

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

Director's Meeting Minutes, Saturday, May 16 2020, 9:15am via ZOOM

PRESENT: John Hutchinson, Harvey Janszen, John Wiznuk, Eva Hage, Priscilla Zimmerman, Vanessa Verbitsky, Peter Clark, Dan Thachuk, Deb Simpson, Peter Stolting **ABSENT:** Ian Gaines **GUEST:** Ron Monk

1. The meeting was called to order at 9:18 am.
2. Welcome to guest Ron Monk.
3. **Moved** to approve the agenda as circulated and amended to add to **#10**, donations from masks, to add to **#5** consideration of John Wiznuk's, Fire Smart report, and to add to **#14** Human Resources Committee To discuss recommendations regarding HSA. **Carried.**
4. **Moved** to approve Regular Director's board meeting minutes from March 14, 2020 as circulated. **Carried.**
5. **Business arising from March 14, 2020 Director's Meeting Minutes.**
 - a. Solar PV panel installation tentatively planned for June. Wayne Quinn is the contact person.
 - b. Peter Stolting described the procedure to move Dol's house on to their property via ESB #2 driveway. **Moved** to remove tree currently affecting Hydro pole with discussion about 2nd and 3rd trees to be held at a later date. **Carried.**
 - c. Previous board decision to remove three trees at ESB #1 was rescinded by email. **Moved** To refer to Asset Maintenance Committee to develop a recommendation for the Board. **Carried.**
 - d. **Moved** to accept John Wiznuk's Fire Smart report. **Carried.** John Hutchinson has recommended that the report be added to the AGM package.
6. **AGM on June 27th 2020 at 1:00 pm**
 - a. **Moved:** to have AGM safely conducted at ESB# 1 on June 27 at 1:00 pm, with caveat that it will be cancelled in the event of increased COVID-19 concerns. **Carried.**
 - b. Committee reports due to John Hutchinson on Friday, May 22, 2020.
 - c. Notification about AGM to go out by email no later than June 12th, 2020.
7. **Correspondence**

A request from the Community Paramedic on Galiano Island for SIFPS to support Hospital Discharge Bag Program has been denied as this is beyond the purview of SIFPS. John Wiznuk suggested the Saturna Women's Service Club as an alternative participant in this multi-island coordination. John Hutchinson to reply to Galiano by email.
8. **Fire Chief's Report**
 - a. It was reported that our Accident & Disability policy would cover volunteers if they get Covid-19 as a direct result of contact during their volunteer duties.
 - b. Peter reported that he has guidelines from fire officials to possibly re-start limited practices in June.
 - c. Peter Clark reminded all that new volunteers should contact him first rather than just showing up at practice.
 - d. **Moved** to accept Peter's report as circulated and discussed. **Carried.**
9. **SIR Chief's Report**
 - a. John Hutchinson said BCEHS is operating with SIFPS under the current informal agreement.
 - b. Eva asked Harvey to investigate procurement of computers for online training if necessary.
 - c. Old pagers may be used in future but currently not necessary.

d. Moved: to accept SIR Chief Vanessa's report as circulated and discussed. **Carried.**

10. Financial Report.

a. Eva reviewed Actual to Budget for March 1, 2020 to April 30, 2020. **Moved** to accept Eva's actual-to budget report as circulated and to be posted on website. **Carried.**

b. Approval of Annual Financial Statements ending December 31, 2019. **Moved** to accept final Annual Financial Statements ending December 31, 2019. **Carried.**

c. Carole Yakura has made and sold cloth masks to the community and donated the money raised to SIR. **Moved** that the \$300 be used for SIR volunteer appreciation. **Carried.**

11. Asset Management & Operations Committee Report.

a. Regarding a recent minor ambulance accident, John Wiznuk reminded all of the two-person guideline when moving vehicles. John Hutchinson asked for the ambulance to be fixed and bay door lower panel plus weather strip be replaced by Telford Doors.

b. John Wiznuk advised there is a list coming regarding maintenance for all vehicles.

12. Corporate/Administration Committee Report

"Personal Information Protection Policy" for SIFPS. **Tabled.**

13. Communications Committee Report.

a. Women's Service Club's brochure creation for Welcome to Saturna bag. **Moved** to be **Tabled** until the July Director's meeting. **Carried.**

b. SIFPS will prepare a thank you to former Fire Chief Brent Sohler and a welcome to our new Chief Peter Clark. Harvey will assemble information for the Scribbler. Vanessa pointed out recognition for Kate as former SIR Chief, which was originally planned for the Pig BBQ, is now cancelled. John Wiznuk suggested our public AGM would be a suitable venue to recognize the contributions of Brent and Kate.

14. Human Resources Committee Report.

a. *Original SIR HSA criteria:* "Must attend 7 shifts per month on pager, averaged over the past 12 months and attend a minimum of 18 hours training or approved SIR activity."

Revised SIR HSA Criteria: "Must attend 7 shifts per month on pager, averaged over the past 12 months, and attend 75% of monthly practices or approved SIR activity." **Moved** to accept revised criteria. **Carried.**

15. New Business

Crest Communications has replaced all our new pagers with new upgraded pagers at no cost.

16. President's Report.

Discussion of 'Critical Incident Report' will be held at next meeting.

17. Report out on motions passed at the 'In Camera' meeting held March 14, 2020. Carried.

a. Moved to approve March 14th In-Camera meeting draft minutes as circulated. **Carried.**

b. Moved that SIFPS will provide \$15.00 per hour per diem (\$120.00 for full day), when SIFPS volunteers are on sponsored training courses longer than two days. **Carried.**

18. Moved to adjourn meeting. Adjourned at 10:45 am. **Carried.**

President John Hutchinson

Recording Secretary Sandy Nelson
