

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

**MINUTES OF DIRECTORS' MEETING**

**May 17, 2012 @ 10:45 a.m. held at ESB#1**

**DIRECTORS PRESENT:** Bernie Ziegler – President; Theresa Howard – Controller; Ron Hall – Treasurer; John Money, Ted Syverson, Tom Johnstone, Robert Stuart, Dan Thachuk, Lee Middleton, Wayne Quinn.

**FIRE CHIEF** – Brent Sohier

**SIR CHIEF** – David Rees-Thomas

**RECORDING SECRETARY** – Bev Lowsley

**1. CALL TO ORDER**

The meeting was called to order at 10:40 am.

**2. APPROVAL OF AGENDA**

As there were no additions or changes to the agenda it was approved as circulated.

**3. APPROVAL OF PREVIOUS MINUTES**

**MOTION:** Ted Syverson moved adoption of the April 19, 2012 minutes as circulated. **CARRIED**

**4. CORRESPONDENCE**

A letter has been received from Emergency Management BC confirming Brent Sohier as local assistant to the Fire Commissioner with responsibility for the fire protection area of Saturna Island.

Bernie Ziegler has signed and returned a letter confirming engagement of Field and Company to do the SIFPS financial review for the AGM.

**5. WELCOME GUESTS & QUESTIONS FROM THE FLOOR**

No guests were present .

**6. COMMITTEE REPORTS**

**6. A) Fire Chief's Report** (attached)

Discussion of considering a site for training practices in an area where live burns would not be at issue for local residents. Ted Syverson suggested that the Operations Committee will explore this further.

Tom Johnstone noted that several volunteers have rejoined the Saturna Volunteer Fire Department. He has also heard positive comments about Hubertus Serm's training exercise.

**6. B) SIR Chief's Report** (attached)

Crew Chief David Rees-Thomas described the Emergency Program simulated air crash exercise planned for May 26 at Winter Cove. Volunteers are being recruited as "victims". Contact Dawn Wood if interested.

**6. C) FINANCIAL REPORT**

**6.C.i) Monthly Statement, April, 2012**

Statement was reviewed by Theresa Howard.

It was noted that the hydro bill at ESB#2 is higher than expected. Ted Syverson will investigate this.

**MOTION:** Theresa Howard moved that her report be accepted.

**CARRIED**

**6.C.ii) Line of Credit**

Ron Hall explained the line of credit which will be finalized once SIFPS has free-hold title. Ron will request that the TD Bank lawyers move to expedite this matter. The line of credit will operate like an overdraft protection process.

**6.C. iii) Financial Controls and Procedures**

During construction there was a process of having advance quotes submitted through Ron Hall and Theresa Howard so they could verify that adequate funding was available in the budget prior to accepting final bids.

Ron suggested that he, Theresa Howard and Robert Stuart will bring a draft of a procedure for financial controls to the next meeting.

**6. D) ASSET MANAGEMENT COMMITTEE**

**6.D.i) Asset Management Committee Report**

John Money reported that everything has been completed on both buildings. The CRD water upgrading has involved extensive trenching on the ESB#1 property will be remediated once they finish.

**6.D.ii) Completion of work at ESB#2**

Eva Hage submitted a report which Bernie read. It described the process and costs for the landscaping. The landscape plan is being updated to meet the Islands Trust requirements. The board agreed that Eva should proceed with hiring someone to continue with watering of the new plants through the summer until they are well established. One neighbour has signed off on the landscaping. Once the other neighbour indicates in writing that he is also

satisfied with the results, that information will be forwarded to Islands Trust noting that the terms of the covenant have been met.

#### **6.D.iii) Tanker Truck – Rising Costs**

There was an initial estimate from Derm Carberry on the work required to bring the truck up to standard but some unexpected work led to an increase in the costs. John Money recommended that the bill be paid. Ted Syverson listed further work that needs to be done and painting completed prior to mounting the tank. Financial implications of these issues were discussed.

**MOTION:** John Money moved that the budget for the tanker truck be raised from \$15,000 to \$20,000.

**CARRIED**

#### **6.E) OPERATIONS COMMITTEE**

##### **6.E.i) Operations Committee Report**

Saltspring Fire Department reported that they are in the final adjustments/review phase prior to plant inspection of the mini-pumper within the next 2 weeks. They will contact us once information is available.

Photos of the volunteers and both chiefs is being organized by Ted Syverson and Lee Middleton. Jim Hebert has responded that he would be willing to do the photography

Ted Syverson has sent an email to Ian Elliot regarding the hydro costs relating the generator informing him that for now it has been unplugged. He is awaiting a reply regarding possible partial payment by the Emergency Program.

It has been suggested that meeting times of the SIFPS Board be moved to start earlier or later. The current time requires the Fire Chief to miss an extended period of time from his paid work in order to attend the meetings. This will be brought forward to the new SIFPS Board after AGM elections.

A memo was received from Eva Hage expressing concern regarding John Money sending letters requesting donations from community service clubs for upgrading driver training of SIVFD and SIR to class 3 with air tickets. John Money did not apologize but offered his rationale for approaching the local service clubs for contributions without first approaching the SIFPS board on this issue.

Tom Johnstone stated that at the first meeting of the new Board of Directors standards of conduct as well as financial controls and procedures should be discussed and documented.

It was agreed that funding for this training is SIFPS's responsibility. If other organizations wish to contribute in some way (such as per diem support) that would be welcome. Lee Middleton will draft a letter to the Saturna service clubs clarifying this information.

### **6.E.ii) Superior Tanker Shuttle Assessment Process**

Lee Middleton has discussed the issue of reduced insurance rates based on risk reduction. He was informed that at this time there is a "soft" insurance market and individual residents should approach their insurance brokers regarding possible reduction because of updated fire protection on Saturna. Lee will put a note in the Scribbler advising residents of this approach.

## **6.F) CORPORATE & ADMINISTRATION COMMITTEE**

### **6.F.i) Corporate & Administration Committee Report**

Eva Hage was not present but she had sent a memo outlining suggestions relating to selection and number of board members, process of meetings, time of meetings, and committee roles and functions. This memo will be passed to Ron Hall for incorporation into the guidelines for new board members. There are currently 12 members on the SIFPS board however several are away for part of the winter.

### **6.F.ii) ESB #1 final approval**

The initial application for sub-division was submitted in June 2011. All documentation has been submitted to the sub-division approving officer. Wayne Quinn will monitor this and hopes for an expeditious decision.

The MOU with SIRCS has been signed. Bernie Ziegler read the text of the MOU. It was noted that this agreement is between the two parties; it is not linked to title on the land. There are separate easement agreements relating to the geothermal field and the septic system.

### **6.F.iii) Recognition for outgoing Fire Chief**

Filing of the documents will be held until June which will be the anniversary of John Wiznuk's 20 years of service

### **6.F.iv) CRD Relationship**

12:20 pm **MOTION:** Dan Thachuk moved that this topic be discussed *in camera*.  
Seconded by John Money. **CARRIED**

Tom Johnston submitted his report.

12:25 pm **MOTION:** John Money moved to come out of *in camera*. Seconded by  
Tom Johnstone. **CARRIED**

Discussion followed relating to the tax allocation, particularly PILTS, impacting service staffing to the islands. Brent Sohler detailed specific Parks Canada staffing cuts to Saturna which will impact on local fire and emergency responders. John Money also noted that there has been discussion relating to broadcast burns in Parks land. As a fire department it will be

important to establish safety standards relating to this. Tom Johnstone suggested that SIFPS request a meeting with Parks Canada regarding perceived risk of this action.

#### **6.F.v) ICBC Insurance Claim**

Information from Ron Hall indicated that the person from ICBC has responded that SIFPS can either pay the claim or seek advisement from their insurance carriers prior to Oct. 31 when fleet insurance premiums are due regarding any financial impact.

### **7.) COMMUNICATION COMMITTEE**

Lee Middleton will follow up with photos of the fire dept and SIR volunteers for posting at ESB#1 and also on the SIFPS website.

He will also submit an item to the Scribbler suggesting residents explore possible reduced home insurance rates in view of the increased standard to fire protection now available on Saturna Island.

### **8.) HUMAN RESOURCES**

#### **8.i) Per Diem Standards**

**MOTION:** Tom Johnstone moved that the board adopt the per diem rate as stated in the BC Government Employees Union government contract. Seconded by Dan Thachuk.

**CARRIED**

#### **8.ii) Volunteer SIVFD Support Positions**

The Human Resources Committee has drafted an ad identifying volunteer opportunities for various support roles. Training would be provided where needed.

**MOTION:** Tom Johnstone moved that Human Resources be authorized to proceed seeking interested community volunteers.

**CARRIED**

#### **8.iii) Pictures of Firefighters**

Lee Middleton has requested that Bernie will contact Jim Hebert to confirm that he will take photos on Saturday evening at the Pig BBQ. Brent will alert the volunteers to be ready for this at approximately 4:30pm.

#### **8.iv) Community Stewardship Award – John Wiznuk**

The nomination letter has been received and acknowledged.

#### **8.v) Memorial Bench**

The proposed bench was not appropriate as the attached plaque did not have adequate space for the inscription. Tom Johnstone has contacted the city of Victoria and received a quote

for a 70 inch red bench with an engraved brass plaque. This will be shipped to Saturna and is less expensive than the original one planned for purchase.

## **9. NOMINATION COMMITTEE REPORT**

All current board members except John Savage, have agreed to continue into next year. A request for expressions of interest from others has also been posted on the website, in the Scribbler and on local bulletin boards. As Tom Johnstone and Theresa Howard are both away for 5 to 6 months it was agreed to consider increasing the number of board members.

## **10. NEW BUSINESS**

### **10. i) Preparation for AGM June 24, 2012**

Bernie Ziegler has requested that all committee reports be submitted to him as soon as possible so he can compile an information package. The Recreation Centre has been booked for June 24. There will be a brief meeting prior to the AGM (please arrive at 10am) and the new board will meet following the AGM. Ron Hall will have his document for discussion at that time.

## **11. NEXT MEETING**

The next meeting will be on Sunday June 24, 2012 at 10am at the Rec Centre (prior to the AGM)

## **12. ADJOURNMENT**

The meeting adjourned at 12.57 pm.

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Bernie Ziegler

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Eva Hage

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Bev Lowsley

## **SIFPS Monthly Board Meeting**

**May 16, 2012**

### **Fire Chief's Report**

Operations:

There has been one fire dept. paged out call so far this May for an ambulance assist. I attended the southern gulf island wild fire prevention plan meeting in Saanich on Tuesday. What was discussed was the standardizing of wildfire risk signage for the gulf Islands. Financial:

There are some receipts that have been paid from the petty cash.

**Training:**

Four firefighters attended the B.C. volunteer firefighter spring training in Oliver. The four fire fighters have brought back a lot of new training ideas.

Four people are registered for the level 2 high angle rope rescue in mid June.

**Other Business:**

I would like to explore the possibility of finding a remote site for training. The site needs to be accessible to all the fire trucks. The site would be used for auto extrication practice, live burns, propane fires, wild fire sprinkler setup ect.

Brent Sohier

**Saturna Island Rescue  
Unit Chief's Report  
March-April 2012**

**Incidents**

SIR crews responded to ONE call in March for a total of 42 in the VIHA fiscal year ending March 31. We had 5 calls in April, plus two walk-ins, giving us 20 patient contacts so far in calendar 2012.

**Training**

Shannon DeMan, Andrew Money, and Tony Simmonds completed EMR training March 30th. We now have five attendants with EMR training. It is hoped that the new EMRs will obtain their licenses.

March training centred on CPR and AED skills. The April session was concerned with administrative procedures and paperwork, specifically the Patient Care Report.

The Southern Gulf Islands Emergency Program will be holding a major functional exercise May 26 (Saturday). The exercise scenario involves the forced landing of a Twin Otter aircraft in the field beyond the Winter Cove helipad. A fuselage mockup will be used with up to 12 passengers to be extricated, triaged, treated, and transported to hospital. Participating agencies will include SIVFD, SIR, RCMP, ESS, and of course Parks Canada, since it's on their turf.

Another exercise involving the Rope Rescue team, SIR, and Coast Guard Auxiliary is tentatively planned for June.

**Equipment**

No issues, however we have confirmation from Parks Canada that the big-wheel basket stretcher in the common-access storage is available for use other than on Parks land, e.g., should it be needed to extract a patient from Haggis Hollow.

**Ambulance**

We started using a block heater last fall because the ambulance was becoming increasingly hard to start. On receipt of the resulting Hydro bills it was determined that power usage was excessive, and we have unplugged the heater. Since then we have been starting the car on a more frequent basis and have found it

to respond reasonably well. At some point we will need to have the starter and probably the injectors checked out. We have been adding injector cleaner regularly on refuelling.

For future cold-weather use the block heater will be on a timer and limited to 8 hours on.

**Station**

Rocks moved, parking adequate. Salmonberry to be removed.

David Rees-Thomas  
Unit Chief  
Saturna Island Rescue