

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

Saturday, March 10, 2018 at 9:15 a.m. in ESB#1

Present: Priscilla Haggar, Eva Hage, John Hutchinson, Harvey Janszen, Bill Schermbrucker, Brent Sohier, Kate Vigneault

Regrets: Deb Fry, Ian Gaines

1. **Call to order:** Chair J. Hutchinson called meeting to order at 9:26 a.m.
2. **Minute Taking:** 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. E. Hage will prepare the minutes of today's meeting.
3. **Agenda: Moved** by E. Hage to approve the agenda as amended: add under item #4 - Minutes from Special meeting on January 28, 2018; add under item #9 Fire Chief's Report – hepatitis shots for fire fighters; move item #17 to In Camera. **Carried.**
4. **Approval of Minutes: Moved** by P. Haggar to approve the January 13, 2018 Board minutes as circulated. **Carried.**
5. **Guest:** No guests
6. **Business Arising** from the previous meeting:
 - Wildfire and emergency agreements with Parks Canada signed and filed. Renewal date December 31, 2018.
 - CRD 10-year funding agreement signed and filed.
 - J. Hutchinson reported having talked to a couple of people to clean the gutters and windows. He will have further discussions and award the job. **Motion:** That \$400 is allocated to cleaning the gutters at ESB#1 and ESB#2. **Carried.**
 - P. Haggar did not have a report on replacement blinds for ESB #1. **Deferred.**
 - J. Hutchinson reported that he had discussions with Island Health (IH) to add a COLA clause to the IH/SIFPS funding agreement. Waiting to hear back from IH, but not holding out hope for this coming year. The agreement is renewed every three years at March 31. **Moved** by P. Haggar to accept the report. **Carried.**
7. **Joint SIFPS/SIRRA Fire Smart Committee**
 - E. Hage reported that the application for \$10,000 Fire Smart funding has been submitted to the CRD. Many thanks to Ian Elliot for shepherding the grant application. Expecting to hear back in mid-April on the outcome. **Moved** by B. Schermbrucker that the report be accepted. **Carried.**
8. **Correspondence:** None
9. **Fire Chief's Report:** Attached. Additional items:
 - The new pagers have arrived. Fire Chief Sohier suggested that he should attempt to sell the existing, still fully functioning, 25 CREST pagers to recover some of the cost. **Action item:** E. Hage to notify the CRD of the proposed sale.

- B. Schermbrucker asked about policy with respect to hepatitis B shots for volunteers. There currently is none. **Moved** by B. Schermbrucker that it be mandatory that all volunteers be vaccinated for Hepatitis B. The vaccination lasts a lifetime. The volunteers who haven't been vaccinated, or are uncertain if they have or not, must first get a blood test to confirm. Vaccinations for Hepatitis B will be paid for by SIFPS. **Carried.**

10. **SIR Chief's Report:** Attached. SIR Chief noted there were 5 calls to date in 2018.

11. **Financial Report:** E. Hage presented the Financial Report (Actual to Budget) for the period January 1, 2018 to February 28, 2018. Balance of bank accounts and GICs were \$235,445.92 on Feb 28, 2018. **Moved** by E. Hage to accept and post to SIFPS web site. **Carried.**

12. **Operations Report:**

- **Maintenance:**
 - i. Pete Seed has serviced the three vehicles (two mini tankers and the excursion) and the cost came out to \$210/vehicle, which is believed to be competitive with taking the vehicles off island to have them serviced.
 - ii. Annual CVIs should be moved a month or so earlier to not coincide with insurance renewal as it makes it logistically difficult to manage.
- **Repair of Water Tanks:** Water tanks have been repaired, but the second tank is still leaking. **Action item:** H. Janszen will repair the leak.
- **Road base to upgrade driveway:** I. Gaines to look into the estimated cost of adding new road base to the driveway. If there is budget to do the job this year, the job will put out to tender. **Action item:** B. Sohler to talk to I. Gaines to do the estimate.

13. **Corporate/Administration Committee Report:** J. Hutchinson reported that all users of the Grey House now have confirmed they carry sufficient liability insurance. The mailing address for the Grey House is Parcel A, 102 Harris Road, Saturna Island.

14. **Communications Committee Report:**

- **Website:** H. Janszen has gathered feedback and input for the revamp of the SIFPS website. He will work with Tyler Stolting to develop the new website.
- **The Scribbler:** B. Schermbrucker will write an article for Scribbler's April issue on funding and the need for donations for SIR.

15. **New Business:** None

16. **President's Report:**

- J. Hutchinson reported that he talked to the cleaners about moving the cleaning day to another day other than Tuesdays as that is training day for the fire fighters.
- J. Hutchinson asked for clarification as to volunteers' free use of the exercise room at the Rec Center. It was confirmed that all volunteers have free access to the exercise room only. This privilege does not extend to the rest of the facility nor to family members. **Action Item:** E. Hage to send a copy of the Rec Center agreement to the Board and Chiefs.

17. **Human Resources Committee Report:**

- B. Schermbrucker confirmed that two letters had gone out to sign up the two fire fighters eligible as of January 1, 2018.

18. In Camera Session: Separate minutes

19. Next meeting date: May 5, 2018 at 9:15 a.m. at ESB #1

20. AGM Meeting Date: June 16, 2018

21. AGM Written reports: J. Hutchinson asked that all Committee Chairs write a report to be filed with the AGM package.

22. Adjournment: Moved by E. Hage to adjourn at 11:30 am. Carried

President

Treasurer

**SATURNA ISLAND RESCUE
REPORT TO SIFPS
March 10th, 2018**

We have had 5 calls to date in 2018. All clients were evacuated by Water Taxi and hospitalized. There were no issues with care or transport on our end. Attendance at practice continues to be high and I have received very positive comments about our format. The majority of our time is spent on simulating real events using our equipment, resulting in improved efficiency and greater confidence amongst our team. Tony Simmonds and David Rees Thomas have been instrumental in assisting me with this. In April, 8 SIR members will be attending CPR Workshops with BCAS members from Pender and Mayne Islands. There is no charge for the sessions however we must transport our members to and from the Islands. I'm hoping this type sharing of educational opportunities with BCAS will continue as it is something I have been seeking with BCAS for the past year.

Of our 12 members, 6 are EMR's, 1 is awaiting his exam and 4 are OFA 3's. I am none of the above but am investigating the possibility of challenging the OFA3/EMR bridging course.

There are no major expenses predicted for the next few months. We are still searching for an appropriate replacement for "Bula" in 2019 with not much luck.

Respectfully submitted,
Kate Vigneault, SIR Chief

Fire Chief Report SIFPS Meeting March 10, 2018

Operations:

One portable fire pump is currently out of commission. It has been taken apart and cleaned and will be put together. Ian Rowe has been very helpful.

Monthly truck checks have been moved to alternate Tuesdays (or any other suitable time) as not to take up practice time. Three volunteer members have been assigned to each truck.

Training:

Hubertus and Davey have finished their 1001 course on Pender. Keith McMaster is now enrolled. Three volunteers will be attending a fire safety course in Victoria. In house training will consist of exterior operation firefighter proficiencies.

Finance:

One invoice from WFR for coveralls. There will be another invoice for turnout gear from WFR. There is also an invoice from CREST fire extinguisher for SCBS hydrostatic testing coming.

Other:

- Talks with BC Hydro for possible reimbursement for down wire calls.
- Cleaning day – currently Tuesday, but should be moved to another day as Tuesdays are training days.
- Saturna Beach Estate – Fire Chief has contacted the strata president Esther Croft and the winery owner David Gouge requesting a dry, or preferably a heated, storage for the mini-pumper when it is replaced. Waiting for response.