

SIFPS DIRECTORS MEETING
Saturday, March 22, 2014 – 9:15 a.m. ESB#1

Members Present: Bernie Ziegler, John Robertson, Wayne Quinn, John Money, Al De Joseph, Jodi Gilmore, Lee Middleton, Debbie Fry

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

Recording Secretary: Bev Lowsley

Bookkeeper: Chantelle Grolway

1. Call to Order at 9:15 am

2. Approval of Agenda

Additions under 8.F Asset Management: Landscape and search for new vehicle.

The agenda was approved as amended.

3. Approval of Minutes of December 8, 2013 Directors Meeting

Motion: Al de Joseph, second John Robertson, that the SIFPS minutes of December 8, 2013 be approved as circulated. **Carried**

4. Approval of Minutes of January 11, 2014 Directors Meeting

Motion: Al de Joseph, second John Robertson, that the SIFPS minutes of January 11, 2014 be approved as circulated. **Carried**

5. Business Arising

5.A.i) Appoint SIFPS Board Secretary

Motion: John Robertson, second John Money, move to appoint Debbie Fry as Secretary of the Saturna Island Fire Protection Society. **Carried**

6. Correspondence

6.A.i) Dan Thachuk Resignation

Chair Bernie Ziegler read an email from Dan Thachuk resigning from the SIFPS Board for health reasons (open heart surgery on Feb 19). A copy of the email is attached with these minutes.

Motion: John Money, second Debbie Fry moved to accept the resignation of Dan Thachuk, with regrets. **Carried**

6.A.ii) New Member Application

Darren Gilmore has applied for membership as a property owner on Saturna. His application was accepted as it meets the criteria.

6.A.iii) Card of thanks

A card was received from Ryan Johnson thanking SIFPS for support with his training.

7. Welcome Guests & Questions from the Floor

There were no guests present.

8. Committee Reports

8.A) Fire Chief's Report

Chief Brent Sohler presented his report (attached). He noted that SIFPS needs to speak with CRD to determine what is required for a Mutual Aid Agreement to cover liability so other islands can assist if needed. He will contact Nancy Moore in the CRD Risk Management department.

The Governor General's medal for previous chief John Wiznuk has now arrived. It was agreed to hold it for presentation to him at the May Pig BBQ. There was also a plaque recognizing his 20 years of service which will be framed for presentation.

8.B) SIR Chief's Report

Crew Chief David Rees-Thomas presented his report (attached). A SIFPS member recently experienced a leg injury and did not call 911 but later went to hospital and discovered that it was fractured. He will submit an item to the Scribbler advising individuals to call 911 even if they are unsure whether an injury is serious or not.

The new AED battery cost \$360 but an invoice has not yet been received. David will follow-up on this.

8.C) Financial Report

8.C.i) Monthly Statements December 2013, January, February 2014

The December 2013 report had been submitted by Ron Hall. Chantelle noted that she will be meeting with the accountant tomorrow to review the 2013 financials. Chantelle circulated and reviewed draft January and February reports. The variable rate mortgage has been paid off. At this time these statements are still in draft.

Chantelle stated that the records are kept using QuickBooks then previously the reports were transcribed using Excel. She requested approval to change the format using reports generated from QuickBooks which will take better advantage of the QuickBooks system. There was also discussion about the different fiscal year end for SIR which needs to be tracked through to the end of March.

Motion: John Money, second Jodi Gilmore, moved to accept the draft financial reports as presented and to approve the proposed reporting system for future reports.

Carried

8 C.ii) Update signing authority at Coast Capital Savings

Jodi has been in to do the required paperwork. Chantelle pointed out that Coast Capital will not give her specific information on the SIFPS accounts as she does not have signing authority. She therefore requested that she be designated as a signator on the accounts as well.

Motion: John Money moved, second Jodi Gilmore, that Chantelle Grolway be approved to have signing authority in place of Lee Middleton **Carried**

8.C.iii) WCB Filing: This has been done.

8.C.iv) T4 Filing for Chief Sohler: This has been done

8.C.v) 2014 CRD Tax Payment

Bernie Ziegler reported receipt of notification from the CRD tax department that because of a drop in assessed values of properties they will not be able to provide SIFPS with the usual \$200,000 allocation. Bernie will try to clarify the actual amount available for this year. He pointed out that by 2016 the remaining mortgage will be paid off so then SIFPS may be able to reduce the amount requisitioned for the tax allocation.

8.D) Operations Committee Report

8.D.i) Secure Storage

The issue of storage of the gardening equipment has been solved by John Wiznuk so this is no longer a problem.

8.D.ii) Water Storage at ESB#2

Wayne Quinn reported that the tanks were checked March 21 and are working properly. Two are completely full and the third is partly full. There is approximately 14,000 gal stored at present including the potable water.

8.D.iii) CRD Water Source Report

Al De Joseph presented a summary of the CRD Fire Protection Water Inventory Project which has been completed and published in February. Currently, approximately 35 sites have been identified as designated water sources for Fire Department use on Saturna. Al also noted that many properties also have one or more water tanks which in an emergency might be use for fire suppression. John Money pointed out that such tanks would probably require larger valves to attach fire hoses. It was also noted that there are potential sources of funds for more dry hydrants.

8.E) Corporate & Admin. Committee Report

8.E.i) Renewal of MOU w/Parks Canada, effective 2014

Lee Middleton reported that an agreement for shared responsibility for fire suppression on Parks Canada property has been completed in draft form. One proposed change relates to wildfire suppression training. Lee will send out the draft agreement to the rest of the directors. Parks Canada does have an extensive fire management plan which identifies levels of training for wildfire suppression. As they do not have adequate Parks Canada employees on Saturna one aspect for consideration is to have them do wildfire suppression training here for all their members jointly with local firefighters. It was suggested that Lee request a closure date of May 1 so the agreement will be in effect for fire season.

8.E.ii) MOU between SIR and Parks Canada

This is a separate MOU from that with the fire department. Bernie will get the previous MOU from the locked files and will pass it to Lee as a starting point.

8.E.iii) Presentation to Ian Elliott

Ian Elliot, Manager for CRD Electoral Areas Emergency Programs is retiring at the end of March. When he was on Saturna on March 8 for a public presentation at the Hall, SIFPS President Bernie Ziegler formally thanked Ian for his ongoing support of the Saturna Island Fire Protection Society and retired Chief John Wiznuk presented Ian with a photo of Saturna emergency responders (fire and SIR) in front of ESB#1

8.F) Asset Management Committee Report

8.F.i) Long Term Capital Plan

Wayne Quinn reported that the main capital needs in the next couple of years will be vehicle replacement. He has started doing some research for possible replacement vehicle for Rapid 1.

8.F.ii) New Cleaning Contract

Chantelle has not renewed her contract for cleaning the Emergency Services Buildings.. Thanks were expressed for her past service. Harbour Maid Services has been contracted to take on this role starting in April. Chantelle will do an orientation to the requirements of the job.

8.F.iii) Truck Maintenance

One of the trucks had needed some work which has been completed by Derm Carberry. An issue with filling of the tanker has been remedied.

8.F.iv) Landscape and maintenance

Wayne met with John Wiznuk regarding the landscaping. He and John went out to ESB#2 and identified what is required. While there Wayne noted that some light maintenance is also needed (checking emergency lights, that filter baskets are clean and pump plugs are intact).

Motion: Wayne Quinn moved, second Jodi Gilmore, to combine light maintenance into the landscaping contract with an increase from \$18 per hour to \$20 per hour. **Carried**

8.F.v) Replacement of the Rescue vehicle

This vehicle is due for replacement next year. Wayne has been looking at various fire dept websites to see what is available and asking prices as a basis for planning the purchase process. This will be a large capital expense. John M. also suggested considering fleet maintenance vehicles. Brent noted that the advantage of a retired fire vehicle is that they are already equipped with basic equipment, lights, etc. Wayne asked if he finds an appropriate vehicle which is affordable can SIFPS move ahead before next year. Chantelle suggested a review of the budget as part of her financial review to determine what funds might be available.

8.F vi) Blinds

Wayne is looking to purchase a blind for the window at ESB#2. It was also suggested that the 3 windows in the ESB#1 training room might also need blinds. Wayne will take measurements and investigate prices.

8.G) Communications Committee Report

John Robertson will work with Lee on an article for the Scribbler.

8.H) Human Resources Committee Report

Lee will work with Brent and David to identify potential training needs. This is a work in progress and will be reported at next meeting.

8.I) Nomination Committee Report

There is presently a vacancy on the board. Bernie and John M have approached several potential members and will report at the next meeting.

9. New Business

Committees - New Board members have currently been assigned to vacant spots. Bernie will send out a list of committees for review so if any members wish to change this can be discussed

10. Date of next Meeting

Next meeting will be on Saturday, April 19, 2014 at 9:15 a.m. at ESB#1. As Bev will be away Jodi agreed to do the minutes.

11. Adjourn at 11:35 am.

President Bernie Ziegler

Secretary, Debbie Fry

Recording Secretary, Bev Lowsley

**SIFPS Board Meeting
March 22 2014
Fire Chiefs Report**

Operations:

Last year the SIVFD issued 234 burning permits between April 18th to June 30th. The fire dept. responded to 18 calls in 2013, 2 inside the GINPR, 2 Hydro calls and 2 MVI's which is down from 23 in 2012. So far in 2014 there have been 4 calls 3 of which were hydro related calls. SIVFD roster consists of 20 members.

Financial:

There are two receipts to be paid.

Training:

The fire dept. has instituted a new training model that sets out three months of practices that are instructed by a different person every time.

Other Business:

Mutual aid agreement

Brent Sohler

Saturna Island Rescue

March 2014

Incidents

44 calls in calendar 2013; 42 in the VIHA fiscal year ending March 31st (one in January and two in February, none in March). Plus maybe half a dozen non-911 first-aid and patient assistance incidents. Plus a number of people breaking things and dealing with them on their own, not necessarily in the most appropriate manner.

Training

Vanessa has completed all of her EMALB exams and is awaiting delivery of her EMR ticket. Ryan has completed the course but has not yet started the exams. We're now up, or almost up, to six licensed EMRs, something of a record for Saturna. Manuals and on-line access have been purchased for all of the EMRs for the International Trauma Life Support BLS course. Amanda has been able to take the associated hands-on training and is reviewing the skills she learned and working the crew through scenarios on SIR training night. We hope to find a way to get the hands-on portion for the rest of the crew.

The AED/CPR course fell through the cracks following Christmas. It's still on the books, but without a definite date.

Equipment

No issues. A spare battery for the LP1000 AEDs has been purchased.

Ambulance

No issues. In particular, no problems starting the vehicle this winter!

Station

No issues.

Crew

No issues beyond the fact the Wes Foster has resigned.

David Rees-Thomas, Unit Chief Saturna Island Rescue

Correspondence: re Director Resignation from SIFPS Board

To: "Bernie Ziegler" <ziegler@saturnanet.net>
Sent: Tuesday, February 18, 2014 8:43 PM
Subject: SIFPS

Bernie:

My open heart surgery is scheduled for early tomorrow morning, Wednesday, February 19, 2014. Recovery is expected to take a minimum of 6 to 8 weeks although I should be home by early or the middle of next week. I therefore tender, as I indicated I would, my resignation as Director of SIFPS effective tomorrow.

Should add that I had a 45 minute telephone conference with the new Parks Superintendent last Friday afternoon. This was a result of conversations that I had with Nathan Cardinal and Scott Giroux late last year and earlier this year concerning the proposed Agreement. Scott, in particular, thought that Ms. Morash would welcome and indeed would benefit from an opportunity to hear what I was saying on the part of SIFPS.

When I get home from hospital, I will sit quietly and prepare a report to the Board about my conversation with Ms. Morash. I believe she was receptive to the concerns we have been raising, and told me that she would be taking what we had discussed, back to her staff to review what was currently on the table. Of particular interest to me (and I believe to her as well) was the Park's own Interim Fire Management Plan -- a document that I got from Nathan Cardinal a short time ago, and which we had not seen before. It is one of the things I will discuss in my report.

I called Brent Sohier this evening, and told him about my conversation with Ms. Morash. She is interested to knowing how our Chief feels about things, and this may give him an additional opportunity to ensure that our volunteers have everything they should have by way of appropriate gear, equipment and training.

Dan Thachuk