

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
Directors Meeting, Sunday July 20, 2014

Members Present: Wayne Quinn, Ron Lewis, Ron Hall, Eva Hage, Priscilla Hagar, Jody Gilmore, Deb Fry

Crew Chiefs: Brent Sohier, David Rees-Thomas
Recording Secretary: Bev Lowsley

Guests: John Wiznuk, Bernie Ziegler

1. **Called to order** at 11 am
2. **Approval of Agenda:** additions under other business Used Turnout Gear; Independent Fundraiser for equipment.

Motion Eva Hage moved, Ian Gaines seconded, to approve the agenda as amended. **Carried**

3. President's Welcome

President Wayne Quinn welcomed members and guests. He then acknowledged the good work of the previous board which will be carried on. He will draft a letter to members of the previous Board thanking them for their service.

His goals for this term are: a) to acquire a new fire rescue vehicle; b) to ramp up the relationship between the Board, the Chiefs and the volunteers; c) to assure that current vehicles are available and ready to perform when needed; d) to follow-up on a proposed benefit package for volunteers.

Ongoing business - continue to pay down the mortgage; have interface with the CRD especially related to their holdback for administrative fees on tax grant moneys; to include turn-out gear in the inventory and track use and age so reasonable replacement can be done as needed.

He welcomes input of new ideas from the board members.

4. Meeting Schedule 2014-2015

From discussion of when and how often members prefer to meet it was agreed to meet at 9:15 am Saturday mornings and to meet every 2 months. Meetings for the fall will be on Saturday, Sept. 20 and Saturday, Nov. 8. Dates for 2015 will be determined at the November meeting.

5. Committee Structure and Appointments (committee chairs in italics)

- a. Operations and Asset Management will merge as one committee to address operational issues as well as to monitor major assets and address their planned replacement - *Ian Gaines*, John Hutchinson, Wayne Quinn
- b. Corporate and Administration Committee- *Eva Hage*, Deb Fry
- c. Financial Committee - *Ron Lewis*, Ron Hall, Jody Gilmore
- d. Communications - interface with the community and other groups including items for the Scribbler - *Eva Hage*, Deb Fry
- e. Human Resources - personnel issues and proposed benefit plan - *Priscilla Hagar*, Jody Gilmore, Eva Hage.
- f. Nominations Committee - traditionally President and Vice President *Wayne Quinn*, Ron Hall

6. Banking Status

Coast Capital Credit Union is used for operating requirements, TD Bank Canada Trust holds the mortgage. Wayne will deal with Coast Capital relating to new signing officers. Currently on are Ron Hall and Jody Gilmore. New signing members Ron Lewis and Eva Hage will need to attend at Coast Capital with photo id to complete the relevant forms. Ron Lewis will deal with TD Canada Trust. They are asking for 3 approved signators with photo identification.

Motion: Ron Lewis, second Jody Gilmore that the board approve signing of the TD Canada Trust Corporate Resolution with the Executive Board members identified as signators. **Carried.**

Ron Lewis also noted that Chantelle has electronic access to the Coast Capital accounts for balance information. For security purposes Ron plans to change the access password and security questions.

7. Financial Update

The previously circulated financial report sheets were reviewed. It was suggested to add another column showing the previous year's actual amounts for comparison.

The construction mortgage will be added as a budgetary item as it is an ongoing expense until paid off. Once the CRD tax allocation is received a decision will be made about further payments on the mortgage for this year.

The Coast Capital savings account will be used as a separate way of tracking SIR money's (annual Island Health allocation as well as donations). There was discussion of issues relating to tracking SIR expenses as their fiscal year is different from the standard SIFPS fiscal year.

The previous web manager has withdrawn his services. Eva noted that there are several organizations needing this service.

Motion: Ron Lewis, second Eva Hage, to accept financial reports as presented. **Carried**

8. Subcontractor Contract Status:

Current contracts relate to cleaning, landscaping, book keeping, recording secretary, web site maintenance.

Cleaning: there is a cleaning contract for both emergency services buildings which was posted and granted to Jennifer Dahl. It is up for renewal in December.

Landscaping: at present Davie Obade is doing grounds maintenance at both buildings. A lawn mower was purchased. The Operations, Asset Mgt committee will look at this. Eva offered to meet with Davie regarding some of the landscaping issues.

Book keeping: Chantelle Grolway has been doing regular management of accounts, paying invoices at a reasonable rate. This position was not posted. Ron Lewis spoke positively concerning the quality of her work and the importance of continuity. Eva cautioned that if a benefit package goes ahead it could be conceivably added but this combined role would need to be posted. Advantages of an outside individual for arms length was discussed. Importance issue of community perception of selection processes. Suggestion to monitor costs now that the reorganization of the files has been completed. Ron and Jody will investigate then post for renewal with a specific contract.

Motion: to develop terms of reference for the bookkeeping role and post the position.

Carried

Recording Secretary: also was not posted and no written contract.

Motion: to prepare terms of reference and post position for Recording Secretary for SIFPS. **Carried**

Website management - Ron Lewis will contact Al Razutis for the access login for the existing site then will explore how much would be involved relating to website maintenance.

Motion: to table until Ron Lewis has the necessary information, then bring forward to next meeting.

Carried

9. Works in Progress:

Parks Canada MOU covers wildfire prevention and suppression plus payment if there is an event and co-operative training efforts. This has been circulated and is supported by the Executive. Wayne Quinn has signed the document but suggested that since there are not Parks Canada members available on Saturna further issues may need to be addressed with Parks Canada.

Vehicle replacement: the rescue van, purchased in 1989, is needing replacement in 2015. Being explored is a vehicle with quad cab, 4 wheel drive, and ample storage for equipment. There are various options available. This could require up to \$50,000. The next vehicle needing replacement is the Suburban. This will be explored by the Asset Management Committee in consultation with previous Board members who had done some initial work.

Volunteer benefits: Lee Middleton had done some initial investigation on options. The Human Resources Committee will investigate this further. John Wiznuk offered to meet with them.

CRD Update/contacts: Wayne has contacted individuals with whom he has previously worked and requested a meeting. He suggested that if would be helpful if Ron Lewis is available to attend as well.

10. SIFPS Chief's report

Brent Sohler presented his report (attached). The quote from FireFox for wildfire turnout gear is approximately \$...... . If approved this would exceed the budgeted amount for personal protective equipment however there would be ample by combining from other allocations which is still available. Funding options for this were discussed.

Purchase of the wildfire turnout gear was approved by consensus.

There is a need for a Mutual Aid Agreement with CRD concerning response from other South Gulf island departments in a significant emergency.

Parks Canada authorization to add their frequency to the SIFPS radios is in process. It must also be approved by CREST as their towers are used.

11. SIR Chief's report

When two response vehicles are needed at the same time for emergencies, Rapid 1 can be used, which happened recently. There was a question of whether SIR members who are not firefighters are driving that vehicle, will the insurance cover those individuals.

12. Other Business:

a) Hall Monitors

In the past, community volunteers have done checking of the ESB's to assure that everything is secure and in order.

John Wiznuk has been doing this at ESB#1 and Ted Syverson at ESB#2. This will be continued if both individuals are agreeable.

b) Wayne read a letter from John Wiznuk with a request for the SIFPS Board to approve donation of turn-out gear which is being replaced for distribution in third world countries who have none.

c) Independent Fundraiser for Equipment: At the AGM concern was expressed by a resident of East Point concerning delay of the pumper truck at ESB#2 in responding to a recent fire emergency. He has since suggested an independent fundraising campaign to buy a newer, better truck. There was discussion of competing fundraising requests on Saturna. SIFPS has an acquisition plan for vehicle replacement already. Wayne suggested passing this back to Dwight for him to investigate and determine if he wants to spearhead this effort as a neighbourhood project.

13. Adjournment:

Meeting was adjourned at 1:15 pm.

Next SIFPS Directors meeting will be September 20 at 09:15am.

President, Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Bev Lowsley

REPORTS

SIFPS Board Meeting July 20 2014 Fire Chiefs Report

Operations:

Tender 1 has been to P&R and is back and operating better. Brian Carpentier advises that the clutch could use some adjusting. Tender 2 has two new batteries and a 1.5 amp charger/battery maintainer installed in it. Engine 2 is functioning fine again after replacing fuse.

Financial:

Have quote from Fire fox for wildland gear.

Training:

Training nights and truck checks will happen every two months at esb 2 with the whole department. Training for the summer is all in house and all revolving around wildfire. I have met with the new parks fire manager and we are trying to arrange some joint training.

Other Business:

Mutual aid agreement
Parks radio frequency

Brent Sohler,
Fire Chief

Saturna Island Rescue July 2014 Incidents

Well, not so slow after all: 5 calls in June, and 6 so far in July (5 of them between the 1st and the 5th). 23 BCAS pages in the fiscal year, two significant non-paged first-aid incidents. Fifteen minor (mostly *very* minor) first-aid incidents at the LBBQ, a bit more than usual.

Training

RCMSAR Station 20 Pender Island (Coast Guard Auxiliary rebranded) have expressed interest in a joint exercise. We will work with RCMSAR 20 and BCAS station 114 Pender Island to ensure common procedures.

Equipment

After the second call July 5 we decided to align the FR (Rapid1) jumpkit contents and layout with that carried on BULA to make life easier for members attending in the FD vehicle. The crew at training July 8th rearranged the contents of the Rapid1 and ESB2 jumpkits accordingly. A BP cuff and stethoscope have been purchased for the Rapid1 jump kit. The pulse oximeter donated by Carole Campbell will be transferred to this kit. The ESB2 kit already contains our spare pulse oximeter. Tony Simmonds, the member most likely to use the ESB2 kit, carries a BP cuff and stethoscope.

We have purchased an inexpensive camera to carry on car primarily to avoid the use of personal cell phones in taking photographs for the coroner. Cost approximately \$115, to be reimbursed to Linda Cunningham.

Ambulance

A rear tire was damaged leaving the dock after a water-taxi transfer. The damaged tire was replaced at a cost of roughly \$250. Derm fitted the spare tire and installed the new tire. Derm`s labour was a contribution to SIR for which we are most grateful.

There has been some discussion of insurance coverage for drivers of Rapid1 when it is used as the backup ambulance, raising the question of whether or not a SIR member who is not a firefighter may operate the vehicle. As Rapid1 is our backup ambulance when BULA is out of service or already on a call, this matter is of some importance.

Station

The ambulance bay overhead door is becoming somewhat stiff and difficult to raise. Ian Gaines has kindly offered to adjust the springs.

Crew

Andrew is not back full time but is able to do some part-time on call. Fortunately the 5th was one of the days when he was available, as we had two calls at the same time, and all hands were kept busy.

David Rees-Thomas
Unit Chief Saturna Island Rescue