

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held November 3, 2021 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 4:00 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 October 6, 2021 minutes, Diana Moher moved that the minutes be accepted, seconded by Penelope Bahr, carried.

CORRESPONDENCE: N/A

COMMITTEE REPORTS:

Hiring Committee meeting report will be held in-camera.

FIRE CHIEF’S REPORT: (As per written report)

- Would you like to write up a letter of support for DeCourcy Island’s cell tower for the Trustees? (The Fire Chief agreed to do this).
- Fred Apstein asked the for a copies of the performance review the Chief had done on the Officers. The Chief replied no, this is operational. Fred stated that as a Trustee they have access to everything, the Fire Chief reiterated that it is operations and personnel information.
- What happens if an Officer didn’t like their review, what are their options? The Chief responded there is a complaint policy that they can use.
- Sean Lewis noted that it is the Trustees job is to see that the reviews are done but we don’t get access.
- How many members do we have now? The Chief stated 35 and looking to bring in 5 more for the new year.

TRAINING OFFICER REPORT: (As per written report)

- How do you choose who gets to go on courses? The Training Officer said callouts/attendance/performance/commitment. He stated that some courses are better suited for senior members.
- What proportion of the department are seniors? 1/4 junior, 1/4 Auxiliary, 1/4 senior and the last 1/4 would be Officers.
- A Trustee thanked the firefighters for the Halloween drive through stating how much the kids enjoyed themselves.

ASSOCIATION REPORT:

- The President of the Association told the Trustee that the Halloween drive through was a huge success with over 200 kids attending, and that it was a lot of fun.
- No Association events have been planned.

OLD BUSINESS:

Bios:

- Fred Apstein moved that the Bios be sent to the Corporate Officer by November 17 to submit to website, seconded by Penelope Bahr, carried.

Letters Patent:

- Sean Lewis noted that there are two areas of concern around the Letters Patent:
 - 1) Boundaries, i.e. Turtle Rock, but this can be dealt with in a Bylaw.
 - 2) Elections Act, i.e. voting

The Corporate Officer noted that she had spoken to The Ministry regarding this and they said unless it was about boundary changes it's not worth it That it isn't the same as a bylaw changes a change to the Letters Patent has to go to the Lieutenant Governor in Council.

- Is it within our jurisdiction to change them? Yes.
- Penelope Bahr stated - we have an FD Audit report, a new Chief, new trucks, bylaws, I believe that we should have a Governance Review and the renters should be able to vote.
- Review the Letters Patent? No, a Governance Review a lot has change in 20 years.
- Who do you want it conducted by? A consulting Firm.

Penelope Bahr moved that the Board of Trustees engage a Consultant for a Governance Review, seconded by Fred Apstein. Discussion:

- The Chair noted that the discussion around the Letters Patent has been derailed.
- Sean Lewis said hearing what the Corporate Office said about it, he will not pursue changes.
- John Moeller said this seems like a large undertaking and expense which is not accounted for in our budget. I suggest we need to discuss this in-depth, this is too big to be decided in a couple of minutes.
- Fred Apstein said he would like to make an amendment to the motion and separate out who is eligible to vote. Penelope noted that was not the motion.
- When was one last done? Never.
- Maybe this is a good time to make future decisions?
- The Fire Chief noted, we have Albert Reed's long range plan, our training standards are higher than a lot of other departments, we have a great Hall and machinery, I think it's a waste of money.
- Diana Moher stated she would like more information as to why, how, and what are the repercussions? I don't want to make a decision now I want to know what we are trying to do.
- Sean Lewis stated that asking for a governance review is not implying wrong doing, colleges do it every 5 years. It would be a good opportunity to have someone tell us what we are doing.
- The Chair said he agrees with what Diana said this deserves more discussion and review, is the concern about getting renters to vote?
- Penelope Bahr stated her concern is not about the fire department or the renters, in the last while the Board has not been doing well at meetings, we are being asked to make decisions, a Governance Review takes time, we have different demographics now and we have a contingency fund.

- Fred Apstein suggested asking for funds from the public or that we look to see if grants or other funding might be available, most organizations have reviews every 2 - 5 years.
- Fred Apstein made a point of order stating that the Chair was supposed to be neutral.
- John Moeller noted that this is a public meeting and it is starting to be adversarial. We are Stewards of monies and I believe if we are going to spend money it should go into the fire department. We need more information for a Review let's focus on operations.
- Fred Apstein stated that part of the process is proposals and scope of work. The RDN has done this review for fire departments under their wing. I knew this question was coming so I checked into the pricing, it would cost approximately \$10,000.
- Penelope Bahr agreed that most of the money should go to the Fire Department but that some should be on improving ourselves as Trustees.
- Chris Windess agreed that more time is needed on this process about doing our job, maybe we should have someone come in and talk to us.
- Diana Moher stated she would like to see this motion tabled so there is time to look at other Improvement Districts, I don't want to see this blow up on us I need more information before we move.
- Chris Windess made a motion to amend, we should have a Special Meeting to discuss the Governance Review, seconded by Diana Moher, discussion, carried.

Cedar Mutual Agreement:

Prior to an agreement with Tugboat Gabriola had not had a Mutual agreement with any other departments, in OIC 371/2005 we are required to create a bylaw allowing the fire department to enter into agreements with other jurisdictions.

Discussion:

- Used a sample Mutual Aid Agreement .
- Another fire department can help out if the jurisdiction does not provide the services.
- A copy was sent to Victoria and they said it looked fine.
- How many organizations are we contemplating helping? - Just a handful.
- How many times have we gone off Island to help? - Only once.
- Is our department equipped to handle all the things mentioned in an Agreement?
 - The Bylaw is broad based to allow us not to attend if we are not comfortable.
 - In case of a big fire good possibility that all of those could be in effect.
 - More scary if you go to a fire and can't do any of those things.
- Happy with the overall bylaw just ensure that "written or recorded" is included.

The Chair introduced Bylaw 100 and gave 1st reading, seconded by Penelope Bahr

The Chair gave the Second reading of Bylaw 100, seconded by Fred Apstein.

The Chair gave the Third reading of Bylaw 100, seconded by Chris Windess.

Carried.

Review of Service:

- Sean Lewis noted that the Board, Chief, and Senior Officers should meet and go over the service level.
- The Fire Chief noted that a meeting with the Fire Chief, Training Officer Kitt Stringer and Sean Lewis to review the OFC Audit would be reasonable. Sean said that if the Board agreed this would be fine.

Pay Raise:

The Chair noted that the Budget Committee had recommended pay raises, and that the Budget had been approved by the Board and moved that the effective date take place January 1, 2020, seconded by Fred Apstein, carried.

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

5:30 p.m.