

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

November 8, 2014, 9:15 AM at ESB#1

Directors Present: Wayne Quinn, John Hutchinson, Ron Hall, Ian Gaines, Priscilla Haggart, Ron Lewis, Jodi Gilmore

Regrets: Deb Fry, Eva Hage

Chiefs: Fire Chief Brent Sohler; **Regrets:** SIR Chief David Rees-Thomas

Guests: There were 7 guests (community members/firefighters) present at the beginning of the meeting.

Recording Secretary: Bev Lowsley

1. Call to Order

President Wayne Quinn called the meeting to order at 9:15 am.

2. Approval of Agenda

Motion: Jody Gilmore moved to the approve agenda as circulated. **Carried**

3. Approval of Minutes

3.a. Minutes of SIFPS Board meeting September 20, 2014

Item page 2 should read *three members left*

Motion: Ron Hall moved to approve minutes of September 20, 2014 as amended.
Carried

4. Business Arising From Minutes

Seven Log books for vehicles need to be purchased. Ron Lewis will do this.

5. Welcome Guests

Wayne Quinn welcomed the guests in attendance.

6. Correspondence

Invoice and letter from Harbour View Maid Services advising that beginning January 1, 2015 their rates will be increasing when new contract is developed. The current contract covers to December 31, 2014.

7. President's Report

Jim Bavis reported that two trees at ESB2 were dead and one leaning which needed to be staked for support. Daryl Davies has two replacements trees at the nursery. Wayne will pick these up and will request Davie Obade to do the replacement planting.

John Robertson has expressed interest in writing brief bios of SIFPS Directors for posting on the website. A template will be circulated for Directors to complete.

Thank-you letters and receipts have been sent to community members who made donations to SIR in appreciation of their service to island residents.

8. Fire Chief's Report

Brent Sohier presented his report (attached).

Final steps are in progress to approve radio connect between SFD radios and those of Parks Canada. Also discussions regarding upcoming Crest system requirements are being managed by Peter Ensore, Fire and Emergency Programs Manager for CRD.

All members of the department have been asked to submit a drivers abstract (what class licence is held, and if there are prohibitions including the reason for them. Also requested is who holds air brakes certification.

Letter from Pender Island has been received thanking for donations from the SIFPS Board as well as from the Saturna Firefighters Association. They have raised \$210,000 which will cover the currently planned construction with some left for the next phase of the project as well.

9. SIR Chief's Report

No report available as Crew Chief David Rees-Thomas is away.

10. Finance Committee Report

Ron Lewis and Ron Hall have been working on an accounting format and longer term capital forecasts. Financial documents comparing budget versus actual for the first three quarters and the current year to date were discussed.

Balance sheet was reviewed. A separate account for SIR has been established using the Coast Capital savings account.

Cash flow summary was presented relating to the proposed benefit package. Even with a reduction in the proposed tax revenue there will still be adequate funding to move ahead with the benefits program.

Ron Lewis presented the proposed reduction in requested tax revenue as a responsible decision now that construction of both buildings has been completed. President Quinn suggested that input from the fire chief and his crew regarding expected operating costs for equipment over the next five years would be useful when determining the final amount.

Motion: Ron Lewis moved to accept the Actual vs Budget and the current Asset Report for posting on the website. **Carried**

Motion: Ron Lewis moved that Saturna Island Fire Protection Society reserve an amount of up to \$20,000 in the new fiscal year 2015 budget, and propose in the next 5 year budget to support the volunteer benefits program. Further that the details of the benefits program to be executed be brought before the Board for final approval prior to implementation of the program. This to be retroactive from Jan 1, 2015, if setting up program takes longer into 2015.

Carried unanimously

Member Janet Land suggested that notice of updates to the SIFPS website be sent out to members of the society to keep them informed. This suggestion will be referred to the Communications Committee.

11. Operations Committee Report

Ian Gaines reported on status of the vehicle replacement issue. Nothing suitable has been found at this point but the search continues. Once a replacement rescue vehicle has been purchased, the old rescue vehicle will be posted for sale with requests for sealed bids.

Vehicle inspections have been completed and the documents taken to ICBC vehicle inspection. Over the course of the next 12 months each policy will be reviewed and appropriate adjustments made where needed when renewed.

John Hutchinson brought two types of blinds for the ESB training windows (venetians vs roller blinds) which were both mounted and demonstrated. The venetian blinds were deemed to be most suitable with a suggestion to go to a provider who will cut them to size for mounting inside the frame. John will proceed with this purchase.

12. Corporate and Administration Committee Report

Eva Hage was absent so no report was presented. Wayne Quinn did note that the insurance for all vehicles has been renewed for another year.

13. Human Resources Committee Report

Priscilla Haggart reported that the Fire Volunteers overwhelmingly supported the health spending account. Several companies/ brokers are being explored for best options. Details may be available by the next scheduled meeting.

Chief Sohler reported the Health Spending Account (HSA) and Pay for Practices were reviewed by the Saturna Volunteer Firefighters Association. The HSA was generally viewed as preferred. A committee has been struck to draft criteria for eligibility which will be taken to members for discussion at their next practice. Their feedback will be brought back to the Board.

SIR options will need to be explored but David Rees-Thomas and Eva Hage have both been off island so this will carry forward when they return. Issues relating to Island Health funding and

CRD may need to be explored. Brent questioned whether adding the three SIR members to the roster of firefighters might expedite this issue. He pointed out that in many urban areas there is a move to fire stations having their own emergency medical responders. Pros and cons were discussed with main concern being not to jeopardize the SIR allocation from Island Health. It was suggested to approach Island Health regarding a possible increase in the SIR funding allocation. The committee will explore options relating to SIR inclusion in the benefits program.

Bookkeeper position posting has had no responses so far. The application deadline was October 31. The position will be re-posted to Nov. 30 and members were encouraged to promote it to anyone they know who may have the appropriate skill set.

Minute taker position closes on Monday, Nov. 10. So far one applicant.

14. Communications Committee Report

Wayne Quinn noted that letters of thanks and tax receipts have been sent to individuals making donations to SIR. Also he submitted an item to the November Scribbler.

Website update from Ron Lewis was that content and location of the website has been transferred to a new host site. Ron L. also requested input on any suggested changes to update content or format. Harvey Janszen will do regular maintenance.

Al Razutis noted that he had requested all correspondence regarding his resignation on June 28 to be passed on to the Board Secretary. He indicated that he has not had any communication with the Board Secretary, that all of his communications have been with Ron Lewis. He expressed issues relating to the process of transferring domain ownership. Al Razutis noted that he has copies of all related emails and dates when the domain name and transfer occurred. He requested full recognition and apologies relating to what he feels was intentional misrepresentation. Ron Hall responded to the accusations and Ron Lewis explained the transfers were not done with malicious intent.

President Quinn noted that a subcommittee of the Board will be convened to discuss the issues raised. The outcome of that review will be included in the record of the next meeting.

John Hutchinson noted some difficulties accessing the updated SIFPS website. Ron Lewis will look in to this issue.

15. New Business (addressed prior to the In Camera session by agreement)

John Hutchinson reported he has been reading past minutes to understand SIFPS operations. In the process he is making note of adopted policies/issues and will forward them to Priscilla and Eva to assist them as he know they are very busy with the benefits program. Further he raised the topic related to the posting of draft agendas and draft minutes on the web site. He suggested that a specific policy relating to this should be explored. This will be brought forward to the next meeting.

16. In Camera Session

All individuals in attendance left the meeting except for Board members and the Recording Secretary. Separate notes of that discussion were kept.

The Board convened In Camera at 11:00 am

The Board came out of the In Camera session at 11:30 am

17. Next Meeting Dates

2015 tentative meeting dates were set for January 17, March 14 and May 9. Other meetings may be at the call of the chair if issues arise that need more immediate attention.

18. Adjournment

The meeting was adjourned at 11:35 am

President, Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Beverly Lowsley

REPORTS

September 20 2014

Fire Chiefs Report

Operations:

The trucks have passed there cvis. There have been three page outs since the last meeting, two ambulance related and one rcmp related. Fire season is over and all open fires are allowed. We are on our final step before being able to get the Parks Canada radio channel installed on our radios.

Financial:

There has been a couple of bills paid from petty cash.

Training:

Training for the next few months will be based on SCBA and building search. The next evolution will deal with auto extrication and vehicle stabilization.

Other Business:

Mutual aid agreement

Brent Sohler