

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

January 17, 2015, 9:15 AM at ESB#1

Directors Present: Wayne Quinn, John Hutchinson, Ron Hall, Priscilla Haggar, Jodi Gilmore, Deb Fry, Eva Hage

Regrets: Ron Lewis, Ian Gaines

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

Guests:

Recording Secretary: Bev Lowsley

1. Call to Order

President Wayne Quinn called the meeting to order at 9:14 am.

2. Approval of Agenda

Request for item 13, Corporate & Administration Committee to delete motion to go to tender to secure contractor.

Motion to approve the agenda as amended , Eva Hage **Carried**

3. Approval of Minutes

Motion to approve minutes of November 8, 2014 as circulated. **Carried**

4. Business Arising From Minutes

Motion to authorize John Hutchinson to engage persons for a special committee to investigate allegations by Al Razutis. Moved by Eva Hage **Carried**

5. Finance Committee Motion of December 30, 2014 regarding SIFPS 5 year budget for CRD

The following motion circulated for an email vote on December 30, 2014 is now entered into the SIFPS record.

Motion: The SIFPS Treasurer will provide to the CRD an updated 5 year budget as shown, to reflect our current fiscal plans and to reaffirm to the CRD to maintain as proposed last year to reduce our tax proceeds to \$175,000 for FY15, (12% reduction), and for \$150,000 (25% from 2014 to 2016) tax proceeds in FY16 after our mortgage is paid off.

A separate printed copy of the motion will be signed by Board Members who **unanimously approved** the emailed motion.

John Hutchinson thanked the finance committee for the work done on this submission.

6. Welcome Guests

There were no guests present.

7. Correspondence

BC Assessment documents for this year have been received. The audited value of ESB#2 = \$260,700 and ESB#1 = \$559,000. Eva volunteered to consult with the insurance carrier regarding possible implications for insurance rates, if any.

Letter from CRD regarding firefighter's minimum training standards advising that CRD has hired a consultant to do an audit of fire readiness and standards. In anticipation of this Wayne and Brent plan to meet with Peter Ensor, CRD, Manager Electoral Area Fire & Emergency Programs, for clarification regarding what to expect. Brent explained this a province-wide initiative of the Office of the Provincial Fire Commissioner for inspection of departments and establish consistent minimum training standards. This may have implications for Saturna Island Fire services training requirements and may impact future insurance costs.

Email from Janet Land regarding SIR finances especially relating to donations. A response will be sent indicating that the information she requested can be provided to members.

8. President's Report

Wayne reported briefly on purchase of new fire truck, which will be discussed further in the Operations Committee report. Wayne will be meeting with Bill Relph, VIHA Manager of Rural Health, to discuss funding of SIR and possibility of an increase in funding to support increasing operating costs including training of new volunteer members. The VIHA funding has remained the same for approximately 8 years.

9. Fire Chief's Report

Chief Brent Sohler presented his report (attached). A minor repair is needed on the tanker. The part will have to be purchased in Victoria. Fuel logbooks are now in each of the fire vehicles as well as the SIR vehicle. Training plans were outlined. Currently approximately 16 members attend practice. The National Firefighters Protection Association 1001 program, offered on Pender Island involves 12 weeks every Saturdays. Brent has also been investigating accessing some of the theory component on line. Mutual Aid Agreements are being negotiation with other islands. The AED in Rec Centre is being removed. Brent has also applied to the Heart and Stroke foundation who is donating AED's for a replacement.

10. SIR Chief's Report

David Rees-Thomas presented his report for 2014 year-end (attached). Training year ends March 30 so Mike Billingham, a critical care infant transport team, is coming over on Feb 28 to provide a pediatrics course. Currently SIR has 6 paramedics with EMR qualification plus 3 - 4 drivers with varying levels of training, 2 of whom are willing to upgrade to EMR level. So far 2 calls this year. Vehicle service is needed. Insurance has been renewed as part of the fleet policy.

11. Finance Committee Report

Ron Lewis has sent a financial report. Eva requested 2013 and 2014 actual budget figures as well and projected budget for 2015. Ron Hall will enter the paid expenses into Quick Books during Ron Lewis' absence. Wayne has the cheque books and bills paid up- to-date in Ron's absence. A \$2900 deposit has been paid to the trucking agent who is bringing the vehicle and another \$2900 will be paid on delivery of the vehicle.

12. Operations Committee Report

John Hutchinson reported that the window blinds have been installed at both Emergency Service Buildings.

Wayne has purchased some trees to replace dead ones at ESB#2.

The major task of the committee was purchase of a new vehicle from a fire department in the US. The currency exchange increased the price somewhat. Mechanical inspection was performed prior to closing the deal. All of the purchase and import paperwork has been completed and a broker hired to organize the shipping of the vehicle and transport across the border. Expectation is that it will arrive late next week. Once the transfer of equipment from the current vehicle to the new truck is complete, the current equipment truck will be posted for sale. Even with currency exchange, import fees and GST the purchase came in under budget.

John Hutchinson reported that there is a shortage of firefighters in the East Point/Cliffside area and suggested that this be noted in a Scribbler article.

The floor at ESB#1 needs to be stripped down, resealed and waxed. Wayne has arranged for this. The water pressure at ESB#2 was discussed as well as a suggestion that the exterior lights over the doors be put on sensors especially the one on the east side in consideration of the neighbour as well as to reduce electricity consumption.

13. Corporate and Administration Committee Report

Eva Hage reported that she is putting together an electronic copy of SIFPS documents and will circulate code of conduct to all members. She is working on a Directors binder.

Benefits qualification criteria document from SI Volunteer Firefighters Association for the Health Spending Account has been circulated. Brent clarified how the participation criteria will be assessed in the quarterly review of hours as an alert for members who may be coming up short. There is an attendance book for all practices and incident reports identify who was involved. Logistics of tracking were discussed. It was determined that there is ample data on file for 2014 to implement the benefits program as of January 1, 2015.

Motion: by Eva Hage, to approve the draft criteria presented by the SVFD for eligibility in the Health Spending Account benefits program. **Carried**

Motion: by Eva Hage, to request a list from the Fire Chief of names of eligible firefighters for inclusion from January 1, 2015. List to be forwarded to the Human Resources Committee. **Carried**

Motion: by Eva Hage, to request a list of eligibility criteria of SIR volunteers, from the SIR Chief, to be forwarded to the Human Resources Committee. **Carried**

The program will be managed by a third party administrator who will receive claim documents and authorize reimbursement to the individual member's bank account. Eva sent a Request for Information to five companies and tabulated responses (attached). The board were satisfied with the due diligence of the committee in exploring options to hire a third party administrator.

Motion: by Deb Fry to enter into an agreement with the Re/Frame Group/my HSA to provide third party administrative services for the HSA. and that the SIFPS President be authorized to execute the appropriate contractual documents with the service provider for the volunteer benefits program. **Carried**

Motion: by Eva Hage, to allocate \$900 per volunteer for 2015, with \$450 allocated in January plus \$450 on July 1, 2015. **Carried**

14. Human Resources Committee Report

Will be addressed *in camera* at the end of the meeting.

15. Communications Committee Report

All SIFPS member names and email addresses have been entered so notification of meeting dates and proposed agenda can be emailed to those members. Board members and crew chiefs are invited to submit information. Also Deb is working on an article for the Scribbler, the deadline of which is January 23. Wayne will also submit an item about purchase of the new truck.

16. Special Committee for Web Domain Transfer Report

Motion: by John Hutchinson, that the board appoint Brian Haley and Jacques Campbell to a special committee to review allegations levelled against the Board and two of its directors at the November 8, 2014 meeting by Al Razutis. **Carried**

John also provided an update on activities of his committee. A final report will be produced by the committee.

17. New Business.

Policies with respect to posting of agendas, minutes and reports to the web site. John Hutchinson presented three motions for consideration by the Board.

Motion by John Hutchinson: that the board establish a policy that the draft agenda for all directors meetings be posted to our web site as soon as possible but always no later than the Tuesday prior to the meeting. **Tabled**

Motion by John Hutchinson: that the board establish a policy that draft AGM minutes shall be posted to our web site as soon as possible after review by the Board of Directors.
Tabled

Motion by John Huchinson: that the board establish a policy that draft Directors meeting minutes shall be posted to our web site as soon as possible after review by the board members but not until after publication of our regular Scribbler article. **Tabled**

18. Next Meeting Dates

The following dates were agreed upon: March 14 and May 9. Proposed date for the SIFPS AGM, June 27, 2015.

Human Resources Committee Report (previously item 14)

Motion: by Priscilla Zimmerman, at 11:55 am, to go *in camera*. **Carried**

Members not on the Board, including the Recording Secretary were asked to leave the room.

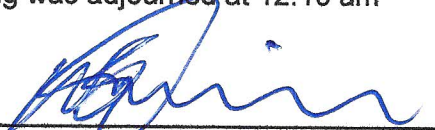
The meeting resumed at 12:05 pm to report on the *in camera* deliberations, as follows:

Motion: to retain Bev Lowsley as Recording Secretary at a rate of \$25 per hour, was carried unanimously, with thanks.


Motion : to direct the finance committee to meet with Jenna Foster to consider her for SIFPS bookkeeping position was carried unanimously.

19. Adjournment

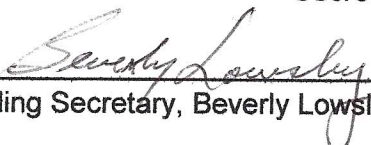
The meeting was adjourned at 12:10 am



President, Wayne Quinn



Secretary, Eva Hage



Recording Secretary, Beverly Lowsley