

**SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
DIRECTORS MEETING
February 4, 2017 9:15 am at ESB#1**

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

Regrets: Ron Lewis

Crew Chiefs: Fire Chief: Brent Sohier, Deputy SIR Crew Chief: Tony Simmonds,

1. Call to Order: The meeting was called to order at 9:21 by Chair, Eva Hage

2. Welcome Guests: No guests were present.

3. Approval of Agenda: Motion by Wayne Quinn: to approve agenda as circulated. **Carried**

4. Approval of Past Minutes:

Motion by Eva Hage: to approve the board meeting minutes of December 3, 2016. **Carried**

Motion by Wayne Quinn: to approve the in camera meeting minutes of December 3, 2016.

Carried

5. Business Arising from Minutes:

1. Mutual Aid Agreement - Wayne reported that we now have a signed copy of the agreement between CRD and the respective Fire Departments in the Gulf Islands.
2. Bookkeeper - Review to consider hiring a bookkeeper, ongoing.
3. Status of SIR PCRs - Tony reported that patient contact reports have been newly designed and are now in use.
4. Burning permits on-line. Harvey to talk to Brent to be able to get burning permits on-line rather than having to go to the store.
5. Grant opportunity: 2017 SWPI Community Wildfire Protection Plan & Updates and Fire Smart Planning - Wayne explained that this would involve a lot of resources, including the requirement that we need to be a regional district or a municipality. Not advised at this time.

6. Correspondence - none

7. President's Report

SIFPS/SIR Review.

Wayne reported there is a Feb 17th meeting with SIR executive and the CRD regarding our funding agreement.

AGM is tentatively scheduled for mid-June.

8. Agreements and MOU's

SIFPS/Parks Canada Agreement Ron Hall reported that after 2 years, we finally have two agreements in place: One for wildfire suppression response and the other for emergency response. The agreements are in effect from January 1st to December 31st, 2017. Eva suggested the Parks Canada discussion should be resumed and clarified in April 2017.

SIFPS/Tsawout–Tseycum update: Ron sent the agreement for wildfire suppression response to Casey Larochelle of Tsawout-Tseycum and Jonathan Sector of SERC. The logging endeavour may be put in hold for now.

SIR and Vancouver Firefighters Codes of Ethics. Ron Hall discussed the National Firefighters Code of Ethics and suggested that we implement and coordinate the code of ethics within SIFPS.

Action Item: Brent and Tony to forward current policies to SIFPS.

9. Fire Chief's Report

Chief Brent Sohier presented his report (attached). At end of February, there will be 16 VFD volunteers trained as exterior attack firefighters.

10. SIR Chief's Report

Tony Simmonds presented the report for Kate Vigneault. (report attached).

Additional discussion:

Pagers - we have 10 and need 12. BCAS (BC Ambulance Society are to be consulted)
Debbie suggested the board make an official policy about the practice of on-call members sleeping at the station due to weather restrictions. Wayne and Tony suggested the creation of a SIR operational manual, which would be reviewed by the board as needed. Wayne thanked Tony for the report.

11. Finance Committee Report

Wayne presented the 2016 budget and the 2017 budget projection.

Motion by Ron Hall: that at the next meeting we present a 10-year cash flow plan.

Carried.

Motion by Wayne Quinn: that we refer the 2017 budget back to the finance committee ASAP for further firefighting expenses and that following that review, the finance committee make recommendations to the board. Email communication is ok.

Carried.

12. Operations/Asset Management Committee Report

Ian mentioned that Saltspring Island has a brand new tanker, and their old pumper tanker may be available. Wayne mentioned that Emergency Services might have approval for a frame shed (or a possible lean-to) to cover the generator. The old truck fairing has been in the yard for some time, and it was suggested that it could be put up for sale on Used Victoria.

13. Corporate/Administration Committee Report

New Societies Act and changes to bylaws (handout). Eva explained that this is an opportunity to change bylaws and provide transparency. Suggestion was made that the bylaws are changed to reflect our financial year-end of Dec 31. She also suggested that we allow email communication for AGMs and directors. Brent suggested a bylaw to enable us to issue tickets for infractions such as illegal campfires. **Action item:** Eva will add this to the CRD agenda to find out if issuing tickets could be included within the society's bylaws.

Health Spending Account Draft Annual Report (handout) Eva reported that the account is building and we are over our 2016 budget due to carry over.

Motion by Wayne Quinn: that the HSA account for 2016 be received.

Carried.

14. Communications Committee Report

Scribbler – Profiling SIR/FF volunteers. Eva and Bill Schermbrucker will be introducing our volunteers throughout the year in the Scribbler. This is voluntary. Bill will interview the firefighters and Eva will interview the SIR volunteers. Bill and Eva will write the articles. Ron Hall suggested the volunteers could be listed on the SIRRA site.

15. Human Resources Committee Report No report.

16. Nominating Committee Report Wayne suggested we canvass for new members for the board. **Action item:** Wayne to ask for expressions of interest in the Scribbler and on the SIFPS website.

17. New Business

Use of the Grey House. Parks and Rec and the Lion's Club are the only authorized users of the Grey House. Wayne commented that alcohol use on the property is an issue and the building should remain locked. Ron Hall suggested an actual agreement be drawn up between SIFPS and Parks and Rec, limiting use.

Action item: Priscilla to lock the door and give a key each to Paul Brent and Joan Hoskinson.

Use of the Rec Centre Ron Hall mentioned that there is unauthorized use of the weight room by friends of volunteers. Also volunteers were allegedly using facilities outside the weights room, where the agreement with the RC restricts use by volunteers to that room (unless they hold a membership in the RC).

Action item: Wayne to pass info from volunteer agreement to Brent and Kate, re: Rec Centre usage.

18. In Camera Decisions from December 3, 2016 Director's Meeting.

- 1. Health Spending Criteria:** To reinstate Vanessa Verbitsky as of July 1, 2016 for HSA benefits.
- 2. New SIR Crew Chief Stipend:** To provide new Crew Chief Kate Vigneault with a stipend of \$6,000 per year.
- 3. Recognition of Amanda for her service:** Submit an item to the Scribbler recognizing Amanda's work as SIR Chief, that she has left the position, and the appointment of Kate Vigneault as new SIR Crew Chief. **Action item:** Priscilla will purchase gift certificate for \$100 from Costco for Amanda.

19. Next Meeting: April 8, 2017, 9:15 am.

20. Adjourned at 11:27 am.

Wayne Quinn, President

Eva Hage, Corporate Secretary (Acting Chair)

Sandy Nelson, Recording Secretary