

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

Saturday, November 3, 2018, 9:15 a.m. ESB#1

Present: Ian Gaines, Eva Hage, John Hutchinson, Bill Schermbrucker, Brent Sohler, Wayne Quinn, John Wiznuk, Priscilla Zimmerman, Harvey Janszen, Sandy Nelson.

Regrets: Kate Vigneault, Deb Simpson
No guests present.

1. **Call to order:** Meeting called to order at 9:15 a.m. John introduced new Recording Secretary, Sandy Nelson.
2. **Minute Taking:** Today's minutes will be recorded by Sandy Nelson.
3. **Agenda:** Agenda to be amended as follows: Item 6. Correspondence: discuss complaint 'note' left for one of our contractors. Item 16. Next board meeting dates; Item 17. *In-Camera Session*; Item 18. Return to regular meeting. Item 19. Report out *In Camera* decisions. Item 20. Adjourn. **Agenda approved as amended.**
4. **Previous minutes:** Minutes from Sept 15th board meeting approved as circulated.
5. **Business arising from previous meeting:**
 - a. Purchase of red jackets. **Moved** that item be tabled until next board meeting. **Carried.**
 - b. Recognition clothing. **Moved** item be tabled until next meeting. **Carried.**
 - c. Volunteer visibility. **Moved** item be tabled until next meeting. **Carried.**
 - d. New 'No Parking' signs to be installed by Brent Sohler. **Ongoing.**
 - e. Report regarding renewal of SIFPS/SIVFD agreements. **Ongoing.**
 - f. Report regarding renewal of Parks Canada Wildfire & SIR agreement (2) Report received.
 - g. Fire protection discussion with Tsawout First Nation regarding fire protection on IR7. Will follow up.
 - h. Report on Command 1, loose steering and new 2nd battery. Darrin Gilmore installed the battery and Sidney Tire repaired the steering. **Done.**
6. **Correspondence:**

Discussion re: negative note left for SIFPS contractor. **Moved** that door code be changed on both ESB1 and 2 to discourage further vandalism/harassment. **Carried.**

Moved that a letter of assurance be sent on our letterhead to the contractor, and that both Chiefs talk to their crews regarding our discussion of this type of behavior. **Carried.**
7. **Fire Chief's report:** Approved as circulated.

Moved that John H write a letter to the volunteer firefighters thanking them for the purchase of the (TIC) Thermal Imaging Camera and that the letter be read at the Pig BBQ. **Carried.**

Moved that the board refer the requirements for the formation of an Occupational Health & Safety Committee to the Human Resources committee, for report back to the Directors. **Carried.**

8. SIR Chief's Report:

Water taxi ambulance issue has been resolved.

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

9. Financial Committee Report:

Moved to approve the financial report (Actual to Budget) up to October 2018 and for it to be posted on the SIFPS website. **Carried.**

Moved to approve the updated Internal Financial Control Policy as circulated and post on the website. **Carried.** (Attached)

Moved by Eva Hage that the board approve to establish a \$100,000 Internally Restricted Capital Reserve for future funding of replacement vehicles and other capital assets. **Carried.**

Reported that we are waiting for more information regarding financing for CREST radios.

10. Asset Management and Operation Committee Report:

Repair to the broken septic line, including tank pump out and alarm install, completed.

Three new blinds have been installed in ESB1 training room. SCBA air compressor has been serviced. Two vehicle inspections were completed and have passed, (Rescue #1 and Tandem Tanker), and vehicle insurance has been renewed on all vehicles. Wayne reported that Coast Capital would prepare fleet auto renewals in advance, which will be very convenient in future. Wayne will continue to communicate with our landscape and cleaning contractors regarding contract renewals. Ian mentioned the availability of a used fire truck available at auction. A ceiling was agreed upon at \$50,000. A new, signed contract for Recording Secretary was received and filed.

11. Corporate and Administration Committee Report:

a. **Moved** to ask Deb to develop a policy to restrict volunteers from serving on the Board. **Carried.**

b. **Tabled:** Policy for *In Camera* meetings. John has prepared a talking point draft that he will email to the board for consideration at our next meeting.

12. Communication Committee Report:

a. Fire Permit information on SIFPS website to be updated.

b. Harvey to create a POLICIES heading on website and post current.

c. John thanked Bill for his Scribbler article.

13. Human Resources Committee Report:

Priscilla reported on the volunteer fire fighter awards.

14. New Business:

Bill Schermbrucker commented on Brent's suggestion for developing site plans for all residences on island, which would be kept in the vehicles. These could describe positions of hazards such as power lines or propane tanks. Brent and Bill to follow up.

15. President's Report:

John has organized an informal lunch meeting at The Springwater Lodge on Mayne Island, on November 24th, 2018 to discuss radio communication and other common issues with N and S Galiano, Pender and Mayne Islands Fire Departments. It was agreed that there would be no policy or decisions made, rather, the meeting is for the sharing of information.

John reminded all members of the Board to please respond freely via email, on any relevant topic, in the interest of better communication.

16. Next Board meeting: January 5th 2019 @ 9:15 am at ESB#1.

17. In Camera Session: Meeting moved to *In Camera* at 12:05pm

18. Moved to return to regular meeting 12:16 pm. **Carried.**

19. In-Camera Report Out: The honorarium for both Fire and SIR Chiefs shall be raised by \$500 each, starting in January 2019.

20. Meeting adjourned at 12:20 pm.

President, John Hutchinson

Recording Secretary, Sandy Nelson
