

**SATURNA ISLAND FIRE PROTECTION SOCIETY(SIFPS)
DIRECTORS MEETING
Saturday January 23, 2016 9:15 am at ESB#1**

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

Regrets: Ron Lewis, Eva Hage, and Fire Chief Brent Sohler

Chiefs: SIR Chief David Rees-Thomas

1. Call to Order

President Wayne Quinn called the meeting to order at 9:15 am.

2. Welcome Guests

John Wiznuk, SVFD and Amanda Money, SIR were welcomed

3. Approval of Agenda

Motion by Deb Fry, to approve the agenda as circulated. **Carried**

4. Approval of Minutes - Draft minutes of SIFPS Board meeting of November 21, 2015, had been circulated electronically.

Motion by Deb Fry, to approve the November 21, 2015 SIFPS minutes. **Carried**

5. Business Arising From Minutes – Motion tabled from November 21, 2015 for consideration at January 2016 meeting was brought forward for discussion.

Motion: by Ron Lewis, to establish a subcommittee of the Board, to include Finance and Operations to explore implementation dates, equipment and funding implications to address the CREST conversion issue.

Previously tabled motion was **Approved**

Discussion - David mentioned that from the Emergency Preparedness Advisory Commission meeting earlier this week, it was noted for those organizations using the normal CREST system there is a process whereby the monthly fee covers the cost of the radios, amortized over the period of the contract.

When asked for input, John Wiznuk stated the other groups pay for CREST service. so is not an issue for our department which does not have to pay, as we qualify under "grace and favour" status.

In regard to a SIFPS Board sub-committee contact to liaise with the CREST people, Jodi volunteered to take on that role.

Motion: by Priscilla Haggar to confirm Jodi as the SIFPS contact to liaise with CREST.

Carried

6. Correspondence

Email report by Pender Fire Chief Charlie Boyte (forwarded by John Wiznuk) on the fire education program at the Swartz Bay ferry terminal and requesting continued funding. Wayne will forward the email to the rest of the board.

Wayne reported that he has written a letter to Bill Relph and Sheila Leadbetter thanking them for their funding support of SIR with a hope of sustaining this contract

- 7. President's Report** – Three computers have been received as donation to SIFPS/SIR - two computer CPUs (but lacking cables, keyboards, screens) and one laptop. Various members offered to donate the necessary missing components. One of the computers will be for use at ESB#1, the other at ESB#2 and the laptop will be for SIR. David RT will distribute the items. There was discussion regarding program needs and a security system. It was agreed that David should order Kaspersky security system (package covers 5 devices for 3 years and is reasonably priced ~\$40).

Wayne reported that the Society's Act processes are changing with all communications and reports to be done electronically.

- 8. SIFPS/SIR Review** – A sub-committee of the SIFPS Board along with David RT and Amanda has been discussing a more formalized status for SIR. Proposed priorities are to legitimize the status of SIR, to gain access to the provincial Emergency Health Services (EHS) system for equipment purchases and to the BC Ambulance Service (BCAS) communications system and to explore more secure funding. Next Thursday representatives from EHS and BC AS will be coming to Saturna to discuss those issues. It was agreed for Wayne to arrange for lunch during their visit.

- 9. SIR/Parks Canada Agreement Status** – Ron Hall reviewed the process so far. Parks Canada would like to have a fee per call-out whereas SIFPS would prefer an annual flat fee retainer for the 5 year agreement. Each call-out would be billed against the available amount, and when/if the retainer amount is reached, separate billing for subsequent events would commence. It was noted that some previous callouts have not been billed. The flat fee retainer would cover such situations.

10. Fire Chief's Report – In Brent's absence Wayne read his report (attached). Clarification of the term "new recruits" refers to individuals who join as novices ready to commence training. There are two new individuals in the East Point area increasing the number of responders in that area - a positive addition.

11. SIR Chief's Report – David presented his report (attached). Election for SIR unit Chief will be held soon with take-over April 1. Funding from the Lions is potentially available for SIR but uses must be in compliance with their Gaming criteria. Amanda Money reported that a price for purchase of personal protective equipment (PPE) for shirts, pants and boots has been obtained through BC Product Distribution Centre. Some members would prefer coveralls and funding is being explored for a basic issue style. If individuals wish a different quality they will be expected to pay the difference.

A SIR public awareness and potential fundraising effort is planned at ESB#1 on Saturday of the Easter long weekend. They will be offering vital signs assessments, CPR demo and chance to meet the SIR members. An item on this will be in the next Scribbler.

12. Finance Committee Report – In Ron Lewis's absence Ron Hall reviewed the financial documents which were submitted electronically. The September and October reports are final and ready for posting on the website. Ron H. and Jodi will review the November and December reports. They will look at the invoices to confirm the GST amounts to be claimed. Once reviewed with any adjustments, they will circulate for approval then those statements can also be posted. The remote QuickBooks system is working very well.

The mortgage amount remaining is \$3400 which is currently available in TD account.

Motion: by Ron Hall, to pay off the remaining balance of the mortgage.

Carried

A mortgage burning celebration will be planned for sometime in April.


13. Operations/Asset Management Committee Report – Ian reported that Pender Island Fire Dept is replacing their equipment van. It uses gas rather than deisel but has low mileage, does have the required lights and equipment connections and is currently available. Other features were described and discussed.

Chief Boyte suggested to Ian that SIFPS submit an offer which he can present to the CRD next week. The vehicle has been inspected annually and there is a mechanic on Pender who can do an inspection on request.

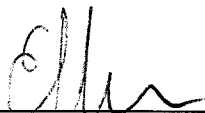
Motion: by Ian Gaines, to offer Pender Island Fire Dept \$12,000, for their equipment van (with possible lift to \$14,000), subject to inspection.

Carried

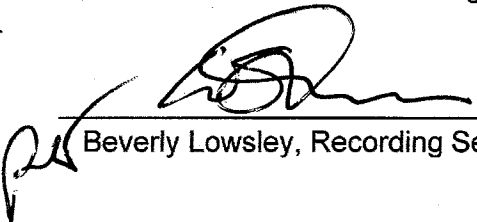
14. **Corporate/Administration Committee Report** – Wayne presented Eva's report that insurance coverage on non-vehicle assets has been adjusted from \$100,000 to \$250,000. Participation in the HSA benefit program is up to date. There have been some benefit payments on behalf of members. Letters have been sent to 3 members who have not met the requirements.
15. **Communications Committee Report** – Harvey has updated the website. There was discussion that very few members actually open the agenda when posted.
16. **Human Resources Committee Report** – No report. Bev will not be available for the March 19 meeting and has been requested to contact Jenna Foster who has replaced her in the past.
17. **New Business** – None
18. **Meeting Schedule** - Next meeting March 19, 2016
19. **Meeting was adjourned** at 10:30am



Wayne Quinn, President



Eva Hage, Secretary



Beverly Lowsley, Recording Secretary

SIFPS Board Meeting
January 23 2016
Fire Chiefs Report

Operations:

There were a total of 22 calls in the calendar year of 2015 which is a few less than the past couple of years. Dept. Has a few new recruits this year.

Financial:

Invoice is being sent to Parks Canada for two illegal camp fires that we attended this year.

Training:

Pete Seed and myself are attending the NFPA 1001 course on Pender every Saturday for the next 30 weeks. We are investigating the possibility of hosting a train the trainer course for

exterior operations firefighter. We are starting to train on the skill sets required for the exterior attack designation.

Other Business:

Mutual aid agreement

MOU with First nations

Investigate passing a bylaw to allow FD to issue tickets for fire violations

Brent Sohler

**Saturna Island Rescue
Year-end 2015**

Incidents

A mere three calls in December for a year-end total of 46 (38 for the license year ending March 31). A bit lower than average, but not much.

Training

December's SIR meeting primarily involved a discussion of the structure of the organization and plans for protective clothing for members, however Amanda presented a review of CVA (stroke) and ACS (heart attack and angina) assessment and treatment. Anna Chayba, BCAS Regional Training Officer, will do CPR/AED (re)certification for SIR and SIFPS in March, and Mike Billingham will provide a somewhat condensed version of the International Trauma Life Support provider course (date as yet not determined, but prior to March 31st).

Equipment

A missing glucometer has been replaced; one adult and two pediatric AED electrode sets have been ordered (and received - second set of Peds pads went to ESB2).

Ambulance

No issues. The car could go in for its annual inspection any time now.

Station

No issues.

Crew

SIR will elect a new Unit Chief in the near future, probably January 30th, to take office April 1st. Unfortunately, we have lost Vanessa to Quadra Island.

All SIR members currently on HSA met the on-call hours requirement as of December 31, 2015.

David Rees-Thomas
Unit Chief
Saturna Island Rescue