

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

**MINUTES OF DIRECTORS' MEETING**

**September 29, 2012 @ 09:15 held at ESB#1**

**DIRECTORS PRESENT:** Bernie Ziegler, Eva Hage, Ron Hall, Theresa Howard, John Money, Ted Syverson, Wayne Quinn.

**Fire Chief:** Brent Sohier

**SIR Chief:** David Rees-Thomas

**Recording Secretary:** Bev Lowsley

**Guest:** Linda Cunningham

**1. Call to Order**

The meeting was called to order by President Bernie Ziegler at 9:17am.

**2. Approval of Agenda**

**Motion:** Wayne Quinn moved that the agenda be approved as circulated. **Carried**

**3. Approval of Minutes of August 18, 2012 Directors Meeting**

Ron Hall offered clarification of wording in item 4.B Letter to Local Trust Committee.

**Motion:** Ted Syverson moved acceptance of the August 18 minutes as amended.  
**Carried**

**4. Business Arising**

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

At the August meeting Eva Hage had circulated the draft documents of Board of Directors Code of Ethics, Board meeting practices and Board members' conduct policy dated July14, 2012 and requested feedback from members. Based on that feedback, she made some minor changes to the documents, which she distributed for final approval.

**Motion:** Eva Hage moved approval of the Board of Directors Code of Ethics document, Board meeting practices and Board members' conduct policy and the Conflict of Interest policy.  
**Carried**

Eva noted that she is still working on a Directors Binder which will include these approved documents as well as bylaws and other relevant items.

#### **4. B) Meeting with CRD regarding tax revenues - Follow-up**

Tom Johnstone, Bernie Ziegler and Ron Hall met with CRD representatives who presented a draft agreement relating to tax funding allocated to SIFPS. The bylaw is a CRD bylaw and they expressed some concerns in regard to distribution of assets if the SIFPS should disband. There is a conflict between wording of the CRD bylaw and the text of the SIFPS constitution regarding distribution of assets. Ron Hall will scan the draft agreement and circulate it to the Directors for their perusal. This will be brought forward to the October meeting of SIFPS Directors. Ron clarified that this is a draft agreement and SIFPS is already doing most of the terms outlined. The other items are open to negotiation. One concern regarding the process is that CRD is charging SIFPS for administration and legal expenses which they take off the top of the tax revenues. Diana Lokken has committed to look into this and she will report back.

#### **4. C) Letter to Islands Trust Follow-up**

Pam Janszen has reported to Bernie Ziegler that the letter was dealt with at the most recent Islands Trust meeting. It was received and filed and there are no plans to bring it forward to subsequent meetings.

#### **4. D) Landscaping Agreement with Saturna Recreation Centre**

John Simpson has informed Bernie Ziegler that the Recreation Centre Society has received a \$700 grant for clearing up the area between the Recreation Centre and ESB#1 (getting rid of thistles, etc). Linda Cunningham suggested that the path between the back of ESB#1 and the Rec Centre parking lot be cleared of thistles and delineated with gravel to expedite access especially during an emergency.

### **5. Correspondence**

There was no correspondence

### **6. Welcome Guests & Questions from the Floor**

Linda Cunningham was welcomed as representative of the Recreation Centre Society, in President John Simpson's absence. Copies of documents relating to sub-division of the ESB#1 property from the Recreation Centre Society property (new MOU between SIFPS and SRCS, Certificate of Title, easement agreement, mortgage documents, etc.) were presented to her along with a cheque for \$10. Bernie Ziegler offered thanks to the Recreation Centre Society for their cooperation in expediting this matter.

## 7. Committee Reports

### 7. A) Fire Chief's Report

Chief Brent Sohier presented his report (attached). He noted that the September 5 fire at Murder Point was probably human caused. Luckily there was no significant wind so responders were able to stop any spread beyond the immediate area. Theresa Howard reported that Parks Canada has been billed for fire services since this was on their land. Wayne Quinn reported that several of the fire fighters have commented positively on the wildfire training course presented on Saturna on September 22 and 23. Chief Sohier discussed the benefits of wet line sprinkler systems noting that Parks Canada has two which can be available to our fire fighters. Bernie Ziegler suggested that consideration of similar purchase be included in next year's budget planning (noted by Operations Committee for follow-up).

### 7. B) SIR Chief's Report

Chief David Rees-Thomas presented his report (attached). On October 18 a course on Death and Dying is scheduled on Saltspring Island. David plans to attend and take one of the EMR's. He is also investigating having Mike Billingham come over to do a course on emergency care of infants. Staffing is down at the moment, with one EMR leaving the island, two away and one driver leaving the island for fall and winter work. David expressed his appreciation for the significant support by community members as well as excellent BC Ambulance response during a particularly difficult call this week.

### 7. C) Financial Report

#### 7.C.i) Monthly Statement August, 2012

Theresa Howard reviewed the financial statement. The \$200,000 taxation grant money has been received from CRD.

Total cash and term deposits = \$215,491.72

**Motion:** Theresa moved acceptance of her report.

**Carried**

#### 7.C.ii) Budget

Ron Hall reported that he, Theresa Howard and Eva Hage are working on a draft budget. They still need input from Chief Brent Sohier and from the Operations Committee. Since the SIR budget cycle dates are different their budget needs will be addressed at a later date. Ron suggested that advance payments be made now on both the fixed mortgage and the variable mortgage. This would save on interest costs. If some unexpected expenses arose the line of credit could still be used for a short while.

**Motion:** Eva Hage moved that payments be made on both mortgage accounts.

**Carried**

## **7.D) Operations Committee Report**

### **7. D. i) East Point Mini-pumper Status**

Ted Syverson reported that it is now a year after the agreement to purchase the mini-pumper. The Saltspring fire chief has offered to add some extra equipment when the truck is delivered in consideration of the delay.

Theresa Howard pointed out that the fleet insurance is in effect until October 31 and all vehicles need to be inspected and certified to be insured. Ted will speak to the Saltspring Fire Chief re the insurance issue for the mini-pumper. Theresa will review which vehicles will be covered under the fleet insurance.

Brent suggested that the single axle tanker truck will be kept at ESB#1 as there are numerous firefighters who have air brakes certification so are qualified to drive it. The new double axel vehicles need drivers with class 3 license. There may be individuals in the community who have class 3 or are willing to take the training as non-fire fighter volunteer drivers. John Money will investigate this.

### **7. D ii) New Tanker Truck Status**

Wayne reported on the inspection process. The truck is now certified. There are two minor maintenance items that will be attended to prior to the end of October so it can be included in the fleet insurance. Theresa Howard brought forward concerns relating to there not being a clear invoice relating to the work done on the truck. Wayne Quinn noted that this is not a question of the work but of procedure. SIFPS documentation procedures need to be in place. Ted Syverson suggested a process for indicating scope of work as well as a quoted price which could then be signed to provide a proper paper trail.

Ted Syverson also noted that it will soon be time to plug in the emergency generator. Part of this expense can be billed to the South Gulf Islands Emergency Program.

ESB#2 Maintenance - Wayne Quinn reported that Bill House has completed the electrical. The gravel path to the side door and the damage to the apron are still outstanding. John Money will deal with these items.

## **7.E) Corporate & Administration Committee Report** Eva Hage

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

Exchange of documents was completed under item 6.

### **7.E.ii) Renewal of MOU with Parks Canada**

Eva Hage pointed out that she has some problems with the MOU not being legally binding. She would also like to have clarification of the payment terms and the fact that there is no remedy in the agreement if they do not provide their share of the fire support. Specifics need to be clarified. Eve proposes that this go to the Corporate and Administration Committee for discussion and follow-up. There is also an MOU between SIR and Parks Canada which should be examined as part of this process. As well, Eva has requested a copy of the agreement with BC Forest Service. Brent Sohier will contact BC Forest Service to check on this.

### **7.F) Asset Management Committee Report**

#### **7.F.i) Sale of Mini Pumper**

John Money will let Barry Crooks know that the expected date for him to take delivery on the old truck will be the end of October.

#### **7.F.ii) Additional Water Storage at ESB#2**

The committee will discuss with Chief Sohier how many water tanks are needed. Once that is decided John Money will check on projected costs.

#### **7.F.iii) Repair of Concrete Apron at ESB#2**

John Money will do the necessary repairs.

#### **7.F.iv) Landscaping at ESB#1 & ESB#2**

The fence beside the water building at the corner of Harris Road by ESB#1 has been damaged during the CRD water project. Eva Hage has a plan showing where the plants have been damaged during their work. She has been told they will be replaced. Wayne will contact Tim Cantin at CRD regarding all the remediation related to that work.

Brent Sohier suggested that he would like to have one truck load of 3/4 minus gravel to the parking area as the course base is difficult to walk on

#### **7.F.v) Parking at ESB#1**

The temporary cones along Narvaez Bay Road are working for now. John Money mentioned that he will be in a meeting with Ministry of Highways next week and suggested that he can request consideration of culverting along that section. That would enable vehicles to pull further off the road shoulder, especially on Saturday market and recycle days.

## **7.G) Communications Committee Report**

Lee Middleton was not present and no report was submitted.

## **7.H) Human Resources Committee**

### **7.H.i) Permanent Appointment of Fire Chief**

Saturna Island Volunteer Firefighters Association has expressed full confidence in Chief Brent Sohier and requests that his probationary status convert to continuing appointment as Fire Chief.

**Motion:** Ron Hall moved that Brent Sohier's appointment be converted to continuing appointment as Fire Chief. **Carried**

### **7.H.ii) Renewal of MOA with SIVFD**

Ron Hall will send this to the Volunteer Firefighters Association and to the SIFPS Directors with a suggestion to renew the existing MOU for another 3 years. This will be brought to next meeting.

### **7.H.iii) Pictures of Firefighters Follow-up**

Ron Hall has contacted Jim Hebert to take pictures of the fire fighters and SIR volunteers. He will co-ordinate this.

### **7.H.iv) Commemoration of John Savage Follow-up**

Ron Hall will follow up with Jim Hebert about framing the photo of John Savage which was produced by John Wiznuk.

## **8. New Business**

### **8. A) Redundant equipment from old tanker truck**

Chief Brent Sohier noted that there were a number of items taken off the tanker truck which are not needed and suggested that these could be offered for sale. He will make a list and John Money will post it along with the notice of sale of the old tanker truck.

### **8. B) Approval of *In Camera* minutes from Aug 18, 2012 Directors meeting.**

Once others had left the meeting, the minutes were circulated to Directors for their perusal.

**Motion:** Theresa Howard moved approval of the August 18 *In Camera* minutes as circulated. **Carried**

Copies of the *In Camera* minutes were returned to the recording secretary. One copy will be kept on file, all others will be shredded.

**9. Date of next Directors Meeting**

The next SIFPS Directors meeting will be on Saturday, November 3, 2012 at 9:15 a.m. in the ESB#1 training room.

**10. Adjournment**

President Bernie Ziegler adjourned the meeting at 11:55 am.

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Bernie Ziegler, President

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Eva Hage, Secretary

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Bev Lowsley, Recording Secretary

**SIFPS Monthly Board Meeting  
September 29, 2012  
Fire Chief's Report**

**Operations:**

There has been two general fire dept. paged out calls since are last meeting. There has also been one chief only page. I am still 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. 16 people are now trained and certified as basic wild land firefighters and are also certified to use wild land sprinklers.

**Financial:**

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

## **Training:**

16 people are now trained and certified as basic wild land firefighters and are also certified to use wild land sprinklers. The basic wild land fire course is certified through B.C. forest service and the sprinkler course is certified through the OFC.

**Other Business:** none

**Brent Sohler**  
**Fire Chief**

## **Saturna Island Rescue Unit Chief's Report End of Summer 2012**

### **Incidents**

Things seem to have warmed up since the summer people started to leave. SIR crews ultimately responded to 6 calls in August and five in the first five days of September. No, by golly, make that *SIX seven* calls in five **eight** days. That gives us a total of 41 calls in the calendar year and 35 in the fiscal year if my addition is correct. (For comparison, we had a total of 43 calls in all of 2011, and fewer than 40 in the year before that.)

### **Training**

Nothing definite yet on the BCAS courses - one schedule completely omits Saltspring and the SGI, but I am assured something will turn up on one or other of the islands. I spoke recently with Mike Billingham, a retired BCAS paramedic and author of several courses. Mike is quite willing to come to Saturna to provide a custom course for SIR members. Details and timing have yet to be worked out.

### **Equipment**

No issues.

### **Ambulance**

No issues.

### **Station**

No issues.

### **Crew**

Big issue. Shannon's husband Jim is unable to find guaranteed work for the winter, and so the couple will be leaving Saturna at the end of the September. That means the loss of one of our five EMRs. I know both Shannon and Jim would like to return to Saturna, so let us hope for more opportunity in the spring.

David Rees-Thomas  
Unit Chief  
Saturna Island Rescue