting

There was discussion regarding whether there would be sufficient time to consider alternate governance models following the incorporation referendum.

By general consent, the Board of Trustees agreed to schedule the Post Incorporation Referendum “Town Hall” meeting in October 2017.

7.16 Update regarding Core Density Islands Trust Bylaw No. 491 Ganges Village Plan – Harbourwalk

Chief George presented a staff report dated July 15, 2017 regarding Ganges Core Density and highlighted that the last two FUS reports have recommended that SSIFR have an aerial device for structural firefighting. There was question regarding whether the District should have a sprinkler bylaw or a way to strongly encourage buildings to install sprinkler systems. BC Building Code requires new construction over three stories to have sprinkler systems. In all other construction, sprinkler requirements are best practice although not required in the BC Fire Code or the BC Building Code.

By general consent, the Board of Trustees direct Chief George to send a letter to the Islands Trust that explicitly states “consideration of a three story building will trigger a 1.5 Million cost to the District for an aerial ladder truck”.

7.17 Update regarding response time and staffing models

There was no update.

7.18 Update regarding water supply plans

Chief George presented a staff report regarding water supply dated July 13, 2017 that included a recommendation to budget and plan for additional alternative water sources on Salt Spring Island for fire suppression. CAO Peat reported three fire halls (Central, Brinkworthy and Fulford) are within the Agricultural Land Reserve and water storage for fire flow is not a permitted use. Each location would require a development variance permit at a cost of \$1500 each.

8. Bylaws

8.1 Introduce and consider proposed Bylaw No. 132 Fire Service Level

There was no update.

8.2 Introduce and consider proposed Bylaw No. 133 Meeting Procedures Bylaw

There was no update.

9. New Business

9.1 Appointments to GVLRA Board of Directors – moved to in camera meeting

9.2 Staff Report regarding impact on SS Fire/Rescue if incorporation proceeds

CAO Peat presented the staff report regarding the Salt Spring Island Incorporation Study dated July 17, 2017. At the request of the Board, CAO Peat reviewed the Urban Systems report submitted to the Salt Spring Island Incorporation Study.

9.2 CREST radio replacement

Trustee Holzapfel presented an update regarding the CREST radio replacement. CAO Peat reported the CRD will pay for the radio equipment and the District will pay for the pagers and installation to vehicles.

9.3 Proposed quarterly meetings to discuss inter-agency issues

Trustee Holzapfel suggested that the District host an inter agency monthly meeting to discuss issues of concern. Chief George reported he attends a regular inter-agency meeting regarding emergency services.

By general consent, the Board of Trustees agreed to table “proposed quarterly meetings to discuss inter-agency issues” to the September meeting.

9.4 Meeting venue

Trustee Holzapfel expressed support for changing the venue for the Board meetings to Fire Hall No. 1 to reduce meeting expenses. CAO Peat reported the rental fee for the current venue is \$60 per meeting.

Motion that the Board of Trustee meetings be held at Fire Hall No. 1 beginning in September 2017 moved by Trustee Holzapfel, seconded by Trustee Baker.

Motion that the Board of Trustees table the motion moved by Trustee Cook, seconded by Trustee Baker.

CARRIED

9.5 Update response offered regarding Provincial Emergency - Williams Lake

Chief George reported that, pending confirmation from the Fire Commissioner, the District will be deploying a second crew (two paid on call members, an officer, a firefighter and a support vehicle) to Williams Lake on July 26, 2017. The first crew will return in the support vehicle. The operational period for the current fire ends September 4, 2017.

By general consent, the Board of Trustees expressed support and gratitude to the team.

9.6 Introduce and consider State of Emergency – Deployment Guide

Chief George presented the draft Deployment Guide for Fire Personnel and Apparatus State of Emergency for the Province of BC.

By general consent, the Board of Trustees agreed CAO Peat would draft a Deployment Guide for Fire Personnel and Apparatus State of Emergency policy for consideration.

10. Delegations

10.1 Mr. Peter Lamb - Incorporation debate

Mr. Peter Lamb circulated a written presentation entitled “Positively No – Delegation to the Board of Trustees of the SSI Fire Protection District dated July 17, 2017. He spoke to the increase to property tax as a result of incorporation.

Ms. Patricia Lecky spoke to the incorporation referendum and requested the Board of Trustees to not take a public position on incorporation.

Mr. Gary Holman thanked the Board of Trustees and staff for their service. He spoke to the infrastructure grants that would be available to the CRD and a municipality and requested the Board of Trustees to not take a public position on incorporation.

Mr. Richard Kerr expressed appreciation to the Board and staff for their service and spoke to the benefit of examining other models of governance. He requested the Board of Trustees to remain neutral on the subject of incorporation.

Chair Svendsen thanked the delegations.

Motion that the Board of Trustees defer consideration of a position regarding incorporation moved by Trustee Cook, seconded by Trustee Hetherington.
CARRIED

11. In-camera session to discuss update regarding collective agreement negotiations and appointment of public members to Standing Committees

The meeting moved in-camera at 9:05 p.m. and reconvened at 9:41 p.m.

12. Rise and Report

Motion that the Board of Trustees appoint Gayle Baker as a public member to the Marketing and Communications Committee moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees appoint Trustee Hetherington as Director to the Greater Victoria Labour Relations Association Board of Directors and Trustee Holzapfel as Alternate Director to the Greater Victoria Labour Relations Association Board of Directors, moved by Trustee Baker, seconded by Trustee Cook.

CARRIED

13. Adjournment

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

The meeting adjourned at 9:40 p.m.

The next regular meeting of the trustees is scheduled for August 21, 2017.

Per Svendsen
Chair, Board of Trustees

Andrew Peat
Corporate Administrator