

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

Director's Meeting Minutes Sept 14th 2019, 9:15am @ ESB#1

PRESENT John Hutchinson, Wayne Quinn, Priscilla Zimmerman, Harvey Janszen, John Wiznuk, Eva Hage, David Rees-Thomas, Tony Simmonds, Brent Sohler, Ian Gaines, Dan Thachuk

ABSENT Kate Vigneault, Deb Simpson

1. Meeting called to order at 9:10 am.
2. **Moved** to approve the agenda as circulated and amended to add to item #10: discuss maintenance/landscape contract for 2020. **Carried.**
3. **Moved** to approve Regular Director's board meeting minutes from July 13, 2019 as circulated. **Carried.**
4. John Hutchinson welcomed guest Dan Thachuk who has agreed to join the board.
5. **Business arising from July 13th, 2019 Director's Meeting Minutes**
 - a. Wayne gave a progress report regarding procurement of solar PV panels from which energy can be used for heating. Further quotes have been provided and the CRD is now evaluating. Ongoing.
 - b. Regarding the relocation of Engine #2 to Saturna Beach. There is currently no building for the truck. As it will be stored in a tent, it will be emptied of water this winter. Brent assured all that it could still be used if needed. John H. will email Saturna Beach to inform them of an extension to the time needed to erect a building.
 - c. New entry codes for ESB #1 & #2. John Wiznuk reported that the new entry code will take effect Oct 1st and reminded all that the code should be shared with emergency responders only and not the general public.
 - d. Report regarding new door locks. Ongoing.
 - e. Regarding new CREST radios and financial implications, John H. & John Wiznuk will attend the seminar on Sept 25th, 2019.
 - f. John H. is continuing in his attempts to discuss fire protection and medical response on IR7 with Tsawout First Nation Band Manager E. Wilson. Ongoing.
 - g. John H. announced that the re-painting of lines at the Winter Cove helipad by Parks Canada should be completed by the end of September.
 - h. The odor of septic gas at ESB #1 appears to have resolved itself.
 - i. Brent expressed the need for several more traffic cones. John H. has looked into purchasing cones and

they should be clearly marked "Saturna Fire". **Moved** to purchase 25 cones from Columbia Fire and Safety, 18" and reflective. **Carried.**

6. **Correspondence.** John H. read an email from Paul Brent on behalf of Saturna Parks & Recreation Commission, expressing opposition to the installation of a fire fighting emergency water cistern at Shell Beach. John H. to contact Parks Canada for suggestions on a new location. Ongoing.
7. **Fire Chief's Report.** Brent gave his report, as circulated, and suggested we have four new signs to clarify NO OPEN FIRES. John Wiznuk to follow up. Temporary campaign-style signs or sandwich-style boards suggested to be used during the summer. Priscilla Zimmerman to follow up. **Moved:** to accept Brent's report. **Carried.**
8. **SIR Chief's Report.** Presented by David Rees-Thomas on behalf of Kate Vigneault. **Moved:** that SIFPS top up the Saturnina Foundation grant money of \$592 given to SIR to purchase a new training mannequin for practices. It has been stipulated by the Saturnina Foundation that the mannequin purchase must take place no later than April 30, 2020. Ambulance bay door needs work as roof of new ambulance touches the top. **Carried.** Moved to accept SIR Chief's report as circulated and discussed. **Carried.**
9. **Financial Report.**
 - a. Eva reviewed Actual to Budget for July 1, 2019 to August 31, 2019. Annual Financial Statements have been sent to CRD. **Moved:** to approve Eva's report as circulated and to be posted on website. **Carried.**
 - b. Eva reviewed the 5-year budget forecast as distributed to the board. **Moved** to accept forecast as presented including the following amendment in the budget submitted to CRD: exchange the date of the replacement of the mini-pumper, in 2022 with the date of the water-tanker, in 2024. To clarify, the mini-pumper will be replaced in 2024, and the water-tanker will be replaced in 2022. **Carried.**
10. **Asset Management & Operations Committee Report.**
 - a. Wayne discussed receipt of the new ambulance. David Rees-Thomas described the necessary replacement of a radio, computer system and installation of a new windshield. It was **Moved** by Tony Simmonds that SIR will prepare and present a business case to the Board to determine the fate of the old ambulance; should it be kept on island or be put up for sale at auction? **Carried.**
 - b. Reminder that the renewal for the 2020 cleaning contract comes due in 2020.
 - c. Wayne discussed the 2020 maintenance landscape contract. It was agreed to post an expression of interest for the 2020 term.
 - d. Discussed regular maintenance by Telford of all roll-up doors at ESB #1 & #2. Wayne to follow up.
 - e. Engine 11 pump certification. Brent is waiting for a response to an email regarding an estimate.
 - f. CVI Inspection for #1 tanker and engine, deadline December.

g. CVI Inspection and service for ESB #1 rescue truck, due October 31st. Brent to follow up.

h. Brent discussed the purchase of new drop tank for ESB #2 tanker. Ongoing.

11. Corporate/Administration Committee Report

On behalf of Deb Simpson, John discussed the status report regarding grant applications for equipment and training, and privacy regulations with regards to the Personal Information Protection Policy.

Deb to follow up.

12. Communications Committee Report. Insert for Women's Club 'Welcome to Saturna' bag. Ongoing.

13. Human Resources Committee Report. None.

14. New Business

a. Renewal of SIFPS & SIVFD Memorandum of Agreement, November 2018: Tabled, as it is a 3 year agreement.

b. 2019-2020 Committees including names and their assignments are now posted on website.

c. Renewal of 2 MOU Parks Canada agreements. No changes except that they can be 2 year terms. John will discuss the renewal of the agreements with Parks Canada.

d. Regarding ICBC changes for SIFPS volunteer drivers: John reported that at-fault accidents would now appear on the volunteer's personal driving history.

e. FIRESMART Committee/Parks Canada - \$20,000-\$25,000 promised from the CRD. John Wiznuk to follow up

15. President's Report. John welcomed Dan Thachuk to the Board. **Moved** to appoint Dan to the board until the next general membership meeting. **Carried.**

16. Next Board Meeting will be held on November 16th, 2019 at 9:15 am @ ESB#1

17. Moved to go in to 'In Camera' meeting at 11:14 am. **Carried.**

18. Returned to regular Director's Meeting at 11:15 am.

19. Moved to Adjourn Meeting. Adjourned at 11:16am. **Carried.**

President, John Hutchinson

Recording Secretary, Sandy Nelson
