

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

MINUTES OF DIRECTORS' MEETING

Saturday, December 1, 2012 – 9:15 a.m. ESB#1

Directors Present: Bernie Ziegler, Wayne Quinn, John Money, Eva Hage, Ron Hall

Fire Chief: Brent Sohier

SIR Chief: David Rees-Thomas

Recording Secretary: Bev Lowsley

1. Call to Order

President Bernie Ziegler called the meeting to order at 9:15 am.

2. Approval of Agenda

Critical Incident Stress Debrief training was added under the Operations Committee Report as item 6. D iv.

Motion: John Money moved the agenda be approved as amended. **Carried**

3. Approval of Minutes of November 3, 2012 Directors Meeting

Motion: Wayne Quinn moved approval of the November 3, 2012 minutes.
Carried

4. Correspondence

Bernie Ziegler reported receipt of a letter from Saturna Community Club (SCC) indicating willingness to support the request for lost wages of the individuals taking upgraded driver training as well as new tires for the SIR vehicle. However, the SCC president asked for an explanation of the "budget shortfall" which necessitated SIFPS going to the community for donations. Since that time, the Lions Club has made a donation for the above items as well as for an AED for ESB#2 so the request to SCC was withdrawn. Bernie Ziegler has since spoken with SCC president Sam Paramaki and explained that funding from taxes covers operation of the Saturna Fire Department, including training costs. It does not cover lost wages of volunteers taking time off work for the training. Saturna Island Rescue (SIR) is partially funded

by a \$10,000 grant from the Vancouver Island Health Authority (VIHA) with the remainder coming from donations.

Eva Hage will send a letter of thanks to the Saturna Lions for their donation.

5. Welcome Guests & Questions from the Floor

Sheila Wallace, Chair, Saturna Beach Strata Council and Jim Petura were welcomed to the meeting. Fire Chief Brent Sohler described potential issues relating to fire protection on Saturna Beach during winter when the road may be too slippery for a pumper truck to proceed. Various options were explored. There is an old pumper truck which is not roadworthy to be licensed to full firefighting standards but if could be licensed as a farm vehicle and kept down at Saturna Beach if appropriate storage could be provided. There is also a trailer with a tank, which used to be at East Point, but in winter it needs to be drained so the lines don't freeze. Sheila Wallace noted that the Saturna Beach strata residents also pay taxes and should be able to expect appropriate fire coverage by the local firefighters. John Money emphasized that during usual conditions there is no problem getting fire vehicles to the area. Sheila Wallace indicated that there are major concerns with the strata council assuming liability for such vehicles. Wayne Quinn noted that this is an attempt to reduce risk for the area at such times when the road is inaccessible. Ms Wallace reiterated that it isn't only the strata homes, the winery and the Campbell farm needing protection but also the surrounding parkland. She suggested that SIFPS write up an initial proposal for consideration.

A written proposal will be sent to Shiela Wallace who will forward copies to the Campbell family and the vineyard owner for all to consider.

As far as the accessibility issue, David Rees-Thomas noted that if the road is too bad for the SIR vehicle during winter an alternative would be for responders to approach via water taxi. Sheila Wallace indicated that they could use the local telephone tree to contact someone to meet the SIR responders at the dock and transport them to where they are needed.

6. Committee Reports

6.A) Fire Chief's Report

Brent Sohler presented his report (attached). He has received the tent from SGI Emergency Services to cover the emergency generator.

Regarding the issue of civic addresses, Brent reported on the process followed by other island fire departments. CRD provides the service on Pender Island, and on

Mayne they pay the fire department to provide that service. It was suggested to contact the CRD indicating the problem with the fire chief doing this and requesting that CRD take responsibility for this as they do on Pender Island. Eva Hage will draft a letter to this effect, for Bernie Ziegler's signature.

6.B) SIR Chief's Report

David Rees-Thomas presented his report (attached)
He clarified that EMALB (Emergency Medical Assistant Licensing Board) does testing and certification as well as setting standards for necessary contact hours and continuing education credits for responders to maintain certification.

Some new volunteers need basic occupational first aid training and Amanda Pearson can do this. Eva Hage noted that there are a number of people in the Winter Cove area who would also be interested in the training. David will discuss this with Amanda.

6.C) Financial Report

6.C.i) Monthly Statement October, 2012

Ron Hall reviewed the income and expenses for Fire and SIR during October. The November statement is not yet available this early in December. That report will be presented at the January meeting.

Total cash and term deposits at October 31, 2012 = \$160,085.98

Motion: Ron Hall moved acceptance of his report. **Carried**

6.C.ii) Budget for 2013 fiscal year

Eva Hage distributed draft copies of the proposed budget. This is the operational budget with the goal to move to zero base budgeting. She also pointed out that as of April 1, 2013 the provincial tax will shift back to GST and PST which may require some adjustments. Many items may be exempted. Several budget items were identified requiring more input prior to finalization. At present the projected operational budget will fall between \$95,000 to \$100,000.

Motion: Eva Hage moved acceptance of the draft budget subject to input from the Operations Committee as well as a capital plan from Asset Management Committee and input from both chiefs by January 2013.
Carried

6.D) Operations Committee Report

6.D.i) Support request to Lions & SCC

As noted under item 4. Correspondence, Wayne Quinn confirmed that the Lions Club have responded to the request and cheques have been issued.

6.D.ii) Tanker Truck Repairs

The throttle pedal has arrived but it doesn't match the harnesses on the truck. The supplier has requested the serial number from the existing throttle pedal so they can reorder the correct one. Wayne will continue to work on getting this sorted out.

6.D.iii) Mini-pumper Repairs

Minimally a new muffler and tail pipe will need to be replaced. There may be some other minor items required. The next certification is due in February 2013 so these can be repaired prior to that.

6.D.iv) CIS Training Course

A course in Critical Incident Stress debriefing is being offered in Victoria on December 18, 2012. It would cost \$195 for the one day course. Jenna Foster has expressed interests in taking this course. She has had some prior training as a basis for this. David Rees-Thomas will speak with Jenna and confirm if she is able to attend.

6.E) Corporate & Admin. Committee Report

6.E.i) Renewal of MOU with Parks Canada

Eva Hage reported that Dan Thachuk has reviewed the document and they have discussed following up by contacting Parks Canada. Dan is forwarding his notes to her for background information.

6.E.ii) MOU between. SIR and Parks Canada

Eva Hage still has not been able to find the original documents of this agreement in her SIFPS files. She will go through some files in the Fire Chief's office where they may be stored.

6.F) Asset Management Committee Report

6.F.i) Additional Water Storage at ESB#2

John Money circulated a diagram and estimate of costs for 3 extra tanks at ESB#2. With tanks and connections the cost would be approximately \$15,000. The existing tank would also be moved up with the new tanks which will be mounted at a higher level for better water pressure. This project could be done all at once or phased in over time. It was noted that there is an ~9,000 gallon tank behind the Recreation Centre which is owned by the Boot Cove Water System. It could be worth investigating whether this might be available. Wayne Quinn will contact Tim Canton of CRD to explore the possibility of moving that tank out to ESB#2. He will report back to John Money with the result. If there is a need to go ahead with the purchase of new tanks as initially proposed a bid process will be undertaken. Timing is important so the system can be set up during the rainy season in time for all tanks to be full by the summer fire season.

6.F.ii) Repair of Concrete Apron at ESB#2

John Money reported that this has been completed.

6.F.iii) CRD Damage to Landscaping at ESB#1

Wayne Quinn has made a list of needed reparation and is talking with Tim Canton about this. CRD have agreed to take responsibility for reparation of damage caused during the water system upgrades.

6.F.iv) Replacement of the Fire Equipment Van

The Asset Management Committee met with Chief Brent Sohler regarding upcoming replacement. The two priorities are the Rescue Van and the Suburban equipment van. The Rescue van is due for replacement in 2015. It is underpowered, and reaching its expected lifespan. Initial scanning of possibilities show an 8 - 10 year old Rescue Van at approximately \$45,000. Second priority for replacement would be the Suburban (in 2017), and the mini-pumper and BULA both in 2019. Brent suggested posting on a province wide fire department bulletin board indentifying our needs

6.G) Communications Committee Report

There was no report as Lee Middleton is not in attendance.

6.H) Human Resources Committee Report

6.H.i) Review of MOA with SIVFD Association

Bernie Ziegler will meet with Grant Dickey about this item.

6.H.ii) Pictures of Firefighters

Bernie has spoken to Jim Hebert to expedite arrangements for these photos to be taken.

6.H.iii) Commemoration of John Savage

The photo is available but may need some work with Photoshop to remove background powerlines. Ron Hall will speak with Nancy Angermeyer about this.

6.H.iv) Toby Snelgrove

Brent Sohier has spoken with the fire department volunteers about Toby Snelgrove who has worked extensively in post crisis debriefing. The volunteers are willing to listen to a presentation of what he has to offer. Ron Hall will contact Toby to let him know that the volunteers would like him to come. Brent will coordinate details of timing the visit directly with Toby.

7. New Business

Volunteer retention - Wayne Quinn asked whether any volunteer fire departments offer any kind of benefits (eg .extended medical or dental). Eva Hage will explore this. Brent Sohier will ask other island chiefs if they offer anything of this type.

8. Date of next Directors Meeting - Saturday, January 19, 2013, 9:15 a.m. at ESB#1

9. Adjournment

The meeting was adjourned at 11:15am

Bernie Ziegler, President

Eva Hage, Secretary

Bev Lowsley, Recording Secretary

**SIFPS Monthly Board Meeting
December 01, 2012
Fire Chief's Report**

Operations:

There has only been one chief page since the last meeting for a mayday vessel in distress. We have done some pumping practice with the new truck and everyone seems to be catching on quickly. I picked up a demo foam fast nozzle from Scott plastics last wed. to try out.

Financial:

There are some receipts that have been paid from the petty cash.

Training:

In-house training is all that is planned for now.

Other Business:

There is a tent for the generator that will be erected on Tue.
Rob Kendall acquired a hydraulic pump, two sets of hoses and a hydraulic cutter.
Property numbers update

Brent Sohler

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

Incidents

Two **three** calls in November; 49 50 in 2012 so far.

Training

See below under Crew.

Equipment

No issues. Lions Club has kindly offered to donate funds to purchase a second AED to be kept at ESB2.

Ambulance

Has had a full 'A' inspection plus portions of the 'B' inspection. A full 'B' inspection involves things like tearing down the rear axle and automatic replacement of a number of expensive things and was deemed inappropriate, given the low annual mileage of our vehicle. Four ball-joints were replaced, and six new tires fitted.

Station

No issues.

Crew

Tony Simmonds has registered for EMALB exams in December and will do the practical Dec 13th. Katie and Ryan Dentry have been attending SIR training and riding third on calls; we have had an expression of interest from another (young) member of the community. All of the potential new crew require first aid training at the most basic level (OFA1).

David Rees-Thomas
Unit Chief
Saturna Island Rescue