

Saturna Island Fire Protection Society (SIFPS) Directors' Meeting Minutes

Saturday, January 13th, 2018, 9:15 a.m. ESB#1

Present: Deb Fry, Ian Gaines, Priscilla Haggar, Eva Hage, John Hutchinson, Bill Schermbrucker
Kate Vigneault, Brent Sohler

Regrets: Harvey Janszen

1. **Call to order:** Meeting called to order by Chair J. Hutchinson at 9:20 a.m. Chair stated that the meeting was being recorded for the purpose of assisting in the preparation of accurate minutes. If any person wishes to speak but not be recorded, they can request the recorder be turned off. J. Hutchinson will prepare the minutes of today's meeting.
2. **Agenda:** Moved by E. Hage to approve the agenda as amended. Add under #13, discussion regarding web site; add under #14, discussion regarding SIFPS/Island Health Operating & funding Agreement; add under #15, business cards. Carried.
3. **Approval of Minutes:** Moved by E. Hage to approve November 18th, 2017 Board minutes as circulated. Carried.
4. **Guest:** Wayne Quinn was welcomed and offered to answer any questions regarding the tentative CRD Funding Agreement and SIFPS agreement.
5. **Funding Agreement with the CRD:** Moved by E. Hage that the Board of Directors support and endorse the proposed special resolution to amend the society's bylaw #62, as circulated, at a Special Membership Meeting on Sunday January 28th, 2018. The wording reads:

“NOW THEREFORE BE IT RESOLVED AS A SPECIAL RESOLUTION THAT THE FOLLOWING CHANGE BE MADE TO THE SATURNA ISLAND FIRE PROTECTION SOCIETY'S BYLAW #62:

IN THE EVENT THAT THE SOCIETY SHOULD AT ANY TIME BE WOUND UP OR DISSOLVED, THE REMAINING ASSETS AFTER PAYMENT OF ALL DEBTS AND LIABILITIES SHALL BE TURNED OVER TO THE CRD TO BE HELD SOLELY FOR THE USE OF PROVIDING FIRE PREVENTION AND SUPPRESSION AND EMERGENCY RESPONSE SERVICES ON SATURNA ISLAND WITHIN SOUTHERN GULF ISLAND ELECTORAL AREA OF THE CRD OR WITH CRD'S WRITTEN CONSENT TO A RECOGNIZED CHARITABLE ORGANIZATION ON SATURNA ISLAND PROVIDED THAT THE ORGANIZATION ENTERS INTO AN OPERATING AGREEMENT WITH THE CRD. THIS PROVISION WAS PREVIOUSLY UNALTERABLE.”

Carried unanimously with special thanks to E. Hage, R. Hall, and W. Quinn for their work.

6. **Business Arising** from the November 18th, 2017 Minutes:

- E. Hage reported new photocopier is operational and located in office of SIR Chief.
 - J. Hutchinson reported that the two Parks Canada/SIFPS Operating Agreements – Wildfire and Emergency Services - have been signed and waiting for Parks Canada to sign and forward copies. The term of the agreements expire December 31, 2018.
 - J. Hutchinson reported gutter cleaning is on hold until storage tanks are repaired and operating.
 - P. Haggart is looking into 2 replacement blinds for ESB #1.
7. **Correspondence:** NIL
8. **Fire Chief's Report:** Attached. Fire Chief noted there were 37 calls (4 fire) in 2017 and no open fires in parks. Linda Cunningham has ordered new crest pagers and radios.
9. **SIR Chief's Report:** Attached. SIR Chief noted there were 47 calls in 2017.
10. **Financial Report:** E. Hage presented the Financial Report (Actual to Budget) for the period January 1, 2017 to December 31, 2017. **Moved** by E. Hage to accept and post to SIFPS web site. **Carried.**
11. **Operations Report:**
- **Maintenance:**
 - Exterior cleaning of roll-up vehicle doors ESB #1 (4) and ESB #2 (2) to be added to RNR Projects contract and done each spring and fall.
 - **Moved** by J. Hutchinson to contract with Pete Seed to service three vehicles (two mini tankers and the excursion) on a trial basis to see how costs work out. **Carried.**
 - J. Hutchinson reported that outside day/night timer for lights were replaced by Bill House and now lights are off during the day.
 - **Capital replacements:** I. Gaines reported an updated cost for replacement vehicles. ESB #2 mini pumper to be replaced in 2019 with a full pumper/tanker at a cost of approximately \$200,000. New pumper to be stationed at ESB #1. Mini pumper at ESB #1 will be moved to ESB #2. A lengthy discussion took place as to what constitutes suitable capacity of the new pumper. In the end, it was agreed that a pumper with larger capacity than the current one is needed to protect lives and property. The budget for ambulance replacement in 2019 was increased to \$30,000. **Moved** by J. Hutchinson that Brent talk to Saturna Beach Strata Corp and Saturna Winery regarding moving ESB #2 mini pumper to service them when new vehicle has been purchased. **Carried.**
 - **Repair of Water Tanks:** J. Hutchinson has been in discussion with Andrew Money to remove and repair water tanks and rebuild pad. **Moved** by I. Gaines that John proceed with getting a quote from A. Money and if acceptable to Board the job will be awarded. **Carried.**
12. **Corporate/Administration Committee Report:** John and Deb gave updated report regarding grey house. It is owned by John Money, but is on SIFPS property. SIFPS insurance does not cover liability for injury inside the building. John Money wants to

continue allowing community groups free use of the building. **Moved** by John that effective February 1st, 2018, all user groups must provide SIFPS written confirmation/proof that members of the community group and their guests are covered by general liability insurance before approval is given to use the building. **Carried**.

13. **Communications Committee Report:** H. Janszen has reported problems with the current website and is asking for help to fix it. **Moved** by J. Hutchinson to allow a budget of up to \$1,000 to update SIFPS website. **Carried**.

14. New Business:

- The SIFPS Board does no longer have a minute taker therefore meetings are recorded for the sole purpose of accurate preparation of minutes. The recordings are not part of the formal documentation. **Moved** by E. Hage that SIFPS adopt a new policy “*That SIFPS meeting minutes recorded for the purpose of accurate preparation are deleted once the minutes have been moved and accepted at the next meeting*”. **Carried**
- J. Hutchinson reported that he had received a notice of renewal due in April for Island Health/SIFPS Operating and Funding agreement. Term is three years at \$10,500 per year. Consensus was to seek a Cola Escalating Clause.

15. President’s Report:

- J. Hutchinson suggested business cards for treasurer/president and chiefs, but the Board felt they were not necessary. If someone wants a business card, they will get one.
- J. Hutchinson reported on his visit, along with Bill Schermbrucker, John Wiznuk and Brent Sohler, to Pender Island Fire Department Open House. It was excellent and their training operation is a first class facility.

16. Human Resources Committee Report:

- J. Hutchinson and K. Vigneault reported that all SIR members are qualified with respect to Health Spending Account as of December 31, 2017.
- B. Schermbrucker reported that all firefighters except one are qualified for HSA as of December 31, 2017. Bill will follow up and report at the March meeting regarding the one firefighter’s status. Eva noted 2 new firefighters are now eligible and can be signed up as of January 1, 2018.

17. **Next meeting** date is March 10th, 2018 at 9:15 a.m. at ESB #1.

18. **Adjournment:** **Motion** by D. Fry to adjourn. **Carried**.

President

Corporate Secretary

