

**SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
MINUTES OF DIRECTORS' MEETING**

Saturday, October 19, 2013 – 9:15 a.m. ESB#1

Members Present: Bernie Ziegler, Wayne Quinn, Ron Hall, Dan Thachuk, John Money, John Robertson, Eva Hage, Debora Simpson, Lee Middleton

Chiefs: Brent Sohler, David Rees-Thomas

Recording Secretary: Bev Lowsley

1. Call to Order

President Bernie Ziegler called the meeting to order at 9:20 am

2. Approval of Agenda

Additions to item 7. New Business - developing a long term capital plan
- assuring that the Board's strategy is in line with that of the Chief
- Finance- new signing authority

The agenda was approved as amended.

3. Approval of Minutes of June 1, 2013 Directors Meeting

Motion: Dan Thachuk moved to approve the June 1 minutes. **Carried**

4. Correspondence

Eva Hage read a letter of thanks from John Savage for the photo of ESB#1 with attached inscription plaque. This was sent to acknowledge his leadership during the construction of both Saturna Emergency Services buildings. This letter will be posted on the website and in the Scribbler if John agrees.

Eva sent a letter to the Saturna Beach Strata group requesting that notification be given directly to the fire chief and SIR chief whenever there will be a closure of their section of Harris Road.

Eva has also sent the letter of appreciation on behalf of SIFPS to Derm Carberry for his work on the SIFPS vehicles.

Wayne Quinn reported that he sent a letter to BC Hydro in May, copied to Gary Hollman, regarding the high rating of power service to the Emergency Services Buildings. He also addressed the issue of call-out of our volunteers for downed hydro wires with no reimbursement to SIFPS. He has not received a response to the letter. John Money is in contact with the Hydro contact on Salt Spring Island so offered to address this issue with him. Wayne will also follow up on his letter.

5. Welcome Guests & Questions from the Floor

No guests were present.

6. Committee Reports

6.A) Fire Chief's Report

Chief Brent Sohler presented his report (attached).

Parks Canada is looking at doubling fines for having an illegal campfire in the park. Currently having a fire during a fire ban can incur a fine of \$500 in CRD, while only \$250 on Parks Canada land.

The new emergency generator at ESB#2 has arrived. There is a need for a new breaker panel to be installed by Bill House. SGI Emergency Services has agreed to cover reasonable costs. Wayne will contact Bill to do the installation.

Brent suggested an out building for storage of landscape equipment and flammable liquids. Currently they are stored in the electrical room which also houses the compressor for the breathing air tanks.

6.B) SIR Chief's Report

David Rees-Thomas presented his report (attached). Addendum: two additional calls since he submitted his report. Re costs of training, total costs of approximately \$2200 per person which includes the anatomy and physiology course, licensing exam and jacket once licensed. If Vanessa and Ryan both successfully complete the training that will increase the number of volunteers to six which will ease the on-call load.

Any licensed paramedic needs minimum of 20 patient contacts and 20 continuing medical education hours. With 2 EMR's riding on a call they will each get credit for the contact hours. In lieu of that individuals can apply to do a ride along in town.

The provincial First Responders Board is looking at including EMR's, especially in rural areas. There was discussion of the limitations of this plan specifically because EMR's are formally licensed by the province to do more than is allowable for First Responders.

6.C) Financial Report

6.C.i) Monthly Statements June to September, 2013

Ron Hall presented monthly statements for June to September 2013 noting that the TBA notations on the statements have been left until anticipated costs could be identified. Amounts need to be established and if unanticipated expenses arise there is a contingency fund which can be drawn on. Brent identified anticipated need for replacement of protective gear. It was agreed to insert specific amounts as a baseline for now. Brent will develop a list as a basis for next year's budget. Ron also noted that a donation of \$1920 to SIR had been missed on the September financial statement. This will be corrected.

The variable mortgage was paid off at the end of August. At the end of September the remaining fixed mortgage debt is \$120,579.28. Total cash and term deposits = \$182,836.27.

In September a 5 year budget projection was submitted to CRD.

Signing authority: the new board members will need to attend at Coast Capital to sign the necessary authorization documents.

Motion: Ron moved that the Board of Directors authorize the Treasurer to sign cheques of up to \$1000 with single signature only. **Carried**

Motion: Ron moved acceptance of financial reports with the changes as suggested by the Board that nominal amounts be provided for the TBA's and that a donation of \$1920 for SIR be added to the September report. **Carried**

6.D) Operations Committee Report

6.D.i) Vehicle Maintenance & Inspections

Wayne Quinn reported P&R Trucking will come next Friday to do vehicle inspection at ESB#1. Eva mentioned that ICBC does not require inspections on vehicles under 55kg. so based on that, only the two tanker trucks would require such inspections. Eva will contact Pheonix Insurance to see if they require inspections beyond what is required by ICBC.

Also there have been multiple delivery issues with a small portable generator ordered through Costco. At this point the issues are still unresolved. Wayne is following up on this. For future reference, Shane Miller, who works for Total Delivery Systems in Victoria, can bring items back to Saturna when he comes on weekends.

Wayne reported on grounds maintenance issues which he has discussed with Jason. John Wiznuk has expressed interest in doing landscaping/grounds maintenance if Jason overloaded.

Wayne will look around the building re possible alternate storage space in the building for hazardous fluids (noted in Fire Chief's report) rather than looking at another storage building on the property.

6.E) Corporate & Administration Committee Report

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

The MOU has finally been signed, however, it expires January 2014. Eva plans to carry this forward with committee (Dan, Bernie and Brent). Now that the new Parks Canada Superintendent is in place it would be appropriate to meet early to negotiate the next MOU. The next agreement will be a five year agreement. One item of note is that Parks Canada will pay invoices for services from SIFS within 4 months.

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

This MOU has also been signed.

6.E.iii) Renewal of Insurance

Eva has updated the list of assets to include water catchment. Also, allocated is \$1.1 million for buildings and equipment (not vehicles). The policy will be renewed on this basis for 2014.

6.F) Asset Management Committee Report

6.F.i) Additional Water Catchment Capacity at ESB#2

John Money reported that the 2 additional tanks which were previously approved have been purchased and bids for installation have been received. He suggested that the lower bid be accepted.

Motion: John Money moved that the bid by A&A Money be given the contract for their low bid of \$425. **Carried**

6.F.ii) Water Catchment Maintenance

The exterior plug for the water system is unstable and easily knocked loose. It was suggested that when Bill House is at ESB #2 doing installation of the new breaker he also be asked to hard wire the connection or install an interior plug which will serve the water tanks system. Wayne Quinn will speak with Bill House about this and will ask for an estimate of any extra cost to do the additional installation.

6.G) Communications Committee Report

John Robertson wrote an article for the Scribbler which Ron also forwarded it to SIPOA for posting. It was requested that the article also be forwarded to Al Razutis for posting on the SIFPS website.

A suggestion for the next Scribbler might be an article on SIR volunteers. John Robertson will work with the chiefs to put something in for the November issue. Brent Sohier suggested that the Lions recently made a donation to the SIVF Association which was used to purchase a new hydraulic rescue cutters (Jaws of Life).

6.H) Human Resources Committee Report

Deb Simpson reported that a request of support for training supplement from the Lions will be put forward at their next meeting. Lee is researching the regulatory requirements for SIR volunteers as a basis for projection of future training planning. A similar plan could be compiled for firefighter volunteers which would be useful information as a basis for budget projections.

7. New Business

7.A.) Saturna Island Police Liaison Committee

Ron Hall is a representative on the Police Liaison Committee as are David Rees-Thomas and Brent Sohier. Ron requested a copy of the terms of reference which was not produced. This committee was initiated by the RCMP as a communication link so they would have familiarity with island issues. Incidents are discussed, not confidential situations. Wayne Quinn indicated that the intent of interface with the community is good and results can be good. It was suggested that the RCMP be asked to provide a clear mandate, terms of reference for the structure of the group including criteria for membership. At this point the RCMP is considering establishment of a similar committee on Galiano Island so a request for this information is appropriate.

Motion: John Money moved that Ron Hall be supported as the SIFPS representative on the Police Liaison Committee. **Carried**

7.B) Salt Spring Island New Fire Hall Proposal

Lee Middleton pointed out that Salt Spring Island is experiencing some issues with conflicting views re. their proposed building. He suggested that SIFPS make a point of not commenting one way or another on decisions of other islands relating to their fire hall construction decisions. John Money pointed out that all information relating to the Saturna Emergency Services Buildings is posted on the website for anyone who is interested.

Moved: Dan Thachuk moved that no comment will be made by the executive or the Board on what is being done by other communities. Any response will be to simply invite them to look at our website. **Carried**

7.C) Developing a Long Term Capital Plan

Eva Hage suggested that as well as the Asset Management plan relating primarily to vehicles, SIFPS should consider a longer term capital plan coupled with implications for operational budget planning.

7.D) Board's Strategy vis-a-vis that of the Fire Chief

Eva Hage also suggested that discussion be held with Chief Brent Sohier re his long term goals (priorities, wildfire suppression, etc). This will be brought forward to the next meeting for discussion.

8. Date of next Meeting

The next meeting will be on Saturday, Dec 7, 2013 at 9:15 a.m.at ESB#1

9. Meeting Adjourned at 11:35 am

President, Bernie Ziegler

Secretary, Eva Hage

Recording Secretary, Bev Lowsley

SIFPS Monthly Board Meeting

Oct 19, 2013

Fire Chief's Report

Operations:

It has been very quiet so far this year. There were two illegal camp fires this year, one on private land attended by PC , RCMP and SIVFD and the other on PC land attended by PC, SIVFD, Ron Hall and Pete Seed. No other smoke or open fire related calls during the burning ban which is unusual. The School kids will be visiting the hall for fire prevention month. SIVFD took possession of a new set of hydraulic cutters over the summer. Generator at ESB 2 is now in place and level.

Financial:

One bill paid from petty cash.

Training:

Fire fighters that took the wild-land fire fighting course are currently recertifying as per WCB regulations. An OFA 1 course is scheduled for early Nov.

Other Business:

- Thanks to Cassie Hull who ordered and installed the new decals on the trucks and buildings.
- Secure out building to store landscape equipment and flammable liquids is needed.
- BC Hydro

Brent Sohler

Saturna Island Rescue October 2013

Incidents

Still pretty quiet: two calls in September (on consecutive days!) and none in October except for a false alarm. 34 calls in the calendar year, or 30 in the fiscal year.

Training

Change of plans for the EMR course: Paul Stone will be offering a Red Cross EMR course on Mayne Island on four 3-day weekends starting October 25 and preceded by a combination OFA1/Red Cross Standard First Aid on October 19-20. The cost of this course will be \$995 + \$125 for the initial weekend. Given that there will be no accommodation cost and minimal meal expense, this represents a significant saving over the same course in Victoria. Unfortunately only one SIR member, Vanessa Verbitsky, is able to take advantage of the Mayne EMR course. Ryan Dentry, our other potential EMR candidate, apparently will not be able to take the training on Mayne, however, as he has completed OFA3 (at his own expense), he is eligible to take the OFA-EMR bridge course in Victoria. Ryan has accommodation available in town, which will limit his expenses to meals and transportation. The price of the bridge course is \$900 + \$125 for the on-line Anatomy and Physiology prerequisite.

We will not be running the OFA3 course as originally planned.

Equipment

No issues.

Ambulance

The car has passed its annual inspection. It also received a much-needed new starter.

Station

No issues.

Crew

No issues.

David Rees-Thomas
Unit Chief
Saturna Island Rescue