

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING (Zoom)**

A General Meeting of the Gabriola Fire Protection District was held January 12, 2022 by Zoom with six Trustees in attendance, absent was John Moeller. The meeting was called to order at 4:00 p.m. by Chairman Paul Giffin. (There were some technical difficulties, meeting started at 4:20 p.m.)

Paul Giffin gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the December 1, 2021 meeting, Penelope Bahr noted that under Old Business it should state that Penelope Bahr had offered to send her notes to John Moeller. Sean Lewis noted that he had sent the Corporate Office a change and it had been done.

Moved by Diana Moher that the minutes be accepted as amended, seconded by Sean Lewis, carried.

CORRESPONDENCE: N/A

TREASURER’S REPORT: N/A

FIRE CHIEF REPORT: (As per written report)

Sean Lewis moved to accept the positions as outlined in the Fire Chief’s report, seconded by Diana Moher, carried.

Fred Apstein mention that he had requested the fire departments Code of Conduct and had yet to receive it. The Fire Chief responded that he was going to bring copies to the meeting but as it was done by Zoom he couldn’t but will email it out.

Penelope Bahr asked what the financial impact of the new positions would be? The Fire Chief responded by saying the Lt. position is already there, the Day Officer has been in place for a year and is in last years budget, and the new Jr. Day Officer wage was factored into the budget.

TRAINING OFFICER’S REPORT: (As per written report)

Fred Apstein asked the Training Officer if the Trustees could have a copy of ‘orientation package’ used for new members. The Training Officer said he would get it out to them.

ASSOCIATION REPORT: N/A

OLD BUSINESS:

Website:

Penelope Bahr is re-sending her notes out and asked that the Trustees acknowledge receipt and will arrange a communications committee meeting next week.

Correspondence regarding the review:

Sean Lewis noted that dealing with correspondence on a Zoom meeting isn't as good as in person and said that there were a couple of letters that need attention, but all in all the Trustees should keep the responses in mind.

- Would like to see all the correspondence responded to.
- Some of it was and we did acknowledge it at the Special Meeting.
- Sean Lewis offered to draft up a response but noted that the Trustees are not quite there yet.
- Don't want to get bogged down with responses if we are going to send something out later.

NEW BUSINESS:

Trustee's access to facilities:

Fred Apstein stated that the reason he suggested a policy for this is because it is in the Trustee's Handbook. I thought this one would be a good one to start with as it is easy to deal with, I suggest same hours as to what is open to the public.

- What are you talking about when you say facilities? A - Halls and equipment belonging to the department.
- Some Trustees might feel they have access to everything such as records.
- Agree with access hours and that clarifying what Trustees can access is good.
- Good one to start with working through a procedure of how to write policy.
- Any consultation with the Chief or Corporate Officer? Not until after we write a policy then we will ask for input.

It was agreed that this would be put on the agenda for the next meeting.

Review:

Fred Apstein drafted a scope of work for a review with three main points with a request to ask for proposals from consultants:

Review of entire operation
Expectations from outside consultant
Cost - \$10,000 and how to pay for it.

- Chris Windess: Thank you for your work Fred. In my view, after the meeting, I would like to see something done on Island first, I believe we have the expertise. I referred to the Trustee Handbook and suggest we form a select committee, we need a face to face meeting of the Board as a whole to discuss this.
- Diana Moher: Thank you Chris I agree, we need to discuss what people are asking for because as a government body we have limited authority of what we can do. I think the Trustees have done a good job over the last few years, what is it that needs to be fixed? I don't want to hear about things in the past, it is history and I keep hearing people bring it up.
- Sean Lewis thanked Fred for his work and agreed we might as well know what is out there but there is a strong push for something on the Island. I agree with Diana history has been

- Penelope Bahr stated she would prefer an outside professional review, maybe we should form an advisory committee with professional people.
- Would be interested to see who has the expertise, they would have to include their qualifications and vet anyone from the Island.
- If we had the money I would prefer a professional review but we could have a committee using local citizens and go for a professional review later if we feel it is necessary.
- It may be appropriate to strike a committee and include parameters, what we want, what the mandate is, and a time frame.

It was agreed that this would be put on the agenda for the next meeting.

Sean Lewis asked about being on the finance committee, the Chair noted that it would be set after the AGM.

Oliver Bussler asked if he could see the material that Fred had put together for the review. Fred agreed.

Penelope Bahr stated she would be happy to share her thoughts but would need Board approval?
A - Not if it is clearly stated that it is your opinion not the Boards.

Chris Windess offered Oliver his research but stated it is only research.

Derek Kilbourn asked about correspondence being put up on the website? The Chair stated that a lot of it had been dealt with at the Meeting, some was in poor taste, but it is public record.

- In my opinion we should have correspondence on the website.

Kit Stringer asked what goes in-camera? The Chair answered, legal, land and personnel. Fred Apstein said it is defined in the Trustee's Handbook.

Fred Apstein moved that the meeting be adjourned, seconded by Diana Moher, carried.

Meeting adjourned at 5:45 p.m.

All,

I have pasted below the draft minutes of our meeting on behalf of the chair. John Moeller and Gabfire are included on this, in addition to the committee members.

Any questions or concerns please let me know.

Seán

GFPID Communications Committee January 19, 2022

Chaired by Penelope Bahr

Attendees: Paul Giffin, Fred Apstein, Diana Moher, Chris Windess, John (Seán) Lewis.

Via Zoom, facilitated by Chris W.

1605 Meeting called to order. The Chair stated the agenda, of two items, namely,

- GFPID web content (the Trustee portion of the GVFD website/Trustee website), and
- Administration of the GFPID web content.

The Chair asked if there was a preference in which item to discuss first. Hearing none, we discussed web content for GFPID Trustees.

GFPID web content:

All attendees spoke and the following content was agreed:

- Statement as to who may be a Trustee, and how, term of office,
- Duties of Trustees,
- List of Trustees, and bios,
- Upcoming meetings (PG noted that if meetings are held on the same day each month, e.g. first Wednesday, then only exceptions and changes need be posted),
- Agenda, past meeting minutes,
- Links to improvement district handbook, improvement district trustee handbook and other relevant documents.

All agreed that they like the present drop down menu and that the page(s) be kept as simple as possible.

Administration of the GFPID web content.

There was discussion of the difficulties of the past few years, and due regard in acknowledging the efforts of GVFD members in working with the board on web content.

Fred Apstein proposed a motion: (seconded by Seán, although not required on committee motions)

“That the Communications Committee recommend to the GFPID Board, at the next meeting, that the GFPID pursue the creation of a GFPID website, separate from and linked to and from the GVFD website, operated by GFPID, and identify next steps.”

All participated in the discussion. It was agreed that a GFPID website would:

- take pressure off GVFD members,
- could be administered by trustees, and/or a volunteer,
- would have to be viewable by different platforms (e.g. desktop v. tablet)
- have to link easily with the GVFD website, and
- must not be *costly.

*Chris and Fred had both done some initial research into costs, in particular on Word Press and Wix. A rough estimate is that the website will likely cost less than \$300 a year.

Chris has built a sample website on WordPress, which he is happy to share.

Agreed by all that Penelope and Chris would meet Evan and Will to discuss how best to implement a linked GFPID website, such meeting to occur before the next GFPID meeting.

A vote was called and five of six supported the motion.

The Chair thanked all for attending and the meeting adjourned at 1707.

Minutes submitted by Seán (John Lewis).

GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held February 9, 2022 with seven Trustees in attendance. The meeting was called to order at 4:00 p.m. by Chairman Paul Giffin.

Chris Windess gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the January 12, 2021 meeting, moved by Chris Windess that the minutes be accepted as presented, seconded by Fred Apstein, carried.

CORRESPONDENCE:

Dr. Rooks - moved to old business

Ivan Bulic - It was agreed that the Chief would answer the letter and send to the Trustees.

Letter of support from the Trustees for the Telus cell tower (sent)

TREASURER’S REPORT: N/A

COMMITTEE REPORTS:

Communication - website, moved to old business.

The Chair requested that the minutes of the Committee Report be moved. Sean Lewis moved that the minutes of the Committee Report be accepted, seconded by Diana Moher, carried.

FIRE CHIEF REPORT: (As per written report)

The Chair asked if Will would like a letter written to the RDN from the Trustees regarding the possible camping in the 707? The Chief responded yes. Fred Apstein asked that the Chief write it as he knew the talking points.

TRAINING OFFICER REPORT: (As per written report)

Sean Lewis asked if he could have a list of members with ranks? The Chief responded yes.

Fred Apstein suggested a board with the picture of all the FF’s and their names. The Training Officer said they had sent out a questionnaire and that was one of the questions and the members vetoed it.

OLD BUSINESS:

Chris Windess gave a presentation of the website he had set up, saying that he would administer it and it would take work off the operations people in the department. He noted that he had kept it simple and straight forward and that nothing was set in stone. The cost would be approximately \$300.00 per year. He thanked Jenn Knight for some great advise.

A discussion ensued with the following comments:

- Great beginning, 95% of what we have discussed, thanks Jenn, Will, and Evan for your past work.
- Do you want the fire department to take the Trustee section off their website? - Yes, otherwise one would be redundant.

- Past minute button, and budgets, how do you want to organize it?
- Need to decide on historical information and how long to keep things.
- Layering is a good way to organize.
- Subscription - what notices to go out.
- Look at fire department structures similar to ours, not one of them has a separate website for Trustees, seems like it's splitting it into two entities. In my opinion we should be a united front.
- It's not to split it apart but to take on a task from already busy people.
- The way things work aren't going to change just the people who administer it are.
- There was an agreement in the Communication Committee to go ahead with the website.
- Corporate Officer - Point of Order, there can be an agreement at a Committee meeting but that has to be brought to a Board Meeting to have a motion.
- What happens if Chris leaves? It could be administered by a volunteer, and Chris has already stated he would continue on with it even if he wasn't here.
- Could Chris just make the new website and put it up on the FD website and administer it himself, that would save \$300 p/y?

Moved by Penelope Bahr "That the Communications Committee recommend to the GFPID Board, at the next meeting, that the GFPID pursue the creation of a GFPID website, separate from and linked to and from the GVFD website, operated by GFPID, and identify next steps.", seconded by Fred Apstein, discussion.

Amended by Sean Lewis "That the GFPID pursue the creation of a GFPID website, separate from and linked to and from the GVFD website, operated by GFPID, and that Trustee Windess develop the website as discussed, based on the sample he has prepared.", seconded.

Question? Carried.

Dr. Rooks' Charitable receipt for the Dam.

John Moeller moved that the GFPID issue a charitable receipt to Dr. Rooks for the money he has put into the Dam, seconded by Chris Windess, carried.

Long Range Plan:

The 20 year plan has expired so we need to update our operational plan for the Improvement District. The Fire Chief explained that a lot of the departments are doing ten year plans with amendments every two years.

Who is interested in being on a committee for this Long Range Plan? Fred Apstein, Sean Lewis, Diana Moher, and the Fire Chief.

Sean Lewis moved the a Committee be formed for the 10 year Plan with two year reviews consisting of Fred Apstein, Sean Lewis, Diana Moher and the Fire Chief, seconded by Chris Windess, discussion, question, carried.

Review of the Trustees:

The Chair thanked Chris Windess for his work and the email he received last night. The Chair said that as he had just received the information about the Review from Chris last night he would like to move that the Board meet has a whole next Wednesday at 4:00 p.m., to discuss this, seconded by John Moeller.

Penelope Bahr stated that as we had given Chris the go-ahead to present something tonight, I would like to discuss it now. I would be happy to meet next Wednesday if Chris could present it now.

Diana Moher stated that she had said a half dozen times we need to meet as a whole to discuss this.

Question, carried.

Policies and Procedures:

Fred Apstein moved that the Trustee have access to the physical fire department same as the General Public have access, seconded by Sean Lewis, carried.

Mutual Aid Agreement Cranberry:

The Fire Chief explained that the Agreement was exactly the same as the one we have with Cedar and that he would like a motion from the Trustees to sign this agreement.

Fred Apstein moved that the Mutual Aid Agreement with Cranberry be accepted, seconded by Penelope Bahr, carried.

Don Elkington and Public:

The Chair suggested that a thank you letter be sent to Don Elkington and the Public for their support and donations to the upgrading of the medical training.

Fred Apstein moved that the Chair write a letter of thank you to Don Elkington and the Public and it be published in the Sounder, seconded, carried.

Replacement of No. 4 @ 5:

Engine 5 expires in 2024 and No. 4, our wildfire truck is from 1995. I suggest we buy a dual purpose truck, a smaller freightliner that can get into small places and have a pump and roll with a 1000 gallon capacity. It will take about 2 years to build and by that time we will have the money in our Capital Reserve Fund with money left over.

Penelope Bahr thanked the Fire Chief for his foresight and asked if the Contingency Fund is different from the Capital Reserve fund? Yes, they are two different funds.

Fred Apstein moved that the Fire Chief continue looking into a new truck, seconded by Diana Moher, carried.

Questions from the Public:

Q: Regarding the letter of response to I. Bulic by the Fire Chief and emailing it to the Trustee, how do the Trustees respond? By email and consensus and then move ahead on the issue.

Fred Apstein moved that the meeting be adjourned, seconded by Sean Lewis, carried.

Meeting adjourned at 5:55 p.m.

TRUSTEE REVIEW - COMMITTEE MEETING

The meeting was called to order with all the Trustees attending, Fred Apstein and John Moeller attended electronically.

The Chair noted that the purpose of the meeting was to:

- Set a mandate
- Time frame
- Cost

Chris Windess stated that this review was for the Board not operations. I asked an acquaintance for help to put it together from an outside view. My comments are the points but they are not set in stone. Hopefully we maybe able to do this in-house with some outside comments.

- Discussion on calling it a Governance Review as being the wrong terminology and what to call it.
- Should be a snap shot of how well we are doing our job.
- Should look at ourselves and get together to discuss this, might need some outside help to facilitate this in a friendly manner.
- Everything we need to know is in the Manual, Trustee Handbook, and bylaws....
- Need to know what we want out of a review.

Fred Apstein moved that the Board accept the terms of reference Chris Windess prepared, seconded by Sean Lewis.

Discussion:

- Should not be making motions at Committee Meetings.
- Not going to interfere with Operations.
- I think a working group is what our next step should be, where we have gone right and where we can improve.
- If it doesn't cost us anything we should sit down and go through what we need to do and talk to each other, might need a facilitator.
- We are doing our job, getting things done, problem is fractured relations between Board members.
- Take out the word Governance and say performance?
- Review could take weeks just to get a committee need to move on it.
- Move forward with a review and get a report.
- My preference is to hire a consultant but don't have the support as we don't have the money.

Comments from the Public:

- See there has been no progress since the Special Meeting, seems to be a lack of orientation, things don't seem to be sinking in you should go back and read the books. I'd like to see a Day Retreat, have a glass of wine and talk about business. I wish you luck.
- The question you have to answer is what is the mandate and scope, you have to make that clear.
- I'm confused, what are you asking to review?
- Kitt Stringer noted that the Fire Department has finished the OFC annual audit which deals with governance and authority, might be a good starting point for the Trustees.

Discussion on topics and committee:

- Succession?
- How many people on the committee? 4 with a Trustee.
- How we see our jobs, Trustee Handbook/manual.
- How to choose a Chair, 3 options.
- Need to have a mandate before forming a committee.
- Change GFPID to Trustees.
- Need to specify that this is only looking at the Trustees not Operations.

At this point the Trustees went through the draft review Chris Windess brought in.

It was agreed that Paul Giffin would take the finished review into the Office to amend Chris's original suggestions, Chris Windess asked if he could be included, agreed.

Meeting adjourned.

Hi Penelope: This was from the January minutes and at this point I don't blv much has changed. My understanding was that something could be sent out after a Review was agreed upon and worked out.

Correspondence regarding the review:

Sean Lewis noted that dealing with correspondence on a Zoom meeting isn't as good as in person and said that there were a couple of letters that need attention, but all in all the Trustees should keep the responses in mind.

- Would like to see all the correspondence responded to.
- Some of it was and we did acknowledge it at the Special Meeting.
- Sean Lewis offered to draft up a response but noted that the Trustees are not quite there yet.
- Don't want to get bogged down with responses if we are going to send something out later.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held March 2, 2022 with seven Trustees in attendance. The meeting was called to order at 4:05 p.m. by Chairman Paul Giffin.

Diana Moher gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the February 9, 2022 meeting, moved by Diana Moher that the minutes be accepted as presented, seconded by John Moeller, carried.

CORRESPONDENCE: N/A

TREASURER’S REPORT: N/A

COMMITTEE REPORTS:

Trustee Review.

The Chair requested that the minutes of the Trustee Review be moved. Fred Apstein moved that the minutes of the Trustee Review be accepted, seconded by Chris Windess, carried.

FIRE CHIEF REPORT: (As per written report)

After the Chief gave his report he introduced Hayley Bennett who gave an update on the FireSmart program’s progress, the following points were brought forward:

- Project is going really well with a lot of interest from the residence of the Island.
- Going to private homes to give a FireSmart evaluation to home owners.
- FireSmarting focus is on education and fuel management.
- Fuel management is the big concern as there is no place to dispose of the debris.
- There will be an Open house in April with some really knowledgeable people giving presentations on fuel management.
- I will be attending a conference in early May with the topic focusing on Grant Funding.
- The FireSmart program is based on research and I want to make sure our Island is part of it.

Q. What about chipping?

A. Unfortunately, unless managed properly mulch can be dangerous.

- I encourage everyone to book an appointment.

The Chair thanked Hayley for her presentation.

The Fire Chief noted that there will be a Jay Dearman memorial run on the Father’s Day weekend.

Sean Lewis noted that, with Board approval, he had met with the Fire Chief and reviewed the current OFC Audit. Sean stated “I commend the Chief and the TO for their work on the Audit.”

TRAINING OFFICER REPORT: (As per written report)

ASSOCIATION REPORT:

- Just had the GVFD AGM, Alex Dewar - President, Jenn Knight - secretary, and Carol Waldo - treasurer.
- Social events are off the calendar until next month, fingers crossed.

OLD BUSINESS:

Website:

Chris Windess gave an update on the progress of the Trustee web page, has all the minutes for 2019, 2020, and 2021.

Chris requested permission to liaise with Jenn Knight on his putting up information on the GVFD website Trustee page before putting money into a new web page. Still trying to find way in Wix to move from one page to another.

Motion that Chris Windess liaise with Jenn Knight on necessary hours for an interim web page, seconded, carried.

Trustee Review:

The Chair noted that the Trustee Review had been dealt with at the last meeting terms and asked for a motion to accept the Terms of Reference, Fred moved, seconded by Penelope Bahr, carried.

The Chair stated that there were two matters that needed to be addressed:

- One Trustee needed to be on Committee.
- How to advertise for the rest of the Committee.

After discussion it was decided that an Advertisement would be placed in the Sounder asking for volunteers.

The Chair asked for a Trustee to volunteer to be on the committee, Sean Lewis put his name forward.

Moved by Penelope Bahr that Sean Lewis be on the Committee, seconded by Fred Apstein, carried.

New Policy:

A discussion too place regard what the next policy would be needed, with the following suggestions coming forward:

- Policy describing the Trustees role and Operations, so that it was clearly defined. (Fred Apstein will see what other departments have.)
- Policy on orientation package for new Board members.
- Policy regarding Trustees not meeting as a whole to discuss matters before a meeting.
- Policy on Trustees issuing personal statements to the public after a decision has been made as a Board.

AGM:

After discussion the following motion was forthcoming.

Fred Apstein moved that the AGM be held on Wednesday, May 11 @ 7:30 p.m., with voting taking place from 3:00 - 7:15 p.m., seconded by Penelope Bahr, carried.

Addition item on the agenda:

Report given by Kitt Stringer at the Special Meeting in November - moved by Fred Apstein, seconded by Chris Windess, carried.

Sean Lewis stated that he wanted this on the agenda as Kitt had gone to “a lot of work” putting his presentation together and that he had not been able to finish it at the meeting, so just wanted to see if there was anything he wanted to say.

Kitt replied “no worries” it’s over.

Chris Windess asked “didn’t we give extra time?”

Fred Apstein replied - no, I voted against it as we had time constraints on everyone else and he had gone over. Also, I was appalled at what he was saying and thought it was inappropriate to talk to Trustees the way he did.

Sean Lewis stated that while he didn’t agree with what Kitt had said he realized that he did go to a lot of work but with the time constraints it had to stop but he just wanted to bring it up.

The Fire Chief said he believed that this was drumming up old business and asked that the Trustees just to move forward.

Diana Moher agreed with the Chief and said that as she never got to hear the end of what Kitt had to say couldn’t make a comment and also wanted to move on.

Don Elkington letter:

The Chair stated that a letter of thanks had been written and sent to the Sounder and asked Derek (from the Sounder) why it hadn’t been published. Derek replied that the recipient was away and that he had spoken to his wife and they agreed it should go in when he was back.

Diana Moher thanked the FF’s and public for attending the meeting.

Fred Apstein moved to adjourn, seconded by Sean Lewis, carried.

Meeting adjourned at 5:35 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held April 6, 2022 with six Trustees in attendance, absent was John Moeller. The meeting was called to order at 4:05 p.m. by Chairman Paul Giffin.

Penelope Bahr gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the March 2, 2022 meeting, Sean Lewis requested that the Fire Chief and Training Officer reports be included in the minutes. Fred Apstein moved that the minutes be accepted with the amendment, seconded by Sean Lewis, carried.

CORRESPONDENCE:

Kitt Stringer - Code of Conduct

The Chair asked if it was acceptable to put this into new business?

Penelope Bahr noted that the complaint policy states a Special Meeting should be called, and not put in New Business.

Fred Apstein stated that this does not qualify as an In-camera item.

The Chair suggested that this be decided under New Business.

COMMITTEE REPORTS:

Chris Windess - website moved to old business.

FIRE CHIEF REPORT: MARCH 2, 2022

Call outs for February 2022: 35 (total call end February: 68)

Call outs for February 2021: 18 (total call end February: 43)

Alarms: 2

Burn complaint: 2

F.R.: 26

Hydro: 2

MVA: 2

PR: 1

Working on improving the access throughout the 707 Community Park - two helicopter landing zones on the perimeter of the park. One off South Road and a second off North road which can be used for an incident in the park or others, i.e. MVI. On this project we worked closely with the BC Forest Service Wildland Firefighters out of Errington’s fire base and have invited them to spend a night at the Hall and do a joint training event.

Looking for more letters of support to be directed to the RDN Directors to keep camping out of the 707 Community Park year round.

Our Prevention Officer has been working hard on the Fire Smart assessments, the number 1 question is what do we do with the fuel load generated from firesmarting our properties? We have been working on a solution, I may have a short-term solution we could use the Highway's pit near the #2 Hall, the Fire Department would do a couple live fire training evolutions to dispose of the fuel load.

I will be a delegate at the Islands Trust meeting Thursday at 10:30 a.m. to talk to the issue of the fire inspections on the Temporary Use Permits (TUP).

An open house will be held in April 23 for Firesmart and Emergency Preparedness.

Jay Dearman Community Run, we are looking to host this event from Hall # 1 with a non-profit organizing it. The fund raiser will go towards community members being trained in mental health first aid for the Island.

DeCourcy Island's Fire Chief, Sheila Kirkwood, would like to form a partnership with the Gabriola Fire Department to work together to win gaming grants and other grants to buy resources that could be Regional assists, an example would be a SPT or fire boat. They would contract us to do some of their training in wildfire fighting and medical training.

I would like to thank Kitt Stringer, our Training Officer, for the realistic and exciting training scenarios he puts together, this type of training keeps up morale at practices.

The Chief also discussed an Intern Program and how departments are implementing them as a way of having trained firefighters just out of the academy on the department while giving them the practical experience they need to find a job in firefighting.

- What is the theory for the Intern Program?
- Nice idea but how do you house Interns?
- I enjoy your reports, reminds me of things I should be doing.
- TUP inspections? No mechanism to enforce inspections. How many are there on the Island?
- Do you have to inspect them? No only public ones, i.e. Haven, Surf, etc.

The Chief noted that the first recruit class had hit the 5 year mark.

- Congratulations to the 5 year service people.
- How many started and finished? Started with 10 now have 5.

TRAINING OFFICER'S REPORT: March 2, 2022

- Recruits have written exam 6 of 8 for exterior accreditation
- Joint training scenario with Coast Guard Hovercraft complete
- New members integrating in traffic control course complete
- Burn building being used for interior and exterior live fire
- EMR licensing we have decided to go with Fire Medix

- EMR Licencing - We have found a medical director
- Registering 2 instructors in WSPP-WFF 1 Train the trainer course end of March
- Air brakes course to happen at GVFD end of March

Discussions:

- Dr. Holmes will oversee the EMR program, he's out of Vancouver and has been doing this along time, he will come over and do site visits, we use his company to service our AEDs.
- Who will be the instructor, Jenn Knight has been trained up to that level but will still, along with Kitt, instruct the FR program, same instructors just changed provider.
- The funds raised through the Don Elkington Challenge will pay for training and equipment.
- Any new members? Yes 3, no pagers until after 3 months.
- The air brake course is a great service for the Island. (The T.O. noted that by training them on the Island it saves us \$100 per student.)

ASSOCIATION:

- Slowly opening up for dinners as a department.
- Open House on the April 23.
- Yard Waste Management Friday and Saturday.
- A person donated pizzas for the whole department after training for our response to their house fire.

OLD BUSINESS:

Review:

Sean Lewis, the Trustee on the Committee, thanked the people who had volunteered to be on the Select Committee and introduced them by name, James Arends, Glenys Bussler, Howard Houle, Carol Keane.

- A member of the public asked if it was all volunteers or was there Trustees. Sean responded and said 3 members of the public and myself.

Carbon Audit:

David Chorneyko had sent the Audit out the week prior to give the Trustees a chance to read it, and gave a break down of information.

Discussion:

- Assume No. 2 Hall isn't well insulated? DC - Main Bays are not, lounge is o.k., extra insulation would help as would a heat pump in the Lounge and Bay.
- DC - In the future we will do a break down of the fuel by individual trucks use, No. 6 will be the largest emitter. I would suggest consideration be given to electric vehicles.

The Chair thanked David for all his work.

Moved by Sean Lewis that the Audit be accepted as presented, seconded by Penelope Bahr, carried.

The Fire Chief thanked David for all his work to pave the way into the future.

Website:

Chris Windess told the Trustees that Jenn Knight had added his name onto the list for access to the website and mentioned that he was still working on the second website if needed.

Hiring Committee:

- Meeting to be held April 13 @ 4:00 p.m.

New policy:

- Diana Moher suggested a policy on keeping Trustee decisions to a Board as a Whole when speaking to members of the public regardless of where you stood on that decision and not say I'm speaking for myself.

I also don't think we should be making policies if we don't need them, make them when a problem comes up.

- Fred Apstein said there is a list of possible policies in the Handbook, something could come up and you are making a policy where you are reactive to a situation.

The Handbook can be interpreted in different ways about Trustees speaking their own mind on motions passed by the Board, I'm not required to agree with everything and can express my opinion. I don't believe we should be making a policy on what the Board can or cannot say as free agents, nothing can be done about it anyway.

Code of Conduct:

The Chair noted that there has been three breaches of the Code of Conduct this year by an individual and asked that the Trustees review it and keep it in mind for future meetings.

Fred Apstein asked what 3?

- When the Corporate Officer asked for a Code of Conduct because of unpleasant emails.
- When I had to adjourn a meeting for 10 minutes when yelling broke out.
- When Kitt felt he was attacked in a meeting and wrote a letter about it.

Penelope Bahr agreed that the Trustees should review the Code of Conduct and asked if there should be a motion. The Chair suggested that the motion should be to apologize to Kitt.

- PB - Need a Special Meeting to deal with Kitts letter, have to agree there was a breach.
- SL - It's not up to the Chair to say this was a breach of conduct. I'll give Paul Giffin credit on the bylaws, but in my opinion this was not a personal attack.
- PG - You were at the meeting did you think the behaviour was O.K.?
- FA - You are supposed to be neutral.

- SL - The minutes were passed and no personal attacks mentioned.

At the May 4, 2022 meeting Trustee Sean Lewis asked that the minutes show:

SL – No one attacked Kitt. Fred said he “was appalled at what he was saying and thought it was inappropriate to talk to Trustees the way he did” as the Minutes record. I respect Kitt’s right to his opinion, and I stated that I disagreed with his comments at the Special Meeting. Frequently, I notice when oversight is exercised, it is met with hostility, personal attacks, false accusations and unfounded rumours.

- Corporate Officer - I asked Kitt if this was a formal complaint and he said no, just wanted it discussed.

Penelope Bahr moved that Kitts complaint go to a Special Meeting and the topic be tabled until that takes place, seconded by Sean Lewis.

- FA - If there is no formal complaint there is no need for a Special Meeting.

I strongly object to you saying 3 breaches, there has been no discussion on this, you should hand the gavel off and read where the breach was, you are shooting off your mouth.

At the May 4, 2022 meeting Trustee Apstein asked that the minutes show the following:

Trustee Apstein:

The Chair has declared, in a public meeting, code of conduct violations, without authorization or any decision by the majority of trustees.

The Chair has no more authority to declare such violations than any other individual Trustee. I consider this to be an abuse of the position of the Chair. The Chair is supposed to remain neutral, and let all others speak, on any subject, before the Chair speaks.

- DM - I have seen more people coming to these meetings now than in the past and most of them are firefighters who in my opinion feel something unsettling is going on. Our job is to ensure the budget is passed, bylaws are written and enacted, boring stuff. We have not even asked Kitt about his letter, don’t know how to fix this.
- FA - Sean Lewis brought this topic up at the last meeting, that’s why I brought it up, I am the one Kitt is accusing. I am against taking this to a Special Meeting.

Question? Motion failed.

SCBA:

- The Fire Chief noted that with the changes in the heat zone at fires we need to purchase more SCBA, we have 14 but I suggest we buy another 4 at the price of approx. \$36,000.

Moved by Fred Apstein that the Fire Chief purchase 4 more SCBAs, seconded by Sean Lewis, discussion.

- How many spare bottles? 24 - discussion, 4 masks 2 with built in TICs.
- How are they maintained? Tech comes over once a year and do a hydro static testing every 5 years.
- Zone increase, now everyone in the hot zone needs SCBA.

Question, carried.

Extended health:

The Fire Chief expressed an interest in self insuring ourselves, create a fund with a list of requirement for its use. I went to the dentist and they would only cover 40% of the cost, I think this would be a better use of our money, especially as the cost is so high.

- What about the Ambulance Society?

It was agreed that the Fire Chief should look into this.

Questions from the public:

- Liz Ciocea said she would like to thank Don Elkington and all the people who donated to upgrade to the EMR. She went on to say that the Star of Life symbol has six bars on it which represents the six system functions of emergency medical services: Detection, Reporting, Response, On scene care, care in transit, and transfer to definitive care.
- Derek Kilborn from the Sounder asked if there will be nominations from the floor for the Trustees at the AGM this year.

No, we will do it the same as last year place two ads in the paper with a deadline of April 22, 2022.

Moved by Sean Lewis that the nomination procedure remain the same as last year, seconded by Chris Windess, carried.

Moved by Fred Apstein that the meeting be adjourned, seconded by Sean Lewis, carried.

Meeting adjourned at 5:45 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held May 4, 2022 with seven Trustees in attendance. The meeting was called to order at 4:05 p.m. by Chairman Paul Giffin.

Chris Windess gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the April 6, 2022 meeting, Sean Lewis and Fred Apstein requested revisions to their comments.

Chris Windess explained the roll of the Chair to Fred Apstein as stated in Roberts Rules.

John Moeller suggested that the minutes be taped in order to avoid any disagreements.

Moved by Diana Moher that the minutes be accepted as presented, seconded by Sean Lewis.

Sean Lewis made a motion to amend his comments in the minutes, seconded by Fred Apstein, discussion, carried.

John Moeller made a motion to amend Fred Apstein’ comments in the minutes, seconded by Diana Moher, discussion, carried.

Diana Moher moved that the minutes be accepted as amended, seconded by Sean Lewis, carried.

John Moeller moved that all minutes be recorded at future meetings, seconded by Diana Moher, carried.

CORRESPONDENCE:

- Carol Waldo - tabled until the June meeting.
- Kitt Stringer - to be reviewed in a Special Meeting.
- Don Elkington redacted letter to the Chair, Sean Lewis moved that this be discussed under New Business, seconded by Chris Windess, carried.

COMMITTEE REPORTS:

Hiring committee:

The Chair noted that at an April 28 meeting the Hiring Committee interviewed all the candidates and made a unanimous decision on who to hire, he asked for a motion to accept the minutes of that meeting and offer the position to her. Fred Apstein moved, seconded by Sean Lewis, carried.

At the in camera portion of the meeting we will develop a package to be presented to her before we make any announcement.

FIRE CHIEF'S REPORT:

Call outs for April 2022: 25 (total call end April/22: 126)

Call outs for April 2021: 23 (total call end April/21: 115)

Alarms: 2
Burn complaint: 3
F.R.: 19
Misc: 1

Drop off day was a huge success, we saw over 200 vehicles come through the gravel pit near Hall #2 in an 8 hour window. We have received 6 letters of support and lots of positive reviews over social media.

The equipment has been ordered to upgrade two EMR kits, this will be paid from the EMR fundraiser. Our medical Director is in place and the fire department will soon be responding as EMRs. Glenys and Oliver are now licenced which brings us up to three to date.

Wildfire training on April 26: In attendance was RCMP, BCEHS, HAM Radio, RDN, ESS, PALS and the Office of the Fire Commissioner, over 50 responders on scene. The practice was to simulate a wildland fire moving through the 707 Community Park into the neighbourhood of Crestwood with fire attack and evacuation taking place simultaneously. The evolution demonstrated the work that has gone into preplan and firesmarting this neighbourhood. Best of all was how well it was received by the community of Crestwood. A big thanks to Capt. Stringer for the detail that went into organizing this event.

The hiring process for the new Administer Assistant went exceptionally well, great candidates applied for the position and the Trustees worked well on coming to a unanimous decision. I thank all the applicant for applying for the position.

I am asking for the support from the firefighters, Trustees, and community to write letters requesting the upgrade of our BCEHS station to be a full-time station referred to as an Alfa station. The station is currently staffed by a model, which is a trial, they call it schedule on call or a SOC Station. It is staffed by 4 full time positions working 8hours at the station then on pager for 16 hours working on three-day rotation if they time out or are sick then they try to bring in one of the three causal members sometimes paid at a rate of only \$2 hour that are on the list for Gabriola. The problem is not having enough staff to ensure the ambulance always responds with two paramedics. This problem then falls to the fire department to drive the ambulance and help on minor calls where the First Responders wouldn't normally be required. A simple solution is to make Gabriola an Alfa station with 8 full time paramedics on two 12 hour shifts on a 4-day rotation and staff 24-7-365, as a side note we have a written agreement to drive the Ambulance as a last resort, but this last resort is starting to be used to frequently.

Discussion around the request for letters:

- In favour of a letter could the Chief give us some stats?
- Concern about one agency criticising another.

Diana Moher moved that the Trustees write a letter of support, seconded by Chris Windess, carried.

Fred Apstein moved to accept the Fire Chief's report, seconded by Chris Windess, carried.

TRAINING OFFICER REPORT

- Recruits have written exam 8 of 8 for exterior accreditation, the last of evaluations are scheduled for May

- New members integrating in -Water supply training
- Held an FR scenario and familiarization in the new skatepark
- Hosted classroom session for members who need to certify as WSPP-WFF-1
- EMR licensing- There was some surprise/confusion regarding Jenn being in charge of the FR program. This is standard for an officer do under the T.O. Jenn took over from Dimitri.
- T.O enrolled in the Fire Service Instructor Level 2 program at JIBC
- Started remote training for a potential Internship program we are exploring.
- Joint Occupational Health and Safety Committee information has been downstreamed to members and a new bulletin board is up.
- Mental health resiliency training was completed with Dr. Nancy Reeves. Challenge is that she is unable to accept any new clients
- 4 members completed ICS 100 this month
- Emergency Vehicle Operations Training is taking place this month as per NFPA requirements for annual evaluations. The internal training program was modified to incorporate new “no parking” signs that were put up in reaction to a Trustee telling the Fire Chief he could park there “because there were no signs”
- 2 Officers successfully completed the Emergency Scene Management course - this is the last portion of Fire Officer 1- We now have 2 qualified FSO-2 and 3 FSO -1. Two more to start Fire Service Leadership this fall.
- Grant paid for the upcoming 2 days of Team leader/strategies and tactics - we have 2 senior instructors coming over from Vancouver to teach this class in house
- Grant paid for upcoming 2 days Incident Safety Officer course - we have 2 senior instructors coming from Vancouver to teach this class in house
- GVFD hosted a major Wildland Scenario in the Crestwood Firesmart group Neighborhood. We had GVFD, CECA, RCMP, BCAS, ESS, PALS, and OFC participate. Over 50 responders and 19 households participated in the live real-time scenario. This was the biggest multi-agency scenario that our OFC Fire Service Advisor had witnessed. This scenario was able to be a success due to the pre-planing and work the community has put into emergency preparedness and communications.
- T.O Stringer voted Zone 1A (North island) Training Officer Representative for the Training Officer Association of B.C. Our Province is divided into 6 zones (2 on the island) and each has a senior rep. This is an honour for GVFD and the work and relationship building of former T.O Sprogis helped us with this.

The BCFTOA is dedicated to gathering information on training standards and providing this information to fire departments so they may effectively and safely train their members. In a world of ever-changing standards and regulations, this organization provides fire departments with the most current, up-to-date course information and training requirements. The BCFTOA will help develop, and support the work of those leaders and organizations in order that they may best provide training for members and affiliated Associations.

Congratulations for your appointment to the BCTOA.

Moved by Diana Moher to accept the Training Officer report as presented, seconded by Sean Lewis, carried.

ASSOCIATION REPORT

Little to report, getting through what we have to and have a clothing order coming in soon.

OLD BUSINESS:

- Policies:
- Difference between trying to resolve issues informally vrs. formal complaint.
- No procedures, no guidance.
- Complaint policy - table until we hear from the Review committee.

Extended Health, self insure:

The Fire Chief gave out the paperwork showing what we have now and what we could be doing on our own.

- How many people are on it? 2
- \$259.00 p/m is expensive for what you are getting, makes sense.
- Do the volunteers get any EH or dental? - No but have in the past.
- Need a policy regarding maintaining funding, budget, rules of use.

Diana Moher moved to accept concept in principal and go to the finance committee to come up with a policy, seconded by Chris Windess, carried.

NEW BUSINESS:

The Chair asked for a 10 minute adjournment to look something up.

Moved by Diana Moher, seconded by Chris Windess, carried.

Trustees have a copy of an email the Chair received, some parts of the email have been redacted. This email was sent to my personal email address but it was addressed to Chair of Board, that's why it is part of the meeting. Nominations closed Friday April 22 on Monday April 25 names of candidates were released to the Board, this email was received by me on April 28. On page 3 of document you will see a redacted portion that is redacted by me as I am concerned about the protection under FOI Act. There are some statements in here that cause concern,.

Fred Apstein said that this communication was from someone who was considering running for the Board and was asking about the Board, this is his reporting it's a "he said she said."

The Chair stated he doesn't believe this falls within the criteria of in-camera I'm going to suggest that a Special Committee be formed to deal with this email and the comments contained therein and that Committee be authorized to contact appropriate legal council to determine if there is a legal issue.

Only just seen this for the first time, what I hear is well intentioned comments there is no request for information or resolution or action, well intended venting. Perhaps the gentleman concerned should be contacted, he hasn't asked for anything. He is sending you this to ensure the proper information is out there.

(Question from meeting attendee) Is the content of the email something that we can see?

I am reluctant to share, I feel it was an obligation from me to bring it to the Board, second thing is it deals with an election, third there are some comments that I believe fall within the responsibility of the Trustees. The reason I am suggesting a committee of 1 - 2 people, it will either go away as non existent or go another way. Only thing that concerns me is the comment made at this meeting that it was that it was a confidential meeting.

I suggest this go to the Review Committee and they could come back to us.

There is a lawyer on the Review Committee.

Sensitive stuff in here and the Review Committee only has the authority to report back.

I have concerns with the Review Committee meetings, they need to be open to the public and this could be in camera.

Think it is only fair to the Trustee involved with this and Mr. Elkington, there may be nothing to it but in the interest of full transparency I think it needs to be looked at.

The Chair stated that as Sean is on Review Committee and I'm up for re-election I suggest Diana and Chris be the Select Committee with the mandate be to review this email and advise the Board once they have done that and I ask for it to be expedited.

I support what you are suggesting however I think the Review Committee should see it.

John Moeller moved that Diana Moher and Chris Windess be the Committee, if they both agree to fill that roll, seconded by Diana, carried.

Questions from the Public:

FF: Just to sum it up, Fred Apstein had a conversation with Don Elkington that Fred wished was kept secret and there is enough information in the email that we can't see it?

Has any other Trustee been contacted? No.

FA: When I was a candidate I talked to Trustees, this candidate contacted me, one of the things I said was if I had known what it was going to be like I wouldn't have done it.

Fire Chief: In the Sounder it says 30 words would be the maximum, why did you allow some candidates to go over? Sounder - thought it was close enough.

Diana Moher moved that the meeting be adjourned, seconded by Sean Lewis, carried.

HIRING COMMITTEE MEETING

April 12/2022

Present: Fred, Sean, Chris, Diana, Paul, Will and John

Via zoom: Penelope

Guests: Howard Houle (review committee member)

4:02. Call to Order

Chair: Paul

Purpose: to determine interview procedure, questions and date(s)

General discussion:

1. How do we know you have that.
2. Ask same questions of each candidate.
3. Make up list of questions.

Focus to be on communication, verbal, keyboarding and writing skills.

Date for interviews set for week of April 25th, 2022. Availability to be sent to Paula.

Discussion and development of questions using interview questions provided by Chief Will Sprogis. Looking at just skills vs who are you, or a mix of both.

(My note: numbers in brackets show original interview question #)

Questions as developed by Trustees:

- 1(3). What is your association with the island?
- 2(4). Why do you want to be an administrative assistant?
- 3(15) What aspect of these duties are of the most interest to you?
- 4(2). Tell us about your previous employment and other experience.
- 5(9). How do you deal with (handle) stress? What do you do for self care? (There is some discussion around wording still on this question I believe?)
- 6(12). Tell us about your previous technical experience. i.e. office, excel, spreadsheets, websites.
- 7(10&11) What do you think are your biggest strengths and weaknesses? What do you think you might bring to the department?
- 8(6,7,8). Basic knowledge. Knowledge of the Improvement District, Fire Department and Burning regulations and a sense they understand government regulations. (did they do any research ahead of time) possibly ask if they understand the role of the Trustees- although that could come out in the Improvement District question.)
9. (14). Have you ever worked in a position of trust up to and including financial responsibility. (Bookkeeping) (integrity)
- 10(14). Have you ever worked in a position where you've had to deal with confidential information. (Integrity)
11. Are you able to be flexible around work hours in order to take minutes for transcribing at Trustee meetings and others duties as my be required.

12. Do you have any questions for us or any other information you would like to add for the Trustees to consider.

13. Questions of clarification of items from the resume or notes taken while interviewee was speaking from the Trustees.

Meeting adjourned at 5:56pm

HIRING COMMITTEE MEETING HELD IN CAMERA AT #1 FIRE HALL ON GABRIOLA ISLAND ON MODAY APRIL 25 2022.

The following meeting notes represent a summarty of the meeting proceedings and do not represent a verbatim account of what was said at the meeting

ATTENDANCE

Sean Lew

John Mohler

Fred Apstein

Chris Windess

Diana Mohler

Penelope Bahr via Google

Will Sprogis

Paul Giffin, Chair

CALL TO ORDER

The meeting was called to order and it was confirmed that all members present had the resumes of all applicants and score sheets for each candidate. The meeting proceedure was reviewed and agreed that questions would be asked on a rotation basis by Trustees and every attempt would be made to have the interviews last one hour or less.

At 1502 Candidate #1 was introduced. The meeting proceedure was explained and agreed to. At 1526 This interview was terminated, and trustees made their comments on the interview. Scoring sheets were reviewed by individual trustees.

At 1602 Candidate #2 was introduced. The meeting proceedure was explained and agreed to. At 1649 the interview was terminated, and trustees made their comments on the interview. Scoring sheets were reviewed by individual trustees

At 1713 Candidate #3 was introduced. The meeting proceedure was explained and agreed to. At 1800 The interview was terminated.

At 1750 there was a technical failure and Penelope Bahr could not hear the conversation from the firehall. She emailed John Mohler and said she would agree with the majority vote.

Subsequent to this interview the trustees reviewed their scoresheets.

At approximately 1805 trustees were canvased for their individual selection of the best candidate for the position of Secretary/Corporate Officer. All trusttes present and the Fire Chief agreed that Jessie Longo (candidate #3) was the most qualified candidate.

At 1815 Fred Apstein suggested at the next board meeting the Hiring Committee recommend to the board that the board offers Jessie Longo the position of secretary/corporate officer.

1817 The meeting was adjourned.

PJ Giffin, Chair.

GABRIOLA FIRE PROTECTION DISTRICT

GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held Wednesday, May 11, 2022 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 8:10 p.m. by Corporate Officer, Paula Mallinson.

The Corporate Officer asked for a nomination for a Chairperson? Diana Moher nominated Paul Giffin, seconded by John Moeller, carried.

Committee Selection:

Finance: Diana Moher, Fred Apstein, Sean Lewis, Paul Giffin, John Moeller, Sandra Rudischer

Bylaw / Communications / hiring / safety: Board as a whole.

Long Range Planning: Sean Lewis, John Moeller, Fred Apstein, Will Sprogis.

Review Committee was discussed regarding the original make up of one Trustee and 4 members of the public.

Fred Apstein asked James Arends if the Review Committee would have a report soon. James replied not close, there has been lots of work done but there are other issues to be discussed, a lot of it has to do with clarification, nothing shocking.

The Training Officer offered James a tour of the Hall, he replied "another day".

The Chair stated he would contact Howard Houlie about the composition of the Committee .

Chris Windess asked for permission to contact the library about putting a binder with Improvement District information it there. (Agreed)

Chris Windess asked James how his computer literacy was, James replied probably better than all of you put together.

Moved by Fred Apstein that the meeting be adjourned, second by Sean Lewis, carried.

GABRIOLA FIRE PROTECTION DISTRICT

GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held June 1, 2022 with seven Trustees in attendance. The meeting was called to order at 4:05 p.m. by Chairman Paul Giffin.

Sean Lewis gave the opening greeting “The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation”

The Chairman asked for any errors or omissions from the May 4, 2022 meeting, moved by Diana Moher that the minutes be accepted as presented seconded by Chris Windess, carried.

The Chairman asked for any errors or omissions from the May 11, 2022 meeting, moved by John Moeller Moher that the minutes be accepted as presented seconded by Chris Windess, carried.

CORRESPONDENCE:

Carol Waldo (from last meeting) noted and received.

COMMITTEE REPORTS:

Communications:

Chris Windess noted that he had contacted the library regarding putting a GFPID information binder with them and they are fine with it, he stated that he would update the minutes each month.

Select Committee:

Chris Windess stated that the Select Committee had been asked by the Board to contact Don Elkington to clarify certain points in his email and that they, Chris Windess and Diana Moher, had phoned Don. The following points were discussed:

- Why did you send the letter to the Chair and not the General Trustees? DE said after his conversation with Fred he felt uncomfortable and that’s why he wrote the email, he wanted to inform the Trustees but it wasn’t a formal complaint.

- FA explained that after the November 2021 meeting he had phoned Don Elkington to thank him for coming to the meeting, after that he called me and I replied.

Fred Apstein stated that DE changed his story from the email he sent me, Don and I agreed to speak frankly and that it would be just between him and me and I brought up the EMR funds controversy as things you have to put up with. He asked for my support for him as a Trustee and I told him about the controversy around the Board.

- SL email garbled and incoherent, don’t know where it is going. FA’s comments are concerns about the Board, I can’t see any value in this, it is not solving anything.

- JA email incoherent and confusing... DE didn’t want it as a complaint. Received a lengthy email from Penelope B saying shouldn’t take everything DE says at face value. Everyone’s recollection is different the real issue is have the funds been used properly, should have a breakdown of use. It is the Board’s obligation to ensure the money is spent correctly.

My concern is that it has now been clarified that DE was not influenced by FA not to run that there has been people posting it to facebook and trash him. I have seen facebook posts about election interference.

- CW noted that he had also been given stick on facebook. He also noted that the Select Committee had only been asked to tasked to ask DE questions.

- JM noted he had read all the emails and was disappointed that Don had withdrawn from the election but as the interaction with FA had nothing to do with it, put it to bed. The rest of the matter is closed, ask the Chief to come up with a budget for the funds.
- DM stated that they had asked to be on the Select Committee to clarify some information, FA had sent 3 mails and a meeting and gave us his point of view. Disappointed with facebook, Paul Giffin was blamed for stuff that happened before he was even on the Board.

Collective decision, two of you said you were hearing things about how the money was used, one of you quoted Penelope in an email. We have to be careful here we need to work together.
- PG noted that when he received DE email he phoned to ask his permission to release to the Board, I had concerns because FA name was in it, I contacted multiple agencies in Victoria for information and went to great lengths to not identify FA, it was FA who revealed that. Nobody got the redacted email until that night, I don't know how else it could be handled. I agree with JM but to ask the TO for a budget (Kitt interjected that we have a budget).
- The Fire Chief suggested that they look at the written report where the EMR breakdown is described.

There was a short discussion regarding the moving of the EWSS tanks, with the question being asked about if you move them can you use them still? Yes.

FIRE CHIEF REPORT:

Call outs for May 2022: 43 (total call end May/22: 169)

Call outs for May 2021: 34 (total call end May/21: 149)

Alarms:	4
Burn complaint:	2
Chimney fire:	1
F.R.:	28
Hydro:	3
Other:	1

July 24 and August 14 training scenario:

- First training session will be evaluating a sample of the vulnerable sector with all local emergency services from Gabriola. The plan will be to evacuate to the ferry.

Second evacuation drill August 14, The second scenario will be evacuating a whole zone to the nearest beach with all local emergency agencies and expanding to marine agencies if available help with the evaluation and we may look at evacuating a few patients to Vancouver Island. In both drills the EOC will be set up in Nanaimo at the RDN. The RDN will be in support of these two drills with provincial tasking numbers.
- I would like to work with the Trustees on forming a bylaw that formalizes the policy that we use to determine High/ Extreme causing us to move into shut down. I've researched what some of the other islands do and Galiano, Hornby, Denman and Saltspring follow the same steps as we do that are provided by B.C. Wildfire Service.

- I would like to start working on a plan that would involve demolition of the site on Ricardo Rd and moving the tank and one other to Moby Dick, that would give us a total of 24,000 gallons of water in the Whalebone neighbourhood. I would also like to move the tanks to the ground and have the out-take embedded in sand so we no longer rely on electricity, keeping the out lets from freezing. This plan would also fall in line with our carbon audit by removing two electrical bills from our ongoing operating budget. There will be some cost incurred with these upgrades. The funds for this will be taken out of our Emergency Water Storage System (EWSS) budget of \$5000.00.
- The Gabriola fire department will be receiving \$20,000.00 from the RDN. This money will be used for coordinating Fire smart activities. our focus this year will be on fuel management and fuel management solutions. In addition to the \$20,000.00 we will be receiving three roll off bins for the island for those neighbours that get involved in Firesmarting. I have also included the prevention report about how successful the drop off days were.

TRAINING OFFICER REPORT:

- Recruits doing the last of exterior practicals
- New members integrating in-Water supply training
- 2 Wildland training sessions in the south end to complete our WSPP-WFF-1 certification
- EMR licensing- I had a face-to-face meeting with Dr. Allan Holmes, our new medical director. Jenn, Will, and I to meet with him again in a month as Jenn navigates setting up the program. Explain the process for selecting Jenn to be in charge of the program.
- T.O completed Fire Service Instructor Level 2 program at JIBC
- Intern to arrive 2nd-week f June- will have to do 3 months of training/probation
- Duty officer training took place for all duty officers- this is to ensure that all duty officers are consistent with high-risk activities as set out by the province for our upcoming fire season. Gabriola follows BC Forestry's recommendations for High Risk activities just like the other gulf islands in our area. The management of this position requires specific training from the fire chief.
- Emergency Vehicle Operations Training is took place this month as per NFPA requirements for annual evaluations.
- 10 members participated in 2 days of Team leader/strategies and tactics.
- 9 members participated in 2 days Incident Safety Officer course.
- We are contacting some outside providers for Marine and Marina specific training information in response to the Silva Bay Marina upgrades and fuel dock fire.
- We have had phone meetings with Cedar Fire department, and have a joint training session scheduled for June
- Evan dealing with personal issues so we have promoted Alex Dewar into an acting officer role, and Elisha Bandel to Acting Captain. They will receive specific training for their roles. (Explain the officer selection and voting process, give information specifically related to Jenn being elected as an Officer and how Will recused himself).

Capt. Kitt Stringer

ASSOCIATION REPORT: N/A

OLD BUSINESS:

Kitt Stringer complaint:

Chris Windess made a proposal that before a letter is sent out that he would host a lunch at his house and see if they could come back with a decision to the Board with the matter resolved for both parties. Would you gentlemen attend? Both Fred and Kitt agreed.

The Chair tabled the complaint until the next meeting and suspended the requirement of what is in the letter.

Sean Lewis moved that if they sort something out that and the complaint is resolved that Kitt could formally stand up and cancel his complaint, seconded by James Arnes, carried.

NEW BUSINESS:

Business by email:

Diana presented a draft policy and explained her reasoning behind it with the following points brought up:

Our handbook states that we work under the principle of collective decision making.

- as our bylaws state that we can only have 2 people attend meetings electronically (all others must be present), discussing Trustee business through emails on a consistent basis appears to go against established policy, as it could be seen as a separate form of electronic meeting.
- as such, email discussion prevents the attendance and participation of public in matters being discussed by the trustees which is contrary to our bylaws.

The following issues have been identified in other government/work sites where personal computers are used to conduct business:

- record retention and deletion
- privacy and breaches of confidentiality
- data breaches: accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to sensitive [Trustee] information
- ensuring the removal and deletion of [Trustee] related material from personal computers once a [Trustee] is gone.

The possibility that we are in breach of the BC Privacy Act which says that conducting private/confidential business via email on servers that may cause our emails to leave Canada is illegal.

So far, emails have tended towards long, convoluted threads with loss of focus, making it difficult to keep track of who and what is being said, answered, corrected or repeated. Problems include:

- long rambling comments
- repeated comments
- missed or overlooked comments or emails
- new emails started on the same subject
- tone

- infringement on staff and Trustee personal time. The “Right to Disconnect” is a large labour movement to reduce and limit the expectations of responding to electronics, i.e. email and texts, beyond a certain time of day and on days off.

Rarely, as Trustees, do we deal with issues that cannot be dealt with at a meeting. As such:

DRAFT POLICY

Policy Regarding Limiting Use of email to Conduct General Business

This Policy is intended to cultivate and develop a healthy and functional working environment for the Trustees and Firehall employees. Emails regarding Trustee business should be limited to critical and/or time sensitive situations, including (but not limited to) passing a motion for financial needs, notices, agenda items, the need to call a special meeting and simple special requests. Every effort should be made to avoid late evening and/or weekend emails requiring a response. All requests for information and correspondence should be directed through the Chair.

Short discussion.

The Chair suggested contacting the Office of the Privacy Commissioner regarding legality issues and bring it back to the Board.

- Sean Lewis agreed and asked about Zoom meetings.
- Diana stated that Zoom internal, it is illegal to send information outside of Canada.
- Would all emails between Trustees be accessible for FOI requests? Yes. Would that also apply to the Review Committee? Yes.
- Fred Apstein asked for guidance on how Trustees communicate between each other, can they discuss things together?
- Rick Jackson, member of the audience, stated that the Improvement District Handbook tells you how to deal with it and if you are working outside of it you are not covered by indemnity insurance.

Charitable Receipts:

It was noted that the Auditor had suggested the Trustees should have a policy regarding what items should be accepted and given charitable receipts for.

Fred Apstein stated he had experience with that.

The Fire Chief noted he had discussed this with the Auditor.

Diana Moher moved that Fred Apstein and the Fire Chief work on this, seconded by Sean Lewis, carried.

Recording equipment for meetings:

The Chair noted that the Board has recently started recording the meetings and would like to ask for the Chief to do some research on the best equipment for this room, he said it's not bad if the room is fairly full.

Discussion.

Moved by Fred Apstein that the Chief look into it, seconded by James Arends, carried.

Steve Toews letter:

The Chair stated that as this had been received 7 days prior to the Agenda being sent out it would need a motion to be added to the meeting.

Moved by Fred Apstein that the letter be discussed in the meeting seconded by Chris Windess, carried.

Liz Ciocea asked to hear the letter, it was read it out loud.

Hello,

In reading the half page sales pitch our fire chief wrote for the May 18th edition of the Sounder I'm left to wonder how appropriate it is for the fire chief to be meddling in BC EHS affairs.

It becomes particularly concerning to me when I know that his household stands to gain from this campaign. His spouse is a BC EHS paramedic currently working under the SOC system. Not only would this change afford his spouse a full time position, adding income to his household, it would also remove the requirement that they need to be on call for part of their shift.

This, to me, is the very definition of conflict of interest.

He seems to be okay with enriching his household as is evidenced by asking for donations to train his first responders to EMRs and then hiring his spouse to train them.

My wife is also a paramedic at that station but using my position at BC Ferries to pressure BC EHS would never have occurred to me and I would have been censured by my company if it had.

The fire chiefs issue with the occasional need to assist our ambulance service by providing a driver is particularly galling to me seeing as this is a very wealthy department made so by my and every other rate payers taxes.

Steve Toews

Discussion:

- John Moeller noted that at the last meeting the Chief had asked for support letters to request the ambulance become full time on the Island and would like to hear his thoughts on the letter.
- The Fire Chief stated that he was outraged, my wife already holds a full time job with the ambulance. The department goes to calls and the ambulance doesn't show, shouldn't we be asking for better service? Time and time again we have to drive the ambulance and firefighters have paid to upgrade the driver training to ensure the service is there, it saddens me to see this. The SOC position is way harder to staff, a full time station is how we should go.
- Doesn't Steve Toews wife also work on the ambulance so she would be in the same position as you?
- Diana Moher stated that she went through the paper looking for an Ad and finally found the article. The Chief made this request in the May meeting asking for support, I am confused why the vitriol?
- Fred Apstein suggested that even though it is tempting to respond a letter be sent stating "thank you for your input."
- The Chair asked if there was any objection to him replying stating that "thank you for your input?, non forthcoming.

Kitt Stringer noted the Corporate Officer was retiring and thanked her for all her help.

Rick Jackson added his thank you stating that not only has she always been on the ball she was the department psychologist to many over the years. He continued on to say the Trustees have to work together. They do not have individual mandates to investigate or make changes, they work as a Board of 7 and work together as 7 for the good of the community. When it comes proper contact the public should get in touch with GFPID Chair. The Trustees should read the manual and if you understand the rules it is easy, all the problems will go away.

Review Committee:

The Chair asked Howard Houle who was on the committee now? HH - Carol, James, Glenys and Howard, it is the same make up as the Terms of Reference?

Discussion:

- Would like to continue with the 4 people.
- How many meetings left? HH - One.
- So close to the end and it won't make an impact on the report.

Fred Apstein moved to keep the Committee the way it is, seconded by Chris Windess, carried.

Communication Committee:

Sean Lewis moved that any select Committee that has 4 or more Trustees on it be treated as a Board as a whole, seconded by James Arends.

Discussion:

Fred Apstein noted Communications Committee is sort of already implementing this, keeps us from having extra meetings, that is what's driving this.

The Chair stated that after reading Sean's complaint his intention was to list all the Committees on the agenda, if there is no report there's no report and that solves the problem. Sean Lewis said "thank you"

Chair called for a motion to adjourn, James Arends asked if the motion had been voted on, Sean Lewis and Fred Apstein said yes. (In review of recording no question was called.)

Moved by Fred Apstein that the meeting be adjourned, seconded by Chris Windess, carried.

6:03 p.m.

