

Agenda

Trustee Meeting of the Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: January 18, 2016

Time: 7:00PM

Place: Lower Hall, Salt Spring Island United Church

1. Welcome to new Association President Lieutenant Peter Andress
2. Approval of Agenda
3. Board Minutes
 - 3.1 Receive and Accept the Minutes of the "Town Hall" meeting held 7 December 2015
 - 3.2 Received and Accept the Minutes of the meeting held 7 December 2015
 - 3.3 Receive and Accept the Minutes of the In-camera meeting held 7 December 2015
4. Committee Reports
 - 4.1 Facilities & Physical Plant
 - 4.1.01 Receive the draft minutes of the Facilities & Physical Plant Committee meeting held 7 January 2016 (2 recommendations)
 - 4.2 Finance & Audit
 - 4.2.01 Receive the draft minutes of the Finance & Audit Committee meeting held 6 January 2016 (1 recommendation)
 - 4.2.02 Receive the draft minutes of the Finance & Audit Committee In-camera meeting held 6 January 2016 (no recommendation)
 - 4.3 Human Resources & Legal
 - 4.3.01 Receive the draft minutes of the Human Resources Committee meeting held 7 January 2016 (6 recommendations)
 - 4.3.02 Receive the draft minutes of the Human Resources Committee In-camera meeting held 7 January 2016 (1 recommendation)
 - 4.3 Marketing & Communications
 - No report
 - 4.4 Occupational Health & Safety Committee
 - 4.4.01 Draft Minutes of the OH&S Committee meeting held 26 November 2015
 - 4.5 Strategic Planning & Policy Development
 - 4.5.01 Draft Report of the Strategic Planning & Policy Development Committee meeting held 14 December 2015 (No recommendations)
 - 4.5.02 Draft Minutes of the Strategic Planning & Policy Development Committee meeting held 11 January 2016 (5 recommendations)
5. Correspondence
6. Acting Fire Chief's Report
 - 6.1 Report for December 2015

7. Salt Spring Firefighters' Association Report

8. Old Business

- 8.1 District Boundaries (moved to in-camera meeting)
- 8.2 Special Meeting for second reading of Open-burning Bylaw No.125 (7:00pm, 28 January 2016, Ganges Fire Hall)
- 8.3 Update regarding Elections Procedures Policy
- 8.4 Update regarding document management systems & use of Drop Box (F&PP & SPPD recommendations)
- 8.5 Update regarding amending meeting procedure bylaw
- 8.6 Update regarding approval of Committees Terms of Reference
- 8.7 Update signing officers on District accounts

9. New Business

- 9.1 RFP Water Tender Apparatus (F&PP recommendation)
- 9.2 Proposed Corporate Mobile Device (Cell Phone) Policy Statement (HR recommendation)
- 9.3 Proposed Employee & Family Assistance Policy Statement (HR recommendation)
- 9.4 Date for 2016 Trustee elections & appointment of Returning Officer (HR recommendation)
- 9.5 Proposed Critical Incident Stress Management Policy Statement (HR recommendation)
- 9.6 Proposed Respectful Workplace Policy Statement (HR recommendation)
- 9.7 Discuss splitting Information Technology RFP into two proposals: Technology Support and Website Support (HR recommendation)
- 9.8 Discuss and if appropriate draft Policy Statement “Just Cause Dismissal”; policies to support operational guidelines and bylaws on District Boundaries, Out of District Response, and Governance (SPPD Recommendations)
- 9.9 Recommendation to use proposed abridged version of Robert’s Rules of Order (SPPD recommendation)

10. Delegations

11. In-camera session to discuss CAO contract of employment; Union Grievances; District boundary issues

12. Adjournment