

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

**MINUTES OF DIRECTORS' MEETING**

**April 19, 2012 @ 10:45 a.m. held at ESB#1**

**DIRECTORS PRESENT:** Bernie Ziegler – President; Eva Hage – Secretary; Theresa Howard – Controller; Ron Hall – Treasurer; John Savage, John Money, Ted Syverson, Tom Johnstone, Robert Stuart, Dan Thachuk, Lee Middleton

**FIRE CHIEF** – Brent Sohier

**SIR CHIEF** – David Rees-Thomas

**RECORDING SECRETARY** – Jenna Foster

**1. CALL TO ORDER**

President Bernie Ziegler called the meeting to order at 10:50 a.m.

**2. APPROVAL OF AGENDA**

The following additions were requested:

- 6. F ii)** ESB#1 final approval
- 6. F iii)** ESB#2 landscaping and maintenance
- 6. F ix)** CRD issue
- 6. F x)** Information binder for new directors
- 6. F xi)** Meeting protocol discussion
- 6. G i)** Article in *Firefighting in Canada*
- 6. H ii)** Volunteer support positions
- 6. H iii)** Community stewardship award for John Wiznuk
- 6. H iv)** Memorial bench

**Motion:** Eva Hage moved approval of the agenda as amended.

**CARRIED**

**3. APPROVAL OF MINUTES**

**Motion:** Ted Syverson moved approval of the minutes of March 15, 2012 as presented.

**CARRIED**

**4. CORRESPONDENCE**

None

**5. WELCOME GUESTS**

No guests were present.

**6. COMMITTEE REPORTS**

President Ziegler welcomed Acting Fire Chief Brent Sohier.

**6. A. FIRE CHIEF'S REPORT (attached)**

Brent Sohier reviewed his report.

There was discussion about the costs of upcoming training. Bernie Ziegler suggested that Brent Sohier meet with the Operations Committee and the Treasurer to discuss the budget for training.

Deputy Fire Chief, Hubertus Surm and Training Officer, Rob Kendall will organize a training schedule and recruit different firefighters to lead sessions depending on the skills involved.

**Motion:** Tom Johnstone moved acceptance of the Fire Chief's report.

**CARRIED**

**6. B. SIR CHIEF'S REPORT (attached)**

David Rees-Thomas reviewed his report. There have now been four (4) calls in April with a total of ten (10) in 2012.

He detailed the process for the three (3) attendants who just completed their EMR training to obtain their license.

David Rees-Thomas said the Deputy Fire Chief would like to plan a joint auto extraction exercise in May.

Two (2) replacement batteries for hand held radios were handed out.

**Motion:** John Money moved acceptance of the SIR Chief's report.

**CARRIED**

## **6. C. FINANCIAL REPORT**

### **6. C i) Monthly Statement March, 2012**

Theresa Howard informed the directors that there will be adjustments to December, January and February financial statements. The March statement will not change (except the Year to Date amounts) and can be approved.

There was discussion about how to look at the financial statements in terms of managing expenditures and forecasting expenses. Theresa Howard explained that in general the monthly operating budget is \$8000. It is the role of the Operations Committee to work within budget and communicate with directors and personnel as required.

Bernie Ziegler asked why the \$5000 annual fee to the Saturna Island Recreation and Cultural Centre which was due on January 1<sup>st</sup> did not show as paid. Theresa Howard said it was an oversight and she would go ahead and pay it.

**Motion:** Robert Stuart moved approval of the March financial statement.

**CARRIED**

### **6. C ii) Line of Credit**

Ron Hall reviewed the proposal from TD Bank regarding a line of credit for SIFPS. There was discussion in support of the proposal.

**Motion:** Ron Hall moved that the SIFPS Board accept the Toronto Dominion Bank's offer of a credit operating facility under terms as given in the March 22, 2012 email from Jack Leung, TD Accounts Manager.

**CARRIED**

### **6. C iii) Per Diem payments for training courses**

Ron Hall explained that there is some confusion about what the per diem includes when personnel are on training courses. Tom Johnstone stated that it should include cost for travel, reasonable hotel, and a daily standard for meals.

It was suggested that the HR Committee come up with a proposal for the next meeting.

## **6. D. ASSET MANAGEMENT COMMITTEE**

### **6. D i) Report on Asset Replacement Costs**

Members dealing with this are not available to report so this will be brought forward to the next meeting.

**6. D ii) Completion of building tasks at ESB#2**

Eva Hage reported that Jerry Pavlatos could not give her a time line on when the sign would be erected. She added that the flooring installation was complete and well done. It was suggested that Jim Fairhurst may be available for the sign job, Eva agreed to contact him.

**6. D iii) Sale of old Mini Pumper**

John Money said he had advertised the sale of the Mini Pumper and in the end the best offer was from Barry Crooks for \$1500. When the replacement arrives, the Pumper will be sold to Mr. Crooks.

**6. E. OPERATIONS COMMITTEE**

**6. E i) East Point Mini Pumper**

Ted Syverson summarized his communication with the Fire Chief from Salt Spring regarding the purchase of their Mini Pumper and its arrival on Saturna in the first part of June. The sale of the \$30,000 vehicle will also include some gear. Brent Sohler explained that all the gear will go through testing.

**6. E ii) Hydro costs at ESB#1**

David Rees-Thomas reported that the block heater was drawing about \$400 a month and has been unplugged. He noted that the Genset is also plugged in; he will ask Ian Elliot about it as well as who should pay for it.

**6. E iii) ESB#2 – Repairs (added to agenda during meeting)**

Ted Syverson continued with the committee's report noting that the contractors had done some damage to the site and would need to fix the cracked slab and replace some plants, etc.

**6. E iv) Vehicle Certification (added to agenda during meeting)**

Ted Syverson explained that they have been looking into the cost. A suggestion was put forward to consider sharing the cost with local contractors. Discussion led to an agreement to first get a bid from the company and then decide if they want to invite others.

**6. E v) ESB#1 Fence Height (added to agenda during meeting)**

Ted Syverson explained that the SIR Chief asked about lowering the section of the fence closest to the road because it takes away from a clear line of sight for the ambulance driver when pulling out of the bay. After some discussion, Tom Johnstone summarized that the issue was between safety and aesthetics. Brent Sohler noted that the fire department does not have the same issue because they exit the property from a different location. It was agreed that SIR Chief would have another discussion with his staff and bring it back to the board.

**6. E vi) Tanker Truck**

John Money informed the board that the truck was picked up yesterday with a final purchase price of \$8,000. He plans to work with the firefighters and Operations Committee to get it up and running as soon as possible. John Money estimated that it would cost another \$5,000 to do a few repairs and paint the vehicle. The truck is certified until the end of August.

The quote for a class three (3) driver's license with air came to \$2500 per person with a ten (10) per cent discount if they trained four (4) at a time.

**6. E vii) Superior Tanker Shuttle Assessment Process**

Lee Middleton reported that he has looked into the process and there may be some potential for fire insurance savings. He said that step one was to look at property values and the fire underwriter risk rating scale. Lee Middleton suggested that he detail potential cost savings at the next meeting and then the board can make a decision regarding going forward or not.

**Motion:** Ted Syverson moved acceptance of the Operations Committee's report.

**CARRIED**

**6. F. CORPORATE & ADMINISTRATION COMMITTEE**

**6. F i) Meeting with Emergency Health Service Commission**

Dan Thachuk updated the board on his progress which included a meeting with Murray Rankin. He stated that he will have a draft agreement for the board to look at before the next meeting.

**6. F ii) ESB#1 Site – Final approval**

The board was updated on the progress of the Memorandum of Understanding (MOA) with the Saturna Island Recreation and Cultural Centre; the documents will be ready for perusal by the next meeting.

**6. F iii) ESB#2 Covenant/ LTC approval**

Eva Hage summarized the direction from Islands Trust that the covenant would be fulfilled once the neighbours were completely satisfied. She met with Jim Bavis and he requested more trees along the border of his property. Nine (9) additional cypress have been ordered and will arrive tomorrow with the other three (3) that were already on order.

The landscaping plan needs to be revised because of additional plants and changes made by the planters.

Bernie Ziegler said he had spoken to the neighbour on the other side, Phil Mesner and he expressed total satisfaction with the current landscaping.

Caution was expressed to ensure that the revised landscaping plan and communication between all parties will support fulfillment of the covenant.

The board agreed that Eva Hage should move forward with planting and hiring Nancy Phillips to revise the landscaping plan as well as work with the Islands Trust planner to satisfy the covenant requirements.

Eva Hage added that a landscape maintenance plan for the site is required for watering, weeding and spraying anti-deer solution.

**Motion:** Eva Hage moved to hire a person for one day a week until early June for up to a total amount of \$1000.

**CARRIED**

#### **6. F iv) CRD Relationship**

Tom Johnstone commented that he had met with the new CRD Director and was looking forward to a more meaningful and cooperative relationship with them.

There was discussion about the CRD bylaw regarding tax monies and what options the board has.

**Motion:** Dan Thachuk moved that the board ask for a letter from President Bernie Ziegler and Tom Johnstone to be sent to the CRD requesting their share of tax monies as provided in CRD Bylaw No. 2165.

**CARRIED**

#### **6. F v) Insurance Claim – ICBC**

Ron Hall said he had not heard from them and he would re-contact ICBC.

#### **6. F vi) Projected Replacement Costs of Turn-out-gear**

Ron Hall said there was nothing to report at this time.

#### **6. F vii) Recognition of outgoing Fire Chief**

Dan Thachuk reviewed the information he had so far. He said he is still looking into the dates of John Wiznuk's service to see if they meet the twenty (20) continuous year requirement for the award.

Eva Hage suggested that the society also nominate John Wiznuk for the Islands Trust Community Stewardship award; the deadline is April 27, 2012.

**Motion:** Eva Hage moved that the Saturna Island Fire Protection Society nominate John Wiznuk for the Community Stewardship award.

**6. F viii) Response to *Flying Shingle* article**

John Savage reviewed the communication with the newspaper since they published the article in question in early March. There was discussion about the unsatisfactory retraction printed in the newspaper and the letter received from the paper's lawyer. John Savage said he has spoken to a lawyer who referred him to another lawyer that he plans to speak with tomorrow. Dan Thachuk said a letter from a lawyer should be sent demanding a full retraction, acknowledging the facts and requesting an apology.

Eva Hage read out a different retraction printed in *The Flying Shingle* on March 19, 2012 and she emailed the link to all board members.

John Savage agreed with other board members that the March 19<sup>th</sup> retraction (which he was unaware of) represented a satisfactory response from the paper.

**Motion:** Dan Thachuk moved that John Savage will continue to deal with this item and he will come back to the board if needed.

**CARRIED**

**6. F ix) CRD Issue**

John Savage reported that he spoke with Cindy Paton regarding updated information for 911 and the addresses have been incorporated into the system. He has asked how he can check the information and is waiting to hear back from them.

**6. F x) Information binder for new directors**

Eva Hage suggested the creation of information binders for new directors. Other ideas were discussed including an orientation session and recording it on a CD that could also be used at the AGM.

**Motion:** Eva Hage moved that the Corporate & Administration Committee come to the next meeting with some proposals for orientation.

**CARRIED**

**6. F xi) Meeting protocol discussion**

Eva Hage asked the board to consider how to lessen the length of the meetings. A general protocol was discussed where committees would deal with items and bring it to the board when a decision or recommendation was required.

## **7. G. COMMUNICATIONS COMMITTEE**

### **7. G i) Article in *Firefighting in Canada***

Lee Middleton said the website has been updated and he mentioned the article in *Firefighting in Canada*. Bernie Ziegler said it also appeared in The Islands Independent.

## **8. H. HUMAN RESOURCES COMMITTEE**

### **8. H i) Pictures of Firefighters**

Ted Syverson stated that Jim Herbert has agreed to take individual and group pictures of the firefighters as well as work with Lee Middleton to place them on the website. It was suggested that the HR committee work with the Chiefs on this.

### **8. H ii) Volunteer Support positions**

Eva Hage proposed that there are several support positions that could be filled by volunteers i.e. grounds keeping, washing vehicles. It was agreed that the HR Committee should meet to discuss further.

### **8. H iii) Community Stewardship award for John Wiznuk**

This item was addressed in 6. F vii).

### **8. H ix) Memorial Bench**

Tom Johnstone spoke with retired Chief, John Wiznuk and they agreed upon the purchase of a red aluminum steel bench with the wording read out by Tom Johnstone. The cost is \$1068.

**Motion:** Tom Johnstone moved that the Asset Management Committee purchase the memorial bench as described.

**CARRIED**

## **9. NEW BUSINESS**

### **9. i) Date of AGM**

President Ziegler suggested a couple of dates for the AGM.

**Motion:** Dan Thachuk moved that the Saturna Island Fire Protection Society board hold an AGM on Sunday, June 24, 2012 at 11 a.m. at the Saturna Island Recreation and Cultural Centre if available.

**CARRIED**

## **10. DATE OF NEXT MEETING – *May 17, 2012* at 10:45 a.m. at ESB#1 Fire Department training room.**



**11. MEETING ADJOURNED at 2:05 p.m.**

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Bernie Zeigler, President

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Eva Hage, Secretary

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Jenna Foster, Recording Secretary

**SIFPS Monthly Board Meeting, April 19, 2012**

**Fire Chief's Report**

**Operations:**

There has been no fire dept. paged out calls to report so far this April. Chief did attend one ambulance call on April 1<sup>st</sup>. I attended the community policing meeting on the 1<sup>st</sup> of April at the community hall.

**Financial:**

I counted petty cash and confirmed with Theresa the amount.

**Training:**

Four firefighters will be attending the B.C. volunteer firefighter spring training in early May.

In preparation for our May 26<sup>th</sup> simulated airplane crash exercise the fire dept. will be using our new extrication tool for the next two practices. A car was donated to the fire dept. for practice with the extrication tool.

There is a level 2 technical high angle rope rescue course on Pender the weekends of June 10-12 + 16-17 that I hope to send four people to depending on cost which I do not have yet.

We have a ministry of forests certified wild land firefighting course confirmed for July 14<sup>th</sup> and an office of the fire commissioner certified wild land sprinkler course for the 15<sup>th</sup>. Both courses are instructed by the same person. This is a whole dept. course with a max attendance of 30 firefighters. As we only have about 16 we will be inviting other dept. to attend. We hope to use the parks Canada equipment so we will also send out an invitation to them.

April 3<sup>rd</sup> regular training night saw the return of two member who have been absent for some time, we had a full house with 16 firefighter which may be a record.

### **Other Business:**

Hubetrus Surm was nominated for and has now taken over the position of deputy chief, Rob Kendal was nominated and has now taken over the position of training officer. I am pursuing the position of local assistant to the fire commissioner and need an official letter from the SIFPS stating that I am the new fire chief and John has retired from the position.

Brent Sohier

## **Saturna Island Rescue Unit Chief's Report March-April 2012**

### **Incidents**

SIR crews responded to ONE call in March for a total of 42 in the VIHA fiscal year ending March 31. We have had 2 calls so far in April, giving us 8 overall in calendar 2012.

### **Training**

Shannon DeMan, Andrew Money, and Tony Simmonds completed EMR training March 30th. We now have five attendants with EMR training. It is hoped that the new EMRs will obtain their licenses.

March training centred on CPR and AED skills. The April session was concerned with administrative procedures and paperwork, specifically the Patient Care Report.

The Southern Gulf Islands Emergency Program will be holding a major functional exercise May 26 (Saturday). The exercise scenario involves the forced landing of a Twin Otter aircraft in the field beyond the Winter Cove helipad. A fuselage mockup will be used with up to 12 passengers to be extricated, triaged, treated, and transported to hospital. Participating agencies will include SIVFD, SIR, RCMP, ESS, and of course Parks Canada, since it's on their turf.

Another exercise involving the Rope Rescue team, SIR, and Coast Guard Auxiliary is tentatively planned for June.

### **Equipment**

No issues, however we have confirmation from Parks Canada that the big-wheel basket stretcher in the common access storage is available for use other than on Parks land, e.g., should it be needed to extract a patient from Haggis Hollow.

## **Ambulance**

We started using a block heater last fall because the ambulance was becoming increasingly hard to start. On receipt of the resulting Hydro bills it was determined that power usage was excessive, and we have unplugged the heater. Since then we have been starting the car on a more frequent basis and have found it to respond reasonably well. At some point we will need to have the starter and probably the injectors checked out. For future cold-weather use the block heater will be on a timer and limited to 8 hours on.

## **Station**

Rocks moved, parking adequate.

David Rees-Thomas  
Unit Chief  
Saturna Island Rescue