

**SATURNA ISLAND FIRE PROTECTION SOCIETY(SIFPS)**  
**DIRECTORS MEETING**  
**September 17, 2016 9:15 am at ESB#1**

**Directors Present:** Wayne Quinn, Ron Hall, Eva Hage, Ron Lewis, Priscilla Hagggar, Harvey Janszen

**Regrets:** Debbie Fry, Ian Gaines

**Crew Chiefs:** SIR Chief Amanda Money; **Regrets:** Fire Chief Brent Sohler

1. **Call to Order** - The meeting was called to order at 9:15 by President Wayne Quinn.
2. **Welcome Guests** - no guests were present.
3. **Approval of Agenda** - Add MOU with Tsawout First Nation, New Business  
**Motion** by Ron Hall, to approve agenda as amended **Carried**
4. **Approval of Minutes** -  
Minutes of May 14, 2016 Board Meeting  
**Motion** by Priscilla Hagggar to approve Minutes of May 14, 2016. **Carried**  
  
Minutes of August 14, 2016 Board Meeting  
**Motion** by Ron Hall to approve Minutes of August 14, 2016. **Carried**
5. **Business Arising from minutes**  
None
6. **Correspondence** - There was no correspondence
7. **President's Report**  
Issues with pumper #2 engine were checked by Darren Gilmore. He did some minor adjustments which have dealt with the problem.  
Board priorities:
  - Focus on various outstanding agreements with a goal to complete all of these and get them signed off.
  - Finalize the SIR tax role item which requires some fine tuning of details.
  - Budget overview, to review needs and allocations with both Crew Chiefs, within the next month. Eva proposed the budget review as basis for a 5 year plan.
  - SIFPS is currently in good financial position. Discussion: projection to replace pumper truck in 2019 as well as the SIR vehicle.
  - Leadership transition at the end of Wayne's term

**8. SIFPS/SIR Review**

Peggy Dayton of CRD is working on a redraft of the tax funding agreement. Basically the focus is to maintain the status quo except for added allocation of funds to SIR.

**9. SIR/Parks Canada Agreement status**

No changes. Parks Canada has reneged on the staffing component promised to the Saturna community prior to creation of GINPR. Elizabeth May is working on this. Ron Hall suggested to renew for only a one year agreement until this is settled. Also recommended to set an amount to be charged for call-out for both fire and SIR. This will be discussed at the budget meeting. Nathan Cardinal from Parks Canada is liaising with Ron with goal to have agreement signed by January 1, 2017.

**10. Fire Chief's Report**

As Brent is on a training day, Wayne read his report (attached). Discussion followed regarding Brent's suggested by-law to allow SIVFD to issue tickets for burning violations was discussed. This would be through CRD. Wayne will speak to Brent then will discuss with CRD regarding this possibility.

Dave Pemberton commented to Ron Hall that fire rating signage on Parks property has been effective. There were no callouts of fires at Narvaez Bay this summer.

**11. SIR Chief's Report**

Amanda presented her report (attached).

**12. Finance Committee Report**

Discussions from previous meeting related to banking, as well as putting some of the cash in accessible term products. Eva also suggested that to designate part of the funds be designated as a reserve capital account contingency.

Tracking of local purchase expenses: Wayne will send a memo to both Crew Chiefs to request volunteer members to sign purchase till tape and identify purpose when making purchases on the SIFPS account (for example, note fuel & specify which vehicle).

**Motion** by Ron Lewis, to approve posting updated financial report as presented with amendments. **Carried**

**Motion** by Ron Lewis to terminate the checking account and line of credit with TD bank, while leaving in place documentation for security on the buildings.. **Carried**

Current Year financial report for SIR is kept on a separate spreadsheet. Ron L. will do a posting on the website for term January to end of July.

Eva is now managing the Quick Books records.

**13. Operations/Asset Management Committee Report**

Annual vehicle certificate licensing for the year is due in October. Ian is arranging an inspector to come to Saturna to do this. These are needed for insurance renewals on the vehicles. Inventory will be reviewed/updated, as some equipment has been taken out of service. The Suburban vehicle will be insured for another year and used as long as operational.

**14. Corporate/Administration Committee Report**

Saturna Island Volunteer Firefighters Association (SIVFA ) agreement has expired. Wayne signed off on renewal for another 3 years with no changes.

Committee responsibilities were reviewed by Eva, and discussed. Operations Committee is a large responsibility so the official description needs to be reviewed to reflect this. Eva suggested a Finance Committee member be added to the Operations Committee as well as both Crew Chiefs. Eva will revise the description for Operations to reflect this change.

Mutual Aid Agreement has been signed by all islands. Peter Ensor has indicated that he will provide a copy of the agreement to Saturna.

**15. Communications Committee Report**

Harvey is updating the website and old documents are being archived.

**16. Human Resources Committee Report**

Eva circulated a document (attached) describing the committee's process for review of the HSA (Health Savings Accounts). Wording of several points of the existing criteria for qualification was unclear/confusing. Also, there were differences between some of the qualification criteria referring to Fire Dept and SIR members. Recommendations for specific wording clarification were discussed.

As Chief Brent Sohler was not present and had yet to see the document, Wayne Quinn ***moved to table*** a decision on this item until a future meeting. **Carried**

Meeting was suspended to go ***In Camera*** at 10:30

Regular meeting **resumed** at 10:40 am

**17. Nominating Committee Report**

There is still a vacancy on the board. Various individuals were identified as possible candidates.

**18. Old Business - None**

**19. New Business**

- **Review of MOU with SIVFA**

Addressed previously, item

- **MOU with Tsawout Nation:** Eva presented a copy of the resolution with the Tsawout Nation signed in 2007, which was mentioned in Brent's Fire Chief report. It relates to right of then Fire Chief, John Wiznuk, to access Tsawout land to inspect in regard to fire safety. Discussion related to possible access for SIR responses on the IR7 land as well. Work Safe will mandate first aid attendant presence during the logging enterprise. Amanda pointed out that SIR is not classed as a commercial ambulance so does not meet Work Safe BC requirements. Ron Hall will explore further to get specifics if there is a need to update the agreement and to consider SIR access as required.

**20. Meeting Schedule/Adjourn** – Next meeting, December 3, 2016. Wayne will be away in late November. Ron Hall will chair the meeting. Also Ron Lewis will be away on that date.

Meeting Adjourned at 10.55

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Wayne Quinn, President

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Eva Hage, Corporate Secretary

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Bev Lowsley, Recording Secretary

SIFPS Monthly Board Meeting  
September 17, 2016  
Fire Chief's Report

Operations:

Pages outs are above average compared to this time last year. No call outs to the GINPR this fire season. Peter Clark and myself are now certified to teach exterior operation fire fighter. Six new tires have been put on engine 1.

Financial:

There is a bill coming from WFR for PPE. There is also an invoice from Jordair for a pressure relief valve.

Training:

We are starting to train fire fighters to exterior level in oct. as per the OFC playbook. Practices will be held on regular Tuesday nights as well as two Sundays a month. There will be an OFA 1 with transport course held on Saturna on Oct. 1<sup>st</sup>.

Other Business:

Replacement Pumper (will update later in person)  
Mou with First nations  
Bylaw to allow SIVFD to issue tickets for burning violations

Brent Sohier

**SATURNA ISLAND RESCUE**

Report to SIFPS – September 17, 2016

**1. Incidents:**

We had one call between August 13, 2016 and September 16, 2016.

**2. Training:**

Nothing new to report.

**3. Equipment:**

No new equipment acquired, no equipment issues.

#### **4. Vehicle:**

We are performing monthly checks on the vehicle using a roster (rotating partners throughout the year).

#### **5. Station:**

Nothing new to report.

#### **6. Crew:**

Amanda has completed N-95 Respirator mask fit-tester training which will allow her to fit test SIR members. We are hoping to complete fit testing for all our members within the month.

#### **7. BCAS/BCEHS Relations**

Nothing new to report. No progress on "First Responder" agreement.

#### **8. Operations**

We are ongoing in implementing the changes touched on in my last report: So far, the patient care reports provided to us by BCEHS have proven to be unsatisfactory and don't meet our needs so we are continuing to use BC Ambulance PCRs until we find a better solution.

AMANDA MONEY Unit Chief, Saturna Island Rescue

### **Human Resources Committee Submission**

#### **Health Spending Criteria for Volunteers**

##### **BACKGROUND**

Our volunteers started receiving health benefits on January 1, 2015. Each eligible volunteer that meets the qualification criteria receives \$900 per year towards medical expenses. The stipend is paid out twice a year: \$450 on January 1 and \$450 on July 1.

After having been in operation for more than 18 months, it is clear that the program has been a success and works very well. However, a few issues around eligibility and process have arisen

along the way and the HR Committee wants ensure that the criteria for qualification are clear and that the review process is formalised to ensure consistent treatment of our volunteers in the future.

### Qualification Criteria

The general criteria for both VFA and SIR currently as drafted:

- A volunteer can qualify in only one category – VFA or SIR;
- To qualify, the volunteer must have been a member of the respective organisation for one year before granted health benefits;
- A volunteer can change category, but not in the middle of the year;
- Any volunteer leaving will lose benefits immediately; and
- A member in good standing having a life altering incident, not a permanent disability, may be given a leave of absence by the Chief and carried on the plan for no more than three months.

The VFA and SIR have, due to the nature of their operations, somewhat different attendance criteria.

VFA's qualification criteria were developed in consultation with its members: *"The goal is to reach a minimum of 100 hours of practice/training/call out time to qualify. This can be done by attending at least 75% of Tuesday night practice (including rope rescue), at least 75% of incident call outs (stand down calls will count), training sessions, Fire Department functions/special events and approved extra duties to be able to catch up time lost from missed practice and calls."*

SIR's criteria were also developed in consultation with its members: *Must attend 7 shifts per month on pager, averaged over the past 12 months and attend a minimum of 20 hours training or approved SIR activity per VFD requirements.*

### Process - Reviews

Quarterly or half-year reviews are done to monitor attendance. At the outset it was a member of the Operations Committee in conjunction with the two Chiefs, but has since moved over to the HR Committee. The current process has the two chiefs providing the attendance records, usually with a note to explain any anomalies or information to be aware of. At the end of last year, the HR Committee met with the two chiefs to review performance and determine who is or isn't eligible for benefits. The HR Committee drafted a letter to that effect, signed it and sent it to the members.

When new members qualify, the HR Committee sends out enrolment forms along with information of how to access the HSA.

## ISSUES AND RECOMMENDATIONS

### Qualification – Firefighters

It is not clear from the current language in VFA's proposal:

- whether the 100 hours are on a calendar year or over a rolling 12-month period;
- how many hours is credited for a stand down call; and
- how many hours is credited for special events.

**Recommendation:** Revise the VFA’s qualification criteria: “*The goal is to reach a minimum of 100 hours of practice/training/call out time **over the past 12 months** to qualify. This can be done by attending at least 75% of Tuesday night practice (including rope rescue), at least 75% of incident call outs (stand down calls **will be equivalent to 2 hours training**), training sessions, Fire Department functions/special events (**each two hours will count as 1 hour training**) and approved extra duties to be able to catch up time lost from missed practice and calls.*”

The change to a rolling 12-month period would be consistent with SIR and would allow for members to be added and removed on either Jan 1 or July 1.

### Qualification – SIR

The criteria currently call for: *must attend a minimum of 20 hours training or approved SIR activity per VFD requirements.* This aspect of SIR is currently not tracked.

**Recommendation:** In cooperation with SIR Chief clearly define what is meant by the criteria listed above and have the SIR Chief start tracking the training hours. Special events would be treated the same as for VFA – 2 hours is equivalent to 1 hour training .

### Pre-Qualification or “Banking” Period

The pre-qualification period needs to be clarified. Currently if someone joins in mid-January, he or she will not eligible until 17.5 months later.

**Recommendation:** A member needs to qualify **at least for 11 months before being signed up on either Jan 1 or July 1.** The Chiefs will notify the HR Committee when they sign up new members.

### Changing organisations

In the event a volunteer, in good standing, leaves one organisation and joins the other, it is not entirely clear how to account for past performance. If we go with rolling 12-month attendance, technically a volunteer that has at least 12 months of qualification, should be able to switch any time and not lose the benefits.

**Recommendation:** A volunteer can switch from either VFA or SIR to the other, at any time. As long as the member has 12 months of qualifications, the benefits will continue.

### Near Misses

In 2015 there were three examples of members that didn’t quite make the required hours, but were approved for benefits for this year due to “extenuating circumstances” as detailed by the Chiefs. Basically all members in question were long-standing members and have continued strong attendance, and they were short less than 10% in hours.



**Recommendation:** As part of the review process, members who are short hours and otherwise members in good standing, should be reviewed in consultation with the Chiefs to determine eligibility. The HR Committee will then take a recommendation to the Board for approval.

### Review Process

The current process does not follow what was intended in VFA's proposal for health benefits. VFA envisioned that the Chief and the Operations Committee would meet quarterly and co-sign attendance letters going out to members. Currently there are at most two meetings a year and the letters are signed by the Corporate Secretary.

**Recommendation:** Formalise the review process and incorporate it into HR Committee's meetings with the Chiefs.

1. Hold bi-annual meetings; one in early June and one in early December. Purpose of meetings will be to review training plans, resourcing, personnel issues and HSA qualifications.
2. Every quarter the Chiefs will email the attendance records to the HR Committee for their review. The HR Committee will notify members short of hours to qualify for the health benefits in time for the member to rectify the situation. The letters will be signed by the HR Committee with a copy to the Chiefs.