

## **SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)**

Director's Meeting Minutes Nov 16th 2019, 9:15am @ ESB#1

**PRESENT:** John Hutchinson, Wayne Quinn, Harvey Janszen, John Wiznuk, Eva Hage, Ian Gaines, Dan Thachuk, Kate Vigneault, Deb Simpson (via teleconference)

**GUESTS:** Peter Stolting, Peter Clark, Ron Monk & Tony Simmonds

**ABSENT:** Brent Sohler, Priscilla Zimmerman

1. The meeting was called to order at 9:15 am.
2. John Hutchinson welcomed guests Peter Stolting, Ron Monk, Tony Simmonds and Peter Clark.
3. **Moved** to approve the agenda as amended as follows: add to #5: Report regarding 2020 Wildfire Community Preparedness Day and grant money; #7: Move Explornet to #14 New Business; #10: Delete gas tax report (done, see #5). Add under #9: approve the SIFPS revised 2020 budget. **Carried.**
4. **Moved** to approve Regular Director's board meeting minutes from Sept 14, 2019 as circulated. **Carried.**
5. **Business arising from Sept 14th, 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. We have received \$20,000 Grant money. Install will be in early 2020. The following motions were approved by the Board as per Wayne Quinn's October 6th 2019 e-mail:
    - Moved** by Wayne Quinn that the SIFPS Board approve an expenditure of \$5000 as the Board's contribution to an expanded solar installation system primarily funded by a \$20,000 gas tax grant and that the treasurer assign the expenditure to an appropriate location in the Board's 2019/20 Budget. **Carried Oct. 6 2019.**
    - Moved** by Wayne Quinn that subject to the review by the Board President, Treasurer, and Chair of the Operations and Asset Management Committee of the CRD/SIFPS contribution Agreement relating to the Use of Community Works Funds (gas tax grant), the Board authorizes the signing of such agreement to allow the advancement of \$20,000 to SIFPS from the CRD. **Carried Oct. 6 2019.**
    - Moved** to approve actual quote by Viridian for Install at \$27,697.45. **Carried.**
  - b. 2020 renewal of cleaning contract, waiting for signature.
  - c. Progress report regarding posting for 2020 landscape maintenance contract. Now posted, expires Dec 1, 2019.
  - d. Saturna Beach strata have been notified they will have additional time to provide an enclosed/heated building for the fire truck. John Wiznuk expressed concern about the potential deterioration of fabric covered hoses exposed to moisture.
  - e. The new entry door code for ESB#2 has been completed by Darren Gilmore.
  - f. Report by John H. regarding new CREST radios and financial implications. Crest Chair, Gordie Logan wrote outlining past procedures which sees Saturna Island local budget paying for each \$4500.00 handheld radio - see September 19th, 2019 letter.

**Moved** to approve purchase of 7 new handheld Crest radio plus microphones and batteries. **Tabled** until after budget discussion.

**g.** Progress report regarding Tsawout First Nation and medical/fire protection on IR7. Lengthy discussion ensued regarding fire abatement. John H. to contact Dan Claxton of the Tsawout band. John Wiznuk to contact Adam Olsen in writing, for assistance. Dan Thachuk to draft an email to the Federal authorities regarding fire safety. **Moved** to accept the report. **Carried.**

**h.** Fire Smart Committee will work with Parks Canada regarding water storage in parks; Parks Canada has been notified.

**i.** John H. advised that the re-painting of lines at Winter Cove helipad by Parks Canada has been completed.

**j.** Twenty-five new traffic cones have been purchased and identified.

**k.** Regarding 2020 Wildfire Community Preparedness Day and grant money, John Wiznuk reported on the Community Resilience and Investment Program and future plans to use the \$25,000 grant money in consultation with the Fire Smart committee. **Moved** to accept the report. **Carried.**

**6. Correspondence.** John H. read an email from Mr. and Mrs. Dol, neighbors at ESB#2, regarding positioning of a new home on their property, requiring removal of 5 trees, and re-planting. Timeline is March or April 2020. **Moved** that we allow access for the Dol's house moving company and removal & re-planting of trees. John H. to prepare a formal agreement. **Carried.**

#### **7. Fire Chief's Report.**

**a.** Discussed small roof leak at ESB#1. **Wayne** to obtain repair estimates.

**b.** Quote received for cost of truck pumps and ladders certification. **Moved** to accept quote of \$4,059.61 for truck pumps and certifications. **Carried.**

**c.** Engine 11 pump certification plus CVI expires end of November. Crew to attend to this.

**d.** Two new Fire volunteers: Jessica Corkim, Tim Carrier. **Moved:** to accept Brent's report. **Carried.**

#### **8. SIR Chief's Report.**

**a. Moved:** to accept SIR Chief Kate Vigneault's resignation Effective December 31, 2019. **Carried.** John thanked Kate for her service. Kate announced that David Rees-Thomas would be Assistant Chief. **Moved** that the Board has confirmed SIR crew's recommendation of Vanessa Verbitsky as new SIR chief effective Jan 1, 2020. **Carried.** **Moved** to accept SIR Chief's November 2019 report as circulated and discussed. **Carried.**

**b.** No progress re: current status of BCEHS/SIFPS discussions for a transportation agreement.

**c.** New ambulance now in service. Decals, batteries and battery charger completed.

**d.** Discussed Tony Simmonds's report regarding repositioning of old ambulance (Bula) at ESB#2. **Moved** to approve the cost implication, (including an estimated annual operation cost of \$2,500), for constructing a pad at ESB#2 and retaining Bula for a trial period up to or before insurance becomes due in Oct 31, 2020, while feasibility is determined. Peter

Stolting will dig a pad and Ian Gaines will provide gravel, all at no cost to SIFPS. Eva Hage did not approve of retaining Bula. **Carried.**

e. New full body training mannequin has arrived.

f. Mice have been thwarted from entering storage room.

g. New SIR volunteer: Andrew Meeres.

#### **9. Financial Report.**

a. John H. thanked Eva for coordinating \$2,150 in donations to SIR for Bill Schermbrucker memorial.

b. Eva reviewed Actual to Budget for September 1, 2019 to October 31, 2019. Moved: to accept Eva's report as circulated and to be posted on website. **Carried.**

c. Eva presented the revised 5-year budget forecast for the CRD and Moved that the board approve to increase property taxes to \$167,000 for 2020. **Carried.**

#### **10. Asset Management & Operations Committee Report.**

a. A new portable bladder for the drop tank at ESB#2 tanker has been ordered.

b. Dan Thachuk read report regarding change to Work Safe BC for Fire Fighters. Does not apply.

c. Septic gas entering ESB#1. Keeping drain full of water is necessary.

d. ICBC Insurance renewal: 9 vehicles have been insured for 2020. Complete copies in file cabinet.

e. Discuss repairs to driveway at ESB#2. Follow up with Andrew Money.

#### **11. Corporate/Administration Committee Report**

a. Motion approved by Directors as per email November 1st, 2019 as follows: **Moved** by Deb Simpson that the SIFPS Board support the request for funding for the SIFPS Training Project (7 different training courses for our firefighters) primarily funded by the Community Emergency Preparedness Fund and that we as a Board provide overall grant management for this project. **Carried.**

b. Status report regarding Community Emergency Preparedness Fund grant application for equipment has been filed. Waiting for response. Late Feb. 2020

c. Status report regarding "Personal Information Protection Policy" for SIFPS. Ongoing.

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

**13. Human Resources Committee Report.** None.

#### **14. New Business**

a. **Moved** to accept Wayne Quinn's notice of retirement with thanks for his many years of devoted service to SIFPS. **Carried.**

b. House number signs. Dan Thachuk to proceed at a cost of \$30 per sign, to be paid by property owners.

c. **Moved** to appoint Peter Stolting as a director, effective immediately, until the 2020 AGM. **Carried.**

- d. Re: Darren Gilmore's email request regarding Explornet Internet at ESB#2 referred to John Wiznuk for emergency programs to follow up.
- e. 2 MOU Parks Canada agreements. (fire & medical) have been signed with no changes for next 2 years. (Dec. 31, 2021).

**15. President's Report.**

- a. Next Parks Canada Liaison Committee meeting is November 25th, 2019
- b. No SGI meeting planned.

**16. Next Board Meeting** will be held on January 11th, 2020 at 9:15 am @ ESB#1

**17. Moved** to go in to 'In Camera' meeting at 12:04 pm. **Carried.**

**18.** Returned to regular director's meeting at 12:18 pm.

**19. Moved** to adjourn meeting. Adjourned at 12:18 pm. **Carried.**

President, John Hutchinson Recording Secretary, Sandy Nelson

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