

SATURNA ISLAND FIRE PROTECTION SOCIETY
Board of Directors Meeting
Monday, July 17, 2023 @ 4:00 pm — ESB1

Present: Liz Gilliland (Vice President), Stephen Hardy (Treasurer), Melanie Watson (Corporate Secretary), John Wiznuk, Byron Fritzler, Tex McLeod, Keith Preston, Ian Gaines, Don Rutherford, Peter Clark (Fire Chief), Vanessa Verbitsky (SIR Chief)

Regrets: Ron Monk (President), Doug Roy

1. **Call to Order** by Liz Gilliland at 4:00pm.
2. **No Guests**
3. **Moved** to approve the agenda. **Carried.**
4. **Moved** to approve board meeting minutes from May 8, 2023. **Carried.**
5. **Business Arising from Last Minutes**
 - a. Generators at ESB1
 - SIFPS now has proof of ownership of the generators and they can now be insured. The generators need to become part of routine maintenance.
 - b. SIR conflict of interest re tax money and donations
 - Brief discussions took place. A brainstorming meeting to be arranged to discuss all funding streams.
 - c. Application for the Victoria Foundation Community Grant was unsuccessful.
6. **Correspondence Received**
 - None
7. **(Vice) President's Report**
 - a. Grant applications status (Gaming and Victoria Foundation Community)
 - Two separate proposals for VIHA and BCEHS grants are in progress.
 - Working on getting all information ready for Gaming Grant application which has a submission deadline of early August. A committee to meet to draft up the Capital Gaming Grant proposal to acquire a water tender and complete the submission by the deadline. Committee will meet on Thursday.
 - b. Composition of board committees
 - Not discussed.

8. Finance Committee Report - SH

- a. Reviewed Jan-Jun 2023 internal financial statements and cash position.
 - Income was \$23,000—most attributed to receiving 50% of a grant for firefighting training. Stephen reported a significant underspend in the first six months as compared to the budget phasing, which was mainly due to less SIR and Firefighting training expenses, PPE purchases, and deferring the implementation of the SIR compensation plan by four months. The six-month period ended with an \$83,000 positive variance to budget.
 - Cash balance was \$248,000 at the end of June. In good shape from a cash perspective. Will receive funds from the CRD from the annual property tax requisition at the end of August to early September. The bank accounts were reconciled by the Bookkeeper at the end of June.
- b. Regulatory compliance updates
 - The T3010 for Canada Revenue Agency was filed at the end of June.
 - The Annual Report was filed with BC Registries by the due date.
- c. Payroll processing update
 - Payroll for SIR compensation is up and running and being done manually. Need to seek out payroll software that is cost effective so as to streamline the process.
- d. 2024 budget planning
 - The five year budget and forecast is to be submitted to the CRD in September. Start meetings in August for budget planning. There will likely be an increase in funds required for next year to meet increased spending plans.

Moved to accept the financial report as presented. **Carried.**

9. Fire Chief's Report - PC

- a. Need four new pagers and one new charger. Will find out if we own the existing pagers, and if they are being leased or financed.
 - **Moved** to purchase four new pagers. **Carried.**
- b. Expenditures update status versus budget
 - Will apply for Capital Grant to double the budget for tender replacement.
- c. Compensation Report
 - Chief Clark put out a survey to firefighters about compensation and came back with results and a comprehensive report.

10. SIR Chief's Report

- a. New trainee recruitment and development status
 - There is one solid recruit and two potential.
 - Will focus on recruits.
- b. Expenditures update status versus budget
 - Over budget on office supplies.
- c. Vehicle Inspection Records
 - Do SIR vehicle inspection and maintenance once a year and keep records for BCEHS.

11. Operations/Asset Management Report - JW/IG

- a. Snow removal contract for buildings
 - Need to find out if Clint Davidson will prioritize the emergency service buildings. Have not heard anything back about unused quad.
- b. Updated asset review/listing plan
 - Has not been started.
 - Need people to join the committee.
- c. Roof, gutters and solar panel cleaning
 - Completed.
 - Rethink the hiring of contractors that undertake dangerous tasks normally requiring specialist safety equipment. Potential insurance and occupational health and safety issues.
- d. Equipment re Gaming Grant Application
 - Need replacement SCBAs—it is an occupational health and safety issue.

12. Status of IR7 - TM

- a. Ian will check in with Peter Stolting to see if he's still willing to work as the IR7 liaison.

13. Policy Reviews and Updates - All

- a. Approval of new volunteer compensation policy
 - **Moved** to approve volunteer compensation policy. **Carried.**
- b. Revision to Privacy policy
 - Tabled draft revisions to the privacy policy and will revisit it at the September meeting.
- c. Counselling
 - Costs per member were discussed. Start with Homewood Counselling and then if additional counselling is needed a list of counsellors can be provided.
 - Call insurance agent to find out when the policy will be activated.
 - **Moved** to accept counselling policy. **Carried.**

14. Corporate/Administration Committee - MW

- a. Contracts register
 - Put together a register of contracts to keep track of what we have and their expiry dates.
- b. Insurance update
 - Working as normal. Everything has been updated and paid.

15. Communications Committee - TM

- a. Status of website update and revision plan
 - May have a Camosun College student to help update the website as part of their curriculum. SIFPS would have an agreement for a student to work under contract by the fall.

16. Human Resources - KP

- a. Recruitment and retention support and initiatives
 - Ongoing
- b. Draft counselling policy and recommendations
 - Previously discussed under Policy Reviews and Updates.
- c. Administration support options for Chiefs
 - Ongoing

17. Occupation Health and Safety Joint Committee - KP

- a. Updates on current initiatives
 - Finishing off the list that was based on last year's worksite inspection.
 - Emergency contacts list.

18. Health Spending Account Committee Report - KP

- No Updates

19. Nominating committee

- a. Approval of new members
 - Discussed potentially changing the bylaw to not require the board's approval of new members. By-Law changes must be approved by a threshold of 75% of the members present to vote.

20. New Business

- a. Bank account for Gaming Grant
 - **Moved** to open two bank accounts for Community Gaming Grants. **Carried.**
 - Melanie will inquire with Coast Capital.

21. Date of Next Meeting: September 18, 2023 at 4:00 pm @ ESB1.

22. Motion to adjourn at 5:34 pm. Carried.

Vice-President: Liz Gilliland



Recorded by: Arielle Middleditch