

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

Meeting held: **February 20, 2017**
Lower Hall, Ganges United Church

In attendance:

Trustees: Mitch Forest (Chair), Howard Baker, Chris Budd, Mary Lynn Heatherington, Per Svendsen

Staff Members: Fire Chief Arjuna George, Corporate Administrator and Financial Officer Andrew Peat, SSIFFA Lieutenant Peter Andress

Recording Secretary: Sarah Shugar

Others Present: 18 members of the public, Driftwood Reporter

Absent: Trustee Howard Holzapfel

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

Called to order: 7:32 p.m.

1. Approval of Agenda

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

The following addition to the agenda was presented for consideration:

7.12 Joint Consultation Committee

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

CARRIED

2. Approval of Minutes

2.1 Receive and Accept the Minutes of the "Town Hall" meeting held October 17, 2016

Motion that the Board of Trustees Town Hall Meeting minutes of October 17, 2016 be accepted moved by Trustee Baker, seconded by Trustee Forest.

CARRIED

2.2 Received and Accept the Minutes of the meeting held October 17, 2016

Motion that the Board of Trustees minutes of October 17, 2016 be accepted moved by Trustee Baker, seconded by Trustee Forest.

CARRIED

2.3 Receive and Accept the Minutes of the In-camera meeting held October 17, 2016

Motion that the Board of Trustees In-camera minutes of October 17, 2016 be accepted moved Trustee Baker, seconded by Trustee Forest.
CARRIED

2.4 Receive and accept the minutes of the Special meeting held October 24, 2016

Motion that the Board of Trustees Special Meeting minutes of October 24, 2016 be accepted moved by Trustee Baker, seconded by Trustee Forest.
CARRIED

2.5 Receive and accept the minutes of the In-camera meeting held October 24, 2016

Motion that the Board of Trustees In-camera minutes of October 24, 2016 be accepted moved by Trustee Baker, seconded by Trustee Forest.
CARRIED

2.6 Receive and Accept the Minutes of the Special meeting held October 28, 2016

There was question regarding whether Linda Lee's resignation was received at the Special meeting held October 28, 2016. Former Trustee Linda Lee stated that she resigned as chair prior to submitting her Trustee resignation and requested her letter of resignation be available as a public document.

Motion that the Board of Trustees Special Meeting minutes of October 28, 2016 be tabled pending further clarification moved by Trustee Baker, seconded by Trustee Svendsen.
CARRIED

2.7 Receive and Accept the Minutes of the Special meeting held February 2, 2017

Motion that the Board of Trustees Special Meeting minutes of February 2, 2017 be accepted moved by Trustee Baker, seconded by Trustee Heatherington.
CARRIED

2.8 Receive and Accept the Minutes of the In-camera meeting held February 2, 2017

Motion that the Board of Trustees In-camera minutes of February 2, 2017 be accepted moved by Trustee Baker, seconded by Trustee Heatherington.
CARRIED

3. Committee Reports

3.1 Facilities & Physical Plant - none

3.2 Finance & Audit

3.2.1 Receive the draft Budget Report period ending September 30, 2016

By general consent, the Board of Trustees received the draft Budget Report period ending September 30, 2016.

3.2.2. Receive the draft Budget Report period ending October 31, 2016

By general consent, the Board of Trustees received the draft Budget Report period ending October 31, 2016.

3.2.3. Receive the draft Budget Report period ending November 30, 2016

By general consent, the Board of Trustees received the draft Budget Report period ending November 30, 2016.

3.2.4. Receive the draft Budget Report period ending December 31, 2016

By general consent, the Board of Trustees received the draft Budget Report period ending December 31, 2016

3.3 Human Resources & Legal - none

3.4 Marketing & Communications - none

3.5 Occupational Health & Safety Committee

3.5.1 Receive the draft minutes of the OH&S Committee meeting held October 27, 2016

By general consent, the Board of Trustees received the draft minutes of the Occupational Health and Safety Committee meeting held October 27, 2016.

3.5.2 Receive the draft minutes of the OH&S Committee meeting held November 24, 2016

By general consent, the Board of Trustees received the draft minutes of the Occupational Health and Safety Committee meeting held November 24, 2016.

3.5.3 Receive the draft minutes of the OH&S Committee meeting held December 15, 2016

By general consent, the Board of Trustees received the draft minutes of the Occupational Health and Safety Committee meeting held December 15, 2016.

- 3.5.4 Receive the draft minutes of the OH&S Committee meeting held January 26, 2017

By general consent, the Board of Trustees received the draft minutes of the Occupational Health and Safety Committee meeting held January 26, 2017.

3.6 Strategic Planning & Policy Development - none

4. Correspondence

- 4.1. **Cox Taylor (October 26, 2016) letter of opinion regarding Trustee Resignations**
- 4.2. **W. Rueben Kaufman (December 29, 2016) regarding public reconciliation forum**
- 4.3. **J. Lucich (January 9, 2017) regarding chipping Christmas trees**
- 4.4. **T. Faganello (January 18, 2017) regarding employees serving as trustees and Conflict of Interest**
- 4.5. **J. Lucich (2017 02) regarding dissolution of District if incorporation vote affirmative**

Former Trustee Linda Lee reported it is her understanding that the dissolution of the District upon incorporation could take two to five years and the timeline would be at the discretion of the Province.

The correspondence items were received.

5. Fire Chief's Report

5.1 Fire Chief's Report - June 2016

The report was received.

5.1 Fire Chief's Report - October 2016

The report was received.

5.2 Fire Chief's Report – November 2016

The report was received.

5.3 Fire Chief's Report – December 2016

The report was received.

5.4 Fire Chief's Report – January 2017

Chief George presented the Fire Chief's Report for January 2017 and highlighted the following: SSIFPD responded to 63 incidents in January and the increase can be attributed to weather related calls. All the incident types will be reported exactly how they are received from Fire Dispatch. The new tender vehicle has arrived and will replace the 21-year-old Freightliner stationed at Fire Hall No.1 and will be in service in two to three weeks. There are six new members; three front line Paid On Call Recruits, and three Paid On Call Recruit Field Incident Technicians (FIT's). Chief George acknowledged that Captain Kurt Irwin has retired following 27 years of service.

6. Salt Spring Firefighters' Association Report

6.1. For months June 2016 – January 2017

Received for information.

7. Old Business

7.1 Indemnification Bylaw – no update

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

7.2.1 Staff Report dated October 24, 2016 regarding Salt Spring Fire/Rescue Foundation funding decontamination saunas

Motion that the Board of Trustees refer the staff report regarding Salt Spring Fire/Rescue Foundation funding decontamination saunas to the Facilities and Physical Plant Committee moved by Trustee Budd, seconded by Trustee Heatherington.
CARRIED

7.2.2 Proposed OG Use of Fire Department Decontamination Saunas

Received for information.

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

7.4 Receive Approved "Public Involvement" Policy

Received for information.

7.5 Update regarding Ganges Fire Hall Training Room flooring

Chief George reported the Ganges Fire Hall Training Room floor has been refinished with plywood and a skim coat of concrete and the asbestos is fully encapsulated.

7.6 Discuss recommendation regarding proposed Election Procedures Policy

Motion that the Board of Trustees table consideration of the proposed Election Procedures Policy to the next meeting moved by Trustee Svendsen, seconded by Trustee Baker.
CARRIED

7.7 Update regarding drafting Fire Inspections Policy Statement – no update

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

Motion that the Board of Trustees refer the draft Donations policy and draft Official Receipts policy to the Strategic Planning and Policy Development Committee for consideration moved by Trustee Baker and Trustee Heatherington.
CARRIED

7.9 Update regarding “Fire Department Establishment and Operations Bylaw”– no update

7.10 Receive Approved “Excluded Staff” policies

Received for information.

7.11 Update regarding Petition to amend Letters Patent (Conflict of Interest)

Received for information.

7.12 Joint Consultation Committee to discuss Union Staff

Motion that the Board of Trustees designate a Select Committee to address labour relations moved by Trustee Baker, seconded by Trustee Heatherington.
CARRIED

8. Bylaws

8.1 Introduce and consider proposed Bylaw No. 132 Fire Service Level – no update (SPPD) – no update

8.2 Introduce and consider proposed Bylaw No. 133 Meeting Procedures Bylaw – no update (SP&PD) – no update

9. New Business

9.1 Report of Returning Officer

Received for information.

9.2 Set date for 2017 Annual General Meeting

The 2017 Annual General Meeting is scheduled on April 24, 2017.

9.3 Appointment of Returning Officer

Motion that the Board of Trustees appoint Thomas Moore as returning officer moved by Trustee Baker, seconded by Trustee Svendsen.
CARRIED

CAO Peat reported that if any trustee intends to resign their office on or before the close of the upcoming Annual General Meeting they would need to inform staff by March 4, 2017 so that the Returning Officer can be advised.

9.4 Appointments to Standing Committees

Motion that the Board of Trustees appoint Trustee Svendsen and Trustee Budd to the Facilities and Physical Plant Committee; Trustee Baker to the Strategic Planning and Policy Development Committee; Trustee Forest to the Finance Committee; and Trustee Heatherington to the Human Resources and Legal Committee moved by Chair Forest, seconded by Trustee Baker.
CARRIED

9.5 Signing authorities on District Accounts

Motion that the Board of Trustees add Trustee Budd as a signing authority on District Accounts in addition to CAO Peat, Chief George and Trustee Baker moved by Trustee Baker, seconded by Trustee Budd.
CARRIED

9.6 North West Environmental Group “Hazardous materials Assessment Report (December 13, 2016) (OH&S)”

Received for information.

9.7 Professional Engineering survey relating to condition and use of Fire Hall No. 1 (OH&S)

Trustee Baker introduced the following recommendation from the Occupational Health and Safety Committee meeting held December 15, 2016.

Motion that the Board of Trustees retain the services of a professional engineering firm to identify and make recommendations on the issues

identified in the Harold Engineering proposal relating to the condition and use of Fire Hall No. 1 (structural, building enclosure and seismic review) moved by Trustee Baker, seconded by Trustee Budd.

Motion that the Board of Trustees table the motion and forward it to the Facilities and Physical Plant Committee for consideration, moved by Trustee Baker, seconded by Trustee Budd.

CARRIED

9.8 Best practices approach that meets or exceeds WorkSafe BC Partners Program Certificate of Recognition (OH&S)

Trustee Baker introduced the following recommendation from the Occupational Health and Safety Committee meeting held January 26, 2017.

Motion that the Board of Trustees adopt as a policy objective that the Salt Spring Island Fire Protection District take a best-practices approach to implementing health and safety programs that would meet or exceed standards for Worksafe BC Partners Program Certificate of Recognition (COR). The Occupational Health and Safety Committee will report at least annually to the Board on progress towards meeting these standards, moved by Trustee Baker, seconded by Trustee Budd.

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

CARRIED

9.9 Local Government Management Association workshop

CAO Peat reported there is a Local Government Management Association workshop: Working Together: Effective Fire Service Administration for Fire Chief's and Local Government Corporate Administrative Officers scheduled on April 7 to 9, 2017.

Motion that the Board of Trustees approve CAO Peat and Chief George to attend the Local Government Management Association workshop moved by Chair Forest, seconded by Trustee Heatherington.

CARRIED

9.10 WorkSafe BC Report (November 15, 2016) - Consultation

Received for information.

10. Delegations – none

11. In-camera session to discuss excluded staff employment contracts

Motion to move to an in camera session to discuss excluded staff employment contracts and contracts moved by Chair Forest, seconded by Trustee Baker.

CARRIED

The meeting moved in-camera at 8:24 p.m. The meeting reconvened at 9:03 p.m.

12. Adjournment

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

The meeting adjourned at 9:04 p.m.

The next regular meeting of the trustees is scheduled for March 20, 2017.

Mitch Forest
Chair, Board of Trustees

Andrew Peat
Corporate Administrator

DRAFT