

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held January 16, 2019 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 4:50 p.m. by Chairman Mark Noyon.

Chairman Noyon asked for errors or omissions from the minutes of Nov. 7, 2018 General Meeting, none forthcoming, moved by Sandra Rudischer that the minutes be accepted as presented, seconded by Paul Champion, carried.

CORRESPONDENCE: N/A

TREASURER'S REPORT: N/A

FIRE CHIEF REPORT: (As per written report)

- Discussion of Dave Lorette's burning site and Ministry of Environment permits. The Fire Chief will post the information on the website after he has spoken to neighbours and all the details have been worked out.
- Do all the auxiliaries have their licenses? All of them have their air brakes a few more need to take their Class 3.

TRAINING OFFICER'S REPORT: N/A

ASSOCIATION REPORT: N/A

NEW BUSINESS: N/A

OLD BUSINESS:

The Fire Chief noted that he will be retiring, tentatively, at the end of June but would stay longer if he is needed.

Fire Chief job description was reviewed with the following topics being discussed:

- Hours of work?
- Office hours vrs D.O. hours?

How do you tell if the new Fire Chief is doing a good job?

- Firefighters happy
- No complaints from the Public
- Equipment being looked after

Advertising:

The Chairman asked how the advertising should be approached, on Island / Off Island?

- In house first and then off Island if necessary.
- We have some very good candidates in house who have proven their skills and commitment and it would be really wrong to go off Island first, having spoken to a lot of people I believe the community feels that way too.
- Advertise widely, select from inside. Believe if you don't advertise off Island it would look bad.
- Government agencies always go In House first.
- Need to be open and transparent both ways.
- 3 - 5 people feel that they would make good candidates.
- Why look externally when we would prefer to hire internally?
- Middle ground "open call" inviting resumes.
- Would it be improper just to advertise In House? (No.)
- Salt Spring hired off island a few years ago and now they are Union.
- If someone had been coming here for 15 - 20 years they might be annoyed if they were excluded.
- 2 - 3 people might apply if we advertise off Island (response - possibly 100 you never know).

Wilf Caron moved that the job description remain confidential, seconded by Sean Lewis, carried.

The Chairman noted that was fine at the moment as it is still a working document but once it was finalized it will become public.

- At the moment we are just visiting the idea of how to advertise.
- The Department is running so efficiently and I don't want to see that change, rather not take a chance of someone off Island.
- Why not advertise "on Island" rather than "in house"?
- Moving towards a consensus.

Moved by Sean Lewis that the meeting be adjourned, seconded by John Moeller, carried.

Meeting adjourned at 6:22 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held March 6, 2019 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 4:50 p.m. by Chairman Mark Noyon.

Chairman Noyon asked for errors or omissions from the minutes of January 16, 2019 General Meeting, short discussion, none forthcoming, moved by Sandra Rudischer that the minutes be accepted as presented, seconded by John Moeller, carried.

CORRESPONDENCE:

Letter and Annual Report from CECA

TREASURER'S REPORT: N/A

FIRE CHIEF REPORT: (As per written report)

The Chief also brought up Dave Lorette's burn pit and said that the RDN had shut it down, even though it should be under the jurisdiction of the Province. The Chief noted that he will ask the RDN to come up with a better solution and if they don't will just issue him another burn permit.

The problem isn't the burning, as there is only 1 - 2 burns per year, it is the transporting of wood/waste from other places on the island.

When the Chief spoke to Victoria about the issue they had stated he was the Fire Chief so it was his decision.

NEW BUSINESS:

AGM - April 24 @ 7:00 p.m. (Trustee meeting to be held just prior to the AGM.)

OLD BUSINESS:

Fire Chief job description:

Other than a few typo's the only thing needed would be the hours of work. It was decided it would read:

"... Chief is on duty during the period from Monday morning through Friday, including administration and operational response."

Moved by Paul Champion to accept the amended version of Draught 4 of the Fire Chief job description, seconded by Wilf Caron, carried.

Advertisement & time line:

It was agreed that there would be a committee meeting on Wednesday, March 13 at 5:00 p.m. to come up with a advertisement, for the Fire Chief's job, to be presented at the next Trustee Meeting.

Discussion ensued on the scope of the placement of the Ad.

Wilf Caron moved that the meeting be moved to in-camera, seconded.

John Hudson moved that the meeting be adjourned, seconded by Wilf Caron, carried.

Meeting adjourned to go in-camera at 5:45 p.m.

GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held April 4, 2019 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 4:45 p.m. by Chairman Mark Noyon.

The Chair asked that the order of the agenda be adjusted for this meeting, with correspondence being placed after Association.

Wilf Caron requested that Old Business come before New Business, and then Association reported if there is one, and then go In Camera before we discuss the job description.

The Chairman stated that the reason to go in camera would be for land, legal, and labour, and I don't believe the job description fits under any of those categories. Personnel? It's a general description for a Fire Chief it's not for any specific individual.

The Corporate Officer noted that the job description had been passed so it is now a public document, you can request an amendment be made, I believe Sean Lewis had a couple of points he would like to speak to regarding this subject.

Wilf Caron asked where had the job description been passed, the motion to it? John Hudson and the C.O. noted last meeting, it's in the minutes "Paul Champion moved to accept the amended version, seconded by Wilf Caron," carried.

John Hudson was that we were not treating the draft as in camera rather, pre public. Has been accepted but hasn't been published .

Sean Lewis asked that an item regarding "Meetings" be put in New Business, no objections.

Chairman Noyon asked for errors or omissions from the minutes of March 6, 2019 General Meeting, short discussion, none forthcoming, moved by John Moeller that the minutes be accepted as presented, seconded by Sandra Rudischer, carried.

TREASURER'S REPORT:

Sandra Rudischer noted that the Financial Statements had been received.

FIRE CHIEF REPORT: (As per written report)

Wilf Caron asked why the Chief had officially stated his last day would now be October 1, 2019? The Chief replied that a number of people had stated their concern about the transition being during Fire Season and also to allow the Trustees more time for their selection process.

Paul Champion also asked why he would change his retirement date, the Fire Chief re-iterated he thought it was for the best and the October 1, 2019 date is his official retirement date.

Sean Lewis, it's only three months, John Hudson noted that considering the fire situation over the last few years he would rather not have the transition through that time.

Sean Lewis said he thought that was good, although it didn't need to slow anything down in the Trustees preparation for hiring a new Chief.

Paul Champion stated that we may find a new Chief by July 1st, Mark Noyon asked why we would when the retirement date is October.

Training report given by the Fire Chief:

New recruits went through Live Fire over the weekend.

Interview were held for new recruits.

The Chief reminded the Trustee that there was an Open House on Saturday, April 6 from 10:00 - 2:00, with CPR instruction, Live Fire, Ham Radio, and ESS in attendance.

ASSOCIATION REPORT:

The Chairman read a letter out that had been received by email the day before requested a meeting between the Association and Trustees regarding the hiring of a new Fire Chief. (To be discussed in camera)

CORRESPONDENCE:

Gail Lund - requesting the Trustees to hire from within the department

Sal Dominelli - requesting the Trustees to advertise outside of the department too.

The Fire Chief stated that he will reply to Sal's letter in the Sounder by stating that when he was hired it was an In-house competition, nobody quit when I was hired they quit one week later when I shut the bar down.

Short discussion:

Suggest the Board respond to this letter

Don't believe the Board needs to respond to every letter that shows up in the Sounder, expect more letters on both sides, and as long as we are getting the hiring down in a transparent manner the public will be happy.

The Sounder asked whether the District was required under law to advertise off Island. There are no regulations on how the Trustees choose to do this.

OLD BUSINESS:

Sean Lewis moved to put "Fire Prevention" in the job description, seconded by Paul Champion, discussion, carried.

- Is Level 2 adequate? More than enough for our Island.
- Physical fitness - doesn't have to be in the job description.

John Hudson moved that the meeting be adjourned and that the Trustees go "In camera", seconded by John Moeller, carried.

Meeting adjourned at 5:20 p.m.

GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held May 8, 2019 at the No. 1 Fire Hall with four Trustees in attendance, absent was John Hudson (resigned), Paul Champion, and Mark Noyon.

Paula Mallinson, Corporate Officer, asked the attending Trustees if they could nominate someone to act as Chair, Sean Lewis nominated Sandra Rudischer, seconded by Paul Giffin, carried.

The meeting was called to order at 4:45 p.m. by acting Chair Sandra Rudischer.

The Chair asked for errors or omissions from the minutes of April 4, 2019 General Meeting, moved by Sean Lewis that the minutes be accepted as presented seconded by Sandra Rudischer (as she was the only other Trustee present that attended) carried.

CORRESPONDENCE:

- April Vannini/Ivan Bulic//Drew Staniland (X 3)
- Penelope Bahr

TREASURER'S REPORT: N/A

FIRE CHIEF REPORT: (As per written report)

TRAINING OFFICER REPORT:

Will Sprogis noted:

Morale is super high.

The department had just taken on 6 new auxiliaries

B.C. Forest Service came over and had a practice with the department.

NEW BUSINESS:

Election process:

Sandra Rudischer noted that after conferring with Victoria, the only way a new election could be called is if one or two of the elected Trustees voluntarily resigned. Should that happen we would have to call for an election within 60 days, with 14 days notice to property owners.

One Trustee has resigned so a Special Meeting will have to be called, again the requires 60 days notice, in this case from May 5 and then 14 days notice.

Paula Mallinson stated that since there was confusion, and mistrust with the old procedures the Trustees will be adopting the following for up coming elections:

Sign in and show I.D. at the time of registration.

Receive a numbered ballot after signing in

Declarations will be on hand.

Appoint a Returning Officer to preside over election

Electors list (we currently use a Poll Book.)

Returning Officer can appoint people to help with signing people in.

The Chair asked for questions from the Public with the following being brought up:

- Could bring a tax bill if you need to prove land ownership
- Need to put ballot directly into box
- Can questions be asked of the people running
- Can you ask that everyone remain seated, lot of confusion once the vote started
- Could ask anyone who is not eligible to vote to leave
- Shirley Nicholson stated that she was a scrutineer in the room and some of the ballots had been recounted up to six time. The counters were prepared to stay until the ballots balanced.
- Have the ballot box on a table with a single line to it.
- Liz Ciocea said she was saddened with the amount of viciousness towards the firefighters and Trustees. There was some chaos in the room because of the amount of people. The Island has faith in our fire department, and I didn't like some of the talk I heard.
- Rumours going around the Island set people off.
- The Fire Chief noted this had the same kind of ugliness with the building of the new fire department. I have been told that someone is saying I was connected to Dr. Tyhurst and had a cult, thinking about asking about legal advice.
- Independent Returning Officer is fine if there is a large crowd, but next year we will be back to 15 - 20 coming to the AGM.
- Having everyone line up at the ballot box will take so long, as it was people were leaving very quickly because they were bored.
- Read the letters submitted and didn't see any malice or talk of cheating just process.

It was noted that all these concerns will be looked at and discussed.

Special Election:

John Hudson has stepped down from the Board so a Special Election is needed within 60 days of May 5.

Advertisement for Fire Chief position:

The Ad has been approved just need to post it by May 30 to The Sounder and the Fire Chief's Association of B.C.

Who is handling the website for the applications now that John Hudson has left? Paul Champion, so we need another person. John Moeller and Sean Lewis will look into it.

Liz Ciocea asked if the department has been training our firefighters to the qualifications?

The Fire Chief stated yes, that 3 years ago he reminded the guys he will be retiring and suggested they start taking courses, most of them did. All our firefighters are trained to Provincial standards.

Paul Giffin moved that the meeting be adjourned, seconded by John Moeller, carried.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held June 5, 2019 at the No. 1 Fire Hall with five Trustees in attendance, absent was Paul Champion (John Hudson - resigned).

The meeting was called to order at 4:45 p.m. by acting Chair Sandra Rudischer.

The Chair asked for errors or omissions from the minutes of May 8, 2019 General Meeting, moved by John Moeller moved that the minutes be accepted with correction to correspondence, seconded by Mark Noyon, carried.

CORRESPONDENCE: N/A

TREASURER'S REPORT:

Paula Mallinson noted that \$20,000 had been transferred out of the Capital Reserve Fund in Operations chequing due to some unexpectedly high bills, but that it would be transferred back when the Provincial Levy is received.

FIRE CHIEF REPORT: (As per written report)

Short discussion regarding fixing the old Hall torch on roof at the approximate price of \$40,000 - \$60,000.

- Cost more than that to tear it down.
- Summer would be the time to get it done
- Add to next meeting agenda.

TRAINING OFFICER REPORT:

Will Sprogis gave a brief report;

- Training taking place with 4 different groups
- 6 new auxiliary FF
- 6 old auxiliary firefighters moving into firefighting
- Brought in a mentor program
- Dimtri Tzotzos and Jethro Baker put on another F.R. course
- Re-purposing an old tank for training.

ASSOCIATION REPORT:

- Morale is really high
- June 30 is the Annual family Canada Day BBQ, Trustees and life members invited.

NEW BUSINESS:

Special Election:

- A Special Election has to be called to replace John Hudson
- Needs 14 days notice to the public
- Dates discussed, decided on June 26, 2019 @7:00 p.m.

Discussion;

- Returning Officer?

Moved by John Moeller to get a Returning Officer to run the election, seconded by Paul Giffin, carried.

- Method of nomination?
- In the past it is always been from the floor
- Can someone be nominated by email?

Moved by John Moeller that email nominations and nominations from the floor be accepted but the nominees must be at the meeting to accept, seconded by Mark Noyon, carried.

Planning & Mitigation

Sean Lewis brought up Albert Reed's 1999 Long Range Plan stating that there is a lot of good stuff in it that has withstood the test of time.

Sean noted that this could be a discussion for the Trustees and asked the Fire Chief to advise:

The Chief noted that he has been updating this plan, i.e. water sources, new trucks..., basically just using tags in the report as there is no computer copy to update at this time

Discussed;

- Water sources
- Structures and folios
- Fire Smarting
- Road accessibility / secondary accesses
- Driveways to properties
- Firefighters awareness of dangers
- Does the fire department have an Island Wide Plan? The Fire Department's mandate is fire protection and prevention, an emergency plan is the RDN
- Escape routes? Pretend there is a fire, where would you go? Need to think about this before it happens.
- Gabriola is not like Kelowna or Fort Mac with a 15% humidity, here the danger is more grass fires, even in fire season our trees are not going to light up like there.
- Worried about animals, PALS has regular meetings and emergency plans, staging areas.
- All due respect to the fire department but Douglas Fire are dying at a high rate, do you have a plan? Chop the trees down. We can't go on private property and demand anything, people have their rights.
- Island wide plan? Personal responsibility, can't do a whole lot to force private individuals.
- In a disaster we can bring in mutual aid,
- Best thing is to have a huge auxiliary and buy big trucks
- What about a citizen's committee, have them go around the Island and report back? The fire department has offered inspection of private properties for years.
- Speak with ESS - having a neighbourhood emergency plan is all encompassing with mechanisms in place and they have worked very hard to get interest in it.
- There is a Wildfire grant. Yes the department had one done in 2009.

Website:

- Could the agenda and minutes of meetings be put on the Fire Department website? Yes, we will start doing that, but the minutes will be drafts until approve by the Board.

Moved by Paul Giffin that the meeting be adjourned, seconded by John Moeller, carried.

Meeting adjourned at 5:45 p.m.

SPECIAL MEETING

A Special Meeting of the Gabriola Fire Protection Improvement District was held Wednesday, June 26, 2019 at the No. 1 Fire Hall with five Trustees in attendance, the meeting was called to order at 7:05 p.m.

The Chairman, Sandra Rudischer, explained that there was only one item on the agenda and that was to elect a Trustee to fill the remaining term of John Hudson, approximately 10 months.

The Chair asked for nominations from the floor.

Chris Bowers nominated Diana Moher, who accepted the nomination.

Drew Staniland nominated Peter Phillips, who accepted the nomination.

The Chair again asked for nominations, non forthcoming.

The Chair asked each person to give a brief description of what they felt they could offer as a Trustee.

When the nominees were finished the Chair introduced Al Tanner, the Returning Officer, who gave an explanation of the process of the vote.

At the completion of the election, the results were given to the Chairman who announced that Diana Moher had won the election.

Diana Moher: 74

Peter Phillips: 30

Sean Lewis made a motion to adjourn, seconded by Paul Champion, carried.

Four Trustees in attendance.

Discussed the grading, testing, and combination subjects.

Be careful with the word “fair”, don’t have to pick the candidate with the highest score as they are not necessarily the best applicant.

With the climate around about who get’s hired have to be very care to be able to explain why one person was hired over another.

Combine tests, keep line subjects separate.

Pre-score the resumes before interview.

(Paula Mallinson to check on the legality of medical exam requests?)

It was agreed that the Matrix would continue to be a working copy.

Moved by John Moeller that the meeting be adjourned, seconded by Diana Moher, carried.

General Discussion for August 7, 2019 meeting

- Need to strike a hiring committee
- Would look good to have unbiased outside people with knowledge of firefighting on the committee.

Sandra Rudischer suggested X-fire chief and Trustee Jared Hooper and X-Chairman, Trustee, Gary McCollum. Sean Lewis suggested the Fire Chief of Dashwood.
- All Trustees are on the hiring committee, once the new ones are on board interviews and decisions can happen.
- Should the Trustees put out a Press Release explaining what’s happening with the Fire Chief hiring?
- Do all the applicants know the salary range and benefits? Sean Lewis thought it had been put on the Website, will check.
- One application that was received from out of Province was opened, Paula Mallinson will advise them that at this point only accepting applications from B.C.

Discussion ended went into Special Meeting.

SPECIAL MEETING

A Special Meeting of the Gabriola Fire Protection Improvement District was held Wednesday, July 24, 2019 at the No. 1 Fire Hall with four Trustees in attendance, the meeting was called to order at 2:07 p.m.

The Chairman, Sandra Rudischer, explained that there was only one item on the agenda and that was to set a new date for the election of two Trustees as ordered by the Supreme Court to replace the election at the AGM of April 24, 2109.

The Chairman explained that there had been communications between the GFPID lawyer and the Petitioners lawyer who stated that if the new election were to take place in Fall they would not be adverse in asking the Judge to withdraw his order for absentee ballots. She noted that she had emailed Jennifer Millman, the GFPID lawyer, and said speaking for herself she was sure the Trustees would agree with this.

Moved by John Moeller that a new election be held September 25, 2019, seconded by Diana Moher, discussion;

S.L. - why so late?

S.R. - The Petitions requested Fall, this is the first Wednesday in Fall.

No more discussion, question? Carried.

The Chairman stated that going along with the new election would be the adoption of the new election rules.

Lengthy discussion on wording.

Moved by Sean Lewis to adopt the new rules with the deletion, under point 4 of eligibility to vote, "and is entitled to be registered as a voter under the Election Act.", seconded by John Moeller, carried.

Next meeting of the Trustees August 7, 2019 at 4:45 p.m.

Moved by Sean Lewis that the meeting be adjourned, seconded by John Moeller, carried.

Meeting adjourned at 5:41 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held August 7, 2019 at the No. 1 Fire Hall with four Trustees in attendance, absent was John Moeller.

The meeting was called to order at 4:50 p.m. by Acting Chair Sandra Rudischer.

The Chair stated that she would like to reaffirm that her position as Chair stands until the September 25, 2019 re-election, as she was 1) nominated by a Trustee who had to step down due to the Court challenge, and 2) when nominated she had hoped there could be a roaming Chairman, but as Victoria doesn't allow that, she will be Acting until the election.

Moved by Mark Noyon that Sandra Rudischer be Chairman until the September 25, 2019 election, seconded by Sean Lewis, carried.

The Chair asked for errors or omissions from the minutes of June 5, 2019 General Meeting. Mark Noyon noted that the adjournment time was incorrect. Moved by Mark Noyon that the minutes be accepted with the time amendment, seconded by Diana Moher, carried.

CORRESPONDENCE:

The Chair thanked Penelope J. Bahr for her letter and stated there were some really good points. The Chair noted that at this point the Trustee Website had been set up just for the process of receiving Fire Chief applications, but once the process has been completed we will look at implementing some of the suggestions.

FIRE CHIEF REPORT: (As per written report)

TRAINING OFFICER REPORT:

ASSOCIATION REPORT:

Association made some amendments to their rules for voting members in.

NEW BUSINESS:

Hydrant easement:

- Insurance for the hydrant easement shouldn't be too bad
- 600 gpm of unlimited water, really don't want to lose this water source
- This project needs to go ahead, the Fire Chief will find out when they need the Trustees decision by.
- The Chair noted that John Moeller wasn't here tonight and seeing that he is also on this easement he would have information to give.
- It was agreed to read the paper work on this topic and call a special meeting, if necessary, to expedite this matter.

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OFC Audit:

- The Fire Chief has finished his portion of the audit, just waiting for the Officers and some of the Firefighters to return theirs and he will give it to the Trustee
- Sean Lewis noted this audit was a win/win situation and was very pleased that the Chief was doing it in-house. The Chief noted it is a pretty straight forward document. Sean Lewis said it gives you a measuring stick and that he was very pleased it was being used, well done.

OLD BUSINESS:

A discussion on the pros and cons of getting the old Hall a new torch on roof:

- They always leak, need them fixed every few years.
- Concerns of the cost of heating and getting it up to standards.
- Still use the building for training purposes.
- In the long term shingles might be a cheaper way to go, and then could do water collection.
- When was the last time it was done? 1986.
- What about trusses and a metal roof?

QUESTIONS FROM THE FLOOR:

A discussion around the hydrant easement:

- Could this be a grandfather clause?
- Do we use Clydes? No, it's electric so doesn't work in a outage and Clyde wanted too much money for something we barely used.
- If the District agrees to the easement are they liable too? Yes.
- The GFPID has agreements on all the other water sources and hydrants.

Moved by Mark Noyon that the meeting be adjourned, seconded by Diana Moher, carried.

Meeting adjourned at 5:17

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held September 4, 2019 at the No. 1 Fire Hall with four Trustees in attendance, absent was Mark Noyon.

The meeting was called to order at 4:50 p.m. by Acting Chair Sandra Rudischer.

CORRESPONDENCE:

- Gertie

FIRE CHIEF REPORT: (As per written report)

TRAINING OFFICER REPORT:

Will Sprogis gave a brief report noting the following:

- Recruits half way through their training
- Our firefighters are working hard
- Started using Acting Officers to pick up the slack during practices, doing 3 different groups on training night
- Did a cross training with BCAS, RCMP, SAR, and HAM - who played dispatch
- HAM set up our emergency truck to use in case the repeater is down
- Will Sprogis and Dimitri Tzotzos held a Fire Safe course with 10 people attending, ESS came out to help. Looking forward to moving forward with this training

ASSOCIATION REPORT:

- Association is starting preparations for Halloween night and the fireworks.

NEW BUSINESS:

The GFPID received a letter from Gertie and they would like to get together with the Trustees to discuss housing the trucks in the old Hall.

- This is something that we can look into if we decide to bring the old Hall up to date with new roof, etc., but will have to look into insurance implications also.

OLD BUSINESS:

Long Range Plan:

Sean Lewis asked how the digitizing of the Long Range Plan was progressing? John Moeller noted that it was almost complete but that some of the charts and maps aren't picking up properly.

Once completed it can be updated and put on the Website for public information.

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Old Hall 1:

The Fire Chief noted that while he was away he had asked Will Sprogis to look into the costs of different types of roofing.

Will Sprogis stated that the main problem is because of the weight of the gravel and tower on the roof it will need to be shimmed up and ply wood put down, basically the estimates are between 45,000 - \$50,000, with one company offering a 30 year warranty.

He had also looked into trusses as suggested by Sean Lewis, but the company said because of the roof span they would be too long for the ferry, and the cost would be almost double.

Discussion:

- Nice thing about trusses you get a 50 year warranty, should be a way to get them over.
- No sense in paying double for trusses, especially with a 30 year warranty the other way.
- Is the Hall used? Yes, we do auto X, ladder training, S&R... during the winter months this is great, keeps the equipment and Ffs dry.
- Other than an earthquake the building is pretty solid.
- Roof was fixed last year, but this year carpenter ants are attacking it, might last another year at the most.
- If we don't do something with it, it will become a liability.
- Some of the roofers said they would babysit the roof until they could do the job.
- Do we need to get an Engineer report on it? We have had two done in the past when considering a new Hall, will pull them out.
- Suggest torch on with 30 year warranty.
- Gertie could pay some rent for using the facility, they were also asking about office space - could use the kitchen in the Bay.
- Is the building being heated right now? No.
- What insurance does the building have now? Demolish.
- Cost to take down the building could be over \$60,000.
- Tank at the Hall now for drafting practices.
- Back up generator still operational in Hall.
- Should meet with Gertie to discuss, trial basis.
- Should look into insurance costs, liability, and Engineering report.

Rook's Dam:

John Moeller noted that the Ministry of Transportation required that there be two connecting public roads before anything could be done with the Dam. Bob Rooks had Engineer plans drawn up and has shorn everything up over and above specification, they should have no problem getting approval.

The Dam is part of common property and Bob is suggestion a 3 way split on water rights, which would make Bob, myself, and the Fire Department responsible for the insurance, and maintenance. The only thing that would cause concern is an earth quake, and even then they way it is constructed and protected wouldn't cause a tidal wave.

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Discussion:

- Sandra Rudischer said that Bob Rook's would like a letter of intent from the Improvement District.
- Really do need this hydrant the next closest one is at Camp Miriam.
- Brian Henning will be writing the letter of intent.
- Bob Rooks would like to have the Fire Department on as an emergency contact, right now is Bob and John Moeller.
- The Fire Chief recommend going for it saying maintenance should be almost nothing.
- Going to get a legal easement and water rights.
- Immediate business get the Letter of Intent and see what's binding.

At this point there were a few questions from the public:

- Where does this water come from? Surface water.
- Could you expropriate?
- Rob Brockley introduced himself as the President of GALT and asked if the GFPID were accepting part of the liability would they be open to some public access on this property?
- Could GALT not become a 4th party? No - no insurance liability.
- Maybe GALT could make the pitch to Rooks?

- (re: Old Hall) If you have carpenter ants the Engineer should definitely check the rafters.

Trustees:

- First thing to do is check into cost of insurance (John Moeller volunteered to do this.)
- If GALT would like to write their request to the GFPID we would be more than willing to speak to Rooks about it.
- Strata Road open to Public but no cars, gated.

Moved by Sean Lewis that the meeting be adjourned, seconded by John Moeller, carried.

Meeting adjourned at 5:51 p.m.

SPECIAL MEETING

A Special Meeting of the Gabriola Fire Protection Improvement District was held Wednesday, September 25, 2019 at the No. 1 Fire Hall with five Trustees in attendance, the meeting was called to order at 7:00 p.m.

The Chairman, Sandra Rudischer, explained that there was only one item on the agenda and that was to elect two Trustee to fill the remaining term of the Trustees from the contested AGM results, approximately 2years 7 months.

The Chair asked for nominations from the floor.

Kyle Clifford nominated Chris Windess, who accepted the nomination.

Ken Nicolson nominated Paul Giffin, who accepted the nomination.

Didier Fiszal nominated Penelope Bahr, who accepted the nomination.

The Chair asked for nominations two more times, non forthcoming.

The Chair asked each person to give a brief description of what they felt they could offer as a Trustee.

When the nominees were finished the Chair introduced Al Tanner, the Returning Officer, who gave an explanation of the process of the vote.

At the completion of the tally, the results were announced that Penelope Bahr and Paul Giffin had won.

Penlope Bahr:	105
Paul Giffin:	86
Chris Windess:	82

Meeting adjourned at 8:55 p.m.

GENERAL MEETING FOLLOWING ELECTION
September 25, 2019

A General Meeting of the Gabriola Fire Protection Improvement District was held Wednesday, September 25, 2019 at the No. 1 Fire Hall with five Trustees in attendance, absent was Mark Noyon and Penelope Bahr, the meeting was called to order at 9:00 p.m.

The Corporate Officer asked for nominations for the Chairperson, Diana Moher nominated Sandra Rudischer, seconded by Paul Giffin, carried.

Sandra Rudischer, Chairperson, proceeded to form the committees;

Bylaws:	Board as whole
Safety:	Board as whole
Communications:	Penelope Bahr, Paul Giffin, Sean Lewis, Diana Moher
Finance:	Mark Noyon, Sandra Rudischer, Rick Jackson, Paula Mallinson
Hiring:	Board as whole plus Jared Hooper and Rick Jackson

A discussion took place regarding the hiring committee with the following points raised;

- Sean Lewis noted that the Dashwood Fire Chief would be willing to give us hiring material, and come over to do interviews etc. How does this relate to our department?
- Approx. same size, less people, less calls, has mutual aid, larger geographical area.
- Suggest at this point accept his offer of written material and hold off on anything else.
- It's hard enough to get all of the Trustees together let alone having someone come from off Island.
- Use Dashwood as a resource.
- Diana Moher noted that she also had materials that could be used, they are in the Office.
- What is the role of the hiring committee? Assessments, coming up with questions, interviews, and preference for candidates, the final decision will be up to the Trustees only.

The Chair stated that the Trustees needed to strike a committee and asked if everyone was in favour for having Jared Hooper, and Rick Jackson on board with the Trustees as a whole, and using Dashwood Fire Department for tools?

Paul Giffin moved that the hiring committee consist of the Trustees, Jared Hooper, and Rick Jackson and leave an option open for more people should it be deemed necessary, with preference being given to departments with similar resources as ours. John Moeller seconded, carried.

The Hiring Committee will meeting on Thursday, October 10, at 7:00 p.m. Sean Lewis will email the applications to everyone in the next couple of days and Paula Mallinson will have hard copies for the meeting.

Next General Meeting will be held Wednesday, October 23 at 4:45 p.m., pizza and a chicken wrap (for Sean) will be at 4:15 before the meeting for the new Board to answers any question prior to the meeting.

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

Meeting adjourned at 9:30 p.m.

HIRING COMMITTEE MEETING MINUTES - TO SHORT LIST APPLICANTS
OCTOBER 10, 2019 @ 7:00 P.M.

Meeting called to order at 7:10 p.m. with 7 Trustees, Jared Hooper and Rick Jackson present.

Matrix

- Matrix revisited as Mark Noyon had brought forward, through an email to Trustees prior to meeting that this was still a draft.
- Modifications - all numbers allotted to weight score area range, number is the maximum, i.e. 0 to 4, 4 being the highest.

Knowledge

- Investigative techniques, remove “?” for assessment, replaced with Q&A, i.e. tell us about when you’ve used these techniques in the field?

Public education

- Remove “?” to Q&A, i.e. what have you done with regards to Public Education as fire and safety?

Personal attributes

- Score for each of these is 3 (three categories under this heading, each has it own score of 3)

References

- Confirm with individual they sent the letter
- Can you confirm how long you employed this person?
- Would you hire them again?

Physical Fitness/medically able

- Are there any medical or mental conditions that would impact your ability to carry out your duty as Fire Chief? (Physical is evaluated via Class 3 D/L)

All members agree to changes and that this will be passed at the next Committee Meeting.

- Penelope Bahr wanted it noted that she believed all candidates should be interviewed.

Using qualifications on draft scoring sheet it was determined that 3 applicants did not meet essential qualifications:

- 2 did not have a Class 3 D/L.
- 1 applicant’s FF experience was from eleven years ago.

Six (6) voted in favour, 2 declined to vote (Jared H and Rick J), one against (Penelope Bahr).

- Mark Noyon brought forward that the scoring Matrix be used only as a guideline for interviewing, committee all agreed.

Next committee meeting will be Thursday, October 17 at 3:00 p.m. Each committee member to bring 2 - 3 questions for interviewing applicants, and interview dates and times for candidates. Moved by Paul Giffin, that the meeting be adjourned, seconded by Sean Lewis, meeting adjourned at 8:50 p.m.

BUDGET MEETING - OCTOBER 17, 2019

Sandra Rudischer, Mark Noyon, Rick Jackson, Paula Mallinson.

Major expenses:

No. 5 needs to be replaced this year, expected delivery in 2021

No. 8 possibly in 2025?

No. 3 2029

Additional expenses:

More FF for training

Rook's pond/dam, legal and maintenance.

Sandra Rudischer spoke with the office of the Surveyor or taxes:

3337 folios, 2305 of them residential, total net \$1,389,666,730

Discussion.

2.1% increase.

Meeting adjourned at 1:30

HIRING COMMITTEE MEETING - OCTOBER 17, 2019

Meeting called to order at 3:07 p.m. with 8 members present, absent was John Moeller.

Minutes from the October 10, 2019 meeting, errors or omissions?

Jared Hooper requested clarification on the two non Trustees on the committee and their voting rights? It was explained that they can vote on anything except who will become Fire Chief, that will be the Trustees final decision.

Penelope Bahr noted that she did not abstain, she voted against ruling out the 3 applicants who did not have the qualifications.

Moved by Paul Giffin that the minutes be accepted as amended, seconded by Mark Noyon, carried.

Sandra Rudischer stated that at the last meeting the Board agreed to come up with 2 - 3 questions for the applicants. This meeting is for getting those questions together for Board approval at the next meeting of October 23, 2019.

Discussion:

- Same questions for everyone - yes.
- Approximately 4 - 5 minutes per question, try to keep the meeting to 2 hours.
- Are Jared Hooper and Rick Jackson going to be in the room during the interviews? - Yes
- Penelope Bahr asked that in be in the minutes that she apposes Jared and Rick being in the room.
- It was already agreed that it would be done this way, with Jared and Rick participating in the selection of questions and interviews, but no voice on the selection.
- Questions should show knowledge or fire department, knowledge or fire service, and ability to communicate with others.
- Paul Giffin is going to be away after November, is Skype a legal alternative? P.M. to check with Victoria.
- At the October 23, 2019 meeting go in-camera and vote on the questions, Jared and Rick to be included.
- One interview per day.

Jared Hooper noted that the Firefighters are the biggest factor that is missing in this discussion. Rick Jackson was the 5th Fire Chief to be hired and all of them had a vote by the Association, so they were included in the decision. Anyone of the applicants would be good, but the Firefighters know them on an intimate scale, they work with them, train with them, and socialize with them, I believe they should have input into the decision.

- Secret ballot? - Yes
- FF would need to know that the final decision is by the Trustees.
- What if you get a close decision? The final decision is up to the Trustees, who will have done the interviews and read the applications and letters of reference.
- Win, win situation.
- Like the idea but not all the members are qualified to make the decision.
- Let the FF put a comment on the ballot?
- Voting or ranking?
- Can't second guess the FF, they all have a voice.

Paul Giffin moved to address this issue at the next in-camera meeting on October 23, 2019, seconded, carried.

- Questions to be compiled by Wednesday at the latest.

Penelope Bahr moved to adjourn, seconded by Diana Moher, carried. 5:30

GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held October 23, 2019 at the No. 1 Fire Hall with six Trustees in attendance, absent was Sandra Rudischer.

The meeting was called to order at 4:50 p.m. by Acting Chairman Mark Noyon.

September 4, 2019 minutes, errors or omissions? Moved by Sean Lewis that the minutes be accepted as presented, seconded by Diana Moher, carried.

September 25 2019 minutes, errors or omissions? John Moeller noted that he had been at the meeting and it was Mark Noyon who was not. Penelope Bahr said that she had not been informed there would be a meeting after the election. Paula Mallinson agreed this was correct, stating that she looked for Penelope shortly after she had been elected as a Trustee, to inform her of the meeting, but she had left the building. Moved by John Moeller that the minutes be accepted as amended, seconded by Paul Giffin, carried.

CORRESPONDENCE: N/A

FIRE CHIEF REPORT:

The Chief noted that he had been on holidays, so there was no written report. He noted that Dimitri Tzotzos had written a summary of the new burning bylaws and that they will be in the phone book and the GVFFA website, and stated that at some point the Trustees would have to amend the Burning Bylaw.

TRAINING OFFICER REPORT:

- Hosted a Hazmat course at the Hall with Mudge, Cedar and Cranberry Firefighters attending, it was a good course and probably saved the department thousands of dollars.
- Practised with HAM on Gabriola and in Nanaimo using the emergency radio set up in the bus. It was a simulation of last years major wind storm.

Sean Lewis asked to what level was the Hazmat course. The T.O. stated to the basic level, which allows the firefighters to get there FFII certification.

ASSOCIATION REPORT:

- Morale is great, recruits are excited about training.
- Fireworks will be held on October 26.
- How many new recruits? 6 full frontline with 15 auxiliary.
- How many women? 6 with two on the waiting list.

NEW BUSINESS:

The Provincial Levy Bylaw 94

- Changes to the GFPIID 2020 Budget, a 2.1% increase, were explained.
- It was noted that one of the Truck Bylaws had been paid off in 2019, so the increase should not make any impact on homeowners taxes.

Moved by Diana Moher that bylaw 94 be accepted, seconded by Paul Giffin, carried.
Moved by Penelope Bahr that bylaw be accepted, seconded by John Moeller, carried.
Moved by Diana Moher that bylaw 94 be accepted, seconded by Paul Giffin, carried.

OLD BUSINESS:

Old Hall 1 roof:

- We are currently waiting for an Engineer, who is coming over to the Island on another matter, to inspect the roof, so we can save some money. Will monitor the roof over the winter.

Hydrant Easement:

- Waiting for an Engineer's report.
- Insurance company coming back with prices.

Trustee's website:

- At this point the website is just for receiving applications and correspondence, Paul Champion would like the Trustees to take it over.
- Communication Committee should take a look at it and get back to the Board.
- Get the invoice from Paul Champion and pay for it.

Moved by John Moeller and the meeting be adjourned, seconded by Paul Giffin, carried.

Questions from the floor:

- Liz Ciocea stated that she had attended the Fire Smart course put on by Dimitri Tzotzos and Will Sprogis, and had enjoyed it and was hoping there would be more to come. Will noted there will be another course in January.
- Liz Ciocea also thanked Duty Officer, Will Sprogis for coming over and checking out the transformer that had blown at the end of her street, and phoning her to let her know it was safe.
- Toby Elliot asked if there was any thoughts about reviewing the communications with the community during a power outage?
 - The RDN is the contact agency.
 - Information on the website.
 - If signed up with the RDN should get a text or a phone call during an emergency.
 - ESS, run by Shirley Nicolson, is the contact on the Island.
 - The bulletin board at the Village has a lot of information on it.
 - Information in the phone book.
 - This is not the Fire Department's mandate, they help where they can.
- Kyle Clifford read a letter of concern he had regarding the hiring of the Fire Chief. Asked if the survey done a few years ago had been viewed by the Board?

The Board took his letter to be discussed in-camera.

At this point the Chairman thanked the audience for coming out and their input, and the Board went in-camera.

COMMUNICATION COMMITTEE MEETING - NOVEMBER 5, 2019

Communications committee meeting November 5, 2019.

Paul Giffin, Diana Moher, Sean Lewis and Penelope Bahr in attendance.

Discussion at first centred around the need for a separate website for the GFPIC vrs a shared one with the GVFD.

Some felt that this would better ensure confidentiality of correspondence to the Board of Trustees and would help the public see the two entities as separate but linked. Some felt that a separate website was unnecessary, that the two entities are a team and that confidentiality could be assured via an address on the existing GVFD website and would not cost the extra fees of having a separate website.

Discussion then turned to what we would like to see on the GFPID section of the website and it was agreed that general meetings, agendas, draft and approved minutes be posted with the most recent to past in descending order. Links to pertinent information such as Letters Patent, GFPID By-laws, eligibility for voting and for standing as a Trustee, Improvement District guidelines, Improvement District Trustee Guidelines, Archives and Bourinot's rules of order, for example be included.

We looked at Pender Island and Salt Spring's website tht have separated the Trustee information quite well.

The following is the agreed upon recommendation to the Board:

The Communications Committee recommends increasing the online presence for the Board of Trustees by working in concert with the webmaster of the GVFD website.

It is to be noted that all webmail to the Trustee site is to be considered as correspondence to be dealt with as the Board as a Whole, and not by individual Trustees.

Motion to the Board at the December 4, 2019 meeting will be as follows:

Move that the GFPID Board of Trustees direct the Communications Committee to work with the webmaster of the GVFD to increase the online presence and accessibility of the GFPID on the existing Gabriolafire.ca website. And, that the new design be presented to the Board for approval at a regular General meeting.

GA1BRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held December 4, 2019 at the No. 1 Fire Hall with five Trustees in attendance, absent was Paul Giffin and John Moeller.

The meeting was called to order at 4:55 p.m. by Chairman Sandra Rudischer

October 23, 2019 minutes, errors or omissions? Moved by Diana Moher that the minutes be accepted as presented, seconded by Penelope Bahr, carried.

The Chair welcomed the newly appointed Fire Chief, Will Sprogis.

FIRE CHIEF REPORT: (As per written report)

TRAINING OFFICER REPORT: Presented by Captain/T.O. Jethro Baker

Training topics for the month of December:

- Ambulance orientation/practising with EHS stair chair
- Pre-fire planning
- Fire dynamics
- Fire underwriters survey superior tanker shuttle practice

In the New Year:

- I am currently working on the training schedule for next yer.
- Reviewing our work safe B.C. OHS part 31 - compliance
- Reviewing our OFC playbook compliance
- Planning needed courses determined by the previous regulations

Thank you for the hard work and dedication of all of our firefighters over the last year and years past. This past year our members put in well over 3000 person hours into training and responding to calls. I thank them for their dedication to the department. Thank you to the families of the firefighters for making this possible. When our firefighters respond to calls, and attend training it is with great sacrifice to themselves and their family's livelihood.

ASSOCIATION REPORT:

- Morale is good.
- Christmas party on December 7, 2019, at 6:00 p.m.

OLD BUSINESS:

Communications Committee

Sean Lewis noted that the Communication Committee had met and discussed the website for the Trustees, and that they will seek advise from the Webmaster of the GVFD site.

Penelope Bahr moved that the GFPID Board of Trustees direct the Communications Committee to work with the webmaster of the GVFD to increase the online presence and accessibility of the GFPID on the existing Gabriolafire.ca website. And, that the new design be presented to the Board for approval at a regular General meeting. Seconded by Sean Lewis, carried.

OFC Audit

The self Audit from the OFC was discussed with the following points being brought up:

- Suggest Trustees read the Playbook to get a better understanding of the Audit.
- The GVFD has struck a Health and Safety Committee.
- If anything was extraordinary it would be flagged and brought to the Board's attention.
- The Officer's will discuss at their monthly meeting and bring any concerns to the Board.
- Copies available for the Trustees.

Moved by Mark Noyon that the meeting be adjourned, seconded by Penelope Bahr, carried. Meeting adjourned at 5:10 p.m. and went in-camera.