

# Saturna Island Fire Protection Society (SIFPS) Directors' Meeting Minutes

Saturday, November 18<sup>th</sup>, 2017, 9:15 a.m. ESB#1

**Present:** E. Hage, I. Gaines, B. Schermbrucker, H. Janszen, J. Hutchinson, D. Fry, B. Sohler,  
K. Vigneault

**Regrets:** P. Haggar

1. **Call to order:** Meeting called to order by V.P. J. Hutchinson at 9:18 a.m.  
Chairperson stated that the meeting was being recorded for the purpose of assisting in the preparation of accurate minutes. If any person wishes to speak but not be recorded, they can request the recorder be turned off.
2. John Hutchinson will prepare the minutes of today's meeting.
3. **Agenda:** Moved by John H. to approve the agenda as amended. #9 to be moved ahead of #8 (special guest present), #10 discussion of email from A. Razutis as circulated, #17 remove Debbie F. name. Carried.
4. Moved by John H. to accept written resignation of President Ron Lewis effective November 1<sup>st</sup>, 2017. Carried.
5. Moved by Eva H. to appoint John Hutchinson President until the next general membership meeting (usually June). Carried.
6. Moved by Eva H. to remove Ron Lewis as a signing authority and appoint Debbie Fry and Priscilla Haggar as signing authorities. Carried.
7. **Approval of Minutes** Moved by Debbie F. to approve September 16<sup>th</sup>, 2017 Board Minutes with the following corrections: #6 add child's first name "Issabella", #12 add "John reported that there is no interest in Maintenance contract posting for gutters/filter baskets at ESB#1 and #2. Safety was the concern. John H. to report back." Carried.
8. **Guests:** David Osborne, Bob Swart & Natalie Smolinski. David presented a proposal that would see SIRRA and SIFPS form a special Fire Smart committee to develop as its first priority information package of what homeowners should know about mitigating property loss in case of wild fire. Bob Swart provided positive background information.  
Moved by John H. that SIFPS directors Eva Hage and Bill Schermbrucker be the appointed members to a joint Fire Smart committee with SIRRA representatives. Carried.
9. **Business Arising**
  - Photocopiers – Eva H. to follow up and purchase
  - John H. reported on Parks Canada/SIFPS Agreement for wild fires.  
(No change from last year. 1 year renewal)
  - John H. reported on Parks Canada/SIFPS Agreement for emergency response.  
(1 year renewal, one correction delete words in 1.1 "as given in Appendix 4").

- Eva gave update report on status of CRD Funding Agreement. SIFPS is waiting to hear back from the CRD.
- John reported that the dollar amounts for vehicle capital replacement must be updated to today's value for budgeting purposes.
- John noted repair to pad and water storage tank at ESB#1 still needs to be done.

#### 10. **Correspondence**

Moved by Eva H. that SIFPS contribute \$250 towards cement work for emergency generator pad. Carried. *Ian and Brent excused during discussion and vote.*

Moved by John H. that email sent and circulated to Board members from resident A. Razutis be received and filed in Correspondence. Carried.

11. **Fire Chief presented his report** (attached).

12. **SIR Chief presented her report** (attached).

#### 13. **Financial Report**

After explanation and discussion, moved by Eva to accept Financial Report January to October 31, 2017 and post on website. Carried. It was noted training cost will keep increasing in future.

Eva presented and explained 2018 budget. Moved and carried. \$155,000 income from property taxes.

Eva presented and explained 5-year financial forecast to be submitted to the CRD.

#### 14. **Operations Committee Report**

- Exterior door locks ESB#1 – batteries changed – now working properly.
- Service Agreement renewed for exterior maintenance with additions (door locks, white house grass cutting, filter basket cleaning) agreed at \$25 per hour for 2018.
- John raised a concern that all vehicles need regular service not just 3 which get annual certifications. John to report back on cost estimates.
- Contract for cleaning services by Harbour Maid to be renewed for 2018 at \$24 per hour (no change) but to remove word “maximum” 12 hours per month as the normal amount of hours. SIR and Fire Chiefs to ask their crews to assist in cleaning up after they use the laundry area.
- John reported that gutter cleaning is best done by a “Genie Lift” system and by his estimate of rent, transport and a worker is about \$750 for spring and \$750 for fall cleaning of ESB#1 & #2. ITG Contracting is considering buying a lift to provide “on Island” service. Directors agreed that we would give a contract for this service if available on island.

#### 15. **Grey House**

Discussion regarding liability insurance for injury in the white/grey house on SIFPS property. As SIFPS does not own the house with other community organizations using the house, Deb will check with our insurance company to see if we are properly covered.

16. **Corporate/Administration Committee – No Report**

**17. Communications Committee Report**

Noted that Bill Schermbrucker will do Scribbler articles and Harvey Janszen will do the website.

**18. Human Resources Committee Report**

- Health Spending Account

a) John reported that all SIR crew members met the 3<sup>rd</sup> quarter review criteria for HSA benefits.

b) Bill reported that all fire crew members met the 3<sup>rd</sup> quarter review criteria except for one who is on a 3 month leave of absence.

**19. President's Report – None**

20. Next meeting will be Saturday January 13, 2018 at 9:15 a.m.

21. Motion by Deb to adjourn at 12:20 pm.. Carried.

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President

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Corporate Secretary

**SATURNA ISLAND RESCUE  
REPORT FOR SIFPS  
NOVEMBER 18, 2017**

Please see attached update for call statistics from January 1<sup>st</sup>, 2017 to Nov.17<sup>th</sup>, 2017.

Our workshop with Mike Billingham on Oct.30<sup>th</sup> was a big success. The attendance was excellent and the evaluations from the members was very positive. It was mostly hands on, practical and very relevant to our call history. The replacement patient cot, stretchers and stretcher pads are in use and working well. Positive reviews from the members. Total replacement cost of this donated equipment from BCEHS is \$5000.00.

Attendance at practice nights continues to be excellent. The crew is providing me with a request list for training/education topics in 2018.

3 of our members attended the Multi Casualty Incident mock up with BC Ferries, SAR, FD and BCEHS members in October. They reported back to their team mates at practice night in October. The experience was excellent for them. There was much enthusiasm generated with the team for an MCI exercise here on Saturna. Something to think about for 2018.

There are no updates to report regarding crew certification or numbers.

Respectfully submitted,  
Kate Vigneault, SIR Chief

Fire Chief Report  
SIFPS Meeting Nov. 18th

Operations:

We have had one fire related call and a call to the Park for a rescue. The call to the park was for a possible rope rescue of a stranded kayaker. Fire call was for a miscellaneous fire which turned out to be a chicken coup on the back side of a garage.

Training:

Hubertus and Davey are one weekend away from completion of there NFPA 1001 course on Pender. Training for the next three practices will focus on auto extrication. There is a train the trainer course coming up in the new year for hybrid electric vehicles.

Finance:

Other