

SIFPS Board Meeting

Saturday, September 15, 2018, 9:15 a.m. ESB#1

Present: Ian Gaines, Eva Hage, John Hutchinson, Harvey Janszen, Bill Schermbrucker, Deb Simpson, Brent Sohier, Wayne Quinn, Kate Vigneault, John Wiznuk, Priscilla Zimmerman.

Regrets: None

No Guests present.

1. **Call to order:** Meeting called to order at 9:15 a.m.
2. **Minute Taking:** Today's minutes will be recorded by Eva Hage
3. **Agenda:** Agenda approved as circulated.
4. **Previous minutes:** Minutes from July 28 Board meeting approved as circulated
5. **Business arising from previous meeting:**
 - Wayne Quinn agreed to install the three new blinds in ESB#1 training room.
 - Brent Sohier agreed to install two new parking signs.
 - Deb Simpson was asked to prepare a draft policy regarding the purchase of "red jackets" for volunteer fire fighters with the help of John Wiznuk's report outlining the history of such purchases.
 - Brent Sohier has not heard back from Andrea Mills, Pender, regarding new fire signs that may be surplus from forest service. Will continue researching options for replacement of the two aging firerating signs.
 - Bill Schermbrucker has prepared an info sheet for volunteers with respect to hepatitis B shots and has asked Kate Vigneault to review. Once finalized, Bill will inform the fire volunteers about the process of getting a hepatitis B shot.
 - Brent Sohier is continuing trying to make contact with Dan Claxton from the Tsawout band to find out about fire protection on IR7. Brent will continue to work on this over the winter.
6. **Correspondence:** No Correspondence.
7. **Fire Chief's report:** Approved as circulated. Attached.
John H asked if the loose steering and new battery had been fixed on Command 1. Brent will arrange to have Darrin Gilmore fix it.

Brent Sohler suggested an info sheet be mailed out to all households on Saturna to explain what is and what isn't allowed under the different fire ratings. **Moved** by Eva Hage that Bill and Brent develop a one-pager info sheet on fire ratings for general mail drop in Spring 2019. **Carried.**

Moved to accept Brent's report. **Carried.**

8. SIR Chief's Report: Attached

Kate Vigneault raised the issue of BCAS having acquired new power-stretchers that makes it very difficult for patients to be loaded onto the Ambulance water taxi on Saturna due to steep angle at the dock.

Modifications to the dock may be required. The problem was also that SIR was not informed of the change in stretchers and it only came to light when transporting a seriously sick patient. Kate and John will address this issue with BCAS.

Moved to accept Kate's report. **Carried.**

9. Financial Committee Report:

- Eva presented Financial Report (Actual to Budget) for the period of January 1 to August 31, 2018. **Moved** by Wayne Quinn to approve the financial report to be posted on the SIFPS website. **Carried.**
- Eva Hage presented the five-year budget and forecast to be submitted to the CRD. She noted that the increase in the estimated cost of a new pumper from \$100,000 to \$200,000 will require an increase in tax requisition to \$175,000 in 2019 from \$155,000 in 2018. The purchase of the pumper is now planned for 2020 unless funds are forthcoming from the gaming grant or a pumper at a lower price can be found. The ambulance is to be replaced in 2019. Question was asked if the Saturnina Foundation would be able to help finance some assets. Eva to follow up.
- Updated financial policy. Tabled until next meeting.
- Proposed limits for a restricted capital reserve. Tabled until next meeting.

10. Asset Management and Operation Committee Report:

- The pond on Money's property has a dry hydrant for fire suppression purposes, but the pond dried out this summer. Discussion ensued on whether SIFPS should have the pond dug out to secure water in dry summers. Ian Gaines will contact John Money to ask if SIFPS can dredge the pond and ask Barry Crooks, who now has John Money's large excavator, to do the machine work as a donation. Ian offered to remove the soil. As the rains are coming, this can be deferred until next spring.
- Ian Gaines reported that the old automatic door opener he had is not working for the ambulance door. Further research is required to find a suitable solution.
- Rescue 1 is due for its annual CVI. Wayne Quinn to arrange with David Osborne to bring vehicle into Sidney for inspection before end of October when insurance is due.

- Wayne Quinn reported that the broken septic line has been repaired by A&A Money. He also installed an alarm and moved the electric line, which was wrongly placed.
- Wayne further reported that the SCBA compressor has been serviced. Annual maintenance (oil change) to be done in-house, but a full service should be done every 2-3 years (or every 250 hours).

11. Corporate and Administration Committee Report:

- John Hutchinson suggested the Board need to consider a policy whether volunteers of VFD and SIR should be able to stand for election to the Board. He asked directors to give it some thought and email Deb Simpson who will put a draft policy together for the next meeting.
- Eva Hage sent out an electronic Directors' Binder a few months ago. For those directors that have difficulty accessing it, she will provide the files on a USB stick.
- John Hutchinson presented a draft In Camera Policy for discussion. Directors were asked to review and to come prepared to discuss/approve a policy at the next meeting.

12. Communication Committee Report:

- John Hutchinson thanked Bill Schermbrucker for the excellent articles in the recent Scribbler. Suggested another article about how property owners when they install water catchment can do so in such a way that the tanks can be used for fire suppression.
- Harvey Janzen reported that fire permits are now available on-line on SIFPS website.

13. Human Resources Committee:

- Meetings with both Chiefs will take place in the next two weeks to review the volunteers' attendance and eligibility for the Health Spending Account.
- Priscilla Haggart requested a list of upcoming awards for the volunteer fire fighters so they can be presented at the Pig BBQs held by the VFD twice a year. Between John Wiznuk and Hubertus Surm, they will provide Priscilla with the full list.

14. New Business:

- John Hutchinson reported that there are a number of contracts that need to be renewed at the end of the year. Wayne Quinn offered to renew the landscaping and cleaning contracts. John Hutchinson will renew the MOU with SIVFD and John Hutchinson and Eva Hage will meet with Parks Canada to renew the Wildfire and Emergency Response agreements.

15. President's Report: None

16. **In Camera Session:** Approval of July 28th in camera minutes. No motions/decisions to bring forward.
17. **Next Board meeting:** November 3, 2018 at 9:15 am at ESB#1.
18. Meeting adjourned at 11:37 am.