

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

Meeting held: **19 January 2015**

In attendance: Trustees: Dan Lee (Chair), Ron Chamney, Michael Garside, Michael Schubart, Michele Severn.

Regrets: Richard Hannah, Bruce Patterson

Staff Members: Chief Tom Bremner, SSIFFA Lieutenant Eric Taylor, Corporate Administration Officer (CAO) Andrew Peat

19 residents

Called to Order: 19:32

Election of Chair

The meeting was called to order by CAO Peat who advised that the Local Government Act stipulates that the new chair of the board is to be elected at the meeting following the resignation of the incumbent and that the board should confirm the results of the election held at their 15 December 2014 meeting. CAO Peat asked for nominations for the position of chair. Moved by Trustee Schubart seconded by Trustee Severn that Trustee Lee be nominated as Chair. There being no further nominations Trustee Lee was declared elected as Chair of the Board of Trustees by acclamation. The gavel was handed over to Chair Lee.

Acceptance of Minutes

Minutes of the 15 December 2014 monthly Trustee's meeting were distributed prior to the meeting. **Motion** to accept the minutes as distributed moved by Trustee Schubart seconded by Trustee Chamney. Carried.

Committee Reports

Finance Committee

Committee Chair Chamney reported that Scott Bradley has prepared an Operations Statement for the twelve months ending 31 December 2014. (Copy attached to the original minutes). Committee Chair Chamney advised that the Finance Committee will meet with staff to review the report. **Motion** to accept the Operations Statements moved by Trustee Chamney seconded by Trustee Schubart. Carried.

Committee Chair Chamney advised that as recommended by the Finance Committee at their 26 November 2014, a review of Bylaw No. 39, the enabling bylaw establishing the maintenance and capital replacement reserve fund was conducted by staff and report prepared. (Copy attached to the original minutes). Proposed Bylaw No. 126 is to be considered at this meeting.

A staff report regarding reserve fund appropriation was distributed prior to the meeting. (Copy attached to the original minutes). It was the recommendation of the Finance Committee at their 26 November 2014 meeting that after deducting 10% of the operating

budget (\$252,900) the balance of net financial assets be transferred to a Maintenance and Renewal Reserve Fund. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that \$451,000 of the Operating Surplus be paid into the Capital Works Renewal Reserve Fund. Carried.

Human Resources Committee

Draft minutes of the 09 January 2015 Human Resources Committee was distributed prior to the meeting. (Copy attached to the original minutes). It is the recommendation of the Human Resources Committee that its membership be increased. **Motion** moved by Trustee Schubart seconded by Trustee Garside that membership on the committee be increased by one. Carried. Trustee Severn agreed to serve on the committee.

Request for Proposal Committee

Trustee Garside provided a report up-dating progress on the 'Fire Services Review' being conducted by the Walker Resource Group. (Copy attached to the original minutes). Because of continued public interest, a further extension is requested to allow for one last public meeting. **Motion** moved by Trustee Garside seconded by Trustee Severn that the District approve the extension of the contract (Clause no. 3) to 31 January 2015 to allow for a further public meeting to be held 21 January 2015 and then a short time to finish, print and deliver the final report. Carried. **Motion** moved by Trustee Garside seconded by Trustee Chamney that trustees instruct the Administrative staff to take necessary steps to insure that on receipt of the Fire Services Review final report, that it is to be made available immediately on the Salt Spring Island Fire Protection District's website. Carried.

Correspondence

None

The Fire Chief's Report

Chief Bremner's report for December 2014 was distributed prior to the meeting. (Copy attached to the original minutes). Repair and maintenance issues at Ganges Fire continue to be monitored; installation of the new ventilation systems in all fire halls is now expected to begin in February 2015.

Salt Spring Island Fire Fighters Association Report

Lieutenant Taylor summarized his report on SSIFA activities at the meeting. (Copy attached to the original minutes). **Motion** moved by Trustee Schubart seconded by Trustee Chamney to receive the SSIFA report. Carried.

Old Business

District Boundaries

Chief Bremner advised in his report that with the help of outside resources, Polaris Land Surveying Inc. he hopes to finalize work next month. Trustees expressed their thanks for the assistance offered by Polaris.

Emergency Water Delivery - fire hydrant responsibility.

Chief Bremner again advised in his report that he is looking at alternative options for ways to work with the island's water districts

Bylaw No. 125 "Fire Regulations"

Trustee Chamney advised that he has received considerable public input regarding burn regulations and that further public engagement is being sought specifically requesting input regarding regulations prescribed under the Environmental Management Act. Trustee Chamney said that "options" regarding these regulations and their ramifications will be presented to trustees for their consideration. Trustee Chamney said it was his desire to take the time "to do it right", recognizes that changes may increase callouts but it was his intention not to over-burden fire services operations with smoke complaints. Thanks was extended to Lieutenant Sherrin for his assistance. After discussion it was agreed that Trustee Chamney should pursue further public consultation and that any revisions of proposed Bylaw No. 125 will be posted on the District's website. Trustees to be kept informed of developments and their input sought. Trustee Severn agreed to assist if needed.

Brinkworthy Trail Proposal

Trustee Chamney advised that there are no new developments.

Communications Policy

Trustee Chamney advised that decisions are deferred pending receipt of the Fire Services Review report.

Boundary Extension Request- Skywater Subdivision

Chief Bremner reported that meetings have been held with representatives of the property owners and it was agreed that a dry hydrant and water source will be installed (to Fire Underwriters Survey (FUS) and Salt Spring Island Fire Rescue standards). The strata corporation would be responsible for maintaining these assets. Polaris Land Surveying has also offered to assist with mapping District boundaries. CAO Peat advised that written confirmation has been received from the Ministry of Community, Sport and Cultural Development stating that approval of a boundary extension request cannot be made conditional on payment of a buy-in-fee or capital charge.

Motion moved by Trustee Schubart seconded by Trustee Chamney that the trustees of the Salt Spring Island Fire Protection District hereby agree to request the Lieutenant Governor in Council amend the Letters Patent for the Salt Spring Island Fire Protection District to include the tract of land legally described as Strata Lots 1 through 27 and the Common Property, Section 37, 43 and 44, South Salt Spring Island, Cowichan District Strata Plan EPS 1433. Carried.

New Business

Bylaw No 126 Capital Works, Renewal Reserve Fund Establishment Bylaw

A report prepared by staff recommending changes to the existing renewal reserve fund bylaw was distributed prior to the meeting. (Copy attached to the original minutes). CAO Peat introduced and read Bylaw No. 126 cited as "Capital Works, Renewal Reserve Fund Establishment Bylaw". **Motion** moved by Trustee Severn, seconded by Trustee Chamney that the first reading of Bylaw No. 126 be accepted. Carried. Bylaw No.126 was again read by the CAO Peat. **Motion** to reconsider and finally pass Bylaw No. 126 moved by Trustee Schubart seconded by Trustee Garside. Carried.

Delegations

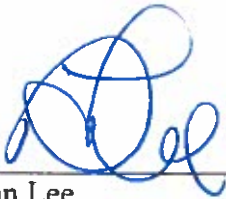
None.

Adjournment

There being no further business, motion to adjourn moved by Trustee Schubart. Carried. The meeting adjourned at 20:20.

Trustees were advised that at the call of the Chair there will be a special meeting of the trustees to receive the Fire Services Review report from Walker Resource Group.

The next scheduled meeting of the trustees is 16 February 2015.



Dan Lee
Chair Board of Trustees



Andrew Peat
Corporate Administrator