

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

Saturday, January 5, 2019, 9:15 a.m. ESB#1

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

Regrets: Brent Sohier

Guest: Peter Clark

1. **Call to order:** Meeting called to order at 9:15 a.m. Welcome to Peter Clark, Training Officer SIVFD.
2. **Minute Taking:** Sandy Nelson will record today's minutes.
3. **Agenda:** Final agenda to be amended as follows: #13 Move HSA discussion to 'in camera'; #5 Motion (moved and passed by email) that SIFPS approve equipment package expenditure; #10 Discuss sale of suburban; update asset management inventory list #14 Discuss further participation in Saturna Island Parks Liaison Committee; #9 Discuss new water storage tank for ESB#1; **Agenda approved as circulated and amended.**
4. **Previous minutes:** Minutes from Nov 3rd, 2018 board meeting approved as circulated and corrected: #9, 3rd motion added: **Moved** "by Eva Hage" and after vehicles "and other capital assets".
5. **Business arising from previous meeting:**
 - a. Purchase of red jackets. **Moved** to defeat draft policy. **Carried.**
 - b. Recognition clothing. **Moved** that item be tabled until next board meeting. John W. opposed. **Carried.**
 - c. Volunteer visibility. **Moved** to defeat draft policy. **Carried.**
 - d. New 'No Parking' signs to be installed by Brent Sohier. **Ongoing.**
 - e. Report regarding renewal of SIFPS/SIVFD agreement. **Complete.**
 - f. Progress report regarding renewal of Parks Canada Wildfire & SIR agreement. **Ongoing.**
 - g. Fire protection discussion with Tsawout First Nation regarding fire protection on IR7. Please refer to Fire Chief's report. **Ongoing.**
 - h. Progress report recording new entry door code for ESB#1 & #2. **Ongoing.**
 - i. Letter of assurance to contractor regarding negative note. **Complete.**
 - j. Report that new full pumper truck was purchased for \$27,500, but did not include hoses. **Moved** (by email) by Director Wayne Quinn, that SIFPS approve an expenditure of \$22,836.75 inclusive of PST and GST from WFR Wholesale Fire and Rescue for an equipment package consisting of hoses, nozzles, strainers and supporting tools as per their quote 106778-DRH. **Carried.**
6. **Correspondence:**
 - a. Thank you letter to Volunteer Firefighters Association sent. **Complete.**
 - b. Christmas card received from Harbourview Maid Services.

7. **Fire Chief's report:**
 - a. **Moved** to accept report as circulated. **Carried.**
 - a. **Moved** that Deb S. will contact BC Hydro for traffic cones. **Carried.**

8. **SIR Chief's Report:**
 - a. **Moved** to accept report as circulated. **Carried.**
 - b. Note: *Heart Safe, Major Trauma & Gunshot Wound* course was cancelled.

9. **Financial Committee Report:**
 - a. **Moved** to approve the financial report (Actual to Budget) up to December 31 2018 and for it to be posted on the SIFPS website. **Carried.**
 - b. \$1,000 donation noted.
 - c. Status update regarding new Crest radios and the financial implications. **Ongoing.**
 - d. Review of CRD 5-Year Budget. **Moved** to approve submitting revised budget to CRD. **Carried.**
 - e. Discussion regarding new #3 water storage tank for ESB #1. **Ongoing.**
 - f. SIR & Fire Chiefs to supply Eva with list of active members for SIVFD accident insurance coverage.

10. **Asset Management and Operation Committee Report:**
 - a. 2019 Contract for cleaning signed at same rate as 2018.
 - b. Job posting for new 2019 landscape/maintenance contractor. **Ongoing.**
 - c. New motor for roll-up ambulance bay door. Ian Gaines read a quote for \$1,266.00. **Moved** to accept quote. **Carried.**
 - d. Update Asset Management Inventory List to include January 1st. **Ongoing.**
 - e. Report of repairs needed to mini pumpers #1 & #2. Wayne reported that #2 needs a new water pump at a cost of \$420.00 (per Darrin Gilmore). **Moved** to approve expenditure to repair mini pumper #2. **Carried.** Wayne reported that #1 needs 8 fuel injectors at an estimated total cost of \$1,664.25 (per Darrin Gilmore). **Moved** to approve expenditure to repair mini pumper #1. **Carried.**
 - f. Wayne commended Ian Gaines and the Board for the decision to purchase the new pumper truck.
 - g. Discuss sale of 1993 Chevrolet suburban. Eva mentioned that if the vehicle is sold for more than \$1,000 she must notify the CRD. **Moved** to refer the sale to the Asset Management committee. **Carried.**
 - h. Peter reported that training would be in-house this year. Peter and Brent S. to supply Eva with amounts for 2019-2020 training budget.

11. **Corporate and Administration Committee Report:**
 - a. Review policy for volunteers serving on the Board. **Moved** to accept revised board policy, per Deb Simpson. **Carried.**
 - b. **Tabled:** policy for *In Camera* meetings. John H. to resend draft to board members.

12. Communication Committee Report:

- a. Fire Permit information on SIFPS website to be updated. **Ongoing.**
- b. Harvey to create a POLICIES heading on website and post current. **Ongoing.**
- c. John H. thanked John W. for his Scribbler article about the new pumper truck.

13. Human Resources Committee Report:

- a. **Moved** to appoint the Fire Chief as SIFPS representative to the Fire Department Joint Health and Safety Committee. **Carried.**
- b. **Moved** to discuss HSA eligibility status of SIR Volunteers & Volunteer Firefighters at *In-Camera* meeting.
- c. Priscilla presented a 25 Year Long Service medal to John Wiznuk and all thanked him.

14. New Business:

- a. John H. reviewed the board's relationship with the Saturna Island Parks Liaison Committee and all discussed continued participation. All expressed frustration with Parks Canada. It has been noted that Susie Washington-Smyth and Lee Middleton have joined the committee and there is hope for improved communication. All were reminded that the current President is the spokesperson on behalf of SIFPS.
- b. Bill Schermbrucker to continue to recommend reflective house number signs and have homeowners pay him so he can pay the sign company directly.

15. President's Report:

- a. John reported that he had discussed COLA increases with VIHA: \$10,500. Eva to send SIR's 12-month financial statement for John to forward to VIHA.
- b. Report circulated from the first SGI Fire Protection Societies lunch meeting and discussions held on November 24th, 2018.

16. Next Board meeting: March 16, 2019 @ 9:15 am at ESB#1.

17. In Camera Session: **Moved** to go *In Camera* at 11:00 am **Carried.**

18. Moved to return to regular board meeting 11:16 pm. **Carried.**

19. Meeting adjourned at 11:20 pm.

President, John Hutchinson

Recording Secretary, Sandy Nelson
