

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

March 14, 2015, 9:15 AM at ESB#1

Directors Present: Wayne Quinn, John Hutchinson, Ron Hall, Priscilla Haggar, Jodi Gilmore, Deb Fry, Eva Hage, and Ron Lewis (via telephone conference)

Regrets: Ian Gaines

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

Recording Secretary: Bev Lowsley

Guests: Al Razutis, Lorna Archer Quinn, Dawn Wood

1. Call to Order

The meeting was called to order at 0913.

2. Approval of Agenda

Motion: Deb Fry moved approval of the agenda.

Carried

3. Approval of Minutes

Noted for entry into the record: the motion from SIFPS meeting of February 7 *that the minutes of January 17, 2015 be considered for approval by email as soon as possible following today's meeting* had been carried. A copy of the approved motion was circulated for signatures of the Directors, confirming their approval.

Motion: by John Hutchinson that minutes of the meeting of February 7, 2015 be approved.

Carried

Motion: by John Hutchinson that in Camera minutes of February 7 be approved.

Carried

4. Business Arising From Minutes

4.1 Status of SIR donations as per Janet land's request: Donations are being identified and consolidated as part of the current budget review process.

4.2 Contract with Island Health for SIR funding: SIR has had three, 3 year contracts of \$10,000 per year funding grants from Island Health. Following discussion with Bill Relph at Island Health, President Quinn reported that an adjustment of \$500 will be for the remaining one year of the current contract, bringing the grant to \$10,500. SIR Chief expressed thanks

5. Motion of February 18th 2015 by Eva Hage, to allow volunteers to add family members to their HSA medical dental benefit account if they so choose. It was noted that the email motion had been carried.

- 6. Correspondence** - Chief Wiggins in Austin, Texas sent thanks for the follow-up report on receipt and delivery of the vehicle purchased from them.

Also various communications between Wayne and Doggett Freightliner, in El Paso, Texas who had done cleaning of sediment from the fuel tank but missed checking the fuel pump which required replacement later on. Doggett agreed to re-credit \$300 to SIFPS which was the cost for purchase and installation of the new fuel pump which they failed to address and cost us at a later stage in transit.

- 7. President's Report** – Wayne Quinn reported on SIFPS activities in the past month. In response to issues raised by Al Razutis an external committee was struck to examine all the documents related to his complaint. A letter was sent to Al Razutis reporting the results of the external committee's review. Wayne acknowledged the work of John Hutchinson in addressing this issue and establishing an external review. A letter of thanks will be sent to Brian Haley and Jacques Campbell for their work on this matter.

The floors ESB#1 have been polished. This is in addition to the regular cleaning service. Because of regular wear it needs to be done annually. There is less traffic at ESB#2 so those floors are still in good condition.

Priscilla Hagar and Eva Hage were thanked for the work they did on exploring options and implementing the volunteer benefits program. Also thanks were expressed to Ron Lewis and Ron Hall for the work they have done in bringing the financial reporting up to date and introducing a new format using Quick Books which is capable of providing a wide variety of reports quickly and accurately.

Purchase and delivery of the new rescue truck was described and will be addressed further in the Operations and Asset Management Committee report. John Hutchinson, Ian Gaines and Wayne Quinn were commended on their work and many hours of work related to the purchase and import of the this vehicle.

- 8. Fire Chief's Report** - Brent Sohler presented his report (attached). The new vehicle was used on February 28 and March 1 for auto extrication course, which was well attended. Drivers of the truck require air brakes certification. Brent will be away from March 18 to April 2 and will attempt to arrange for someone to come over to offer air brakes training later in April. The auto extrication trainer was praised for his knowledge, excellence of the training and his ability to capture the attention of the group.
- 9. SIR Chief's Report** - David Rees-Thomas presented his report (attached). Subsequent to preparing it, another call-out was received that afternoon bringing the total to 58 so far. The number of calls noted was from April 2014 to this date. Use of the "golden slipper" was described for facilitating transfer when removing a victim from a vehicle.

10. Finance Committee Report

10.1. Ron Lewis had circulated a budget report, an income and expense report and profit and loss report, each broken down showing monthly balances. Ron Lewis did a brief introduction to the 2014 expenses and 2015 expenses for Jan/Feb comparing actual to budgeted amounts. He requested that directors review the above noted documents, identify any questions and submit

them for further discussion. He will be returning to Saturna in a week. Ron Hall noted several issues related to separating out SIR financials, as well as adjustments relating to GST and PST which still need to be completed.

Motion: Ron Lewis proposed that the budget be tabled subject to directors reconvening to review and consider it for final approval on April 11. **Carried**

10.2 Book keeper status - the position is still open and possible candidates are being explored.

10.3 Rescue truck acquisition costs – The purchase of the vehicle from Texas, originally listed at \$50,000 US was purchased for an agreed upon price of \$35,000US (\$41,300 CDN). Wayne explained the process involved relating to the purchase, mechanical inspection prior to taking possession, transport, and arrangement of transit insurance and brokerage fees for and the extensive paperwork required by US and Canadian Border agencies. Although it has been previously reported that the truck was being brought in under budget, extra costs were incurred relating to vehicle breakdown and repairs en route (\$1500) and driver down time during repair (\$2100) as the vehicle broke down over a holiday long weekend. Also emergency equipment which is exempt from PST does unfortunately not include fire trucks and so \$2900 PST not originally anticipated was payable during Canadian registration. This increased the overall cost of the vehicle to about \$57,000 CDN. Had we not broken down we would have been pretty close to budget. GST of \$2100 is recoverable and the proceeds from the sale of the retired rescue vehicle will bring the vehicle purchase price close to original budget.

11. Operations/Asset Management Committee Report

11.1 New truck has been insured and entered into the fleet. John Hutchinson will post notices for sale of the Grumman van, locally as well as on Used Victoria. Silent auction bids will be requested with the highest one being accepted.

Brent noted that there are still several items on board that he will remove prior to the sale. John will consult with Brent regarding details to be described in the sale notice.

11.2 The Saturna Volunteer Firefighters Association has requested that the Operations Committee appoint a board member to act as liaison relating to checking quarterly on how members are progressing toward the requirements to qualify for the benefits program (attendance at practices, call-outs, etc.)

12. Corporate and Administration Committee Report – Eva Hage reported that the health spending account is up and running. For each volunteer \$450 has been allocated in January and another \$450 will be added in July. A third party administrator has been engaged and information can be entered electronically and if desired, benefits can be deposited directly into the individual's bank account. Already claims have been made and processed without any apparent issues. Eva suggested that a review of the system be done in the fall to get feedback from users. There are two categories set up - firefighters and first responders so SIR volunteers are also included.

13. Human Resources Committee Report – Priscilla Hagar recognized Eva for the work she has done in spearheading the volunteer benefits program. The other item for this committee, search for a new bookkeeper needs more conversation regarding how to proceed with the search. She and Eva are working on this.

14. Communications Committee Report- Deb Fry has completed setting up an electronic list for community email. Some of the information/addresses on the membership list were out of date so in

the next Scribbler article she will note that any members who wish to receive electronic notices of meetings, agendas, minutes and other relevant information should notify her with their current contact information.

15. Old Business

15. 1 Al Razutis read a statement relating to his complaints regarding the website transfer and his disagreement with the conclusions of the external review. He asked that his report be posted with the minutes. Wayne Quinn responded that from past experience none of the members of the SIFPS Board had any complaints with Mr Razutis' during his tenure as operator of the SIFPS website. The issues with Mr Razutis are post transfer. The Board is accepting the report of the review committee and will not take any further action. John Hutchinson noted that the records are on file here and are available to members of the public if they wish to peruse them.

15. 2 Follow-up on motions introduced and tabled at January 17th meeting

Motion: John Hutchinson moved to address the tabled motion that the board establish a policy that draft AGM minutes shall be posted to our website as soon as possible.

Carried

Motion: John Hutchinson moved to lift from the table and refer to the Corporate and Administration Committee for a review and report, motions of January 17, 2015 relating to posting of draft agenda and meetings of the Board of Directors.

Carried

16. New Business – Added meeting, April 11 at 0915 for discussion of the financial reports.

17. Next Meeting Dates May 9, early June and June 27, 2015 for AGM.

18. Motion: At 11:21 am John Hutchinson moved to go *in camera*.

Carried

Members in attendance, other than Board members and the recording secretary, were asked to leave.

At 11:35 am the meeting came out of *in camera* mode.

19. Adjournment The meeting was adjourned at 11:36 am.

President, Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Beverly Lowsley

**SIFPS Board Meeting
March 13, 2015
Fire Chiefs Report**

Operations:

Approx. 8 people came out for four hours on a Sunday to switch over the equipment van to the new rescue truck. Good news is it all fit and there is space left over. We did a weekend auto extrication course on the Feb. 28th March 1st weekend with 13 people attending on Saturday and 11 on Sunday.

Financial:

Invoice from KGC fire rescue for auto ex course.

Training:

In house training is on auto extrication. Then switching to wild land firefighting in a few weeks. Still trying to arrange an air brakes course on island for April.

Other Business:

Mutual aid agreement

Brent Sohler

**Saturna Island Rescue
March 2015**

Incidents

Gone quiet again: four calls so far in 2015, making 57 in the VIHA (yes, back to VIHA) fiscal year. The average annual call volume since 2005 has been in the low 40s, so this is quite an increase. We had an unusual number of transport calls in the past year, which explains part of the difference.

Training

Mike Billingham presented his Pediatrics for Paramedics course on Saturna February 28th. Unfortunately that weekend turned out to coincide with a Fire Department auto extrication course, which meant one SIR member was unable to attend. The up side was that the second day of auto extrication on Sunday afforded some very useful training using SIR's Golden Slipper to simplify extrication of a trapped patient onto the long spine board.

Equipment

No issues.

Ambulance

The car was inspected and serviced in February, and the main tank was exchanged on the same trip. Andrew and Kevin have identified some replacement headlights which will increase our safety on night calls. The lights arrived on Saturna March 8 and will be installed by Derm.

Station

No issues. The new window blinds work well in both SIR and VFD training areas.

Crew

We expect to train three EMRs in the coming months: Kevin, Karen Krieger, and Matt Morrow. Ryan unfortunately chose not to obtain his EMALB license.

David Rees-Thomas
Unit Chief
Saturna Island Rescue