

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

Meeting held: **May 11, 2016**  
Training Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Brian Cunningham, Trustee Per Svendsen, Mervin Walde

Staff Member: Chief Arjuna George

Absent: Trustee Chris Budd

Others Present: Trustee Mitch Forest

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

Committee Chief George called the meeting to order at 7:02 p.m.

## **1. Election of Committee Chair**

Chief George called for nominations for the position of Chair of the Facilities & Physical Plant Committee.

Committee Member Svendsen was nominated by Committee Member Walde. There being no further nominations Committee Member Svendsen was declared elected by acclamation.

Responsibility for chairing the meeting was assumed by Committee Chair Svendsen.

## **2. Approval of Agenda**

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

The following additions to the agenda were presented for consideration:

6.4 Landscaping contract

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

## **3. Minutes**

### **3.1. Receive and approve the minutes of the meeting held March 16, 2017**

The minutes of the March 16, 2017 meeting were distributed prior to the meeting.

**By general consent** the minutes of the meeting held March 16, 2017 be accepted as circulated moved by Committee Member Svendsen.

**CARRIED**

#### **4. Correspondence**

**4.1. Correspondence CAO Peat to OH&S Co-chair Akerman dated April 27, 2017 regarding Hall No. 1 Ventilation**

**4.2. Correspondence CAO Peat to Agricultural Land Commission dated April 27, 2017 regarding Water Storage pond at Fulford Fire Hall**

The correspondence items were received.

#### **5. Old Business**

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

By general consent it was agreed that consideration of the RFP Strategic Planning (10 Year Plan) be tabled till the next meeting to allow members additional time to review the proposal before recommending any changes.

##### **5.2. Update regarding de-contaminations sauna**

Chief George reported there is nothing to report, the District is awaiting confirmation from the Salt Spring Island Fire-Rescue Foundation that they are still prepared to fund the proposal.

Trustee Forest reported that the District is consideration a draft "Gifts to Salt Spring Island Fire Protection" policy which will address Board concerns about acceptance of major gifts.

##### **5.3. Update regarding water storage pond on Fulford Hall property**

Chief George reported that the District was awaiting a response from the Agricultural Land Commission to CAO Peat's letter of April 27, 2017. Chief George distributed to members a diagram of the Fulford Hall property with proposed location of water storage pond in blue (copy attached to the original minutes).

##### **5.4. Update regarding inventory-tracking software**

Chief George reported that physical assets at all three halls have been documented but these have not be imputed into computer program data base.

Chief George undertook to discuss with CAO Peat what value(s) should be tracked (cost, depreciated book value, replacement cost) and report back at the next meeting.

##### **5.5. Update regarding Fire Hydrant Maintenance Contract**

**Motion**, that it is the recommendation of the Facilities & Physical Plant Committee that the Board of Trustees resume negotiations with North Salt Spring Waterworks District with regards to fire hydrant maintenance moved by Trustee Forest.  
CARRIED

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

Chief George reported that CRD has expressed a desire to revisit using Fire Hall No. 3 as an Emergency Response radio room. He will keep the Committee apprised of developments.

#### **5.7. Fire Hall tours – no update**

#### **5.8. Update regarding document management**

Chief George reported that staff are beginning to utilize the services of Sync.com a FIPPA compliant and Canadian based cloud storage provider. At present the services is being “rolled out” to trustees but in future could be expanded to include most all District records and files.

#### **5.9. Update regarding Seismic review RFP - no update**

#### **5.10. 2017 vehicle purchase Fire Engine to replace Engine 202 –no update**

#### **5.11. Update regarding Hall No. 1 Hazmat remediation**

Chief George reported that a team from RemoveAll Remediation Services Ltd came on May 9 2017 and the work has been completed. No additional problems were found during the remediation work.

#### **5.12. Update regarding Hall No. 1 Ventilation**

Chief George reported that staff members have complained of poor indoor air quality in the Fire Hall No. 1 office areas. WCB Regulations require an employer to investigate air quality if an employee’s signs or symptoms of illness are attributed to an inadequate supply of outdoor air. Quotes are being requested to obtain an air quality assessment report for all areas of Fire Hall No. 1.

#### **5.13. Update regarding Hall No. 3 Roof**

Chief George reported that only one quote has been obtained. He did not consider it a “priority” concern but if the project requires replacing the roof it must be done before winter rains.

### **6. New Business**

#### **6.1. Community Camera Fire Hall No. 1**

**Motion**, that it is the recommendation of the Facilities & Physical Plant Committee that the Board consider the proposal made by Mr. Christopher Roy of the Salt Spring Exchange to install a “live feed” camera at Fire Hall No. 1 on the assumptions that any possible liability issues are addressed moved by Trustee Forest  
CARRIED

Chief George reported that it would be installed either on the roof or hose tower and provide a live feed (nothing is recorded or retrievable) with a fixed view likely looking over Centennial Park. The installation and maintenance of equipment would be at Salt Spring Exchange’s expense.

#### 6.2. **Ground Subsidence Fire Hall No. 1**

Chief George reported that MainRoads has acknowledged our concerns about possible ground subsidence on the road allowance in front of Fire Hall No. 1. He further reported that CAO Peat has contacted Polaris Surveying and asked for a proposal that would provide “hard data” that tracks any changes. The area in front of the hall was paved some two years ago and is cracking and appears to be sinking.

Chief George undertook to have MainRoads acknowledge our concerns in writing.

#### 6.3. **Temporary Storage Structures for Surplus Apparatus**

Chief George reported that he is investigating options to provide additional temporary storage space at Fire Hall No 2 to store Engine 202 which would be utilized as “backup’ when it is replaced in 2018.

### 7. **Next Meeting**

The next meeting of the Facilities and Physical Plant Committee is scheduled for June 1, 2017, 7:00 p.m., at the Ganges Fire Hall Training Room.

### 8. **Adjournment**

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

CARRIED

The meeting adjourned at 8:03 p.m.

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Per Svendsen  
Committee Chair

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Andrew Peat  
Corporate Administrator