

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

## **MINUTES OF DIRECTORS' MEETING**

**Saturday, April 20, 2013 – 9:15 a.m. ESB#1**

**Members Present:** Bernie Ziegler, Teresa Howard, Wayne Quinn, Tom Johnstone, Eva Hage, John Money, Ron Hall, Lee Middleton

**Chiefs:** Brent Sohier, Fire Chief; David Rees Thomas, SIR Chief

**Recording Secretary:** Bev Lowsley

### **1. Call to Order**

President Bernie Ziegler called the meeting to order at 09:15.

### **2. Approval of Agenda**

Additions to 6.H Human Resources - Volunteer Support Requests and to 7.2 AGM preparation.

**Motion:** Wayne Quinn moved approval of the agenda as amended. **Carried**

### **3. Approval of Minutes of March 16, 2013 Directors Meeting**

**Motion:** John Money moved approval of the March 16 minutes. **Carried**

### **4. Correspondence**

Letter was received from Sheila Wallace, Chair of the Saturna Beach strata council. The letter written on April 12 was to notify that their council had voted not to accept the responsibility of housing the tanker truck at Saturna Beach. John Money will bring this item forward in his report.

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

John Robertson was welcomed as a potential board member for next year.

### **6. Committee Reports**

#### **6.A) Fire Chief's Report**

Brent Sohier presented his report (attached). The training certification for Fire Service Instructor will enable Brent and Hubertus to teach some of the training for which SIFPS now pays to bring an instructor to Saturna or to send members to other sites for training. The Volunteer Firefighters Association moved and passed to have a social gathering for members on any fifth Tuesday instead of fire practice. John Money noted that this may impact on the policy relating to consumption of alcohol on SIFPS property.

## **6.B) SIR Chief's Report**

David Rees-Thomas presented his report (attached). The SIR training has been changed to Mondays with the second and fourth Monday as training and the first and third Monday as anatomy classes. The latter have been attended predominantly by the new recruits. The OFA#1 course for SIR, Firefighters and some community members. It will be done on April 26.

## **6.C) Financial Report**

### **6.C.i) Monthly Statements Dec, 2012/Jan/Feb/Mar, 2013**

Theresa reviewed the statements for December 2012 and January, February and March 2013 which had been circulated. It was noted that the hydro bills cover a two month period. Even taking this into account the bills seem quite high. Theresa will check last year's hydro usage numbers and compare to see if there is a significant difference. The malfunctioning heater and pump at ESB#2 have been repaired which may help with the bills for that building.

Once the August funds are received from CRD the outstanding term loan of \$25,000 can be paid off as well as a similar payment on the mortgage. With the current cash flow SIFPS should be debt free by 2016.

### **6.C.ii) Financial Statement for 2012**

Theresa will send the final report to the accountant at the end of this month along with last year's report including attached notes. The review will be done by a different accountant in the firm so these documents will help for comparison with last year. This will also include a request for their report to be available by mid-June in time for the AGM.

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

Derm Carberry has put batteries and trickle chargers on each of the vehicles. He also replaced a faulty shock on the tanker. Everything has been inspected and is fully operational.

## **6.E) Corporate & Admin. Committee Report**

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

Eva has spoken with Parks Canada, Todd Shannon and he indicated that the earliest they could be available would be in May. This needs to be addressed before the fire season. Eva pointed out there is a need to recognize the size of park land in relation to the whole island and also include wording regarding access for rope rescue.

The following two items will be carried forward until a meeting can be set up.

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

**6.E.iii) MOU with CRD re: Parks**

There was discussion relating to past negotiations with CRD regarding allocation of tax funding to SIFPS. The issue arose because of potential conflict relating to payment for service if the fire department has to access parks land.

From last meeting, Eva reported that she contacted the insurance company relating to mutual aid agreement insurance. She will ask for a copy of the standard agreement and will explore further regarding cost. Brent will also check with Charlie Boyd to see what Pender does.

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

### **6.F.i) Outside Maintenance**

Wayne Quinn noted that all the work at ESB#1 discussed last month has been completed. At ESB#2 the weeds are growing and one of the shrubs have some deer damage. There was discussion of whether the person hired to do the grounds maintenance would need to own their own tools, especially heavy duty weed eater and thistle cutter. John Money suggested that SIFPS should purchase these items which would enable a wider variety of individuals to apply. This would be covered within the landscaping budget. So far Wayne has not received any applications in response to the landscaping posting. He suggested that a list be put together of all routine building maintenance and these be posted rather than intermittent postings for random tasks.

### **6.F.ii) Water Catchment Problems at ESB#2**

Wayne Quinn reported that the system is in and fittings and couplings have been checked. There was a minimal drip at the main tank bulkhead fitting which is being monitored to determine if it is an ongoing problem.

### **6.F.iii) Old Pumper truck disposition**

Since the group at Saturna Beach have declined taking on responsibility for the truck, John Money suggested that the water tank and anything else that might be of use to the department be removed then the truck will be advertised for sale.

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

Lee Middleton noted that the Scribbler deadline is next week. This month Eva Hage will submit an item requesting community volunteer(s) to assist with inventory. This will also include an invitation from individuals who may be interested in standing for election for to the SIFPS board.

Eva also reported that she has received 3 expressions of interest in response to last month's item requesting volunteer drivers. Bill Schermbrucker has been liaising with the East Point community. Brent has also been contacted by Bill Casteline regarding truck maintenance. Eva will follow-up on this. For the next Scribbler she will put in a request for a volunteer for inventory control.

John Robertson indicated that for the June issue John Wiznuk is submitting an item on the 10th anniversary of the dock fire. Any photos would be appreciated.

#### **6.H) Human Resources Committee Report**

Ron Hall reported that the photo of John Savage is awaiting the plaque. Individual photos of volunteers is a continuing challenge as some are not keen to have them done. It was agreed not to pursue this further. Ron will contact Jim Hebert and let him know. John Wiznuk has done group photo of representatives of all groups who use the Emergency Services Buildings which is already posted on the website.

#### **6.I) Nominations Committee**

##### **6.I.i) Search for potential new board members**

Bernie Ziegler has indicated that two individuals have indicated interest in working on the board (John Robertson and Deb Simpson). If anyone knows someone with bookkeeping or accounting experience that would also be a definite asset.

### **7. New Business**

#### **7.A) White House**

Bernie Ziegler noted that the White House is not locked and people are partying and consuming alcohol there, leaving the building in a mess. The key for the wood lot is kept inside but Bernie suggested that the building be locked in future and that a lock box be outside with the key for the wood lot. The SIVFA has made a request to use the White House on the 5th Tuesday of the month.

**Motion:** John Money moved a variance be granted to SIVFA volunteers to use the White House area once per month for a barbecue including the consumption of alcohol.  
Seconded by Tom Johnstone. **Carried**

#### **7.B) Annual General Meeting**

The AGM will be held on June 22 at 2pm at the Saturna Recreation Center.

**8. Date of next Directors Meeting** will be Saturday, May 25, 2013, 9:15 a.m.

**9. Adjournment:** The meeting was adjourned at 11 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**  
**April 20, 2013**  
**Fire Chief's Report**

**Operations:**

There have been two paged out fire calls since the last meeting. One chimney fire and a kitchen stove issue. As of April 15 burning permits are in effect. Last year we issued 142 permits. David and myself attended the First responder meeting in Saanich unfortunately there is no new info.

**Financial:**

There are some receipts that have been paid from the petty cash. There is a bill from safeguard coming for new burning permits.

**Training:**

An auto ext. course is tentatively planned for this year as well Hubertus and myself will be signed up for the fire service instructor course in July or October.

**Other Business:**

Fifth tues. Bbq in the white house.

Brent Sohler

**Saturna Island Rescue**  
**Unit Chief's Report**  
**April 2013**

**Incidents**

One two calls in April. None in March, but 52 for the VIHA fiscal year ended March 31 (slightly above average for the last few years).

**Training**

SIR training is now on Monday evenings (second and fourth); anatomy is discussed on the first and third. We will be hosting an OFA1 basic first aid course for SIR recruits (+ one SIVFD) and community members on April 26th. Community members will pay \$50 each, the balance of their cost being covered by the Emergency Program. At present (Monday 15th) there are two seats open. We plan to offer an OFA3 course in the fall for SIR and SIVFD.

**Equipment**

No issues.

**Ambulance**

Still a bit hesitant in the cold, but starting without the SureStart or the block heater. Otherwise no issues.

**Station**

No issues.

**Crew**

We now have four licensed EMRs (almost: Andrew has yet to get his EMALB ticket but has done the exams). Kevin O'Hara is back, so we also have four OFA3s in our driver pool. Better yet, we have four potential recruits who have been attending Anatomy classes and SIR practice on a regular basis.

David Rees-Thomas  
Unit Chief  
Saturna Island Rescue