

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

Meeting held: **August 3, 2017**  
Training Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Trustee Per Svendsen (Chair), Brian Cunningham, Mervin Walde  
Staff Member: Chief Arjuna George  
Absent: Trustee Chris Budd

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

Committee Chair Svendsen called the meeting to order at 7:05 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:

- 5.1 Public member Committee appointments

## **2. Minutes**

The minutes of the May 11, 2017 meeting were distributed prior to the meeting. Committee Chair Svendsen noted that the minutes should be amended to record the correct meeting date of May 11, 2017 (not 2016).

**By general consent** the minutes of the meeting held May 11, 2017 were accepted as amended.

## **3. Correspondence**

**3.1. Correspondence Herold Engineering dated May 17, 2017 regarding revised engineering work proposal Hall No. 1**

**3.2. Correspondence Salish Sea Heating dated June 6 2017 regarding Hall No. 1 HVAC proposal**

The correspondence items were received.

## **4. Old Business**

### **4.1. Update regarding RFP Strategic Planning (10 Year Plan)**

Committee Chair Svendsen reported that the Strategic Planning & Policy Development Committee has recommended to the Board of Trustees that as a first phase of the Mater Fire Plan that a consultant be hired to review and analyze response times against accepted standards and propose alternative

staffing models to meet the safety standard within current operating budget constraints.

The Strategic Planning Committee to also review the review the request for proposal.

**4.2. Update regarding de-contaminations chambers**

Chief George reported that saunas are installed and available for member's use.

By general consent the Committee members agreed that the item is closed.

**4.3. Update regarding water storage pond on Fulford Hall property – no update**

**4.4. Update regarding inventory-tracking software**

Chief George reported that there has been no further developments.

By general consent the Committee members agreed that the item is closed.

**4.5. Update regarding Fire Hydrant Maintenance Contract – no update**

**4.6. Update regarding Emergency Response Radio Room at Hall #3**

Chief George reported that there have been no further discussions with the CRD on this matter.

By general consent the Committee members agreed that the item is closed.

**4.7. Fire Hall tours**

Chief George reported that he is planning to do fire hall tours in November.

**4.8. Update regarding document management – no update**

**4.9. Update regarding Seismic review RFP - no update**

**4.10. 2017 vehicle purchase Fire Engine to replace Engine 202**

Chief George reported that he and Assistant Chief Holmes are working on a final proposal.

**4.11. Update regarding Hall No. 1 Ventilation**

Chief George reported one estimate has been received from Salish Sea Heating and that further bids are being solicited.

**4.12. Update regarding Hall No. 3 Roof**

Chief George reported that one quote had been received and additional quotes were being solicited.

**Motion** that it is the recommendation of the Facilities & Physical Plant Committee that after receiving at least one further quotation that the Board of Trustees replace the roofing on Fire Hall No. 3 moved by Committee member Cunningham.

CARRIED

**4.13. Update regarding Community Camera Hall No. 1 – no update**

**4.14. Update regarding ground subsidence Hall No. 1 – no update**

**4.15. Update regarding temporary storage structures for surplus apparatus – no update**

## **5. New Business**

### **5.1. Public Member Committee appointments**

**Motion**, that it is the recommendation of the Facilities & Physical Plant Committee that the Board consider an application from Mr. Gerard Zentner for appointment as a public member of the Committee moved by Committee member Cunningham.

CARRIED

## **6. Next Meeting**

The next meeting of the Facilities and Physical Plant Committee is scheduled for September 7, 7:00 p.m., at the Ganges Fire Hall Training Room.

## **7. Adjournment**

There being no further business, **motion** to adjourn moved by Committee Member Cunningham.

CARRIED

The meeting adjourned at 7:50 p.m.

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Per Svendsen  
Committee Chair

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Andrew Peat  
Corporate Administrator