

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

MINUTES OF DIRECTORS' MEETING

Saturday, August 18, 2012 @ 9:00 am at ESB#1

Directors Present: Bernie Ziegler, Eva Hage, Theresa Howard, Ron Hall, Wayne Quinn, Dan Thachuk, Lee Middleton, Tom Johnstone

Fire Chief: Brent Sohier

SIR Chief: David Rees-Thomas

Recording Secretary: Bev Lowsley

1. Call to Order

The meeting was called to order by President Bernie Ziegler at 9:03 am

2. Approval of Agenda

Discussion of timing of budget development will be added to the item 7. Financial Report

Motion: Dan Thachuk moved approval of the agenda as amended. **Carried**

3. Approval of Minutes of July 14, 2012 Directors Meeting

One error was noted which had already been corrected.

Motion: Bernie Ziegler moved approval of minutes as amended. **Carried**

4. Business Arising

4. A) Code of Conduct and Ethics Follow-up

Eva Hage circulated a draft document. After brief discussion it was agreed that further clarification of the wording is required. A revised draft will be brought forward to the next meeting. Members having revision suggestions should forward them to Eva and/or Ron Hall.

4. B) Letter to Local Trust Committee

A letter has been sent to Ken Hancock, the Trustees, to Linda Adams and to Gary Richardson questioning the process followed at the recent islands trust meeting concerning the ESB#2 covenant. Wayne Quinn has spoken to Ken Hancock who indicated that he had not yet received the letter. Wayne also noted that to date Ken has not visited the site so he may not fully understand the issues. His focus seems to be on adhering to the terms of the covenant. Pros and cons of submitting a formal

appeal were discussed. Ron Hall provided a copy of the ESB#2 covenant, noting that the covenant does not relate in any way to issuance of an occupancy permit. Tom Johnstone and Wayne Quinn will work together on an approach to dealing with the current deadlock. They will bring this to the next meeting of the SIFPS board.

4. D) Letter to CRD regarding tax revenues

Ordinarily the cheque would be in hand by August 7 but so far it has not been received. Tom Johnstone has spoken with CRD Director David Howe who agreed to represent SIFPS in this regard and he expects that the cheque should be sent out soon.

5. Correspondence

Eva Hage read a letter of thanks from Susie Washington Smyth for the care and concern shown by SIR crew during her husband's illness. She made a donation requesting that it be used in support of the SIR program.

6. Welcome Guests & Questions from the Floor

There were no guests present.

7. Committee Reports

7. A) Fire Chief's Report

Bernie Ziegler read the report (attached) as Brent Sohier was not yet in attendance.

The issue relating to Parks Canada staffing, as mentioned in the report, required more in depth discussion.

Motion: Theresa Howard moved to go *in camera* for this discussion.

Carried

During the discussion Chief Sohier arrived and was able to further elaborate on the issue.

Motion: Dan Thachuk moved to come out of *in camera* status. **Carried**

Further items: A Chief's call regarding an intruder alarm at 104 Harris Rd turned out to be at the Parks Canada office. Brent will explore why the Fire Chief was notified for Parks Canada office instead of the Parks Canada person on island. There are also issues with an alarm at the Saturna School. Brent has spoken with Cameron Fraser and they are working on a solution.

Parking congestion outside ESB#1 is still a problem. There are now No Parking signs posted but people park right up to the driveway especially on recycle and market days. A public awareness approach may help (Scribbler and/or information hand-outs to community members)

7. B) SIR Chief's Report

David Rees-Thomas presented his SIR report (attached). There was one additional call to add. He also described issues relating to specific documentation required for paramedic responders when attending an imminent death if resuscitation is not wanted. This is more restrictive for emergency medical responders than on others within the health care system.

7. C) Financial Report

7. C i) Monthly Statement

Theresa Howard reviewed the statements for June and July 2012 which had been circulated electronically.

Motion: Theresa Howard moved acceptance of the statements for June and July. **Carried**

Ron Hall pointed out that Parks and Recreation Committee should be paying for power to the "white" house. It is on a separate meter so Theresa will contact BC Hydro to send the bills to Parks and Recreation.

7. C ii) Line of Credit

Ron Hall reported that the line of credit has been established but is not being used at present.

7. C iii) Budget Planning

Eva Hage suggested that a budget planning meeting be held in September to discuss operations and capital projections for the annual budget cycle. Theresa suggested this involve the Finance Committee and both Chiefs followed by a request for input from the Asset Management committee. A draft budget will be brought to the September Board Meeting. Once this is established a plan can be developed for how much can be paid down on the mortgage along with a projection for long term budget planning.

7. D) Operations Committee Report

7. D i) East Point Mini Pumper - Wayne Quinn read an email from the Saltspring Fire Chief dated August 10. The vehicle has arrived in Surrey with a number of items being attended to prior to shipment to Saltspring Island. Once there, they will need approximately two weeks to get it in service (training and operational testing). Their mini pumper will then be available for delivery to Saturna by approximately mid-September.

7. D ii) New Tanker Truck is here and ready for the fire department to take over. Brent Sohler is concerned that the vehicle will need to be inspected and certified for tanker use because of changes to weight distribution on both axels.

Wayne Quinn will contact the company who does SIFPS vehicle inspections and certification to schedule inspection for updated requirements.

7. D iii) ESB#2 Maintenance & Staffing

There are a limited number of fire volunteers out in East Point area but not all are on island full time. Tony Simmons will continue to carry a fire pager and will monitor conditions at ESB#2 although he is also volunteering with SIR. A suggestion was made to consider recruitment of other volunteers from that area of the island. Brent also indicated that he would plan some practices at East Point so all members are familiar with the building and the equipment can be checked regularly. Two repairs were mentioned which need attention (heat in the gear room, and the cement apron damage). These will be attended to by the Operations Committee.

7. E) Corporate & Administration Committee Report

7.E i) ESB#1 Title Transfer to SIFPS

Bernie Ziegler followed up on this as some of the signatures were out of date so needed to be redone. There is one document required from the Recreation Centre Society. All these should be in order by next week so they can be taken in to the Land Titles Office.

7. F) Asset Management Committee Report

7.F i) Sale of Mini Pumper

Ongoing.

7.F ii) Landscaping Maintenance

Wayne Quinn is managing this function now. He has hired a person to do the landscape maintenance at ESB#2 and it is looking much better now. Brent Sohler noted that the access to the side door is very rough and suggested that a proper path be created.

7.F iii) Landscaping Agreement with Saturna Recreation Centre Society

The Recreation Centre Directors have suggested clearing up the landscape over the geothermal field and adjacent areas to make a picnic area and visually improve the site. RC President John Simpson is approaching CRD for possible grant money.

There is still one tree planting that was planned as part of the original landscape plan. Wayne Quinn will follow up on this.

7. G) Communications Committee Report

7.G i) Letters The initial issue of letters to various service clubs requesting funding support for driver training of volunteers has been addressed. Lee Middleton read a letter to the Saturna Community Club clarifying that SIFPS is

committed to training volunteers to perform their requisite duties and offered an apology for any misunderstanding that the previous letter may have caused. Similar letters will be sent to the Saturna Women's Service Club and the Lions Club.

7.G ii) Spokesperson for SIFPS

On public statements concerning SIFPS the President shall be the official spokesperson. At the President's request, he may delegate the Communications Committee Chair to address certain issues.

7. H) Human Resources Committee Report

7.H i) Memorial Bench for John Wiznuk

Tom Johnstone noted that the bench has arrived. It was agreed to place it at the edge of the driveway by Narvaez Bay Road positioned in the shade of the tree. John Wiznuk offered to organize a work party as long as he has SIFPS authorization to go ahead with this. Bernie Ziegler will speak with John Wiznuk to convey support for his offer.

7.H ii) Pictures of Firefighters

Ron Hall will speak with Jim Hebert to do photos of individual volunteers.

7.H iii) Commemoration of John Savage

Ron Hall will bring this forward to the next meeting. Tom Johnstone indicated that there are a number of past Directors and past Chief's who could also be recognized.

8. New Business

8. A) Emergency Program Antenna VHF/UHF Crossband Repeater

David Rees-Thomas has had a request from the Emergency Services Amateur Radio Society to mount a mast at ESB#1 to accommodate a VHF/UHF repeater. This was approved.

9. Date of next Directors Meeting - Saturday, September 29, 2012 at 9:15 am.

10. Adjournment

Meeting was adjourned at 10:55am.

President Bernie Ziegler

Secretary Eva Hage

Recording Secretary Bev Lowsley

**SIFPS Monthly Board Meeting
August 18, 2012
Fire Chief's Report**

Operations:

There has been four general fire dept. paged out calls since are last meeting. There have also been two chief only pages. The recent lightning activity resulted in a fire on Tumbo. I am in conversation with SD 64 about getting a key and alarm code put in a fire dept lock box on the side of the school. I am also talking to parks Canada about the fact that the fire dept. is the contact person for their alarm company. Chief and Kevin Ohara attended a sinking vessel in Winter cove. There has been one open burning related complaint.

Financial:

There are some receipts that have been paid from the petty cash. We have ordered four new pagers and two portable radios.

Training:

The wild land course scheduled for July has been moved to the end of Sept. Three people attended the high angle rope rescue on Pender last month. We are now certified to perform high angle rescues.

Other Business:

The mou with parks Canada for firefighting may need to be revisited.

Brent Sohier
Fire Chief

**Saturna Island Rescue
Unit Chief's Report
Summer 2012**

Incidents

SIR crews responded to 4 calls in June, 9 in July (plus 5 minor events at the LBBQ), and only one so far in August. That gives us a total of 29 calls in the calendar year and 23 in the fiscal year.

Training

There are two BCAS training courses coming up in the next few months, one being on the subject of death and dying, unfortunately a fairly relevant topic on Saturna. We're hoping to get seats, either on Mayne or Saltspring, for all of our EMRs.

Equipment

No issues. A D-size oxygen cylinder has been purchased for East Point and furnished with a regulator from SIR stock. Tony Simmonds has arranged to have the tank filled (it has to be shipped to the mainland!).

Ambulance

No issues.

Station

No issues. The additional traffic cones are appreciated, especially on Saturdays.

David Rees-Thomas
Unit Chief
Saturna Island Rescue