

**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held January 13, 2021 at the No. 1 Fire Hall with six Trustees in attendance, absent was Mark Noyon. The meeting was called to order at 4:00p.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 November 5 minutes, Sean Lewis noted that the date on line four should read September 30, 2020.

Moved by Sean Lewis that the minutes are accepted as amended, seconded by Penelope Bahr, carried.

**CORRESPONDENCE:**

Peter Theocharis

The Fire Chief noted that he had questioned the Duty Officer on call and was satisfied with the response.

Sandra Rudischer stated that she didn’t see this correspondence as a complaint, rather a query on our responses that he was possibly unaware of. Sandra suggested the Chief write him a letter enlightening him to what type of calls the department responds to and that sirens and lights are usually used and that the trucks try to stay within the speed limit.

The Fire Chief noted that Christmas is always a busy time of year, especially for F.R. calls.

A discussion followed on the fact that this correspondence was received through the Trustees’ website, and that when the new site is up and running an automatic response should be added stating “We have received your email and you will be contacted.”

It was noted that the Corporate Officer had not received this email or she would have responded to it.

Sean Lewis stated he will send a test email out to ensure everyone was receiving the messages.

**TREASURER’S REPORT:** N/A

**FIRE CHIEF REPORT:** (As per written report)

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

Sandra Rudischer moved that the Trustee accept the Officer’s appointments as presented, seconded by Diana Moher, carried.

**ASSOCIATION REPORT:** Presented by Jenn Knight, President, GVFFA

The Toy Drive was a huge success, bringing in close to \$8,000 in money, food and toys. This year's drive was very well received with the RCMP and Ambulance joining in, some people said it was the best ever.

This year's awards went to, Kitt Stringer - Jay Darman Mentor ship award and Francis Wolokoff, - Tom Upton award

The clothing order should be in by the end of the month.

Moved by Sandra Rudischer that the Association report be accepted as presented, seconded by Diana Moher, carried.

**NEW BUSINESS:**

**Bylaw change for electronic meetings:**

- Most of the Trustees were happy with meeting in person
- Need to be able to allow the general public to be able to attend, possibly by Zoom.
- Hall Bay can accommodate up to 50 people for a meeting.
- Option 1: To allow electronic participation during emergencies, was the most desirable for the Trustees.
- What constitutes an emergency?
- All kinds of platforms to consider.

A Bylaw committee was struck with, Penelope Bahr, Paul Giffin, and Sean Lewis.

**OLD BUSINESS:**

**Bylaw for charging repeat / nuisance offenders:**

This would be a new Bylaw allowing the Fire Department to charge people who we get repeatedly called out to for fires and alarms activated.

Paul Giffin noted he had written up a rough draft for the Fire Chief to look at which could then be discussed at the next meeting.

Moved by Sandra Rudischer that the meeting be adjourned, seconded by Penelope Bahr, carried.

(Meeting went in-camera).

## GENERAL MEETING

A General Meeting of the Gabriola Fire Protection District was held February 3, 2021 at the No. 1 Fire Hall with five Trustees in attendance, absent was Penelope Bahr and Mark Noyon. The meeting was called to order at 4:10 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 January 13, 2021 minutes, moved by Sandra Rudischer that the minutes be accepted as presented, seconded by John Moeller, carried.

### **CORRESPONDENCE:**

#### **Vanessa Craig:**

The Chair asked for comments regarding the Trustee’s satisfaction with this response.

- I’m happy with the fast response, it looks like we have to accept their decision but it won’t affect the GFPID’s levy.
- Why was this in-camera last time and not tonight? (A) At the last meeting we didn’t have all the details, and as the response to our letter is not showing any finances so we no longer need to hold it in-camera.
- Why were the Trustees not consulted about the decision? Vanessa Craig apologized in her letter about the way it was handled.
- It was handled poorly but the Trustees have done their due diligence in regards to taxpayer dollars.
- Do we have to upgrade equipment here? That wasn’t answered.

### **TREASURER’S REPORT:**

Paula Mallison noted that she had emailed Victoria regarding the Provincial Levy a few times, and the last time they said that although the paperwork had yet to be sent out, our request for the 2021 calendar year had been approved.

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

- Regarding the Fort Garry preferred apparatus agreement with the RDN, have we signed an agreement with them?  
No, at this point the RDN has only offered to let the GVFD join them on it.
- A question was asked about the new Fire Smart Grant. The Fire Chief explained that this grant may be able to offset some of the costs/salary for the Prevention Officer, as working with the public on Fire Smarting their property would be a major part of the job.

### **TRAINING OFFICER REPORT:** (As per written report)

The Chair thanked him for his report.

### **ASSOCIATION REPORT:** N/A

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## **OLD BUSINESS:**

### **Bylaw for electronic meeting:**

- New provincial health orders are coming on the 5<sup>th</sup>, will call a meeting of the Bylaw Committee next week and report back to the Board at the March meeting.

### **Nuisance Bylaw:**

- The Chair explained that the Fire Chief and Officers were reading over it and will hopefully, be able to address it at the March meeting.
- The Fire Chief thanked the Chair for all his hard work on the Bylaw .

Derek Kilborn, from the Sounder, asked the Trustees if this was something that they would need public approval for.

No, as the majority of it is about meeting legal requirements put out by the Province, but once completed will send it to the Sounder to inform the Public about the new regulations.

Moved by Sandra Rudischer that the meeting be adjourned, seconded by Diana Moher, carried.

Meeting adjourned 4:45 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held March 3, 2021 at the No. 1 Fire Hall with six Trustees in attendance, and Mark Noyon joining in by Zoom at 4:30 p.m. The meeting was called to order at 4:05 p.m. by Chairman Paul Giffin.

Sandra Rudischer 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 3, 2021 minutes, moved by Sandra Rudischer that the minutes be accepted as presented, seconded by John Moeller, carried.

**CORRESPONDENCE:**

- Ministerial Order M336 (Short explanation)

**TREASURER’S REPORT:** N/A

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

Sandra Rudischer moved that the Trustees support the application for the Fire Smart Economic Recovery Fund grant, seconded by John Moeller, carried.

**TRAINING OFFICER REPORT:** (As per written report)

Short discussion around the vaccination of the firefighters.

**NEW BUSINESS:**

**AGM**

The date of the 2021 AGM was discussed with the following topics being brought up:

- PHO relaxing restrictions on meetings/gatherings, possibly in June.
- Whatever date it is held the Trustee terms should start as of April so when things return to normal our AGMs will once again be held before May 1.
- Put an article in the paper around mid April regarding two vacant Trustee positions and a description of what the job is, and ask for interested parties to email their names to the Office by end April, which would give a month for the Sounder to do interviews with them.
- No nominations from the floor.
- June 16 was suggested and agreed on for a possible date for the agenda depending on the PHO order.

**Annual Service Review**

As this was addressed in the Fire Chief report is it still necessary?

There was a motion last year that the Chief and Senior Officers meet with the Board to review the Service level. As it is impractical this year, due to Covid, we should resume this next year.

## **OLD BUSINESS:**

### **Bylaw 97 - Meeting Procedures**

- Bylaw 97 introduced and given first reading, moved by Sandra Rudischer that Bylaw 97 be accepted, seconded by Diana Moher, carried.
- Second reading given, moved by Sean Lewis that Bylaw 97 be accepted, seconded by Penelope Bahr.  
(Discussion regarding some changes/typos.)
- Third and final reading, moved by John Moeller that Bylaw 97 be accepted, seconded by Sandra Rudischer, carried.

Moved by Penelope Bahr that the meeting be adjourned and go in-camera, seconded by Diana Moher, carried.

## **GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held April 7, 2021 at the No. 1 Fire Hall with four Trustees in attendance, absent were John Moeller, Mark Noyon and Sandra Rudischer. 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 March 3, 2021 minutes, moved by Sean Lewis that the minutes be accepted as presented, seconded by Penelope Bahr, carried.

**CORRESPONDENCE:** N/A

**TREASURER’S REPORT:** N/A

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

The following items were discussed after the report was read:

- TUP - are they vacation rentals? Yes.
- Fire Smart program - Co-ordinator grant explained.
- A Fire Smart garden at the Hall suggested - the Chief noted he had already met with the Commons about putting on a course here.
- Is the Bin program coming back? No, but there are contractors on the Island who will drop off bins and take the debris off Island.

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

**ASSOCIATION’S REPORT:**

The Fire Chief stated that the AGM had been held last night with Jenn Knight, President and George Wu, Treasurer stepping down. Alex Dewar was elected President while Liz Wallinger became the Treasurer.

The Chief also told the Trustees that the Association had just received a cheque from Mid Island Co-Op in appreciation of what we do.

**OLD BUSINESS:**

Bylaw 97 - Meeting Procedures

Paula Mallinson stated that while the bylaw had been passed Victoria had called and suggested that under electronic meetings we should include that the AGM can be held under extraordinary conditions. She noted that this change had been incorporated into the bylaw.

- Moved by Diana Moher that Bylaw 97 be accepted as edited, seconded by Penelope Bahr.
- Moved by Penelope Bahr that Bylaw 97 be accepted as edited, seconded by Diana Moher.
- Moved by Sean Lewis that Bylaw 97 be accepted as edited, seconded by Penelope Bahr.

Bylaw 97 carried.

Communications - website:

- Email address - GabriolaChief (to contact Will Sprogis, Fire Chief)
- Who's in charge of the website? Evan McIntosh but Paula will be trained on it so she can post and edit.
- Some of the links are still not working? Trying to get this corrected.
- Minutes need to be cleaned up. PDF will be going up soon.
- Bios - not a bad idea, people ask who is on the Board, discussion. It was agreed that this would be brought up once the new Trustees have been elected.

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

Meeting adjourned at 4:25 p.m.



**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held May 5, 2021 at the No. 1 Fire Hall with five Trustees in attendance, Mark Noyon joined via Zoom, absent was John Moeller. The meeting was called to order at 4:00 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 April 7, 2021 minutes, moved by Sean Lewis that the minutes be accepted as amended, seconded by Diana Moher, carried.

**CORRESPONDENCE:** N/A

**TREASURER’S REPORT:** N/A

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

The following items were discussed after the report was read:

- Dry hydrants, locations and functions.
- Letter to BCAS regarding a having an unmanned second ambulance posted to the Island.

The Chair thanked the Fire Chief for his report.

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

The Chair thanked the Training Officer for his report.

**ASSOCIATION’S REPORT:**

Alex Dewar introduced himself as the new President of the Association and noted that Liz Wallinger was the Treasurer and Hayley Bennett the secretary.

He noted that the Association meeting had been postponed until next week, so there was no news to report.

The Chair thanked him for his report.

**OLD BUSINESS:**

Bylaw 97 has been accepted and passed by Victoria.

**NEW BUSINESS:** N/A

Moved by Sandra Rudischer that the meeting be adjourned, seconded by Penelope Bahr, carried. Meeting adjourned at 4:13 p.m.

## **GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held June 2, 2021 at the No. 1 Fire Hall with six Trustees in attendance, absent was Mark Noyon. The meeting was called to order at 4:00 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 May 5, 2021 minutes, moved by Sandra Rudischer that the minutes be accepted as presented, seconded by Diana Moher, carried.

### **CORRESPONDENCE:**

Four (4) nominations for Trustee, Fred Apstein, Dan Backe, Todd Todd McNicoll and Chris Windess, all four (4) accepted.

### **TREASURER'S REPORT:** N/A

### **FIRE CHIEF'S REPORT:**

The Chief explained that there was no written report this month as he had been busy with the investigations of the house fire.

- The burn building is coming along.
- GERTIE is moving forward with getting the electrical upgraded at the old hall.
- The new truck should be ready June 17 - 18, so I will fly out and inspect it and drive it back, this will save us money and we can be sure everything is as it should be.
- In training we have been focusing on water supply and the FUS this month, we passed a self test but need another water supply or upgrade the source. A business at the South end is willing to pay for the upgrade, as it would benefit their insurance. We won't take the actual test until this is done and the new engine is in service.
- With a lot of our FFs being vaccinated we can now join two platoons together.
- Have found a natural area in the 707 for a helipad and have practiced a mock call to this site.
- We have been doing a lot of training on setting up the helipads quickly, we are now all up to speed.
- New ambulance policy that any heart attack is an automatic helipad call.

Diana Moher mentioned that after the post on the Gabriola Fire website regarding a practice being held in the 707, someone had asked if the Duty Officer's number could be added to the trail markers rather than just 911?

The Chief agreed it was a good idea and will speak to the Parks Board about it.

Penelope Bahr asked if notices could be put up on the GVFD website as well, since not everyone subscribes to Facebook or Instagram.

### **TRAINING OFFICER'S REPORT:** N/A

### **ASSOCIATION'S REPORT:** N/A

**NEW BUSINESS:**

Earthquake insurance:

- 15% deductible is standard.
- Where would we come up with the \$600,000?
- What is the building's seismic rating?
- The need to protect the vehicles is critical.
- If the old hall falls down that's \$300,000 would just have to come up with the rest.
- If it was so devastating that the new Hall collapsed we could go the government for a short term loan?
- Trustees must do due diligence, especially if we expect the Provincial government to come to our aid if needed

It was agreed to keep the insurance as is for now but check into other providers next year.

**OLD BUSINESS:**

AGM/election:

- We have a Returning Officer.
- Do we hold the election and AGM on the same day?
- Need people to work the sign in tables and count the ballots.
- Voting should not happen during the AGM.
- If we do it outside might need a tarp.
- Could be too confusing if we don't do it the same day.
- Need to accommodate as many people as possible, voting hours are a big concern.
- Should be careful setting policies during pandemic times.

After much discussion it was decided that the voting will go from 3:00 to 7:00, and once the AGM is over, approximately 7:30, voting will continue until 8:00.

Penelope Bahr disagreed believing the voting hours should be longer or on a different day.

Sandra Rudischer moved that the meeting be adjourned, seconded by Sean Lewis, carried.

Meeting adjourned at 5:00 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held Wednesday, June 16, 2021 at the No. 1 Fire Hall with seven Trustees in attendance. The meeting was called to order at 8:30 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.

The Chair noted that there are five committees and that all the Trustees are on the Bylaw, Safety and

Hiring, with the Finance and Communications being optional. He noted that on the Communications Committee there was Penelope Bahr, Sean Lewis, Paul Giffin, and Diana Moher, he asked if anyone else would like to be on it and Chris Windess and Fred Apstein volunteered. The Chair stated that the Finance committee was made up of the Corporate Officer, Fire Chief, Sandra Rudischer (ex Trustee) and said he would like to be on it as well and asked for anyone else, John Moeller also volunteered.

The Chair asked if there were any items to be put on the July meeting agenda, as there were non the next meeting will be in August.

Moved by Sean Lewis that the meeting be adjourned, second by Chris Windess, carried.

Meeting adjourned at 8:45 p.m.

## GABRIOLA FIRE PROTECTION DISTRICT SPECIAL GENERAL MEETING

A Special General Meeting of the Gabriola Fire Protection District was held July 28, 2021 at the No. 1 Fire Hall with seven Trustees in attendance, along with the Corporate Officer and four firefighters. The meeting was called to order at 4:00 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 welcomed everyone and handed the meeting over the Fire Chief who explained that with the purchase of the new truck he now needed to equip it which will cost approximately \$30,000.00 to have it front line ready.

The Fire Chief noted that this is normal procedure as the truck had been ordered 1 ½ years ago and although it comes with stock items the other equipment is usually ordered on arrival to ensure the most up to date equipment.

A short discussion followed with the following questions being brought up:

- What is a Pull Saw? This is used to cut tree branches if time permits so the trucks don't get all scratched up.
- Will this truck help our FUS status? Yes, this will be a main requirement when No. 5 retires in 2024.
- Notice there are charges on the truck, are there rescue mask on a vehicle? Yes, No. 5 is being geared up.
- Sean Lewis introduced himself to the two firefighters he didn't know, Glenys and Oliver Bussler did the same, and Kitt Stringer noted that they were also Fire Smart Assessors for the department. The rest of the Trustees followed suit and introduced themselves.
- The Fire Chief brought up that the GST we receive back from the purchase of this truck will almost cover the costs.
- Does it have a foam tank? Yes, Class “A”,

Fred Apstein moved that the Trustees approve the acquisition list with the financing being out of the Capital Reserve Fund and replaced when the GST is in, seconded by Diana Moher, question, carried.

The Chairman asked to introduce a late agenda item - the purchase of a ladder truck, all the Trustees agreed to discuss it.

The Fire Chief explained that the North Cedar fire department is will to sell us their 1993 E1 Superior telasquirt for \$20,000 and an anonymous donor had come forward with the money if we issue them a Charitable Donation Receipt.

Discussion:

- Truck will be a back up vehicle.
- 20 year lift span? Yes.
- Will this help the South End with the FUS? Yes.
- Kitt Stringer mentioned that the original price was \$35,000 but because of the relationship Will has built with the Cedar Fire Department they dropped it to \$20,000.
- Are you retiring a truck? Yes No. 9, the old bus.

The Chair suggested he go around the room for questions.

- Are you retiring the bus because we have the ladder now? Basically everything on the bus is getting older and I don't want to be putting money into it.
- What will you do with the bus? Sell it, I will bring that to the next meeting.
- Kitt noted that he is a certified ladder truck operator, and Cedar has offered to send their Training Officer over to give us training.

The Chair asked for a motion, and stated that it will be ratified at the next General Meeting.

Fred Apstein moved that the Fire Chief be allowed to proceed with the transaction, seconded by Sean Lewis, carried.

Fred Apstein made a point of order regarding this meeting being an Extraordinary Meeting rather than a Special one and that this doesn't have to be ratified at the General Meeting.

The Chair noted that the notice on the website only stated that we were gearing up No. 1, so it should be ratified.

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

Meeting adjourned at 16:30

**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held August 4, 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.

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:

June 2, 2021 minutes, moved by Diana Moher that the minutes be accepted as presented, seconded by Sean Lewis, carried.

June 16, 2021 minutes moved by John Moeller that the minutes be accepted as presented, seconded by Diana Moher, carried.

July 28, 2021 minutes: Fred Apstein made a motion to change the title of the minutes to “Extraordinary rather than Special”,

Discussion.

Diana Moher moved suspend the motion until the next meeting, seconded by Chris Windess, carried.

**CORRESPONDENCE:**

- Water Licence - short discussion regarding names on licence, at the moment it is GVFD, Moeller, and Rooks, once the Strata is in place it will be changed from Rooks.
- Provincial Levy has been received.

**COMMITTEE REPORTS:**

- Penelope Bahr had given a written report to all the Trustees. The Chair asked for a motion to accept the report and discuss it under New Business.  
  
Moved by Penelope Bahr to accept the report and discuss it under New Business, seconded by Fred Apstein, carried.

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

- A thank you was given to Glenys and Oliver Bussler for their times at the Market on Saturdays to educate the public about the Fire Smart program.
- Sean Lewis asked about the Mutual Aid list with the Nanaimo Fire Department and suggested the Board would like to know more about it before anything was signed.
- The Chief gave a brief overview of the GVFD and Cedar Fire Department relationship, starting with Tom Upton’s death and coming over for the memorial to respond should there be any callouts and that they called offering support after the plane crash.

- Diana Moher asked about the youth program and if it would be allowable for the department to give the school the names of the children's who took to course so they could use their new skills at the school. She also noted that she thought the program was awesome.
- Fred Apstein told the Chief "well done on developing a good relation with Cedar."

The Chair thanked the Chief for his report and the amount of work and hours that was needed during the month.

**TRAINING OFFICER REPORT:** (As per written report)

- Fred Apstein asked if the new truck's pump and roll is limited to the amount of water on board.

Yes.

**ASSOCIATION REPORT:**

First Association get together since covid began will be a golf game on August 14, 2021.

**OLD BUSINESS:**

Hayley Bennett gave a brief re-cap of the FireSmart grant the department had received and noted that she could only get a draw from them for \$20,000 to put towards projects. Hayley requested that the Trustees approve opening an account under the GFPID account with Paula Mallinson as a signing authority.

Moved by Fred Apstein that the Fire Prevention Officer open an account under the GFPID with Paula Mallinson and one other person having signing authority, seconded by Chris Windess, carried.

**NEW BUSINESS:**

**Ratification of motion:**

The Chair asked that the motion made at the last meeting for the purchase of the ladder truck be ratified.

Fred Apstein moved to ratify the motion from the last meeting allowing the Chief to proceed with the purchase of the ladder truck, seconded by Sean Lewis, carried.

**Communications Committee:**

Penelope Bahr asked where the Trustees would like the email address to be on the website?

Discussion:

- Drop down list with address
- High up on the list - showing not a confidential site
- Should it go to the Trustees only?



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- Corporate Officer could have a different email than the office?
- General Public should be able to contact any Trustee confidentially.
- Do not feel comfortable with a member of the Public contacting me confidentially unless it is for a low level question that I am comfortable answering.

The Chair noted the topic was getting off point.

Penelope Bahr moved that the email address be on the main page of the Trustee section high on the list of topics and in bold, seconded by Fred Apstein, carried.

### **Bios:**

Discussion on length of bio and room on the website.

The Chair suggested the Trustees select someone to meet with Evan and Jenn to discuss this and get back to the Board.

Moved by Fred Apstein that Penelope Bahr meet with the website designers, seconded by Sean Lewis, carried.

### **Government info and bylaws:**

- Copy of bylaws in a hard cover be put into the library.
- Information is on the website.
- Could something be posted in a covered area in both the North and South end of the Island?
- Website is catching on, more viewers.
- What about pamphlets being handed out at the ferry with the rules and regulations?
- Ask the Ferry to announced when there are no fires or in early shift.

### **Orientation for new Trustees:**

- A package should be sent to all new Trustees with information.
- Paula Mallinson stated she sent a package out to both Chris and Fred.
- Fred didn't get his Chris did although couldn't open some of the info.
- Is it possible for new Trustees to get a tour of the Hall? Chief said he would be happy to do that.

It was decided that a list of what is handed out to new Trustees will be at the next meeting.

### **Signing authority:**

It was noted that with Sandra Rudischer gone the Trustees need another signing authority, at this time we have Diana Moher and Paula Mallinson. It was suggested that Sean Lewis might do this, Sean agreed.

**Tug Boat Island agreement:**

Discussion:

- Change Silva Bay to 3415 South Road for pick up location.
- Take out reference to mutual aid.
- Say \$250.00 callout fee per occurrence plus rates as used by Province.
- Sunset date?
- Agreement states it can be terminated by either party.
- If there is a fire is there a risk to Gabriola?  
Yes, if there is a strong wind in the right direction.

It was agreed that the noted changes would be made and then brought back to the Trustees for approval.

**Bus:**

The Chief noted that the old Bus would be put out to bid to the department at the starting price of \$2500.00

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

Meeting adjourned at 5:25 p.m.

On Saturday 21st, Penelope and I met with Evan at the main fire hall to discuss the website and primarily to ask whether the Trustees would be able to update our own pages rather than interrupt Evan or Jen with their duties, businesses and home life.

Evan showed us the program that he was using, WIX, and uploaded the relevant pages that needed typo errors corrected.

Evan then demonstrated how easy it was for him to alter and re-save information using the platform. At this point we discussed Evan sending us a copy of the website and letting Penelope and I to experiment with the pages but NOT actually updating the main program. Essentially, we would be able to practice off-line.

Watching Evan move around the site and change items was impressive. Even more so, since I have downloaded my own copy of WIX and tried creating pages for a website. This is a good, free platform but not an inherently friendly one to my mind. Evan must have spent a great number of hours to produce the quality site that he has.

(The cost of a website can range anywhere from \$1500 to \$3000 depending on the complexity of the pages and the number. Some agencies start in the low 5 figures! So well done Evan and Jen for all the work that you have done so far.)

We also discussed various other ideas that came to mind including how the Public Alert System might be added to the site and how many words should be used for the Trustees Bios. We came up with the number 50. This enables just basic details about us without having to go into our life histories! We suggested we set a time frame of two weeks from our next meeting on Sept 1st.

When asked about the subscribe feature, he said that a lot of people had signed up but nothing had been sent out; he asked that the Trustees decide what notifications should be included.

He also said that he would look into bringing back the RSS feature and agreed that the website/Instagram and Facebook could be co-ordinated to update with just one entry.

We thanked Evan for the time that he spent demonstrating the site to us and reiterated our concern for him taking on so much work with a new business to run, his firehall duties and bringing up a family. We asked him to let us know if the constructing of new pages and updating information became too much for him. We would then have to look at someone else taking on responsibility. We also stated very firmly that there was no criticism of him, meant by us suggesting this as we fully appreciated his workload.

Penelope and I will answer / clarify and points at the meeting on 1st September at the Chair's discretion.

Sent from Mail for Windows

## **GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held September 1, 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 August 4, 2021 minutes, moved by Diana Moher that the minutes be accepted as presented, seconded by Chris Windess, carried.

### **CORRESPONDENCE:**

### **COMMITTEE REPORTS:**

Chris Windess read the report on the meeting between Evan McIntosh, Penelope Bahr, and himself.

A discussion ensued with the following points being brought up:

- Public Alerts, what do the Trustee feel they would like to have sent out?
- Alerts vrs notifications, i.e. alerts Fire rating, MVA that may effect travel, notifications Trustee meeting, agenda.
- Linking one post to others.
- Trustees should take a step back from the website and focus more on the overseeing of the department.

Trustee Apstein asked a question about the length of time it takes for the people in charge of the website to get back to the Trustees. (Trustees had reported no action for up to two years) He noted that the person in charge is extremely busy, expressed his appreciation for al the work that person is doing, and wondered if it is fair to ask him to do the website.

The Fire Chief took offense at Trustee Apsteins words, and noted that this was done by the firefighters free or charge for the Trustees on their own time, taking them away from work and family, and he was not happy with any criticism being directed at them. Discussion.

The Chair suggested that the report be emailed to the Trustees and the discussion could be continued up at the next meeting.

At this point some of the Trustees were getting heated and the Chair said he would adjourn the meeting for 10 minutes, a few of the Trustees disagreed with this, the Chair asked for a motion.

Moved by John Moeller that the meeting be adjourned for 10 minutes, seconded by Diana Moher, carried. (Meeting adjourned from 4:25 - 4:35 p.m.)

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

Kudos were given to the Chief, by Trustees Lewis and Apstein, for his acquisition of the ladder truck.

The Chief, in his report, had asked for up to \$6,000 for the purchase of a ride on mower and trailer so the fire department could do their own lawn maintenance.

The Chair asked if the Trustees wished to discuss it at this time, agreed.

Moved by Fred Apstein that the Fire Chief be authorized to spend up to \$6,000 in funds to purchase a ride on mower and trailer, or pursue donation or other options at the Chief's discretion, seconded by Chris Windess, carried.

**TRAINING OFFICER REPORT:** (As per written report)

- Is the department going to have to go back to individual platoon training? (No, we just have to follow Worksafe policy.)
- Does the department have a vaccination policy? (No, we have told the firefighters vaccinations are requested and most of the department has been double vaccinated but one or two have health issues that have stopped them from getting them.)
- Noticed that the pond at FLV has dried out, what happens there? The Fire Chief stated that the department keeps an eye on the firefighting aspects at the Mall, and noted that the FLV is going to upgrade to a 30,000 tank.

**ASSOCIATION REPORT:** N/A

**OLD BUSINESS:**

Bylaw terminology Special vrs Extraordinary:

The Chair noted that an email from Municipal Affairs was in the Trustee package explaining that typically Local Governments refer to any meeting that is not a General one as Special and as our Bylaws doesn't refer to either terms and notes that Robert's Rules is to be used for unprovided cases, using Special would be considered best practice.

Chair asked for any discussion?

Moved by Fred Apstein that the minutes of the July 28, 2021 meeting be accepted as presented, seconded by Penelope Bahr, carried.

Fred Apstein moved to strike a committee to consider clarifying the terminology in the by-law.

The Chair noted that the Trustees had just passed that bylaw in May of 2021 and asked for a seconder, non forthcoming. Trustee Apstein said he accepts that there is no appetite for this issue.

## Bios:

Evan McIntosh recommends Bios should be 50 words or less to be sent to the Office by September 15, 2021, at which point Paula will forward to Evan to be posted on the website.

Fred Apstein asked when it should be put on the website, Jenn Knight stated that if the page has been created it could go up right away otherwise it would take a little longer. It was agreed that a month from the date of receipt would be ample time.

## Bylaws to library:

As the Letters Patent will be discussed at the October meeting it was agreed that putting the package together could wait until any changes had been made.

## Orientation for new Trustees:

The present package is good but should add a link to the Playbook.

## Thank you letter to Anon for Ladder Truck:

Fred Apstein moved that the Chair sign the letter as presented and send it out, seconded by Diana Moher, carried.

The Chair told the Trustees that there were thank you cards on the table for ex Trustees Noyon and Rudischer.

## **NEW BUSINESS:**

### Bylaw 98 to replace Bylaw 48:

Moved by Sean Lewis that the new Bylaw 98 be reviewed, seconded by Penelope Bahr, carried.

### Discussion:

- Trustee Lewis asked if it would be consistent to call the Department Gabriola Fire Rescue consistent with the wording on licence plates and T shirts?
- Should the fire department's name contain volunteer? Yes as what distinguishes us as Volunteers is that we volunteer to carry pagers 24/7.
- The Trustees thanked the Training Officer. Trustee Apstein suggested that the people involved should be able to choose what they are called, the other Trustees agreed.
- Point #6 - mutual aid outside of boundaries. The Fire Chief noted that a lot of Improvement Districts has adopted bylaws allowing mutual aid outside their boundaries at the Fire Chief's discretion.
- The Fire Chief has done a great work in getting agreements with Cedar and Tugboat.
- The Fire Chief can respond with a written request, text or email, or recorded.
- The Fire Chief noted that in the future he would like to send a truck out to Inter-Provincial calls, it's good training and good money.
- Changes to be made #6, #28.

The Chair asked the question, Bylaw 98 carried.

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

## **GABRIOLA FIRE PROTECTION DISTRICT GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held October 6, 2021 at the No. 1 Fire Hall with five Trustees in attendance (Penelope Bahr and Chris Windess had contacted the Corporate Officer and informed her they were going to be late). The meeting was called to order at 4:00 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 September 1, 2021 minutes, Fred Apstein asked that the minutes be tabled until the late members were in attendance, accepted.

**CORRESPONDENCE:** N/A

**COMMITTEE REPORTS:** N/A

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

After the report was read the following topics were discussed:

- With Silva Bay closing down did we lose a water source? No, they never had one.
- The poster for the EMR donations should mention charitable donations.
- EMR - Is there a change in service levels? Yes, EMR is a Paramedic Qualification.
- EMR - who will do the training? We will once we have taken the Trainers course.
- It was noted that there is already \$4500.00 in the fund which is enough to train the Trainer.
- Once trained we could offer First Aid course to the public, either for free or charge and keep building up the fund.
- There was a load of training for the ladder will this interfere with other training? No, it’s a fairly short course.
- How long is the course? 16 hours.
- The benefits of EMR training is that they recognize patient contact as training which is different from the FR which you have to re-cert every 3 years.
- What is the ratio of medical calls? 70 - 75%

The Chair thanked the Chief for his report.

**TRAINING OFFICER REPORT:** (As per written report)

The Training Officer noted he would like to enter into an Agreement between the Vancouver Yacht Club and the Improvement District for the use of the clubs boat, free of charge, for emergency purposes which should make it legal for the ambulance to transport in.

- Sounds like t great asset.
- Would need insurance and liability.

The Chair suggested that we put this on a future meeting’s agenda.

## **ASSOCIATION:**

- The Open House was a big success.
- Jethro Bake has stepped down after 20 year, he will be missed.
- The Halloween fireworks have been postponed until possibly New Year due to covid.

Derek, from the Sounder, asked if the fire department would be participating at the drive through trick or treating at the school? In discussions.

## **OLD BUSINESS:**

### **Bylaw 98:**

The Chair noted that this had been discussed at the last meeting but needed three readings to pass it and asked for motions to accept.

Sean Lewis moved that Bylaw 98 be accepted, seconded by Fred Apstein, carried.

Penelope Bahr moved that Bylaw 98 be accepted, seconded by Diana Moher, carried.

John Moeller moved that Bylaw 98 be accepted, seconded by Sean Lewis, carried.

### **Code of Conduct:**

Penelope Bahr moved that the Code of Conduct be accepted and that it be included in the package to the Library, seconded by Fred Apstein, carried.

### **Bios:**

The Chair noted that the Communication Committee and the Web Master agreed that the bios should be kept to 50 words, of the ones submitted 2 had 50 words, 1 at around 90 and 1 well over 100, and one did not really fall under the definition of a bio. I asked Paula to hang on to them so we could discuss it at this meeting.

It was agreed that the Communications Committee would meet and discuss the length of the bios and bring their decision back to the Board.

## **NEW BUSINESS:**

### **Bylaw 99 - Provincial Levy:**

John Moeller stated that since 2016, the Fire Department budget has only increased by \$46,000, which is a 7.2% increase. During that same period the Consumer Price Index (CPI) has increased by 10.8%, leaving us with a 3.6% shortfall even if the population had stayed static. However, the population also grew during that period by 589 people, or 15%. Also during that period the number of dwellings increased by 310, or 10%.



### **2016-20213**

Total FD budget raise = 7.2%

CPI increase = 10.8%

Population growth = 15%

building growth = 10%

- Who is on the Budget Committee? Paul Giffin, Paula Mallinson, John Moeller, Sandra Rudischer and Will Sprogis.
- What is the difference between capital and maintenance? Capital is for new purchases.
- Where is the income side? That's what this is the Provincial Levy.
- Seems like a reasonable budget.

The Chair complimented the Chief for his contribution of expected expenses and the committee as a whole for having all the answers when asked, he also thank Sandra Rudischer and Paula Mallinson for their participation. The Chair asked for motions to accept Bylaw 99.

Moved by Diana Moher that Bylaw 99 be accepted as presented, seconded by Fred Apstein, carried.

Moved by John Moeller that Bylaw 99 be accepted as presented, seconded by Fred Apstein, carried.

Moved by Sean Lewis that Bylaw 99 be accepted as presented, seconded by Penelope Bahr, carried.

### **Don Elkington Challenge:**

The Fire Chief asked that the Trustees endorse the above-noted challenge to support the upgrade of the department from FR status to EMR certification? (The following is an except from his report earlier in the meeting.)

Don Elkington came to me with an offer to find ways to support our First Responder program. He told me about his history with Arthritis Canada and how he helped lead their fund-raising campaigns and is currently the Chair of the organization. The reason Don wanted to get involved was when he saw the articles in the Sounder of the newly donated ladder truck to the community, and the increasing call volume of serious medical calls and the need for a second ambulance, he asked how he could make the departments medical program stronger. I discussed the advantages of training our members to Emergency Medical Responders (EMR) over the First Responder level 3 and how the level of care would vastly improved by being able to better determine vital signs, plan of care needed, and transport needs i.e., helicopter, harbour authority or ground ambulance. The other big difference is being able to give some medications that could make the difference to patient out come if the ambulance is delayed.

Another big advantage would be our EMRs could provide a medical standby at a fire to add an extra level of safety for all members on scene. The EMR would save money over the FR 3 program in the area of licencing and re-certification and in the long run save money overall. Don's fundraising goal would be to raise \$40,000 toward the upgrade in services, Hhe has come up with a graphic and a plan to use the ladder truck as an iconic symbol of the fundraiser on social media. I would like to endorse the idea of going EMR and the idea of letting the community decide if they want the service upgraded through donations. I would like to ask the Trustee to endorse switching to EMR and endorse the Don Elkington fundraiser.

## Discussion:

- How would people contribute, come to the Hall with a cheque?
- Like this idea.
- Who is he? A property owner who witnessed a bike accident on the ferry hill and was impressed with the Departments response, he saw the article in the Sounder about the donation of a ladder truck and thought this might be a great way to fund raise for the medical side.

Fred Apstein moved that the Trustees support and endorse the fund raiser's effort to upgrade to EMR as presented and authorize the staff to issue charitable donation receipts, seconded by Sean Lewis, carried.

**Martin Road Pond:**

The Fire Chief explained that he has a property on Martin Road that has a pond on it. Silva Bay needs to find a water source for their property, which could be hugely expensive for Silva Bay. I have been in discussions with regarding improving my pond to supply Silva Bay and that side of the island with water. In order to do this the GFPID would have to enter into an agreement with them. Obviously, I have a conflict of interest on this topic, so I am bringing it up to the Trustees as a topic to consider.

## Discussion:

- Would there be any cash benefit for you? No, but they could possibly offer me a Charitable Donation Receipt.
- Some red flags here.
- Would need to see something in writing.
- Would it need a environmental assessment? No, it is not in a riparian area, I have looked into it.
- Would like to see a basic proposal before agreeing to anything.

**Letters Patent:**

Sean Lewis brought up some questions around the Letters Patent, such as why is Turtle Rock excluded, should this clause be removed? Why is the Elections act mentioned and the fact that the it differs from the Letters Patent on who is entitled to vote, i.e. landowners.

## Discussion:

- If we remove Turtle Rock and Islets and Islands the fire department would be taking on a lot of liability, the department doesn't have the ability to respond to most of these places.
- Nothing in the Letters Patent allows renters to vote. (This is a Provincial requirement Trustees have no say.)

The Chair noted that Sean Lewis had identified two items he is concerned about and requested that this be researched and brought to the next meeting.

**Hiring Committee:**

Paula Mallinson's retirement date? It was agreed that the Hiring Committee pick a date to meet and come up with a plan.

**Accepting the September Minutes:** (Asked to be tabled at the beginning of the meeting, by Fred Apstein, to ensure Penelope Bahr and Chris Windess were at the meeting for these revisions).

Fred Apstein noted that he had made some corrections to the minutes.

- The Corporate Officer noted that his suggestions are revisions not corrections . She stated that she had worked very hard on these minutes due to the heated conversations by some of the Trustees and had deliberately not mentioned names so as not to embarrass anyone. She also noted that some of these changes were hearsay and assumptions.
- The Chair noted that Fred Apstein's revision to write the Chair ignored Mr. Lewis is inaccurate.
- J.M. - Find these changes to be opinion based.
- F.A. - When I asked the question about the time it took the Web Master to respond, I had been talking to Sean at the table.
- F.A. - I'll change my revision to read Trustee was not recognized by the Chair.
- P.B. - I would like to see the original minutes with the revised one side by side.
- J.M. - Certain things with the revisions don't sit well with me, it makes assumptions which are not relevant to the minutes.
- D.M. - I agree with John you should leave emotions out of responses stick to what the subject is about.
- F.A. - I understand what you are saying about the language but I have supported everything the Fire Chief has brought forward, he was the one who stated what I said was negative.
- S.L. - I second it but take out the Chair ignoring me. And it was me talking to Fred about the two years obviously it had nothing to do with Evan McIntosh he wasn't even involved with it back then.
- Fire Chief to Fred Apstein - Your comments at the original meeting was that it took two weeks to respond and now it is two years.
- P.B. - When the question was asked about how long it took , the intention wasn't to blame anyone.

The Chair stated there was a motion and a seconder, question who accepts the revisions?

Opposed: Paul Giffin, John Moeller, Diana Moher.

For: Fred Apstein, Penelope Bahr, Sean Lewis and Chris Windess.

Carried.

Kitt Stringer was acknowledged by the Chair and stated that if you wanted to be accurate what Fred said about me saying the fire department plates are Provincial plates was wrong, what I said was we are doing the same as other departments. Fred Apstein apologized and said he had misunderstood.

Moved by Penelope Bahr that the meeting be adjourned, seconded by Sean Lewis, carried.

Meeting adjourned at 6:30.

## **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 1<sup>st</sup> 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.

## **GABRIOLA FIRE PROTECTION DISTRICT SPECIAL GENERAL MEETING**

A Special General Meeting of the Gabriola Fire Protection District was held November 24, 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.

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

The Trustees introduced themselves and the Chair explained the reason this meeting was called was to engage a consultant to conduct a governance review.

### **Correspondence:**

The Chair stated that all correspondence that was received and been forwarded to all Trustees, he asked if any Trustee or the Corporate Officer had received any further correspondence - no.

### **Definition of Governance:**

As for Governance Studies, these fall under the Province’s restructure process and only apply to Local Governments. These studies are typically used when there is consideration being given to implementing significant changes in the way a community is governed and how services are delivered. For example, an unincorporated rural community wanted to municipalize. The only governance change that would occur for an improvement district would be converting to a regional district service or changing an improvement district’s boundaries.

Gareth Mogg  
Senior Planning Analyst | Governance and Structure  
Ministry of Municipal Affairs

The following points were brought forward by the Trustees by going around the table for comments on each topic:

- This is not a meeting to decide to hire someone mor to look at recommendations and how to deal with new things in the future.
- I want this to be a performance review of the whole operation but would be happy if it just focused on us and how we are meeting our mandate.
- Thank you for coming, generally we don’t have a lot of people show up. Would the Board benefit from looking at ourselves, a self assessment things we can do together. We have two new members and don’t want to jump into this kind of expense when we don’t know what we want ourselves.
- It is a good practice for Trustees to carry out some form of governance on their own and every few years with external assistance.
- Regular and ongoing reviews contribute to systems of democratic accountability.
- Definition concerns me, the two other districts that had a review were both in favour of rolling other fire departments together.
- I support a Governance review, this comes up from time to time, there are areas we can improve, we are doing well but could improve.
- This item didn’t appear on the November agenda and it has not been fully discussed, we all have independent opinions of what a review is. I am not against a review or an audit but I am against it by the definition of review as stated by the Ministry of Municipal Affairs.



### **Rationale:**

- RDN was never in the books the Island is changing and needs to be held to a higher standard.
- As Trustees one of our jobs is to review policies and procedures I don't see why there should be a problem with us doing this internally.
- We can establish select and standing committees with volunteers from outside the Board to look at specific matters. We don't want to waste time and money, can't access it this year and don't want to see it come out of saving funds so if we can get it done internally, so be it.
- What are the things that need to be fixed? When I first came on the Board the first 7 months I listened, read up on the Handbook and Letters Patent until I felt comfortable, if I had questions I could speak with other Trustees or the Corporate Officer. Can we do this review ourselves and come up with a template - yes. Are we working well, the C.O. read of a list of 9 accomplishments from this year alone, and the department continues to grow and recruit.
- All very well to say we can do it within but the Trustees are not communication together very well, not sure we can do it ourselves.
- The organization is growing it would be arrogant of us to believe we couldn't use outside help. I spoke to a consultant and the price tag was \$10,000 what I hope is that we can get a motion to move forward.
- When a person is elected to the Board they are provided with an information package which includes the Letters Patent, Trustee Handbook, Trustee manual, meeting procedure bylaw...it is up to us to read them and learn from them.

### **Ramifications:**

- It is my opinion that there is a firewall between the Board the Operations.
- I only see the positive side, positive responses, pressing forward and learning at the end have a working document we can show to the community. Not everyone loves the Board, that's just my opinion, I want to be autonomous but believe we need outside help.
- I am struggling the Trustees are in charge of the money for the department, we have not had time to get together on this subject. If we are doing things wrong would someone tell me what that is?
- We don't always agree which is a good thing otherwise we would just be rubber stamping everything.
- We are all different and do disagree sometime but our roll is to manage the budget, we are doing everything that is supposed to get done. The department fixes their own trucks, the Fire Chief flew to Calgary and drove the new truck back to save money.
- The department is paid the Trustees are giving up their time and sometimes receive unacceptable emails with unfounded accusations. If you are sick to see a Doctor sometimes you are too close to a matter and need to step back, I strongly believe we should have an external review.
- First time I have heard there is an issue between the Board and the department. We came up with a Code or Conduct this year which will also be included in the orientation package for new Trustees.

### **Financial Impact:**

- The Trustees were told at the September meeting that the budget needed to be in at by the end of October, it was presented at the October meeting and explained in detail by John

- Don't know what the exact cost is, possibly get some outside funding but it is premature to talk about funding at this time, we found the money for a lawyer.
- Don't know what the cost is going to be but this won't take away from the fire department. We need to talk about hiring outside and the Trustees having a diverse set of skills.
- As we have passed a budget funding is an issue and should not impact the fire department. Why did we not start at the beginning by finding out we need, we don't even know what we are looking at.
- Unless we know exactly what we are trying to achieve we should look to ourselves first and then outside and setting a budget for it.
- All the items on the budget were gone through, looked at the overages and underage from previous years budget we do not have the money to pay for this at this time and there is no way around it.
- It was mentioned that the money was found to fight the election battle but there is a line item for legal, not enough to cover it but still money in the budget, and that was an unexpected expense.
- We have had 50 years strongly believe we need a review to up our game.
- Our new trucks are paid for by saving up for them.

**Questions from the public:** (questions or comments to be limited to 10 minutes.)

- Moved by Chris Windess that the public be allowed to speak, discussion, seconded by Sean Lewis, carried.
- Trustees need a strong orientation when they start and need to be transparent and accountable. The Trustees represent us and we want accountability from you, need to figure out how to get the money for next year.
- There is supposed to be a firewall between the Board and Operations stated in guidelines, the government provides all the rules. In the fire department if a member misbehaves they get the boot you can't do that to a Trustee they need to be voted out, the Trustees need to read the manual. One thing that is a problem is secret emails being sent out from a Trustee to a select set of people, I'd like to be on that list. I see a good organization here we do not need to go outside of it. I'm tired of all the backstabbing, there is a reason the Board and fire department is separated.
- I am still confused about this meeting is this about Governance and if not let's drop the term. If there are problems on the Board follow the rules.
- I see dis-function on the Board and believe a review is necessary,
- Governance Review was not on the agenda at the last meeting it came as a complete surprise, a Trustees sent out an email to a select set of people stating that there were more negative letters than positive and begging shamefully for their letters, saying "at last we have a majority on the Board". This is not proper conduct this Board does need to look at procedure, you need advise and better orientation.
- Clear you need to work through things, and am happy to hear you are concerned for the budget. This review is discretionary you need all the budgeted capital for this year, if you feel you need a review put it on next years budget.
- I have attended the last 4 trustee meetings and there is an overall Board cohesiveness. I would be happy to sit on a committee having been on similar Boards and developed training packages in the past. I do not think you should spend any money until you have a defined scope, my recommendation is you define what you believe is lacking.

- I was a Trustee in the past and I commend the community for building this fire department and the firefighters for doing a fantastic job. Everyone sitting on the Board needs to work out their differences.
- Former Fire Chiefs comments discourteous. I support and salute the Trustees for discussing a Review, I support an internal Review. State of the Art fire hall now we need a state of the art Board, right now there is disfunction. You need to prepare a budget for next year. The Board needs diversity, people who will bring different talents.
- In favour of a Review of Policies and Procedures. When you have a working Board you can do a lot and once you figure how it's all going to work that's when you bring in external help, it never hurts. You need to talk about what the scope is, how much it is going to cost, what options are there, are there grants.
- Anyone can benefit from outside advise but maybe not immediately. Board of Trustees and Fire Department should be different.
- I would like to see a cooling off period and everyone make an effort to get along, everyone is trying hard.

Conversation between a Trustee and public member:

- I feel my email requests for support is fine coming from an elected official, this is important to me and I only asked them to support not telling them to or bribing them.
- I never said it was wrong to ask for support just using sending out information that the Trustees had received.
- You have identified a problem and it's brave to bring this forward, all of you want to succeed. I suggest a select committee, I'll volunteer don't sweep this under feet. Get a volunteer external review with a maximum of 3 skills sets on board and write up a report on how problems might be resolved.

Chair asked if there were any more comments from the public.

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

Meeting adjourned at 6:30 p.m.

**GABRIOLA FIRE PROTECTION DISTRICT  
GENERAL MEETING**

A General Meeting of the Gabriola Fire Protection District was held December 1, 2021 at the No. 1 Fire Hall with six Trustees in attendance, absent was Chris Windess. The meeting was called to order at 4:00 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 November 3, 2021 minutes, Diana Moher moved that the minutes be accepted as presented, seconded by John Moeller, carried.

**CORRESPONDENCE:**

- Nola Johnson

**COMMITTEE REPORTS:** N/A

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

**TRAINING OFFICER REPORT:** (As per written report)

- When might the EMR be up and running? - The Province is just now putting a push on having all FR departments do this, so we are ahead of the curve.

**ASSOCIATION REPORT:**

- The toy drive will be a “drive through” event this year, and GERTIE will be carrying a bin for toys and donations prior to it happening.
- The Association is going to try to hold a Christmas party this year.

The Chair thanked the Association for all they had done this year during the pandemic.

**OLD BUSINESS:**

Bios - if anyone has a new one they would like on the website please get it in.

**Book for library:**

- Waiting for Bylaw 98/100 to come back from Victoria and then will compile it.
- Book will be a live document - updated when necessary.
- Should have a table of contents.
- Should have the same information in the book as what is on the website.
- Have a communications meeting in the new year.
- Harassment & discrimination policy and procedure - should be reviewed.

**Audit/Worksafe:** To be discussed with the Fire Chief.

**Website:**

- Are the Trustees asking too much from the volunteers for this website?
- How do we get to where we want to be?
- Make a list of what we want to add and change and then make a decision.
- John Moeller is going to co-ordinate this list.

**Advertisement for upcoming vacancy:**

Discussion around the advertising, interviewing, and hiring date.

- It was agreed to stay with the old time line, of :  
February 4 Ad in  
March 16 Ad closes  
April 15 Interviews  
May 1 Hire  
June 15 Start date  
June 30 Paula's last day

(All the Trustees agreed on the above dates, Fred Apstien opposed wanted an earlier time line.)

- Some discussion around duties of Corporate Officer.

**Service Level of Fire Department:**

- It's the jurisdiction of the Board what the service level of the department should be and should meet annually with the Chief and Senior Officers to discuss it and chose that level with the advice of the Fire Chief.

Officers David Chorneyko, Elisha Bandel, Chris Manning, Jen Knight and Kitt Stringer and the Fire Chief were at the meeting to discuss the Service Level, absent was Evan McIntosh.

The following were comments from the Officers:

- Happy with the service level and think it's appropriate.
- The Playbook is changing in 2022 and quite happy with the level right now.
- Like the idea that we always push ourselves to the highest level.
- Pleased with the fact we are moving to EMR.
- Might need to go high angle rescue sometime in the future.
- 70% of our callouts are F.R. with the EMR the department can offer better support to the public.
- In order to meet the requirements for EMR what % of FFs need to be trained? - Min. 10.

Trustee Lewis thanked the Chief and Officers for their input and requested the Board direct the Chief to maintain present Service Levels, subject to review if any regulatory changes. TO Stringer said that the Playbook was to be revised in 2022.

### **Climate Change:**

- What I as a rate payer and a firefighter would like to see is for the Trustees to make a proclamation /statement to commit to long term plans in the handling of climate change within the Gabriola Fire Department.

A discussion followed around measuring emissions, fuel types, best practices on how to make calculations.

Fred Apstein moved that the Trustees of the GFPID support that climate change is real and go forward with the calculation of direct emission and calculation mitigation, seconded by Sean Lewis, carried.

### **10 Year Plan:**

The Fire Chief suggested that Albert Reed's 10 Year Plan continue to go forward especially now Climate Change will be included.

- What's the next step? - Suggest Trustees form a committee.
- Do we need any money for this? - Believe we have the skills to do this in-house.
- It's a big job, not going to happen over night.

### **Policies & procedures:**

- The Trustees should start putting together more policies, could start with a simple one such as "access to the building", could go through the Trustee Handbook and see what's recommended.
- How many policies do we have? - Very few.
- We should look at what we know and don't know, go through the Handbook then look at what we have and then come up with a list of what we do need. Suggest instead of a January meeting we could meet a few times and do our homework for the February meeting.
- Should have a few of them to bring to the next meeting.
- I would like to suggest we have a break from a meeting in January, we have had a lot of them and I could work on this instead and bring them to the February meeting.
- We have revisions to do we have a lot of stuff to do, I want a meeting in January.
- I would prefer that we have a working meeting instead.

Moved that the January meeting be changed to February, seconded, 3 - 3 tie, motion defeated.

### **Questions from the public:**

- Looked at the website the other day, hadn't visited it in two years, took me 20 minutes to find the Trustee contact. Should be updated weekly you can't neglect a website, ask for more volunteers or put some money towards it. I don't think a Trustee should be in on the re-designing it. (Trustee - I'm not the one doing the website I just offered to get the information that the Trustees want on it together.)
- We received a lot of emails from the public, none of them saying they couldn't find the Trustee contact on the web.

- Where are things at with the “review” that was being discussed at the Special meeting? - It hasn't been put to bed, there is going to be more discussion on the subject and what the next steps should be.
- If there is a public forum can the public speak? As long as the Trustees agree.
- The public are never not allowed to speak at a meeting, we appreciate input.
- Speaking for myself the topic is not dead, things will evolve.

Fred Apstein moved that the meeting be adjourned, seconded by Sean Lewis, carried. 6:10 p.m.

## SPECIAL GENERAL MEETING

A Special General Meeting of the Gabriola Fire Protection District was held December 1, 2021 at the No. 1 Fire Hall with six Trustees in attendance. The meeting was called to order at 7:15 p.m. by Chairman Paul Giffin.

The Chair stated that the reason for this Special Meeting was to deal with a letter of complaint from Nola Johnson regarding the Special Meeting held on November 24. Her complaint was two fold first that the meeting went off topic and second that there was bullying behaviour from Rick Jackson.

The Chair asked what the appropriate respond would be and the following discussion took place:

- Valid comments, much of what she listed was true.
- A lot of emails came in agreeing and disagreeing.
- Could just acknowledge receipt of the letter and that the Trustees discussed it.
- Discussed it and take her concerns seriously.
- Rick Jackson should have been stopped, Trustee was being picked on.
- Chair was in a tough situation but should have told Rick Jackson his comments were out of order.
- It was incredibly hard to hear in the Bay.
- I don't think we went off topic all comments dealing with governance.
- Kept the meeting legal by allowing the public to discuss their belief what the meeting was about wether or not it was what the Trustees meant.

The Trustees agreed that the letter should contain:

- Acknowledge letter concerns raised and discussed.
- Concerns will continue to be discussed
- Your suggestions have been taken into account.

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

Meeting adjourned at 7:45 p.m.