

**SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
DIRECTORS MEETING
April 8, 2017 9:15 am at ESB#1**

Directors Present: Wayne Quinn, Ron Hall, Harvey Janszen, Ron Lewis, Ian Gaines

Regrets: Eva Hage, Priscilla Haggar, Debbie Fry

Crew Chiefs: Fire Chief Brent Sohier SIR Crew Chief Kate Vigneault

1. **Call to Order** - The meeting was called to order by chair Ron Lewis at 09:23 am
2. **Welcome Guests** - John Hutchinson and Bill Schermbrucker were welcomed.
3. **Approval of Agenda** - The agenda was approved with addition of posting for the position of recording secretary under New Business.
4. **Approval of Previous Minutes** of the February 4, 2017 meeting.
Motion by Wayne to adopt the February 4, 2017 SIFPS minutes. **Carried**
5. **Business Arising from the Minutes**
 - a. **Burning permits on-line** - Harvey has developed a database for access burning permits on line. Permits will also continue to be available at the store as usual.
 - b. **Motion circulated electronically by Ron Lewis:** To adopt the attached budget (Budget Final for SIFPS-SIR for 2017-March 25) for this calendar/fiscal year after discussions with both fire and SIR chiefs as recommended by the finance committee.
Carried, unanimously
6. **Correspondence** - none
7. **President's Report**

Executive has been speaking with CRD regarding the funding agreement which is being reviewed by both parties but remains unsigned.

Wayne participated with committee developing the Budget which was circulated electronically, approved and confirmed today as item 5.b

Communication with Bill Relph of Island Health relating to funding for SIR. Wayne and Kate worked on report documents summarizing SIR activity and budget for 2016-17 and provided these documents to Bill Relph at Vancouver Island Health Authority,

Gutters and cleaning of the debris filter baskets at ESB#1 and #2 is needed once the rain stops. Wayne suggested we prepare and post a contract opportunity for cleaning.

Working on AGM prep. Committee chairs are asked to submit their reports to Bev for inclusion in the AGM information package.

Computer monitors obtained from CRD have been checked by Harvey and are ready for use by those needing them.

8. Agreements and MOUs

a. **Gray House usage** and responsible party - The security issue has been addressed by installing a lock on the door. Ron H suggested that an agreement be drafted with Parks and Recreation Committee relating to the use of building.

b. **SIR and VFA Codes of Ethics** - Ron H. suggested we integrate the Firefighters Code of Ethics and the SIR Code of Ethics. Kate noted that she will participate with reluctance, suggesting that her time may be better spent developing a section on confidentiality and appropriate behaviours for SIR. Some SIR areas relate specifically to patient care. *Action:* Ron, Debbie and both chiefs to investigate.

9. **Fire Chief's Report** (attached) - Four members have been measured for turn-out gear which has been ordered on a special, buy one get one free opportunity. The RBC Business Credit card has expired. Ron L is investigating cancelling it and moving to Coast Capital. Brent also suggested purchase of a new copier as the current one used by both Fire and SIR is slow and toner for it is expensive.
Action: Ron L recommended a laser printer and offered to check out options on line.

10. **SIR Chief's Report** (attached). Kate stressed the importance of the focussed training sessions with hands-on practice to build competence and confidence of responders. There was discussion of importance of a close working relationship between SIR and the Firefighters. Also, Kate requested clarification of SIR and how it relates to SIFPS beyond financial oversight. She is in the process of developing an Operational Guidelines Manual for SIR.

11. Finance Committee Report

Budget documents for the fiscal year were approved by email vote, as noted in above item 5.b

Monthly Cash flow documents were reviewed. Clarification required related to fuel costs which are not tracked separately: Kate will keep copies of SIR fuel invoices to track fuel expenses for her budget.

Motion by Ron Lewis/ Ian Gaines to approve the Financial reporting Jan-March 2017 for posting to web. **Carried**

Also had a discussion to establish a contingency account for future repairs to both buildings.

Moved by Ron L /Wayne, to establish a building repair fund of \$1500 per year as a contingency account. **Carried**

12. Operations/Asset Management Committee Report

- a.** Update to capital replacement schedule spreadsheet - Discussion of vehicle replacement capital purchases projected for 2019 (ambulance and a pumper truck) and whether the current budgeted allocation is adequate. *Action:* Operations Committee and Finance Committee to meet and explore options.
- b.** Generator cover - John Wiznuk is working with SGI Area Emergency Program Coordinator Brigitte Prochaska for funding approval to replace and upgrade the cover. For security a pad and an anchor for the generator in an emergency was also recommended.
- c.** One of the access key-pads adjacent to the SIR storage room is not working and Kate has also noted doors left open. Ian will check on the lock. Also discussion of changing the light over the SIR door to an LED motion sensor.

13. Corporate/Administration Committee Report

No report

14. Communications Committee Report

- a.** AGM announcement/invitation in June edition of the Scribbler. Deb will be asked to submit an announcement and also invite individuals who may be interested to run for a SIFPS Board position to contact the Nominations Committee (Wayne Quinn and/or Ron Hall). Kate also noted that she plans to submit an item about her new role and priorities as SIR Chief.

15. Human Resources Committee Report

Wayne informed the members that Bev has submitted her resignation effective following the AGM. A notice for the position of Recording Secretary will be posted.

16. Nominating Committee Report

Both Wayne and Ron H. will not be running for re-election. A full board is nine persons. Please send suggestions of potential members to the Nominating Committee (Wayne or Ron H).

17. New Business

- a. Security at ESB#1** - covered in Operations Report (item 12)
- b. ESB#1 procedures after earthquake** with Money Lake Dam vulnerabilities
Ron L , as Lyall Harbour/Boot Cove Water Board member, reported on recent CRD inspection and testing of the Money Lake dam. Potential consequences/implications if the dam bursts when an earthquake occurs were identified, especially since the Rec Centre is designated as primary Emergency Reception Center. Does SIFPS have/need a specific emergency response plan?

c. Set dates for AGM June 17 at Rec Centre, 1pm. Directors were asked to submit their Annual Committee reports to Bev so the AGM package can be compiled and sent to the printer. Eva had previously mentioned two proposed amendments to the Bylaws and changes to the Constitution to be brought to the AGM. Wayne will contact her regarding putting that together.

d. Eva to prepare and post ad for SIFPS secretary.

18. Old Business

CRD funding agreement - The CRD has created draft clauses suggesting that future asset acquisitions be handled by CRD and be held for exclusive use of SIFPS. Wayne explained the process involved as outlined by the CRD if this were to go ahead. SIFPS has always demonstrated good fiscal management to date. Possible implications of such a situation including community response to loss of local autonomy and increased bureaucracy were discussed. This will need to be addressed by the new board.

19. Next meeting AGM, Saturday June 17, 2017 at the Rec Centre at 1pm.

20. Adjourn at 11:15 am

President, Wayne Quinn

Corporate Secretary, Eva Hage

Recording Secretary, Bev Lowsley

SIFPS Monthly Board Meeting

April 08, 2017

Fire Chief's Report

Operations:

Command 1 is having a few electrical issues with one of the door sensors. Command 1 will be headed to town soon to have a CREST radio installed. Engine 1 now has a full complement of Hose along with spare lengths to replace when the hose is used and needs to dry.

Financial:

There will be an invoice from WFR arriving soon for the purchase of 4 new sets of turnout gear

Training:

The in house EOLFF training is now complete with the exception of a few people that are missing a section. Davey Obade and Hubertus Surm are almost done the first half of the NFPA 1001 on Pender.

Other Business:

Credit Card

Brent Sohier

**SATURNA ISLAND RESCUE
REPORT FOR SIFPS
SATURDAY, APRIL 8TH, 2017**

Incidents: There was one call in January, one call in February and three calls in March. All were evacuated by Water Taxi. I have concerns about each of the 3 calls in March. Two of my concerns are related to delays in evacuation of patients and one is related to the SIR member response. The delays are of a serious nature and I am addressing them with the Dispatch Supervisor. The other is simply a lack of awareness and has been easily dealt with.

Training: Every SIR regular practice night now includes a monthly information update, review of the calls for the month, an education session and a “hands on” training session. For example, we implemented and practiced our new Patient Care Record, did a CPR training and practice session, practiced responding to a “possible CVA” and in April will be reviewing and practicing the importance and proper technique for “vital signs and the GCS”. In May I hope to cover “expected and unexpected” deaths in the home.

On Sunday March 5th we had a 6 hour training session with Mike Billingham from Creative Paramedical Education Ltd. We practiced responding to common emergency situations that we can expect to see on Saturna. These situations were played out using volunteer actors. 11 members attended and the day was very beneficial to all. This was the first of 4 planned sessions for our members throughout 2017. One of my goals as chief is to collaborate with Brent Sohier, our Fire Chief, on training for our members.

Equipment: No major issues to report. All members are fully equipped with PPE. Bula is in good working order. Annual maintenance is due this Month. Nancy Gerber and I will be taking Bula to Sidney for this. I purchased a new O2 saturation monitor for ESB2 as there was not one in the Jump Kit. There were no eyewash bottles in the jumpkits for Bula or ESB2 which is in violation of WCB standards. That has been corrected.

Crew: We currently have 6 licensed EMR’s, 5 OFA3 members and 1 OFA1. Andrew Money is taking a 3 month leave of absence due to child care responsibilities. I am

planning an active recruitment strategy as I am expecting some retirees over the next few years. Keith McMaster will be qualifying for EMR licensing within the next 6 months. He has a year to do so. He needs further call experience and training to insure his success.

There have been some issues with Parks Canada's responsibility for maintaining the helipad at the "ball park". These relate to maintenance of the floodlights and the windsock. These are safety issues and have been addressed although I am not completely satisfied. However I will pick my battles.

Respectfully submitted,
Kate Vigneault, SIR Chief