

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

SEPTEMBER 26, 2015, 09:15 AM at ESB#1

Directors Present: Wayne Quinn, Ron Lewis, Ian Gaines, Priscilla Haggar, Ron Hall, Eva Hage, Harvey Janszen

Regrets: Jodi Gilmore, Deb Fry
SIR Chief David Rees-Thomas

Chiefs: Fire Chief Brent Sohler, Acting SIR Crew Chief Amanda Money

Recording Secretary: Beverly Lowsley

1. Call to Order

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

2. Welcome Guests

Wayne welcomed Amanda Money to the meeting representing SIR in David's absence. Later Ann and Dick Walenta, SIFPS members, arrived to observe process of the meeting.

3. Approval of Agenda

Motion by Eva Hage, to accept the agenda as circulated. **Carried**

4. Approval of Minutes

Motion by Ron Lewis to approve minutes of the July 26, 2015, Directors meeting. **Carried**

5. Business Arising From Minutes

The SIR agreement with Parks Canada expired in 2014 but has not yet been renewed. Eva will email the relevant information to Amanda.

Ron Lewis is still trying to find the refund on insurance from sale of the equipment van. At this point it may be too late to get a refund as it would expire at the end of October. Vehicle inspections are needed for upcoming insurance renewal. Also current value of the vehicles needs to be reviewed based on depreciation. Those documents are in the SIFPS file cabinet. Eva has a key, the other was passed to Ron Lewis.

6. Correspondence

Ilio Bertolami requested review of why fire tax levy is the same for vacant land compared to property with buildings on the property. This is not an insurance but a CRD tax based on the total assessed value of the property. Eva will investigate and respond.

Wayne has responded to the letter from Pender Chief Charles Boyte about the fire boat proposal indicating that Saturna is not in a position to take on any financial responsibility for this.

7. President's Report

At the end of August a delegation of leaders from VIHA visit Saturna to familiarize themselves with our resources and health care delivery. While they were here Wayne and David toured them through the SIR facility at ESB#1.

SIFPS/SIR subcommittee had a meeting to launch the group. Priorities were identified relating to equipment needs. They drafted a letter to BCAS regarding bulk purchase of personal protective gear as well as computer access during emergencies. This letter is on hold until the new Superintendent of BCAS takes over in the near future. Also discussed, that SIR has no official status within the provincial system although providing a vital service to Saturna. It was agreed there is a need to legalize the SIR service status including sources of funding. Wayne is drafting a letter the BC Emergency Health Commission (BCEHC) regarding the possibility of gaining legal status.

There was an issue with potable water at ESB#2. Harvey inspected the system and the situation has been resolved.

8. Fire Chief's Report

Chief Sohier presented his report (attached). The problem with the heater core on Engine 1 seems to recur every several years. The BC Training Officers Program is offering a free Train the Trainer course which hopefully 3 or 4 members will apply to attend and be certified to offer training in house. A Memorandum of Understanding (MOU) with the local First Nations does exist. Eva will find it and forward to Brent. Problems with Mutual Aid Agreements between Saturna and other fire departments involves insurance issues. Eva noted issues of liability may apply. She will check on this with Pender Fire Chief. Brent wondered if having authority to issue a ticket for illegal fires during summer campfire bans might be useful. Currently have to get RCMP or Parks Canada if on their land but neither of these officers are on the island. CRD response was that since this is not a CRD fire department Saturna cannot issue CRD tickets and suggested to implement a local bylaw relating to fire violations. Eva will investigate further and report back.

9. SIR Chief's Report

Acting Crew Chief Amanda Money presented the SIR report (attached). The new portable landing lights purchased through a donation from SIRRA will be carried on the SIR vehicle. Brent interjected that the fire department has also received portable landing lights to be carried on their vehicles and suggested that the older set be placed at the Parks Canada House out at East Point. Regarding the cel phone for emergency calls, Wayne is looking after this purchase. Amanda has applied for the expanded scope of practice training to primary care paramedic level. She also described the BC Ambulance pilot of Community Paramedicine program. She will electronically circulate the information on this program to the board.

10. Finance Committee Report

Ron Lewis reviewed the financial statements for July and August. He noted in relation to fuel purchases on island some invoices come in without adequate information. He has requested staff at the Lower Point Store to have the purchaser sign and to note whether for fire or SIR vehicle. Wayne noted that the mortgage is down to \$17,030 and will be paid off by February 2016. There was discussion of having a "mortgage burning" event for the community to celebrate as well as to recognize the volunteers.

Motion: Ron Lewis moved acceptance of the Finance Report.

Carried

11. Guest Speaker Dawn Wood, Saturna Emergency Program Coordinator

Dawn presented an overview of the Emergency Program, the links between various participants, who is responsible for each aspect and where the Saturna volunteer fire department and SIR fit.

The provincial program is under Emergency Management BC (EMBC) with our regional Emergency Operations Centre under the CRD. A unified command system is used between various responding groups (local responders, Parks Canada, RCMP, BC Ferries or other involved organizations). Locally there are volunteers at the Emergency Operations Centre, who take turns carrying a pager. This team is based at ESB#1 and communicate locally as well as reporting to the area Emergency Coordinators and CRD. In an event when people must leave their homes the Emergency Support Service (ESS) volunteers set up a reception centre where people can go for temporary shelter or to arrange alternate shelter if necessary. As well a field hospital/casualty collection unit setup plan has been established. On Saturna Island there are sixteen designated neighbourhoods, with each having their own contact team. This Neighbourhood Program (NP) is set up to communicate with their neighbours to convey current information or check on the welfare of one another in an emergency situation. Communication between the various levels of responders involves numerous established radio systems for local fire and SIR, small neighbourhood and larger Kenwood radios, "telephone tree" fan-out and/or the use of newer technologies (cel phone texting, twitter, facebook and other social media links). Discussion followed about a new communication plan being launched soon as well as various hazard issues.

12. Operations/Asset Management Committee Report

Ian Gaines will check the lawn mower and weed eater. The yard work is being done now by Megan Reberdy At ESB#2 fencing around the myrtle trees may need to be removed and the trees trimmed then staked for support. Wayne and Eva will go out and check on what needs to be done. Amanda also noted that there is a lot of tansy ragweed, an invasive species which needs to be pulled by hand. In regard to the insurance renewals, Wayne and Ian will review the policies and coverage levels for the fleet vehicles.

The heater core on the pumper needs to be replaced. Eva pointed out that all equipment that is permanently attached to the vehicles is covered by ICBC, other equipment that is removable is covered by the general insurance.

13. Corporate/Administration Committee Report -

Eva noted that the broker for the general liability and property insurance is suggesting a different carrier at the same cost for enhanced coverage. She also advised that an inventory list of bigger items (generators, pumps, major hand tools, oxygen tanks, etc) be reviewed. Wayne has a spreadsheet on this which he will forward to Eva.

The firefighters tax credit forms need to be signed and a letter presented to indicate qualification. Eva has a template which can be completed at the beginning of the year for each firefighter who has met qualification criteria.

14. Communications Committee Report

Harvey has now taken over the website using MailChimp and the file structure has been tidied and updated. All links are current. There is a privacy policy and a new law to allow contacts to unsubscribe from email contact.

For the November Scribbler, the SIFPS meeting date should be added to the calendar.

15. Human Resources Committee Report

There may be some volunteer members who have now qualified for the HSA benefit. The Crew Chiefs are tracking their volunteers who will qualify for next year. Amanda suggested that a refresher on how to complete the documentation would be helpful to members.

16. Next Meeting Saturday, November 21, 2015.

17. Adjournment

The meeting was adjourned at 11:20 am.

President Wayne Quinn

Secretary, Eva Hage

Recording Secretary, Bev Lowsley

**SIFPS Board Meeting
Sept 26 2015
Fire Chiefs Report**

Operations:

There have been a couple more than average calls so far this year. We had a busy fire season this year as it started early. There were several illegal campfire calls this year. The heater core is being replaced in engine 1 AGAIN.

Financial:

Training:

We will be sending two people to Pender for the 1001 course in the new year. We are in conversation with the BCTOA about a location for the next train the trainer for exterior attack firefighter. It looks like it will happen on the sunshine coast.

Other Business:

Mutual aid agreement

MOU with First nations

Investigate passing a bylaw to allow FD to issue tickets for fire violations

Brent Sohier

SATURNA ISLAND RESCUE

Report to SIFPS – September 26, 2015

Incidents:

Four calls for the month of September.

Training:

Nothing significant for the month.

Equipment:

New helipad landing lights.

Introducing vehicle safety check lists. Pre and post-call outs to ensure basic safety of the vehicle and that equipment is re-stocked after every call.

Ongoing: purchase of PPE (boots, protective clothing) is pending letter to BCAS to gain access to provincial government central purchasing and pricing.

Access to mobile CAD system (providing up to the minute call information, GPS, direct communication with BCAS dispatching) also pending letter to BCAS.

Crew is still awaiting cell phone purchase for use on SIR calls.

Station:

No issues.

Crew:

David Rees-Thomas, Unit Chief on medical leave. Amanda Money Acting Unit Chief.

Peter Clark passed EMR licensing exam, bringing our number of EMRs to 6.

Kevin O'Hara will be taking his licensing exam next month.

Amanda Money has informed SIR of her intention to pursue Primary Care Paramedic training in 2016. She has made an application for the course, as well as an application for a financial award which would cover the cost of tuition. Scope of practice for PCP would greatly increase level of care we can provide on Saturna.

SIR is also attempting, along with the SCC Health Committee, to participate in the consultation process for BCAS' Community Paramedic program, which would see a position being created for Saturna somewhere between a paramedic and a care-aid or home-care nurse. This position could be of enormous benefit to Saturna Island and the program is designed to meet the needs of communities like ours.

Amanda Money, Acting Unit Chief
Saturna Island Rescue