

**SATURNA ISLAND FIRE PROTECTION SOCIETY(SIFPS)
DIRECTORS MEETING
Saturday May 14, 2016 9:15 am at ESB#1**

Directors Present: Wayne Quinn, Priscilla Haggar, Ron Hall, Jodi Gilmore, Ron Lewis, Eva Hage

Regrets: Deb Fry, Harvey Janszen, Ian Gaines; and Fire Chief Brent Sohler

Crew Chief Present: SIR - Amanda Money

1. Call to Order

The meeting was called to order at 9:10am. It was determined there was a quorum.

2. Welcome Guests - Bill Schermbrucker and Dawn Wood were welcomed on thier arrival.

3. Approval of Agenda - Additions to item 18. New Business - Signage of Fire status at access points and CRD funding agreement.

Motion by Eva Hage, to approve the agenda as amended. **Carried**

4. Approval of Minutes - Minutes of Board meeting March 19, 2016 and In Camera Minutes of March 19, 2016.

Motion by Eva Hage to approve SIFPS Board minutes of March 19, 2016 as circulated. **Carried**

Motion by Ron Lewis, to approve March 19, 2016 In Camera minutes. **Carried**

5. Business Arising From Minutes – None

6. Correspondence - Wayne read a thank you card and note from David Rees-Thomas for the celebration recognition of his retirement (new jump kit in his name as well as dinner for the David, his wife Judith and the SIR team).

From John Wiznuk regarding a national survey of fire departments relating to their source of water supply. For information, John also supplied an outline of the NFPA course which Brent is currently taking. Also received was a letter from BC Emergency Health Services advising that the province is engaging in a community roll-out of the Community Paramedic initiative. Galiano, Mayne and Pender Islands were mentioned but not Saturna. It was noted that Saturna Island is being considered under Mayne Island. The program launch is set for April 2017. Need to clarify Saturna's status.

Emails were also received from Dan Thachuk expressing concern regarding a proposed burn exercise on Payne Road - for further discussion later in the meeting.

A computer monitor has been received from Beth Jones for SIR. Amanda will send a thank you letter acknowledging the donation.

- 7. President's Report** – David Rees Thomas' retirement dinner and presentation at the Cafe was a success and appreciated by David. Ron Hall, Eva and Wayne attended the event.

Meeting with Dr. Martin Wale (VIHA) - Wayne gave him a tour of ESB#1, showing him fire and SIR resources and discussed attempts to get more stable funding for SIR.

The proposed burn of the house on Payne Road has been postponed..
New contracts have been signed for yard maintenance and buildings janitorial.

- 8. SIFPS/SIR Review – up date on SIR/CRD relations** and potential 2165 bylaw amendment. Wayne and Ron Hall met with David Howe to discuss the funding situation for SIR. They also met with CRD senior staff who have agreed to revisit the SIFPS funding agreement to include SIR. They have agreed to work with SIFPS to revisit the current funding agreement and modify it to state that SIR has an entitlement to draw a percentage of the CRD tax allocation. This is an administrative process to amend the agreements, not a political process (no bylaw change, no referendum required). This can be implemented in the 2017 tax year.

Also under consideration is a move to apply for SIR to register as a society under the BC Societies Act. This will be explored further. Wayne reported that the CRD senior staff were well prepared, understood the Saturna issues and were forward thinking.

Amanda suggested another possible source of funding for SIR through BC Hydro as they have a policy requiring first aide service available whenever they are doing work on the island. She will forward the information to Wayne for possible follow-up.

- 9. SIR/Parks Canada Agreement status** – Ron Hall reported on a revision to the Parks Canada agreement to include a retainer for fee schedule for having SIR on standby. At this time they are offering \$1000 per year with possible increase if funds become available. There are other outstanding issues still to be discussed.
- 10. Fire Chief's Report** - As Chief Sohier was on Pender Island for a training course no report was available at this time. He has been requested to submit it tomorrow and it will be circulated then.
- 11. SIR Chief's Report** – Chief Amanda Money presented her report (attached). There was discussion of the issue of code 3 driving (lights and siren). An on-line course relating to

requirements for code 3 driving is available. Amanda will look into accessing this so all drivers can complete it. She noted that in reality there is minimal need for this on Saturna.

- 12. Finance Committee Report** - Ron Lewis circulated a copy of the SIFPS Proposed Budget for 2016 for review. The HSA benefits for SIR are now being tracked separately and the cell phone will be tracked as a SIR expense as it is only for their use on their vehicle.

Eva requested an education plan to help with budgeting for anticipated expenses (SIR certification training expenses will be separate from regular training). A firefighters training plan is also requested.

March and April monthly statements will be distributed by email in the next week.

Jodi brought forward an issue relating to volunteer qualification for tax credit and potential impact on qualification if receiving an honorarium (eg crew chief). She suggested for next year that this needs to be explored further so not penalizing the volunteer.

- 13. Operations/Asset Management Committee Report** – Wayne reported on purchases of a new pump and 2 pair of boots.

- 14. Corporate/Administration Committee Report** –

Status of Mutual Aide Agreement: for fire and rescue services now with Pender Island Fire, as well as CRD, Mayne Island Improvement district, and Salt Spring Island Improvement District. It is a standard Mutual Aide Agreement format.

Motion: by Eva, to have SIFPS President sign this Mutual Aide agreement.

Carried

Insurance for volunteers has been renewed for this year, independent of CRD.

- 15. Communications Committee Report** – Scribbler Article was submitted for May. It was agreed to wait until after the AGM and mortgage burning to submit an article for July.
- 16. Human Resources Committee Report** – Contracts for landscape gardener and janitorial services have been renewed for 2 years as well as a 2 year contract for secretarial services.
- 17. Nominating Committee Report** – Jodi will not be continuing on the board, leaving one vacancy. Ron Hall and Wayne are exploring possible other candidates from the community.

18. Old Business

- **Preparations for mortgage burning celebration** - Personal invitations have been prepared and will be sent out to past SIFPS Board members, past fire Chief, and other past supporters to attend the mortgage burning. It is scheduled for 12 noon, with the mortgage burning ceremony, acknowledgements and light refreshments.
The AGM will follow at the Rec Centre.

19. New Business

- **Preparations for AGM** - Committee chairs are encouraged to submit their reports to Bev for inclusion in the AGM documents. Ron Lewis has been in contact with the accountants, Field and Company for their report. He will also arrange a set of copied documents to be "burned" at the event. Also suggested for refreshments was to have Haggis Farms do a large slab cake.
- **Proposed House Burn** – Wayne reported on the proposed burn of the house on Payne Road following up on a letter of concern from an adjacent neighbour. The issue is that this is a much drier period for this time of year and there was no opportunity to explore liability implications of such a plan. This was a communication issue, not a reflection on the skills of the volunteers. The burn was postponed until further notice to allow for more full discussion of any plan and implications. It was also reported that the neighbour has sent an apology for his initial response upon seeing the fire equipment set up on the roadside during a proposed pre-burn practice. This will be revisited following further dialogue on a proposed plan, implications, potential hazards and timing. It was suggested that an item be put in the Scribbler explaining about regular Tuesday practices and what is involved. Bill Schermbrucker offered to draft an item and have Brent check it before submitting it for publication.
- **CRD Funding Agreement** - There was discussion relating to the previous agreement, specifically related to wording which implies CRD ownership of assets. Suggestion to maintain the status quo (produce budget to CRD but they do not have any say on how funds are dispersed).
- **Signage re Fire status at island marine access points** - Eva recounted an incident relating to boaters at Winter Cove in August who had a fire barbecue. This may be a role for Park Liaison Committee to follow up. Suggested was a sign, similar to the ones at road junctions on the island. Other suggested sites were at the Government Dock and Thompson Park to alert boaters. Who owns the existing signs (BC Wildfire Service?). Eva will check with Pat Ropars. Ron Lewis will speak with Bob Fitzgerald regarding a sign at that area.

20. IN CAMERA SESSION –

The Board moved to *In Camera* session at 11am.

Regular meeting resumed at 11:20 with the following motion which had been approved during the *in camera* session:

Motion: Ron L, for the SIR Chief to be paid an honourarium of \$6000 per annum payable quarterly, commencing April 1, 2016, based on a sustainable balance in the SIR budget, to be reviewed annually as part of the budget cycle.

Carried

21. Meeting Schedule/Adjourn – Next meeting, AGM June 18, 2016.

Meeting Adjourned at 11:25 am

Wayne Quinn, President

Eva Hage, Corporate Secretary

Bev Lowsley, Recorder

SATURNA ISLAND RESCUE

Report to SIFPS – May 10, 2016

1. Incidents:

Twenty one calls between September 29 and May 10, 2016.

2. Training:

We did substantial training between September (last report) and today:

a. Trauma and differential diagnosis training with MIKE BILLINGHAM

An excellent full-day course on recognizing life-threatening trauma and generating diagnoses in the field.

b. CPR and Cardiac Arrest Management with ANNA CHAYBA

Joint half-day training with several members of the fire department. Attendees were issued CPR-HCP certificates, everyone on the crew is now up to date on CPR.

We are also considering running quarterly CPR refresher courses jointly with the fire department select members.

Training for the new fiscal year will encompass more orientation to new equipment, and the possibility of our EMRs getting endorsed for intramuscular injection of Narcan (to be provided by BCAS Clinical Education), as well as ongoing simulation practice at monthly practice nights.

We also have our eye on doing some kind of Emergency Vehicle Driving training, in keeping with what we understood might be required of us from BCEHS for Code 3 driving.

3. Equipment:

PPE purchase is complete (boots, protective clothing). Some members opted for traditional shirt and pants uniform, and others opted for coveralls. Everyone seems satisfied with their issue. We are still waiting for some size returns, exchanges, etc. We are also considering allowing those members who want BOTH types of uniform wear to purchase with SIR funds as we have had substantially more donations than anticipated.

Cell phone was acquired and is in good working order.

Generous donations from the Lions Club have made it possible for us to acquire some very important life-saving equipment. We now have one mechanical suction unit on the main car and have ordered Twenty a second for use by the East Point responders.

SIFPS board donated a hard case jump kit for the main car which will help us keep our equipment better organized and more accessible in emergencies.

4. Vehicle

BULA annual inspection was completed in March.

Some repairs were needed: ball joint and some electrical issues.

There have been ongoing issues with the headlights, which Sidney Tire claimed to have fixed. This wasn't the case and so we had community member Darrin Gilmore address the problem, which was a power supply issue to the new headlights.

5. Station:

We hosted an open house and health fair on March 26 (Easter Weekend). It was successful, and fairly well attended. Some of our initiatives were: emergency health information envelopes and better house signage for community members. And public CPR education.

We're installing a new lock-box for Patient Care Reports which need to be kept in greater security than what was the current model (dropping them into the filing cabinet in an unlocked room).

We also installed a rack with chain to store large oxygen tanks.

We will have a new key-coded lock box for the UC office as well.

6. Crew:

David Rees Thomas retired as UC end of March.

Amanda Money elected new UC. Tony Simmonds appointed deputy UC (not ratified).

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

Two new members, Nancy Gerber and Keith McMaster have successfully completed OFA3 training with HeartSafe BC.

Two other members, Rob Vivian (new) and Andre Green (lapsed certification) are in line to get OFA3 training as well this year.

Peter Clark is awaiting EMR licensing (written component). Kevin O'Hara was unsuccessful on first practical exam and scheduled to redo practical exam.

We have added a new member to be used as a social service resource, Kate Vigneault, who will be available on call to help with families and victims of traumatic calls or when we have an unexpected death.

7. BCAS/BCEHS Relations

Numerous follow ups with BCEHS have produced very little since our meeting.

Specifically we had requested a new main cot to be put into circulation on Saturna, but we've had no progress on this issue.

We have also requested clarity from BCEHS regarding Code 3 driving, but there has been little response. Community Paramedicine program is being rolled out currently without any participation from Saturna Island despite numerous requests to be included in the process.

AMANDA MONEY
Unit Chief, Saturna Island Rescue

SIFPS Board Meeting May 14 2016 Fire Chiefs Report

Operations:

Everything is operating well. New truck still needs radio installed. We have had are first wildfire call this year.

Financial:

There will be an invoice from Whole Sale Fire Rescue for fire hose.

A new pump was purchased from Richlock Rentals.

There will be some receipts from Peter Clark for training.

Training:

John Wiznuck is running a recruit practice on the alternate tuesday nights. Regular practice is on the proficiency's set out in the play book for exterior attack firefighter. Practice will be switching to wildfire. Peter Clark is attending a train the trainer course for exterior attack firefighter. Hubertus and Myself will be taking the same course next month. This course allows the dept to teach exterior attack fire in house. I have completed the first 17 weeks of training on Pender Island for NFPA 1001. I will be returning in September to finish the last part of the course.

Other Business:

Mutual aid agreement

MOU with First nations

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

Brent Sohier