

**SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)  
MINUTES OF DIRECTORS' MEETING**

**Sunday, December 8, 2013 – 9:15 a.m. ESB#1**

**Members Present:** Bernie Ziegler, Wayne Quinn, Ron Hall, Dan Thachuk, John Money, John Robertson, Eva Hage, Lee Middleton

**Chiefs:** Fire Chief Brent Sohler, SIR Chief David Rees-Thomas

**Recording Secretary:** Bev Lowsley

**1. Call to Order**

President Bernie Ziegler called the meeting to order at 9:17am.

**2. Approval of Agenda**

Added under 7. A) New Business, a motion submitted by the Corporate and Administration Committee. Dan Thachuk also had an item to present.

**Motion:** Dan Thachuk moved to approve the agenda as amended. **Carried**

**3. Approval of Minutes of October 19, 2013 Directors Meeting**

**Motion:** Wayne Quinn moved to approve the October 19 minutes. **Carried**

**4. Business Arising from Oct 19, 2013 minutes**

**4.A) John Money's withdrawn resignation**

Background: Following the October 19 meeting the Board via email opted to rescind the original motion related to the water catchment (item 6.F i) because of a potential perceived conflict of interest.

Discussion: John Money stated that he talked to two contractors and both agreed to bid and gave their bids to John ten minutes prior to the board meeting. The lowest bid was accepted. John took issue with the process following the decision, that no one saw fit to approach him directly prior to the decision to rescind the motion accepting the lower bid. Eva Hage stated that she felt personal discomfort re: perceived conflict of interest but did not voice this at the meeting. She acknowledged that the board made a mistake in making that decision, so it was their responsibility collectively to rescind the motion. Wayne Quinn also noted some personal discomfort, but also did not speak up. No ill will was intended and it was not personal. All members need to adhere to the SIFPS code of ethics. Dan Thachuk apologized for not speaking up at the Oct. 19 meeting noting that in a small community it is imperative to be open and conduct ourselves in a

business-like way. Throughout the process of construction the Board has established their credibility. In this particular situation and the second issue of how we responded, it is important to be careful of responding in anger. John Money indicated that he will reconsider his resignation, if that is the wish of the Board, but requested that in future the Board operate in an open manner when contentious issues arise. There are only so many people to draw from when considering allocation of contracts. John Robertson noted his short period of experience with the Board and acknowledged that he was at the Oct. 19 meeting and at the subsequent meeting. At the time of the original decision he considered that it was a less than \$500 contract and he acknowledged the limited number of available contractors to take on the work. For small things he suggested we should go ahead as directly as possible. He found the wording of the email to be alarming which he considered to contain a certain bias against John Money. He also recognized that this is generally a well run organization. Lee Middleton agreed that he had not perceived any negative intent, but wonders if the committee structure is impeding the process of operating. It had value during the building process, but perhaps the Board can do business differently, rather than committees operating in isolation. Bernie Ziegler noted that the committee structure was suggested at an AGM. Ron Hall noted that the communication should work both ways, that John Money should have approached the committee when the issue arose as well as expecting individuals to approach him. John acknowledged " I probably moved too fast and will stand by the decision of the board either way". He then left the meeting to allow for free discussion and decision. Wayne Quinn suggested SIFPS should consider this a "speed bump" and learn from it. John's knowledge is invaluable. Hopefully we can proceed without a lot of angst as Boards do face difficult situations. Dan Thachuk questioned whether we can move ahead and work together comfortably in spite of philosophical differences. Eva Hage acknowledged that in a small community there will always be difficulties finding contractors and individuals need to step back from decisions which put them in perceived conflict of interest.

The board agreed, by consensus, to accept John Money's offer to retract his resignation. John then returned to the meeting.

5. **Correspondence:** Bernie Ziegler received an email from Deb Simpson resigning from the SIFPS Board as she had to move back to the Yukon because of her work. The Board can appoint another person to fill her position.

**Motion:** Dan Thachuk moved that the Nominations Committee develop a list of possible candidates to be on the SIFPS Board and bring this list to the next meeting. **Carried**

## **6. Committee Reports**

### **6.A) Fire Chief's Report**

Chief Brent Sohier's report is attached. He was not in attendance to speak to the report.

### **6.B) SIR Chief's Report**

David Rees-Thomas presented his report (attached). Vanessa Verbitsky has completed her EMALB practical exam but has not yet done the written component.. It is likely that she will be all done by the end of January. Ryan has issues requiring him to wait until the new year before completing his training.

### **6.C) Financial Report**

#### **6.C.i) Monthly Statements October and November, 2013**

Ron Hall circulated copies of the October and November statements. Wayne Quinn noted that the fax line at ESB#1 has been cancelled and a lower rate for telephone service at both ESB's has been negotiated.

John Money has spoken with his contact at BC Hydro concerning the fact that the Saturna firefighters are often called out for downed power lines. There should be some compensation for this service. So far there has been no response from BC Hydro to a previous letter to this effect.

**Motion:** Ron move to accept the financial statement with a possible amendment to the SIR liability insurance. **Carried**

#### **6.C.ii) Update to signing authority at TD Bank**

**Motion:** Ron Hall moved that the TD Canada Trust Corporate Resolution be approved with signing officers Bernard Ziegler, Eva Hage and Ron Hall. **Carried**

### **6.D) Operations Committee Report**

#### **6.D.i) Secure Storage**

Wayne Quinn is still looking into possible storage. John Money is also speaking with Scott Giroux re the possibility of Parks Canada providing a storage unit similar to the ones they have at their own sites. John Money suggested that if that is not forthcoming, he will speak to local contractors about construction of a storage container. This was approved and can come from the contingency budget.

#### **6.D.ii) Replacement of Rapid #1**

Wayne is also exploring availability of a suitable vehicle from another fire department which is updating their vehicles. He will continue his investigations.

#### **6.E) Corporate & Administration Committee Report**

##### **6.E.i) Renewal of MOU with Parks Canada effective 2014**

There is a meeting planned for Friday with the Parks Canada. Eva Hage noted that the discussion will relate to the wildfire agreement.

##### **6.E.ii) MOU between SIR and Parks Canada**

This issue is related to the item above, but does not apply to SIR responses to injury of individuals on Parks Canada land. She wonders if a comprehensive agreement covering all first responders should be developed.

#### **6.F) Asset Management Committee Report**

##### **6.F.i) Long term Capital Plan**

The list of assets is complete and plans have been identified for replacement over time.

##### **6.F.ii) Landscaping**

Jason Hammuda is no longer doing the landscaping. Wayne Quinn has spoken with John Wiznuk who is willing to look after maintaining the landscapes at ESB#1 and ESB#2.

##### **6.F.ii) Water Catchment at ESB#2**

**Motion:** John Money moved that Wayne Quinn approach Barry Crooks regarding installation of the additional water catchment at ESB#2 and that if Barry Crooks was too busy to do it, Wayne should ask Andrew to do the job. **Carried**

##### **6.f.ii) Small coverings for the entrance doors**

Wayne Quinn suggested that it might be worthwhile to consider adding small roof coverings or awnings over the entrance doors for protection when people are entering or leaving the buildings. This would also improve the general appearance of the buildings.

#### **6.G) Communications Committee Report**

John Robertson is willing to put together an item on volunteer training if he is given the information. Another option might be to profile one or two of the volunteers each month.

**6.H) Human Resources Committee Report**

Now that Deb Simpson has had to move back north, Lee will take on her role as chair of this committee. He will follow up on the plan for a training matrix for firefighters with Brent Sohler and for SIR volunteers with David Rees-Thomas.

**7. A) New Business**

**Motion: Moved and seconded by the Corporate & Administration Committee**

Part I: That the Board of the Saturna Island Fire Protection Society reconfirms its support for the Board of Directors Code of Ethics, Board Meeting Practice, Code of Conduct and Conflict of Interest guidelines adopted by the Board on September 29, 2012;

Part II: That by voting in favour of this Motion, current Board members confirm that they have read and understand these guidelines, and agree to conduct themselves and the business of the Board in accordance with those guidelines; and

PART III: That nominations for a new member of the Board must be accompanied by the nominee's declaration that he or she has read and understands these guidelines, and if elected or appointed agrees to conduct himself or herself and the business of the Board in accordance with those guidelines.

**Carried**

The Nominations Committee will provide these documents to any potential candidates for appointment to the Board

**7.B) Notice of Resignation**

Eva Hage presented a letter of resignation as the Chair of the Corporate & Administration Committee and as a Director of the SIFPS Board (attached). Ron Hall also verbally stated that he wishes to resign from the SIFPS Board effective immediately. He will submit a letter to this effect.

Individual board members expressed regret and recognized the commitment and contributions to the Board by both members. All members requested that Eva and Ron take time to reconsider their decisions. One lesson from the experiences of this past week relates to communication processes between members, especially use of email messages in place of face to face discussion of contentious issues.

**8. Date of next Meeting**

The next meeting will be on March 22, 2013 at 9:15 a.m.at ESB#1

**9. Meeting Adjourned at 11:45 am**

\_\_\_\_\_  
President, Bernie Ziegler

\_\_\_\_\_  
Secretary, Eva Hage

\_\_\_\_\_  
Recording Secretary, Bev Lowsley

**SIFPS Monthly Board Meeting**  
**Dec 09, 2013**  
**Fire Chief's Report**

**Operations:**

It has been busy since the last meeting. The fire dept has attended four calls since then with two of the calls happening at the same time, which proved to be a bit of a challenge. Two medical calls, one MVA and one hydro pole on fire.

**Financial:**

One bill paid from petty cash and two paid by credit card.

**Training:**

We hosted an OFA1 course in early Nov. Fire Dept. Officers have put together a new training plan for practice nights that lay out three months of training in advance so members can pre read.

**Other Business:**

- Secure out building to store landscape equipment and flammable liquids is needed.
- BC Hydro
- Removal of old truck parts from behind hall and old tires beside park storage.

Brent Sohier

**Saturna Island Rescue**  
**November 2013**  
**Incidents**

Still pretty quiet: two calls in September (on consecutive days!), and none in October except for a false alarm. And two calls, both minor, the day after that sentence was written, plus one that could have been serious on the 31st of October. Four calls in November, three of them on the 30th, which may be why I held off writing the report until December 1st. 42 calls for the calendar year.

**Training**

Vanessa has completed her EMR course on Mayne, had her EMALB exams on Monday, December 2nd, and passed with flying colours. She will be doing a short "Paramedic in Industry" course later to cover the minor wounds portion of OFA3. Ryan will start his OFA-EMR bridge course in town in January.

Tony Simmonds and I are ready to do a CPR/AED show pretty well any time we can get six interested people - we've decided 6 is the best number, given our facilities and equipment. Bev L collected 11 names for next January.

I attended the International Trauma Life Support conference in Vancouver November 8th and 9th. Interesting to see the developments in emergency management of trauma patients. Presented ITLS Assessment DVD and "Fix-it" protocol at first November SIR training

## **Equipment**

No issues.

## **Ambulance**

The car has passed its annual inspection. It also received a much-needed new starter.

## **Station**

No issues.

## **Crew**

No issues.

David Rees-Thomas  
Unit Chief

## **Letters of Resignation**

**From:** [Deb Simpson](#)

**To:** [Bernie Ziegler](#)

**Sent:** Thursday, November 28, 2013 6:16 PM

Good evening Bernie:

We have arrived in YK and all goes well. Not too cold - only -20 degrees. It just feels very cold - I guess we are just not used to it.

It is with regret that I must tender my resignation from the Fire Protection Society Board. It does not seem as if we will be getting back to Saturna very much over the next year or so- just the way things have worked out. John starts his "job" if you will on Monday and that will keep him hopping for the next year or so. I am writing pretty steady until March but I may take on additional work also. We shall see what is in the cards. I just don't think it would be fair to stay on the Board and not be able to attend meetings.

I wish you all the best of luck with your future endeavours on the Board.

Deb Simpson

PS. We will be there in January for a few short days on our way to Maui - hope to see you then.

December 8, 2013

**To the Directors of Saturna Island Fire Protection Society**

Three years ago, I joined the SIFPS Board with the objective to help improve the professionalism and transparency of a Board that had been mired in controversy. My hope was that with improved governance guided by best-practices procedures and policies used on other boards, SIFPS could regain the community's confidence that their tax dollars were indeed well managed and wasn't run by an "exclusive club".

I believe the Board has made significant strides to this end over the past three years and I commend current and past directors for making that happen. The adoption of Conflict of Interest guidelines and a rigorous budgeting process have been two important steps towards a more transparent, accountable and professional Board.

However, in light of the events that have taken place over the past several weeks - questioning the validity of our policies and procedures, failing to act in accordance with such, and when asked to remedy, respond by circulating hostile and aggressive emails - it is clear that I am no longer allowed, nor able, to carry out my duties as the Chair of the Corporate and Administration Committee.

I therefore, effective immediately, resign as the Chair of the Corporate & Administration Committee and as a Director of this Board.

Regards,

  
Eva Hedge