



Alberni-Clayoquot Regional District

MINUTES OF THE APPOINTMENT OF FIRE CHIEFS COMMITTEE MEETING HELD ON THURSDAY, SEPTEMBER 20, 2017 @ 6:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

PRESENT: John McNabb, Chairperson, Director, Area "E" (Beaver Creek)
Keith Wyton, Director, Area "A" (Bamfield)
Penny Cote, Director, Area "D" (Sproat Lake)
Charlie Starratt, Chief, Beaver Creek Volunteer Fire Dept.
Rick Geddes, Deputy Chief, Sproat Lake Volunteer Fire Dept.
Mike Cann, Chief, Sproat Lake Volunteer Fire Dept.

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 6:00 pm.

The Chairperson recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: C. Starratt

THAT the agenda of the Appointment of Fire Chiefs Committee meeting be approved.

CARRIED

3. ADOPTION OF MINUTES

a. Appointment of Fire Chiefs Committee Meeting – June 14, 2017

MOVED: P. Cote

SECONDED: K. Wyton

THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on June 14, 2017 be adopted.

CARRIED

4. DELEGATIONS

**a. Sproat Lake Firefighters Association - L. Ransom, T. Blight, W. Fenske,
B. Bingham Re: Chief Officer Selection Process**

L. Ransom submitted a petition to the Committee from members of the Sproat Lake Firefighters Association insisting the traditional and historical time honoured practice of selecting their choice of Fire Chief to the Sproat Lake Volunteer Fire Department through secret ballot process be continued. The delegation requested the Committee to consider continuing the process of allowing them to elect their own chief officer through a vote of the membership as they have done for the past 52 years.

The CAO and members of the Committee provided the delegation with an overview of the reasons for changes to the selection process for appointment of fire chiefs to the ACRD's volunteer fire departments including how the process significantly incorporates the objectives presented by Sproat Lake Firefighters Association.

5. REQUEST FOR DECISIONS

a. Request for Decision

Draft – Policy, Procedures, Job Descriptions and Qualifications – ACRD Volunteer Fire Departments

MOVED: K. Wyton

SECONDED: P. Cote

THAT the Appointment of Fire Chiefs' Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the following for the Regional District's volunteer fire departments:

- *Appointment of Fire Chiefs Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief Job Description*
- *Firefighter Qualifications*

CARRIED

6. ADJOURN

MOVED: R. Geddes

SECONDED: P. Cote

THAT this meeting be adjourned at 6:48 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Doug Holmes,
Chief Administrative Officer