

**SATURNA ISLAND FIRE PROTECTION SOCIETY(SIFPS)**  
**DIRECTORS MEETING**  
**August 14, 2016 9:30 am at ESB#1**

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

**Crew Chiefs:** Fire Chief Brent Sohler, and SIR Chief Amanda Money

1. **Call to Order** - The meeting was called to order at 9:35 by President Wayne Quinn.
2. **Welcome Guests** - no guests were present.
3. **Approval of Agenda** - by consensus the agenda was approved as circulated.
4. **Correspondence** - There was no correspondence
5. **Sub Committee Membership** - The following sub-committees were assigned:
  - Operations & Asset Management - Ian Gaines and Wayne Quinn;
  - Finance - Ron Lewis, Ron Hall and Wayne Quinn;
  - Corporate Administration - Eva Hage and Debbie Fry;
  - Human Resources - Priscilla Haggar and Eva Hage;
  - Communications - Harvey Janszen and Debbie Fry;
  - Nominations Committee - Wayne Quinn and Ron Hall

**6. President's Update**

Ongoing discussions with CRD over the SIR issue. The funding agreement revised draft of finance coming by the end of the month. Ongoing discussions with Parks Canada on revision of services agreement. They have agreed to give SIR \$1000 per year and work continues on an agreement to assure that SIFPS will be compensated for events on Parks land requiring response from our volunteers. Community concern continues over reduced level of Parks Canada personnel on Saturna, contrary to what was contained in the original MOU. The wildfire agreement expires at the end of 2016 and Ron Hall noted that there is an effort to combine this discussion as well as Parks staff presence issues during deliberation.

Wayne attended a meeting with BC Ambulance when they were over recently. Amanda will address this in her report.

**7. Financial Update**

Ron Lewis noted SIFPS has the line of credit with TD in addition to usual banking with Coast Capital. Now that the mortgage is paid off he suggests to reduce to one account. Discussion followed re whether there is continued need for a line of credit and which

institution to choose if move to using only one financial institution. Both Rons will discuss prior to negotiations with the institutions regarding what services they will offer.

The non-profit status filing has been done. Financial report for 2016 to date was circulated and reviewed. Ron will make a few minor changes prior to posting on the website. The tax draw for this year will be \$150,000.

There was also discussion to hire a bookkeeper to assist with reconciliation on Quick Books. The committee will discuss possible interest then will post the position.

- 8. Fire Chief's Update** Chief Sohier presented his report which will be attached with the minutes. There was discussion of the proscribed burn planned by Parks Canada on Tumbo Island.

Replacement of the Suburban was shelved in the spring. The insurance runs out in October. As it is still operational Brent suggested so no urgency to sell.

**9. SIR Chief's Update** Crew Chief Amanda Money reviewed her report which is attached. Issues relating to potential liability of volunteers were identified. Suggested need to have society status to identify them as a specific entity as well as importance of having medical oversight. Eva and Amanda will review the current level of liability insurance held for them under SIFPS. There was discussion of options of becoming part of the fire department identified under a first responders agreement vs applying as a separate society under the Societies Act. Options will be reviewed for further consideration.

**10. Volunteer Benefits Plan**

Now in the second year of the HSA, criteria need to be reviewed to fine tune what the benefits cover as some conditions can be ambiguous in their interpretation. Eva and Priscilla will review this then bring it back to the Board.

**11. Other Issues**

None at this time.

**12. New Business for 2017**

Replacement plan for pumper truck is scheduled for 2019 but if a good option comes up prior to that time it was agreed to reconsider this at that time.

SIFPS website: Harvey will work on cleaning up and archiving old documents.

Other items being addressed: banking; insurance coverage; accounting.

There is room on the Board for one more director. This position can be appointed. Wayne and Ron will explore and welcome suggestions.

Re: minutes of the 2016 AGM, it was agreed that as long as they are marked as *DRAFT* Bev can forward them to Harvey for posting. They will be presented for approval at 2017 AGM.

**13. 2016 - 2017 Meeting Schedule** - next two meetings will be September 17 and December 3. Usual time and place (09:15, at ESB#1)

**14. Adjourned** at 10:35 am

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Wayne Quinn, President

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Eva Hage, Corporate Secretary

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Bev Lowsley, Recording Secretary

SIFPS Board Meeting  
August 14, 2016  
Fire Chiefs Report

Operations: 19 calls so far. One "illegal fire" call to Tumbo Channel area.

Financial: Parks Canada has provided the department with a quad plus a towing vehicle for it. This is for use in any areas, not just within Parks Canada land.

Training: Peter Clark went to Port Alberni and Chief Brent Sohier to Kelowna for training so both are now certified through BC Firefighters Association to teach the Exterior Operations Firefighting course. Deputy Chief Hubertus Surm also plans to take the training certification course. They can then provide the training on island to local members. This will be done through the fall months.

Other Business:

Tumbo Island proposed burn: The earliest possible date will be September 1. Parks Canada has invited volunteer members who wish to participate on Tumbo Island. They have also requested a crew and a vehicle to patrol along Tumbo Channel Road during the burn; they will contract to pay for this service.

Brent Sohier

## **SATURNA ISLAND RESCUE**

Report to SIFPS – August 14, 2016

### **1. Incidents:**

Thirteen calls between May 1, 2016 and August 13, 2016. Eleven resulted in patient being transported to hospital.

We also had four patient contacts during this year's LBBQ that did not result in a 911 call.

### **2. Training:**

We have had no external training on Saturna since our last meeting. Monthly practices have been well attended with topics covering splinting, allergic reactions/anaphylaxis, cardiac chest pain and safe stretcher loading.

Four of our licensed EMRs attended a training evening provided by BC Ambulance Learning which endorsed us to administer Naloxone as an antidote to opiate overdose. This endorsement is available to licensed EMRs only and training was generously donated by BCEHS.

We are attempting a quarterly joint CPR practice between SIVFD and SIR, with the first one tentatively scheduled for August 28.

Priority for training this year will be given to safe use of our patient lifting devices and safe lifting techniques in order to protect our volunteers from injury.

### **3. Equipment:**

Second portable mechanical suction unit was ordered and delivered to jump kit at ESBI.

### **4. Vehicle:**

No complaints about performance. Lights seem to have been fixed to everyone's satisfaction.

The patient compartment has been reorganized and cleaned.

### **5. Station:**

Locking drop box for patient care reports has been installed meaning better patient privacy and better compliance for us with patient confidentiality requirements.

### **6. Crew:**

Tony Simmonds was ratified as acting Unit Chief by the volunteers at July's practice.

Amanda Money is undergoing PCP training part time. To be completed in October, 2016.

Amanda is also going to obtain N-95 Respirator mask fit-tester training which will allow her to fit test SIR members.

Peter Clark and Kevin O'Hara are now both fully licensed EMRs.

### **7. BCAS/BCEHS Relations**

We held a meeting on August 3, 2016 with three representatives from BCAS. Meeting was productive and quite positive in tone.

Colin McTaggart (Patient Care Manager for our region) expressed sincere admiration for our service on Saturna and a desire to better support our organization.

We discussed implementing a "First Responder's" agreement which would see SIR officially recognized and endorsed as a First Responder Agency by BC Emergency Health Services (with no change to our highest practicing license level – EMR). My recommendation is that this would be of great benefit to SIR

legally and operationally, but does most likely involve establishing SIR as a legal entity or somehow legitimizing SIR's existence in order to engage in such a service agreement.

## **8. Operations**

As a result of our meeting with BCAS, some changes will be implemented to our operations going forward:

- a. We will be using new patient care record forms that do not misrepresent us as BCEHS agents/BCAS employees. These are being provided to us at no cost by BC Ambulance.
- b. Going forward, we will no longer be providing Code3 Response until such time as we have a legal agreement with BCEHS and the legal mandate to drive Code3, which will definitely involve a lot of further training of our volunteers, as well as appropriate driver licensing. As it stands right now, I felt that the legal grey area in which we exist puts our individual volunteers at far too much personal and criminal liability risk for me to be comfortable allowing them to drive Code3.
- c. BC Ambulance has requested that we make better use of their Emergency Physician Online Service which allows our volunteers to discuss questions of patient care and transport decisions with an emergency physician at any time. This is a great service which we have been using without official permission for some time, so it was very positive to receive encouragement to use the service further to help us when making challenging decisions about our patients.
- d. We are going to need to implement more rigorous equipment/safety checks in order to ensure that we are meeting our obligations to our volunteers and also satisfying WCB and insurance requirements. This was discussed at some length with BC Ambulance representatives and the plan is to begin providing us with some of the basic safe-lifting practice training, as well as training and equipment for infection control. The N95 Fit Tester training which Amanda will be attending is directly related to this point.

In general for the upcoming year, my focus is to see SIR established as a clear, legitimate entity with unquestionable endorsement by BCEHS to do what we do and ensure that we are protecting our volunteers from liability issues, as well as providing them with the best possible training which I believe is the best preventative measure to avoid injuries, accidents or potential lawsuits and to promote best possible patient care.

AMANDA MONEY  
Unit Chief, Saturna Island Rescue