

**SATURNA ISLAND FIRE PROTECTION SOCIETY
(SIFPS)**

MINUTES OF DIRECTORS' MEETING

March 15, 2012 @ 10:45 held at ESB#1

DIRECTORS PRESENT: Bernie Ziegler – President; Eva Hage - Secretary; Ron Hall – Treasurer; John Savage, John Money, Ted Syverson, Tom Johnstone, Robert Stuart, Dan Thachuk.

FIRE CHIEF – John Wiznuk

SIR CHIEF - David Rees-Thomas

RECORDING SECRETARY – Bev Lowsley

1. CALL TO ORDER

President Bernie Ziegler called the meeting to order at 10:45 am.

2. APPROVAL OF AGENDA

Item referring to sale of the mini-pumper will be under Asset Management.

Motion: Tom Johnstone moved approval of the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES

Spelling of Hugh Grasswick's name will be corrected. Also Robert Stuart was not present at the January 19 meeting.

Reports from John Money and Eva Hage which Bernie Zeigler read in their absence were not attached. Bernie will forward those for inclusion with the minutes.

Motion: Ted Syverson moved approval of the minutes of January 19, 2012 as amended

CARRIED

4. CORRESPONDENCE

Bernie read a letter from Andrew Money re desire to pursue EMR training and requesting financial support from SIFPS.

Motion: John Savage moved that this issue be dealt with during the *In Camera* part of the meeting. **CARRIED**

5. WELCOME GUEST

No guests were present.

6. COMMITTEE REPORTS

6. A. FIRE CHIEF'S REPORT

CRD Communications Centre information sheet was circulated for perusal (attached) John Wiznuk stated that the dispatch service from Langford has been satisfactory. The street address problems are a separate issue.

Motion: John Savage moved that the SIFPS Board accept this document as received and agree to endorse the proposal. **CARRIED**

The issue with accurate addresses is still an issue. GeoBC does not map private roads. John Savage will carry forward with this issue in discussion with the new CRD Director. Tom Johnstone suggested that the Corporate & Administration Committee be tasked to continue tracking this contractual issue.

The issue of a tax exemption for fire fighters has been discussed at a previous meeting. For smooth handling of this process the Fire Chief has records of time committed by volunteer fire fighters including actual responses as well as training.

Motion: John Money moved that the Fire Chief be authorized to sign the documentation for the Fire Fighters tax exemption. **CARRIED**

Motion: Dan Thachuk moved acceptance of the Fire Chief's report. **CARRIED**

6. B. SIR CHIEF'S REPORT (attached)

The rocks mentioned in the report have been moved so are no longer a problem.

Motion: David Rees-Thomas moved acceptance of his report. **CARRIED**

6. C. FINANCIAL REPORT

6. C i) Monthly Statements January and February

Draft copies of the January February financial reports were circulated.
January Total Cash and Term Deposits = \$97,120.76

Cash Flow documents were also circulated and discussed.
Both sets of the circulated documents will be distributed to Directors once finalized.

Ron Hall and John Savage will pursue discussion with the TD Bank to explore setting up a line of credit with no extra fees

Motion: Ron Hall moved to receive the draft financial reports as presented. **CARRIED**

6. D. ASSET MANAGEMENT COMMITTEE

6. D i) Signage

Signs are here and Jerry Pavlatos has agreed to mount them as soon as he returns from holiday. He has indicated that he has all the supplies he needs to accomplish this.

6. D ii) Asset Replacement Costs

Committee members dealing with this are not available to report so this will be brought forward to next meeting.

6. D iii) Completion of building tasks at ESB#2

Flooring has been ordered and Jerry Pavlatos will install it when he gets back from holiday next week. John Wiznuk also mentioned that cement pads are needed at the entrance to ESB#1. This will done after August. Ron Hall will bring this forward then.

6. D iv) Erosion around water catchment tanks

Harvey Janszen has repaired a problem which led to overflow of the tanks, eroding some of the sand at the base of the tanks. Sand has been replaced. JohnWiznuk suggested that an overflow pipe on the tanks at ESB#2 should also be installed.

6. D v) Sale of the old Mini Pumper

John Money has received an offer to purchase from Barry Crooks for use at his mill. Saturna Beach residents suggested that the vehicle be donated for use in their area in case of an emergency. There are potential issues with that suggestion, relating to SIFPS liability, ongoing maintenance and insurance costs for an inferior vehicle. Samuel Island owners are not interested. John Wiznuk suggested that a notice be posted requesting offers from other interested parties. He also pointed out that the sale should be of the truck and what is attached to the truck (eg. the tank).

Motion: John Money moved that Barry Crooks' offer be accepted as a base and that a notice be posted on both store bulletin boards requesting bids for the mini-pumper truck and tank with offers considered for 1 week from posting date. **CARRIED**

6. E. OPERATIONS COMMITTEE

6. E i) East Point Mini Pumper

The fire chief at Saltspring Island has given assurance that we will have the Mini Pumper by the end of the month.

6. E ii) Hydro costs at ESB#1

The hydro rates have come in at much higher than anticipated. Ted has checked the breakers to try and determine where a potential power drain is. The panel has been identified and further checking with individual circuits will be done. Bill House will be consulted to check the line with a meter.

6. E iii) Superior Tanker Shuttle Assessment Process

No report. Still in process.

6. F. CORPORATE & ADMINISTRATION COMMITTEE

6. F i) Meeting with Emergency Health Services Commission

Dan Thachuk described potential insurance liability issues relating to the level of emergency health services provided which do not come under BC Ambulance Services oversight. Dan will be meeting with Murray Rankin this weekend to work on a model agreement that represents what SIR volunteers are currently

doing and wish to continue. He proposes that they present the draft agreement to the Emergency Health Services Commissioner with the goal of "regularizing" the current standard of pre-hospital care which our responders are capable of providing to protect at-risk Saturna residents prior to transfer.

Motion: Dan Thachuk moved that SIFPS authorize him to move ahead as described. **CARRIED**

6. F ii) ESB#1 Site - PLA approval

Bernie indicated that he has no further information from Wayne Quinn who is working on this. The Ministry of Health has requested further documentation which John Money has provided.

The MOU with Saturna Rec Centre Society is in process while their directors peruse the documents.

6. F iii) ESB#2 Covenant /Islands Trust Council approval

A public hearing is scheduled for the April 9 Islands Trust meeting. There are 3 trees on order and coming at the end of March. These need to be planted to create a barrier, protecting the view from the road. This will be completed prior to the public hearing regarding the covenant.

The CRD water upgrading has resulted in some damage to the ESB#1 property landscaping and drainage. Eva Hage will approach the project manager to discuss mitigation of any damage.

Regarding the issue of landscape maintenance, Eve will put a notice in the Scribbler requesting volunteers. Meanwhile, some weeding and basic cleanup is needed at ESB#2 prior to the public hearing. Eva will hire someone for 8 hour to get the initial work done.

6. F iv) CRD Relationship

Tom Johnstone suggested that the new CRD Director be invited to a meeting with a sub-committee of SIFPS with a specific agenda of items for discussion. Initially a sub-committee of the Board should issue the invitation for a meeting. Tom Johnstone offered to participate on this committee. Suggested agenda items include revenue timing, charges by CRD and the process of handling tax money collected on behalf of SIFPS and the property address issues. Tom will draft a proposed agenda, forward it to Corporate & Administration Committee chair, Eva Hage for input, then will contact CRD Director David Howe to invite him to meet with the SIFPS subcommittee.

6. F v) Insurance Claim - ICBC

Ron Hall has been in touch with ICBC to clarify the actual amount of the claim and whether they allow a pass on a first claim. He now needs to request what the overall implications of a claim would cost if there is a charge to SIFPS. John Money suggest that Ron check through the insurance broker to determine implications on future insurance costs of SIFPS paying ICBC or making a claim.

6. F vi) Projected Replacement Costs of Turnout Gear

Asset Management Committee Chair has been away so no report is ready for this meeting.

6. G. COMMUNICATIONS COMMITTEE

6.G i) SIFPS link on Saturnacan site

No report for this meeting.

***Order of business was changed to address New Business before doing the *in camera* Human Resources items.**

7. NEW BUSINESS

7. A i) Flag pole follow-up

There is no report at this time. This item will be brought forward to next meeting.

7. A ii) Pictures of Firefighters

John Hutchison has suggested that portraits of the fire fighters be posted at the ESB in a format which could also be taken to public SIVFD events. This would help community members and visitors to recognize who are members of the department. Ted Syverson will take this on as part of the Human Resources Committee.

7. A iii) Negative Report in Gabriola news about SIFPS

Gabriola Island is planning construction of their own fire hall. An article in the March 5, 2012 Flying Shingle (Gabriola's monthly news bulletin) was published implying that SIFPS was not required to meet the same rigorous standards required of a Fire Improvement District Board. The article is posted on the Flying Shingle website. Bernie Zeigler read parts of the article which relate to Saturna Island.. He suggested a response pointing out factual errors, misinformation and innuendo contained in the article and asking for an apology and full retraction.

Tom Johnstone suggested emphasizing that there was process rigour throughout construction of both buildings, all engineering and building inspection standards were met and the buildings meet post disaster standards. Bernie will circulate a draft letter to the Board for approval prior to sending a response to the Flying Shingle.

6. H. HUMAN RESOURCES COMMITTEE continued (*in camera*)

1:20 PM Motion: Ted Syverson moved that the meeting move to *in camera* mode at 1:20 pm **CARRIED**

2:20 pm Motion: John Savage moved that the meeting come out of *in camera* mode. **CARRIED**

8. DATE OF NEXT MEETING - *April 19, 2012* at 10:45 in ESB#1 Fire Dept. training room.

9. MEETING ADJOURNED at 2:23 pm

Bernie Ziegler, President

Eva Hage, Secretary

Bev Lowsley, Recording Secretary

SIFPS Monthly Board Meeting
March 15, 2012
Fire Chief's Report

Operations:

There are two incidents to report: March 3, assist SIR with patient transport, March 12, tree down across East Point Road, near Crossingham, with the Telus cable diagonally across the road. The tree trunk was removed by Highways Maintenance with the help of those on scene, the Telus cable was marked by traffic cones so that one lane remained open. Damage was reported by the Chief to Telus and a repair truck arrived the next day to re-hang the cable!

Financial:

Request that the petty cash receipts be accepted and a cheque issued.

Training:

Regular training nights will continue.

A training exercise planned and sponsored by the Southern Gulf Islands Emergency Commission, will take place on May 26 at Winter Cove Park. This will be a multi-organization exercise including SIVFD, SIR, Parks Canada all the island emergency support services, the Medical Clinic and Island nurse and perhaps some Federal representatives. It will simulate an aircraft crash on land.

A level 2 technical rope rescue training and certification course is planned on Pender Island, June 10-12 + 16-17. I'm sure that Brent Sohier will bring this up nearer to the event time.

A specialized wildfire fighting training event is being planned for this summer.

Other Business:

A contract document has been agreed upon by CRD Protective Services and Langford Fire Dispatch Center. This will be offered to the CRD Board of Directors for approval in the near future. Saturna Island VFD will continue to receive the same services in essence for free as the CRD itself pays for the Southern Gulf Islands 911 Dispatch service. The department will be able to maintain its present level of service or with technological adaptations,

participate as fully as possible with computer aided dispatch and other services offered.

I mentioned in my last report to the Operations Committee that I was aware that both Pender and Mayne Fire Department's governing bodies were having Fire Wise Consulting prepare reports for them to assist with future strategic planning for their island fire services. I offer the suggestion that this might be a worthwhile course of action for the SIFPS Board to help to agree upon and set desirable goals for the department.

This is my last report to the SIFPS Board. Its been an interesting 20 years. Much has been accomplished, especially in the last few years and I am grateful that I leave SIVFD in far better shape than it was when I took over as Chief. I am aware that this has been a collaborative effort and my thanks go to all the members of the Fire Protection Society Boards of Directors presently and over the years whose positive, volunteer efforts have helped to make huge improvements in the prevention of and response to Fire and Life Safety incidents on Saturna and the affirmative community influence that the firefighters as a group have had on the Island.

John Wiznuk

**Saturna Island Rescue
Unit Chief's Report
January-February 2012**

Incidents

SIR crews responded to four calls in December, one in January and five in February, giving us 43 calls in calendar 2011 and 41 so far in the VIHA fiscal year ending March 31.

Training

With Brent in the process of becoming Fire Chief we are sending Shannon DeMan and Tony Simmonds to the EMR course in Victoria March 26-30. If Brent finds he has time after the transition, he may be able to attend the next EMR upgrade in May. It is hoped that Saturna Community Club and the Lions Club will share the cost of per diem expenses for Shannon and Tony.

On January 14th I attended BCAS courses at Ganges: Patient Consent and CPR/AED update. Amanda and Tony attended these courses on Mayne February 25th; Amanda and I attended a review of the AIME-BLS airway management course on the 24th.

February training involved a scenario of an unresponsive elderly occupant of a parked vehicle. With three of us having just completed the BCAS CPR/AED update, that will be the subject of training in March.

Equipment

Annie has returned. She has declined to comment.

Ambulance

No issues.

Station

A number of large rocks have been occupying the SIR crew parking place nearest to the Ambulance bay for the last few months. I'm not sure if it is intended to leave them there, but would suggest that they be removed as soon as possible.

David Rees-Thomas
Unit Chief
Saturna Island Rescue