

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

Saturday, July 28th, 2018, 9:15 a.m. ESB#1

Present: Priscilla Zimmerman, Eva Hage, John Hutchinson, Bill Schermbrucker, Brent Sohier, Kate Vigneault, Ian Gaines, Wayne Quinn, John Wiznuk, Deb Simpson

Regrets: Harvey Janszen

No Guests present.

1. **Call to order:** Meeting called to order at 9:15 a.m.
John Hutchinson welcomed new Board members: Deb Simpson, Wayne Quinn and John Wiznuk.
2. **Minute Taking:** As per SIFPS Policy we are recording. John Hutchinson taking minutes today.
3. **Agenda: Moved** by John H. to approve the agenda as circulated with additions. #8 Correspondence – discuss offer from CRD to provide SIFPS with a “Corporate Asset Management Plan” study. Plus, email from Saturna Beach Strata Council. Under Financial, discuss new restricted capital fund. #16 New Business – discuss directors’ binder. Under New Business #16, new policy for “In Camera” and financial policy update. Add new #20 – return to regular directors’ meeting.
Carried.
4. **Moved/Carried** - to approve May 5th, 2018 Board Meeting Minutes.
5. **Moved/Carried** – to approve June 16th, 2018 Board Meeting Minutes.
6. **Business arising from previous meeting**
 - Replacement ESB#1 blinds have been ordered.
 - Disaster Mitigation Grant - Brent explained that it’s gas tax money.
 - ESB#1 driveway repair. Extra \$1260.00 will include parking area for fire fighters (Harris Road side/corner)
 - John reported all windows cleaned inside and out for \$500.00. Jerry did a very good job. Next time quote is \$600.00 from Jerry Pavlatos but only do once a year. Jerry noted they need new caulking on some and SIR window is cracked.
 - 3 fire extinguishers have been serviced.
 - Has anyone talked to Mayne Fire regarding payment for fires in regional parks? How much? Brent mentioned Emergency Rescue as well
 - Bill to attend next fire practice to talk about Hepatitis Shots.

- Bob Estey at Saturna Beach is looking into steel building for ESB#2 mini pumper.

7. **Correspondence:** Request from Saturna Beach Strata Council for firefighting demonstration. Brent and Peter to discuss for future practice. **Moved** to accept John's report. **Carried.**

Discussed offer from CRD to provide SIFPS with a "Corporate Asset Management Plan". We will advise them we are happy with our current plan.

8. **Appointment of Standing Committee members:**

Finance: Chair Eva Hage, Wayne Quinn and Deb Simpson

Asset Management and Operations: Chair Wayne Quinn, Bill Schermbrucker, Ian Gaines, and John Wiznuk

Corporate & Administration: Chair Deb Simpson, Eva Hage and John Wiznuk

Communications: Chair Harvey Janszen Web, Bill Schermbrucker

Human Resources: Chair Priscilla Zimmerman, Eva Hage and John Hutchinson

Nomination Committee: Chair John Hutchinson, Eva Hage

Note: President is Ex Officio to all.

9. **Fire Chief Report:** See Attached. Brent advised that he has not had a chance to discuss fire protection on IR7 with Dan Claxton. Keith now has external training.

- Brent did a one-day training course and can now train fire fighters for wild fires.
- Past practice regarding special jackets for fire fighters was discussed and Board believes it is a good idea. John Wiznuk will do a report for the Board to consider a policy and to include other types of awards.
- John asked about drivers abstracts. Brent will follow up.
- Brent reported Command 1 has loose steering in front that needs fixing, plus needs a second battery for electronics.
- On-line burning permits need fixing. Brent will discuss with Harvey.

Moved to accept Brent's report. **Carried.**

10. **SIR Chief report:** See attached.

Kate will follow up regarding drivers abstracts. **Moved** to accept Kate's report as corrected.

Carried.

11. **Financial Report:** Eva presented Financial Report (Actual to Budget) for the period of January 1st to July 22nd, 2018.

Moved by Eva to update and correct financial statement up to and including July 31st, 2018 and email to board for approval for posting. **Carried.**

Moved that Financial Committee prepare and present a proposal to set up a restricted capital fund and amount. **Carried.**

Report given that donations in honor of Debbie Fry were coming in and will be split between FIRE and SIR. Michael Fry will receive letter of thanks from Eva.

12. **Operations Committee Report**

- John suggested that we get a cost from Andrew Money to dig his pond deeper.
- **Moved** that two “No Public Parking” signs be bought and installed on our Harris Road property side. **Carried.**
- Report from Ian that his used motor for the ambulance roll-up door will not work. Ian will look into buying a new motor.
- John reported that ESB#1 tanker has been serviced and passed its CVI inspection.
- When window cleaning, Jerry reported that several windows are showing signs of needing new caulking. He also mentioned that one window on SIR side is cracked.
- Main ES#! Sign damaged – requires replacement in the future.
- Ian raised issue with septic line. It is broken. Outhouse is full. Committee will get the problem fixed. **Moved** to receive the Committee report. **Carried.**

13. **Corporate/Administration Committee Report:** John reported Saturna Recycling has confirmed liability insurance coverage to use the “white” house.

14. **Communications Committee Report:**

- Report regarding web site. Harvey says site is working well.
- **Moved:** that Administrative contact name for our web site be Harvey Janszen. and technical contact name be Garnet Research Corp. Site is automatically renewed annually. **Carried.**
- John asked that Bill write a bio for the Scribbler regarding retirement of Grant Dickey and John Wiznuk.

15. **New Business:**

- Discussed volunteers being Board members at the same time. **Moved:** to refer to the Corporate Administration Committee and they consult with the Chiefs in drafting a policy. **Carried.**
- Priscilla will send letters to Grant and John on their retirements.

- **Moved:** to accept Chaya Katrensky as a new member of SIFPS. **Carried**
- Discussed “In Camera” policy
- Discussed Financial Reporting Policy update
- Discussed new Directors’ binder as sent out by Eva. Please review for improvements.

16. **President’s Report:**

- Discussed timing of HSA Committee/Chiefs meetings. Must take place in last week of each quarter. Meetings in the following month are not working.
- John sent Group of 30 a “thank you” for lending us their earth compactor for our water tank repairs.

17. **Human Resources Committee Report**

- Priscilla asked Brent for monthly HSA attendance list.

18. John called for meeting to go “in camera”.

Motion to accept In Camera Minutes of May 5th, 2018 as read and corrected. **Carried.**

19. Record motion carried forward from May 5th, 2018 in camera meeting “to amend SIR qualifications to 18 hours of training or approved activity for HAS Benefits Eligibility”.

- Record a motion carried forward “SIR Chiefs annual honorarium be increased to \$9000.00.

20. **Moved** Committee returned to regular Directors Meeting. **Carried.**

21. Next meeting will be Saturday September 15th, 2018 at 9:15 a.m. ESB#1.

22. **Adjourned** at 12 noon.

President

Treasurer

**SATURNA ISLAND RESCUE
REPORT TO SIFPS July 28, 2018**

We have had 21 calls to date in 2018. 19 clients were evacuated, 15 by Water Taxi and 4 by helicopter. There were no issues with care or transport on our end. Although the total call volume for the year is up from 2017, July call stats are significantly lower than last year, 2 versus 10. It's making the team a bit nervous about August. Lamb BBQ events were few and quite minor except one individual who refused transport off Island against our very strong encouragement. We, of course had him sign the chart releasing us from responsibility.

Attendance at practice was down in July due to holidays and work commitments but remains satisfactory. Topics covered are based on requests from the crew and continue to be very positively received. Mike Billingham presented a day long workshop in early June, "Managing Pediatric Emergencies". 11 out of 13 SIR members attended. The reviews were excellent.

There are no new additions to our team. I am hoping to encourage Andrew Money to start taking call again and have asked for a meeting with him. We are short staffed in August due to holidays and travel plans for some of our key responders. It's going to be a challenge.

We are still searching for an appropriate replacement for "Bula" in 2019. We may or may not have the support I had hoped for from BCEHS. They are waffling. Due a large number of complaints from the crew I am replacing the black, hard sided jumpkit. It is quite heavy when empty and so we have gone back to the more traditional soft sided jump bags. That will be the only major expense this summer.

The Community Paramedic program, a pilot project of BCEHS, Island Health and the Provincial government is up and running on Mayne and Pender Islands. The Mayne CP's now have Saturna as part of their territory. They are coming once per month. The June visit was very positive with a large attendance for an education session on Stroke awareness. They now have 2 client referrals from Dr. Sadowski and are back this month to attend to them.

A visit to Saturna by BCEHS management personnel was planned for June but they cancelled last minute due to more "pressing commitments". We will try again in September.

Respectfully submitted,
Kate Vigneault, SIR Chief

SVFD Report 28 July, 2018

Operations:

No operational issues. One portable pump was repaired by Darrin Gilmore. Still need to have a second battery installed in command 1.

Training:

Keith McMaster is now half way thru his 1001 course on Pender. I attended a train the trainer course in New Westminster for wild land fire and am now a certified instructor all though i have not received my paper work yet. In house training is on wild land fire.

Finance:

Other:

CRD

Saturna Beach Estate

Fire Chief Report

SIFPS Meeting July 28th