

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

BOARD OF DIRECTOR'S MEETING

Monday, January 18, 2021 - 4:00pm via ZOOM videoconference

PRESENT: Wayne Quinn, Harvey Janszen, John Wiznuk, Eva Hage, Ron Monk, Melanie Watson, Deb Simpson, Tony Marchigiano, Peter Stolting, Peter Clark, Vanessa Verbitsky. **ABSENT:** Ian Gaines

GUESTS: Martin Wale, John Hutchinson, Larry Field, Michel Chiasson

1. The meeting was called to order at **4:03pm**.
2. Welcome to guest Martin Wale, John Hutchinson, Larry Field, and Michel Chiasson
3. **Moved:** to approve the agenda as amended to add the following items under New Business: #3 Safety Committee update #4 IR7 Issues, and #5 update on UBCM funding. **Carried.**
4. **Moved:** to approve Regular Board of Director's meeting minutes from November. 23, 2020. **Carried.**

5. Business arising from November 23, 2020 Director's Meeting

- Car #1 repair and weighing of vehicles. Ongoing.
- Alder removal at ESB #1 also two cedar trees could be removed. Ongoing.
- Fan Installation ESB #1 has been completed.
- Commercial General Liability Insurance Policy search is ongoing.
- Car #2 shelter status at ESB #2 - Peter Stolting reported that a graded site has been prepared for now. Plans for a more permanent site and structure will be looked at in the future.
- SGI Mutual Aid Agreement renewal: John Wiznuk will begin the process.
- Melanie Watson has drafted letters regarding Fire Protection to residents of the following islands: Samuel, Trevor and King Islets. Timeline for completion is late January.

5b. Update from Martin Wale re: fire pager callouts. The present call system does not adequately reach all areas on the island, resulting in delayed response times. A potential solution has been found that would allow pager calls to be re-routed over text or email. Martin Wale explained he has been working on a CAD-operated system that would work in conjunction with I AM RESPONDING, an instant mass-messaging system, and could be installed at ESB #1. Martin asked for approval to proceed with this possible solution and establish a 60-day trial when all is ready. Approval was given by consensus.

6. Correspondence. None.

7. Fire Chief's Report. **Moved** *to accept Peter's report as circulated.* **Carried.**

8. SIR Chief's Report. Vanessa added one additional call to her report and also discussed the need to coordinate information received from community Social Media posts (such as Facebook) with information received on call outs to better serve the community. **Moved** by John Wiznuk to accept Vanessa's report as presented & discussed **Carried.**

9. Operations/Asset Management Committee Report

- Status of third water tank at ESB #1 is ongoing.
- Vehicle issues: none. Building issues include roof & gutter cleaning and basic maintenance. John Wiznuk noted that the solar panels would require cleaning next year.
- John Wiznuk discussed options for disposal of the old CREST radios.
- Peter Stolting reported that three problem trees at ESB2 have now been removed.

10. Finance Committee Report

- Actual to Budget statement Jan to Dec 2020 by Eva Hage. **Moved** by Eva to accept the statement. **Carried.**
- Eva reported that 2020 was a very good year for donations. There was a total of \$13,080.25 of which \$11,980 was intended for SIR (including \$7,702.00 for Car 2). The Fire Department received \$1,100 in donations.
- Costs to outfit Car 2 was \$4,593.00 and another \$1,100.00 to house this ambulance.
- Eva mentioned she knows of two possible bookkeepers to replace her when she steps down, but a treasurer has not yet been found. President Wayne Quinn suggested a Treasurer from within the current board members would be much appreciated but is also looking in the community.

11. Corporate/Administration Committee Report None.

12. Communications Committee Report Emergency Services Brochure. Ron Monk advised that the store will have copies of the new brochure, and Ron thanked John Hutchinson for his assistance. John H. asked for copies for the Welcome bags.

13. Human Resources Committee Report

- Deb Simpson and Ron Monk will draft job descriptions for Fire and SIR Chiefs.
 - Personnel planning for Fire and SIR teams and discussion on size of teams, turnover, and replacement of personnel.
- John Wiznuk commented that given Saturna Island's demographics, SIFPS should always be on the lookout for team members however, budgetary and training considerations are valid concerns in order to establish a benchmark for team size.

14. President's Report Wayne Quinn added that the septic tank issue at ESB2 is being addressed.

15. New Business

- BCEHS Agreement. Ongoing.
- Fire Services Audit: All Gulf Island fire departments were audited according to the Provincial playbook and Work Safe BC.
- A new Occupational Health and Safety Committee will be set up. Tony Marchigiano, Vanessa Verbitsky and John Wiznuk will sit on this board along with Linda Cunningham and Peter Cark.
- Peter Stolting reported positive communication with band leaders regarding fire safety on IR7.
- Deb Simpson reported that UBCM's Community Preparedness Fund has extended SIFPS training funding for one more year, until Feb 28, 2022. Regarding Peter Clark's request to bring in two containers for fire training, Wayne advised that sites are being considered.
- Eva reported that Tony Marchigiano has offered to oversee HSA.

16. Next Meeting Monday, March 15, 2021, 4:00 pm @ ESB #1 or via ZOOM video conference (TBD)

17. In-Camera Meeting None

18. Moved by Harvey Janzen to adjourn meeting. **Carried.** Adjourned at **5:26pm**

President: Wayne Quinn

Recorded by Sandy Nelson
