

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

MAY 17, 2015, 09:15 AM at ESB#1

Directors Present: Wayne Quinn, Deb Fry, Ron Lewis, John Hutchinson, Ron Hall, Ian Gaines, Jodi Gilmore

Regrets: Eva Hage, Priscilla Haggard,

Chiefs: Fire Chief Brent Sohler, SIR Chief David Rees-Thomas

Recording Secretary: Beverly Lowsley

1. Call to Order

President Wayne Quinn called the meeting to order at 09:15 am.

2. Approval of Agenda

Motion by Ron Hall, to accept the agenda.

Carried

3. Approval of Minutes - Minutes of Board meeting April 11, 2015

Motion by Deb Fry, to approve the April 11, 2015 minutes.

Carried

4. Business Arising From Minutes – Tom Hawker of Field and Associates has been contacted regarding preparation of the 2014 Annual Financial Report. Also all committee reports need to be submitted in good time to be available to be printed for the AGM.

SIR training plan and budget allocation status: David Rees-Thomas explained that the certification training and contact hours for maintaining licences need to be reflected separately in the budget. This has been done and will be discussed further as part of the Financial Report.

5. Presentation – Andrew Money, Kevin O'Hara and Peter Clark attended with a presentation on possibilities for a new operational/funding model for SIR. Main issues identified related to the current \$10,500 budget from VIHA and reliance on community donations for some basic needs. Main items identified related to equipment, training, and incorporation of a honorarium for the crew Chief. Actual versus projected minimum funding estimates were presented. Most immediate priorities identified for SIR were Personal Protective Equipment (PPE) for responders and a smart phone with cell booster for BULA, the emergency response vehicle. The pilot project sponsored by Emergency Health Services Commission (EHSC) for combined EMR/First Responder classification was briefly discussed as a possible operational model, with pros and cons identified. Andrew offered to provide a copy of the presentation to be forwarded to the Board members.

Following questions there was a discussion of possible strategies to move forward with addressing the issue of sustainable funding for SIR into the future.

Motion by John Hutchinson, that SIFPS respond to the SIR funding presentation by forming a Board committee including SIR members and give a preliminary report to the June 27, 2015 AGM. **Carried**

6. Correspondence - Revised contract agreement regarding the increased allocation of \$10,500 from Island Health as annual payment to SIR was received along with the cheque for this term. Ron Lewis noted that the cheque is yet to be deposited so will not be reflected in the current financial statements.

7. President's Report – Wayne Quinn's update on activity since last meeting included a meeting with a consultant retained by the Capital Regional District to conduct a Fire Services Review of 9 rural fire departments in the region, including the Saturna Volunteer Fire Service.

Wayne and John met with volunteer fire fighters to get feedback on their perceived level of support from the SIFPS Board. Members expressed strong support
John shared one member's question regarding whether or not volunteer firefighters could stand for a position on the SIFPS Board. This will be discussed further under New Business.

The new washer/dryer unit at ESB#1 is now in place and operational. SIFPS shared the replacement cost with the Saturna Volunteer Firefighters Association.

8. Fire Chief's Report - Chief Sohler reported 5 calls so far this year. Spill response training was attended by 10 firefighters. An air brakes course is planned for July 18 & 19 with practical testing on the 20th. Several areas in BC are already experiencing wildfires. Brent anticipated little significant change on Saturna this summer although several hazards were identified if there is a long hot spell. Parks Canada channel on Crest radio on the trucks is in process, approved by Parks Canada, with Radio Works liaising with Crest.

9. SIR Chief's Report - Chief Rees-Thomas presented his report (attached). There was discussion relating to bottled oxygen which could be an issue in a long term disaster. Also noted was the MOU between SIR and Parks Canada which is still outstanding. Status of this will be checked with the Corporate and Administration Committee. David also suggested posting a calendar beside the computer at ESB#1 to note dates of various training programs for both fire and SIR volunteers as some areas may be relevant to both.

10. Finance Committee Report – Ron Lewis presented the April monthly financial statement. He will be meeting with Field and Company regarding preparation of the Financial Statements for the AGM. He is also planning to explore hiring a bookkeeper to assist with basic reconciling of the accounts. It was requested that cost of this service be forwarded to the Board by email prior to actual hiring.

Motion: by John Hutchinson, to investigate hiring an off island bookkeeper.

Carried

There was clarification to some fire line items for April. Once these are completed, Ron Lewis will forward the revised statement by email to Directors for approval.

Motion: by Ron Lewis, to adopt the SIR budget as shown for calendar year 2015.

Carried

11. Operations/Asset Management Committee Report – Ian Gaines confirmed sale of the Grumman van which has been delivered off island. The licence plates and insurance will be taken along with the receipt of sale to ICBC for rebate on part of the insurance.

John Hutchinson reported on HSA benefits status. SIR volunteer activities have been submitted and all were within expected guidelines. Some individual firefighters are below expectation. A letter has been drafted from Operations Committee which will be passed to each individual by Chief Sohier.

John Hutchinson gave an update on the Canadian Fire Insurance Grading Index for Saturna Island. The grading is done by Fire Underwriters Service and is based on 2010 information. Since the pumping capacity has been improved with the newer vehicles, this information will be reviewed at the next Operations/Asset Management Committee.

He also expanded on the meeting with the CRD consultant related to discussion of the playbook put out by the Office of the Fire Commissioner to cover all British Columbia fire departments. Goals for North America are set by the National Fire Protection Association (NFPA). Brent Sohier offered some background on the playbook document, noting that much of what it contains does not actually apply to Saturna or other rural areas. Our department is currently awaiting the report from CRD.

12. Corporate and Administration Committee Report – No report as Eva Hage was not able to attend.

13. Human Resources Committee Report – No report as Priscilla Haggart was not able to attend.

14. Communications Committee Report - Deb Fry reported that she has had no requests from members to change their email contact information. She now has an up-to-date membership list. There was discussion/suggestions of items for the summer edition of the Scribbler. Based on today's presentation note will be made that the board is committed to investigating improved funding for SIR.

Wayne will draft the Notice of SIFPS AGM scheduled for June 27 at 1pm.

15. Nomination Committee Report - Ron Hall noted that all current members except John Hutchinson have agreed to stand for the new board. Please submit suggestions for potential candidates to Ron. Tom Johnstone will handle the election. Executive positions will be voted on separately then other Director positions will be put forward as a group.

16. Old Business – AGM Planning - Each committee should write a report giving an overview of the past year's activities. Prior to leaving on holiday, as well as preparing the Notice of AGM, Wayne will draft an agenda for the AGM. He will be back on June 8. Please forward reports to Bev so they can be included in the AGM information package to be sent to the printer.

17. New Business

17. A. Cell Phone Booster for ESB#1 -David Rees-Thomas noted that in view of poor cell phone coverage in ESB #1 a cell phone booster might help. Ron Lewis explained some of the technological challenges of differing cell phone frequencies. The SGI Emergency Program has indicated that they may contribute \$1500 to purchase a cell booster. Ron Lewis will look into options. David will liaise with Brigitte Prochaska to confirm their offer.

17. B. Cell Phone booster for SIR Vehicle - A dedicated phone and service package would require a 2-year commitment with approximately \$60 per month contract. It was agreed that this is a necessary expense so volunteers do not need to use their personal phones for SIR emergency business.

Motion: by Ron Lewis, to contract for a cell phone package for the SIR vehicle for a minimum 2 year term to maximum of \$ 1000 per year. **Carried**

Jody Gilmore will look into various providers and arrange this.

17.C. Volunteer firefighter question regarding eligibility to sit on the SIFPS Board
After general discussion it was agreed this is a complex issue which will need further exploration by a committee of the board.

Motion: to table the question of having volunteer firefighters on the Board for further exploration after the new board is elected. **Carried**

18. Next Meeting Date: AGM June 27, 2015 at 1pm. at ESB#1

19. Adjourn

The meeting was adjourned at 11:55 am.

President Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Bev Lowsley

SIFPS Board Meeting
May 17, 2015
Fire Chiefs Report

Operations:

10 firefighters attended a spill response course on Saturna put on by BC Hazmat. Rescue one will be going in to Radio Works to have the radio and repeater installed in early June. We will also be having parks Canada operating channel installed on our portable radios at the same time. There have been 5 calls this year which is a little lower than normal.

Financial:

There will be a invoice from Saturna Point Holding for the spill response course as they paid for BC Hazmat to come to Saturna.

Training:

In house training is on Wild land fire fighting. Scenario will be held at Blackbird estate on wild land sprinklers using their dry hydrant. Wild fire course is scheduled for weekend of June 6 & 7. Air Brakes course is possible for July 18, 19 and 20.

Other Business:

Mutual aid agreement

Brent Sohier

Saturna Island Rescue
April 2015

Incidents

Five calls (as of May 3rd); 13 in the calendar year. Make that **six** calls as of noon on the 3rd, and 7 by the 15th. Fifteen calls in the calendar year so far.

Training

Off to a good start with BCAS CPR and CPR Scene Management courses on Mayne. Unfortunately only two of the crew attended. Our intention is to provide sufficient training opportunities to ensure that all members can meet EMALB's requirements for license maintenance irrespective of the number of patient contacts. This will be done through monthly in-house training, outside (BCAS, SIFVD) courses as available, and at least one major presentation (similar to last year's Pediatrics for Paramedics) each year.

Equipment

No issues. We have requested a second main oxygen tank for the station but as yet have received no reply.

Ambulance

The car received its belated annual inspection in February, and the main tank was swapped at Sidney BCAS.

Andrew and Kevin installed new headlights; slight adjustment still required (?)

Station

No issues other than a seemingly inexhaustible supply of mice in the stockroom (and occasionally the office).

Crew

Our sixth EMR unfortunately chose not to become licensed; consequently we have only five EMRs. Kevin will be doing the OFA-EMR bridge course this May, while Peter will recertify as OFA3 in May and will upgrade to EMR in June. Karen Krieger will be certifying as OFA3 in May. Matt Morrow (OFA3 Alberta) has started taking shifts as driver.

All SIR members currently on HSA meet the on-call hours requirement as of April 30, 2015. Matt Morrow is on the schedule as of May 2015, and Karen Krieger is riding third (one call so far).

David Rees-Thomas
Unit Chief
Saturna Island Rescue