

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

Meeting held: 16 March 2015

In attendance: Trustees: Dan Lee (Chair), Ron Chamney, Michael Garside, Richard Hannah, Michael Schubart

Regrets: Bruce Patterson, Michele Severn

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

31 residents

Called to Order: 19:13

Approval of Agenda

CAO Peat asked that the agenda be amended to permit the Delegation's presentation to be heard prior to consideration of Fire Service Level Policy and to permit Trustee Schubart to make a presentation prior to adjournment. **Motion** to amend the agenda as proposed moved by Trustee Schubart seconded by Trustee Garside. Carried

Acceptance of Minutes

Minutes of the 16 February 2015 monthly Trustees' meeting were distributed prior to the meeting. **Motion** to accept the minutes moved by Trustee Schubart seconded by Trustee Garside. Carried.

A report of the 16 February 2015 "town hall" meeting was distributed prior to the meeting. **Motion** to receive the report moved by Trustee Chamney, seconded by Trustee Hannah. Carried.

Committee Reports

Elections Committee

CAO Peat asked that trustees confirm the appointment of Thomas Moore as Returning Officer for the Salt Spring Island Fire Protection District. **Motion** that Thomas Moore be appointed returning officer for Salt Spring Island Fire Protection District for elections to be held 18 April 2015 (the advance poll to be held 15 April 2015) moved by Trustee Schubart seconded by Trustee Garside. Carried.

CAO Peat asked that trustees formally set the date for the Annual General Meeting. **Motion** that the Annual General Meeting of the Salt Spring Island Fire Protection District be held on 20 April 2015 at Hart Bardley Hall (Salt Spring Island Lions Club) beginning at 7:00pm moved by Trustee Schubart seconded by Trustee Chamney. Carried

CAO Peat advised that five nominations for trustee had been received at the District's Ganges office but alternate arrangements could also have been made with the Returning Officer. The nomination papers have been forwarded to the Returning Officer but prior

to confirming the names of candidates it is necessary to check credentials and allow the withdrawal period to expire.

Finance Committee

CAO Peat advised that three proposals for investing the "Capital Works Renewal Reserve Fund" were received from local financial institutions. Committee Chair Chamney advised that the Finance Committee will meet to review the proposals and make a recommendation to trustees.

Committee Chair Chamney asked that trustees discuss a recommendation of the 28 October 2014 Finance Committee meeting that information reportable under the Financial Information Act be voluntarily disclosed by the District. There was discussion. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that remuneration and vendor payments information reportable under the Financial Information Act be made available as part of the financial report at the Annual General Meeting. Carried.

Human Resources Committee

A report of the Human Resources Committee meeting held 27 February 2015 was distributed to trustees prior to the meeting. **Motion** to receive the report of the 27 February 2015 Human Resources Committee meeting moved by Trustee Chamney seconded by Trustee Schubart. Carried.

A report of the in-camera Human Resources Committee meeting held 27 February 2015 to a human resources issue was distributed to trustees prior to the meeting. **Motion** to receive the report of the in-camera Human Resources Committee meeting held 27 February 2015 moved by Trustee Chamney seconded by Trustee Garside. Carried.

Correspondence

Communications were received from Reg Jefferd, Mitch Forest, Julia Lucich, and Norbert Schlenker commenting on the proposed Fire Service Delivery Level policy. (Copies attached to the original minutes.)

CAO Peat advised that he had written the BC Assessment Authority appealing the Notice of Assessment received for the District's Brinkworthy property. (Copy attached to the original minutes.) He appeared before the Property Assessment Review Panel but the appeal was denied as there is no legislative provision to exempt vacant land from taxation. The BC Assessor proposed a 50% reduction in assessed value (to \$92,500) to reflect the covenant restricting the use of the land to an emergency response station which was accepted by the Review Panel.

Fire Chief's Report

Chief Bremner's report for February 2015 was distributed prior to the meeting. (Copy attached to the original minutes). Installation of the ventilation systems is expected to begin in March. **Motion** to receive the Fire Chief's report moved by Trustee Schubart seconded by Trustee Chamney. Carried.

Salt Spring Island Fire Fighters Association Report

Lieutenant Taylor presented his report on SSIFA activities. (Copy attached to the original minutes). Mention was made of Association sponsorship of "Safe Grad" and the recent retirement of long serving members Jim Witherspoon and Brian Hartley. **Motion** moved by Trustee Chamney seconded by Trustee Hannah to receive the SSIFA report. Carried.

Old Business

District Boundaries

Chief Bremner advised mapping prepared by Polaris Land Surveying Inc. has been received. Clarification has been sought from the Ministry about inclusion of crown lands (primarily provincial and federal parks) within District boundaries and a small number of anomalies still need investigation

Emergency Water Delivery - fire hydrant responsibility.

CAO Peat has been asked to assemble available information and related documents on the maintenance and repair of hydrants with the view of having our solicitor advising the District of its contractual and/or legal responsibility on this matter.

Bylaw No. 125 "Fire Regulations"

Trustee Chamney advised that he expects to soon post a revised bylaw on our website for public comment prior to being considered by trustees. The Environmental Management Act allows the District to regulate open burning and proposed guidelines in the bylaw will possibly ban such activities within the Ganges core.

Brinkworthy Trail Proposal

Trustee Chamney advised that the project is effectively in "limbo" without the cooperation of Capital Regional District Parks & Recreation. Trustee Schubart commented that the project initiative comes from Salt Spring Island Fire/Rescue Foundation desire to fund the proposal. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that further consideration of the Brinkworthy Trail proposal be postponed indefinitely. Carried

Communications Policy

Trustee Chamney advised that the proposed policy will be upload to the website for public comment.

Fire Service Level Policy

Mark Lucich presented his report to trustees on Fire Service Level Policy. (Copy attached to the original minutes.) He asked that trustees not adopt a service level policy hastily, because in part the (FireWise) consultant's report explains that policies (not a single policy) are needed together with appropriate operating guidelines. Mr. Lucich was thanked by trustees at the end of his presentation.

There was discussion. Trustee Chamney commented that he agreed with concerns expressed in Mark Lucich's presentation and that careful consideration of the implications of a service level policy statement is needed. **Motion** moved by Trustee Chamney seconded by Trustee Garside that further consideration of the proposed Fire Service Level policy be deferred until concerns are addressed. Carried. It was suggested that, circumstances permitting Chief Bremner might prepare a presentation for the Annual General Meeting to begin the dialogue with the public on what approving a service level policy means in terms of fire services provided and associated costs to provide that level of service.

New Business

Oath of Office, Confidentiality and Conflict of Interest Agreements

Proposed "Oath of Office" and "Confidentiality and Conflict of Interest Agreement" were distributed prior to the meeting. (Copies attached to the original minutes.) CAO Peat advised that legislation does not require that trustees sign such documents as a condition of holding office. He has also sought advice from the Ministry regarding an improvement district's power to establish a "code of conduct" for trustees and/or committee members which would in part include an oath of office, confidentiality and conflict of interest agreements. There was discussion. **Motion** moved by Trustee Chamney seconded by Trustee Schubart that consideration of proposed oath of office, confidentiality and conflict of interest agreements be tabled pending receipt of advice from the Ministry. Carried.

Request for Proposal to Review of Administrative Function

CAO Peat advised that as directed by the Human Resources Committee he has begun drafting a "request for proposal" (RFP). While largely concerned with Corporate and Financial Administrator functions, CAO Peat proposed that the scope of inquiry be broad enough to include all support staff/contracted positions that provide admin support to both trustees and operations. The proposed RFP document will be reviewed by Human Resources Committee.


Delegations

Trustee Schubart read a presentation titled "Fire District Costs verses Value". (Copy attached to the original minutes.) The presentation compared the dollar cost of the fire service against likely savings on insurance premiums because properties would be considered "protected" verses "unprotected". He reminded trustees that the fire service "enjoyed" today did not happen by accident but rather from the hard work and dedication of generations of islanders.

Adjournment

There being no further business, motion to adjourn moved by Trustee Schubart. Carried.
The meeting adjourned at 20:25

The next scheduled meeting of the trustees is 11 May 2015.



Linda Lee
Chair Board of Trustees



Andrew Peat
Corporate Administrator