

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

JULY 26, 2015, 09:15 AM at ESB#1

Directors Present: Wayne Quinn, Ron Hall, Priscilla Haggar, Deb Fry, Ron Lewis, Ian Gaines, Harvey Janszen

Regrets: Jodi Gilmore, Eva Hage

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

Recording Secretary: Beverly Lowsley

1. Call to Order

President Wayne Quinn called the meeting to order at 09:15 am.

2. Approval of Agenda

Motion by Deb Fry , to accept the agenda as circulated.

Carried

3. Approval of Minutes

Motion by Deb Fry, to approve minutes of the May 17, 2015, Directors meeting.

Carried

4. Business Arising From Minutes

Eva Hage sent an email noting that the Parks Canada SIR agreement has expired. Brent noted that Pender Fire Department is under CRD.

Ron Lewis questioned whether licence plates and insurance on the sold vehicle have been cancelled yet. There should be a refund of some of the insurance fees. Ian Gaines will deal with this next week when he is in town.

5. Correspondence - Copy of a letter to Brent regarding parking on Saturday market days was received from the market committee. So far the cones have been working to allow access to the driveway.

6. President's Report – Cel phone for SIR has been researched by Jody and Wayne will deal with ordering that. Also noted, that Bill Relph and a number of VIHA directors will be on island on August 31. Wayne will be showing them the SIR area in the afternoon. Positive feedback from Dwight and Bob Searle to Brent on the practice he held at East Point last week. Confirmation from the SIR group that they are working in cooperation with SIR Chief, David Rees-Thomas

7. Fire Chief's Report - Chief Sohier presented his report (attached). A number of residents at East Point have had water thefts. Brent questioned whether there might some way to secure

the access valves on the water tanks at ESB#2. So far there have not been any issues and water levels are checked regularly by Ted Syverson. Pender Chief is promoting the idea of acquiring a fire boat for the South Gulf Islands. Estimate annual cost to maintain was projected as \$150,000. Brent provide Wayne with a copy of a recent letter to CRD Director David Howe and signed on behalf of SGI Fire Chiefs, implying our endorsement of the idea. Wayne will write a letter on behalf of the Board to Pender Island Chief and copy it to David How, stating the SIFPS position that this is not something we could support financially.

8. SIR Chief's Report - Chief Rees-Thomas presented his report (attached). He described the value of being able to contact an emergency physician on call to advise concerning potential transport issues. Amanda who is SIR training officer will focus on this at next practice. In regard to the HSA benefit program, Eva has offered to oversee the program and Priscilla volunteered to collect the quarterly reports of volunteer participation.

9. Establish Board Sub-Committee Membership for 2015 - 2016

Sub-Committee roles were briefly identified and membership was confirmed as follows:

- Operations and Acquisition - Wayne Quinn and Ian Gaines
- Corporate and Administration - Eva Hage and Deb Fry
- Financial - Ron Lewis, Ron Hall and Jodi Gilmore
- Communications - Harvey Janszen and Ron Hall
- Human Resources - Priscilla Hagggar and Deb Fry
- Nomination Committee - Wayne Quinn and Ron Hall

10. Consider Adoption of 2014 Financial Report from Field and Associates

The Field and Associates report was presented at the AGM. Ron Lewis noted that a copy is required to be sent to CRA and to TD Bank and Coast Capital Savings which will be done.

Motion: by Ron Lewis, to adopt the 2014 Financial Statement prepared by Field and Associates as an official copy and clear reflection of SIFPS 2014 financial records.

Carried

Deb offered thanks to Ron Lewis and Ron Hall for their work on maintaining the financial records.

11. Consider May and June monthly statements for approval

Income and Expense reports were circulated. Note was made of receipt of a \$2000 donation from the Saturna Women's Club to assist with away from home expenses for SIR volunteers who recently completed certification training. Also of note, the mortgage is now down to \$22,000 so should be paid off in the early part of next year.

Motion: by Ron Lewis to adopt the May and June statements as reported.

Carried

Wayne thanked the finance committee for the work they put in to transferring the accounting records over to Quick Books format.

Brent noted that payment for the allocation of house numbers and address verification will no longer be the responsibility of the Fire Chief as of January 1, 2016. It will be taken over by CRD for all of the South Gulf Islands.

12. Consider motion to appoint subcommittee members to work with SIR to investigate options for a new Saturna Island Rescue financial and operational model

The present financial model, which relies a grant from VIHA as well as on donations. This is not sustainable for long term operational needs. SIFPS has committed to work with SIR to explore possible avenues for more sustainable funding.

Motion: by Deb Fry to appoint Priscilla Haggar, Ron Hall and Wayne Quinn to a special board sub-committee to explore new operational and financial funding possibilities for ongoing needs of SIR. **Carried**

David explained the current status of SIR as it relates to BC Ambulance Service. He suggested that Emergency Health Services Commission be approached to look into development of a regularized status for a system which has been in operation for over 25 years. Various issues and approaches were discussed.

13. Consider a motion to advise CRD's Peter Ensor of Saturna volunteer's level of service as per OFC playbook

The Office of the Fire Commissioner has developed a province wide playbook identifying three levels of service (exterior attack only, interior attack or full service response). Each department is required to declare their approved level of service. Based on this, Saturna Island Fire Department is classed as exterior only. For interior attack classification a pump capacity of 1050 gal/min. is required. Saturna can currently achieve this capacity through use of several pumps simultaneously. Brent outlined the training and documentation tracking implications.

Motion: by Deb to notify CRD that SFPS in consultation with the Saturna Fire Chief, has determined rating as an exterior attack fire department with expectations of achieving interior attack level within the next 4 years.

Carried

There was discussion relating to giving feedback regarding the challenges for small rural departments of meeting requirements easily achievable in urban areas. This will be included in a covering letter.

14. Consider advertising for a bookkeeper

Various suggestions of possible candidates were presented. Ron Hall will approach Jenna Foster to determine if this might fit better into her schedule at this time.

15. Determine meeting dates for 2015 - 2016

Meeting dates for the rest of this year were agreed upon as September 26 and November 21. Dates for 2016 will be projected at the November meeting.

16. Board Members' commentary on issues needing attention in 2015 - 2016

Ian shared a list of items to be addressed which John Hutchinson had compiled. These will be taken up by the Operations Committee.

Wayne noted that he had sent a thank you to John for his contributions to the board over the past year. Also a report to the BC Societies Act has been submitted.

Deb expressed ongoing concern regarding Parks Canada not clearing debris which is a fire hazard especially in areas near roads and trails.

Ron Lewis identified SIR funding as first priority. He also suggested public outreach concerning potential fire hazards with current drought conditions and what to do if there is a fire, including emergency evacuation plan. There was discussion of the role of SGI Emergency Program and a suggestion to approach Dawn Wood to briefly present an overview. Wayne will invite her to a fall meeting.

Other suggestions: fundraiser - bulk purchase of fire extinguishers and smoke detectors/alarms for local resale (incl. Cold Fire extinguishers? effective but expensive);

- outreach table at Saturday markets to raise public awareness concerning fire safety;

- installation of a notice board at ESB#1 for fire rating, burning notices, public awareness information;

- identify areas with water tanks or stand pipes which may be in need of repair (eg. at East Point), also dry pump access for use of sea water in emergency.

17. Adjournment

The meeting was adjourned at 11:20 am.

President Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Bev Lowsley

SIFPS Board Meeting

July 26 2015

Fire Chiefs Report

Operations:

There have been 14 calls to date which is right on par with the average. 9 people attended an air brakes course last weekend. We had a wildfire course in early June which was very timely as the wildfire season started early this year.

Financial:

There will be an invoice for the air brake coarse and from the wildfire coarse.

Training:

We had a training night at east point last week to go over the pto on the tanker as well as the water system and gen set.

Other Business:

Mutual aid agreement

Fire Boat

ESB 2 stand pipe

Brent Sohier

Saturna Island Rescue

July 2015

Incidents

Only two calls in June; July, on the other hand, produced ten more by the evening of the 23rd, for a total of 19 in the EMALB license year or 27 in the calendar year.

Training

A small turnout in June, which brought up the question of whether or not Tuesday 1730 is the best choice of time for training. Those present worked on splinting - significant since a recent serious call had involved extensive use of splints - and exercised the stair chair. Next month's training will be organized by Amanda and will emphasize the EPOS (emergency physician on call) and patient care record.

Equipment

No issues.

Ambulance

No issues other than headlight aiming which has been mentioned to Andrew.

Station

No issues.

Crew

Kevin and Peter have completed their EMR training. The next available EMALB exams are in August. Karen has completed her OFA3 training and has expressed interest in upgrading to EMR in the fall. Matt Morrow has resigned from SIR.

All SIR members currently on HSA meet the on-call hours requirement as of July 23, 2015.

David Rees-Thomas

Unit Chief

Saturna Island Rescue