

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

Director's Meeting, Saturday, July 18 2020, 9:15am @ESB1

PRESENT: Wayne Quinn, Harvey Janszen, John Wiznuk, Eva Hage, Ron Monk, Melanie Watson,
Tony Marchigiano, Deb Simpson, Ian Gaines, Peter Stolting, Vanessa Verbitsky, Peter Clark

1. The meeting was called to order at 9:15 am.
2. Welcome to guests. None.
3. **Moved:** to approve the agenda as circulated and amended to add: to #11, ambulance bay door repair; to #16, protocol for submission of reports; also: reminder of Dol's house move. **Carried.**
4. **Moved:** to approve Regular Director's board meeting minutes from May 16, 2020 as circulated. **Carried.**
5. **Business arising from May 16, 2020 Director's Meeting Minutes**
 - a. Procurement of desktop computer for online training. Harvey says the new computer will be at ESB #1.
 - b. Training grant extension: Deb Simpson is expecting news regarding the extension before July 21st.
6. **Correspondence.** None.
7. **Committee Members**

Asset Management Committee: John Wiznuk (chair), Ian Gaines, Peter Stolting
Corporate: Deb Simpson (chair), Tony Marchigiano
Financial Committee: Eva Hage (chair), Melanie Watson, Deb Simpson
Communications Committee Harvey Janszen (chair), Ron Monk, John Wiznuk
Human Resources Committee: Ron Monk (chair), Melanie Watson
Nomination Committee: Wayne Quinn (chair), Eva Hage
8. **Fire Chief's Report**
 - a. Peter discussed with the Board, the CRD/Tsawout First Nations fire agreement, Saturna Beach water availability and Fireground Simplex radio(s) acquisition. Peter also requested the purchase of a shipping container for firefighting practice and Wayne asked that a business plan for this be submitted to the Asset Committee.
Moved to accept Peter's report as circulated and discussed. **Carried.**
9. **SIR Chief's Report**
 - a. Vanessa described the necessity of online training instead of in-person, due to COVID-19.
 - b. Eva requested a summary of emergency call-outs and a comparison year to year.
Moved: to accept SIR Chief Vanessa's report as circulated and discussed. **Carried.**
10. **Finance Committee Report**
 - a. Eva explained and reviewed Actual to Budget for Jan 1, 2020 to June 30, 2020. **Moved** to accept Eva's actual-to-budget report as circulated, and for same to be posted on website. **Carried.**
 - b. FYI: Eva explained the CRD 5-Year and 2021 Budget Preparation, which involves a 4-year forecast submitted to the board every September before sending to the CRD.

11. Operations/Asset Management Committee Report.

- a. Tree removal @ ESB#1. **Moved:** to ask for quotes for removal of the alder tree. **Carried.**
- b. Ian Gaines reported that Rescue 1 has been inspected and now has a one-year certification (until May 2021). Tender 1 requires maintenance and repairs before October.
- c. Disposal/retention of mini pumper. It was suggested that SIFPS could rent out the mini-pumper to absorb the cost of retention however a final decision will be made in September.
- d. Wayne reported that the solar installation is half complete, as incorrect fasteners were shipped. Install is slated for July 25th 2020 with operation to commence in early August. Energy savings of 40% to 50% should be realized.
- e. Ambulance bay door panel replacement and door trim ongoing. John Wiznuk and Ian Gaines to follow up.
- f. John Wiznuk emphasized the value of dry hydrants and water reservoir storage capability in several locations around the island. As there are budgetary considerations, a meeting with the Asset Committee members and including Eva Hage from the Finance Committee is being planned.
- g. John Wiznuk voiced concern that the Training Grant may be postponed due to COVID-19.
- h. The washing machine requires maintenance at ESB#1 and a small leak requires fixing.

12. Corporate/Administration Committee Report

- a. Corporate documents for new directors will be emailed and (public documents) shared on SIFPS website.
- b. Personal Information Protection Policy as supplied by Deb Simpson. **Moved** to accept new document. **Carried.**

13. Communications Committee Report.

- a. SIR/SIVFD brochure for Welcome Wagon. Ron Monk to look into this.
- b. Scribbler article. New Fire chief, SIR chief and new Board should be included in new article. John Wiznuk to pursue.

14. Human Resources Committee Report. None.

15. President's Report.

- a. Wayne offered to mentor interested board members to act as SIFPS Chair in 2021.
- b. Landscaping around ESB#1, weed removal was discussed.

16. New Business

- a. Disposal/retention of BULA. Eva stressed that the costs must be weighed against the benefits of keeping BULA. Vanessa thanked Eva and all agreed to revisit the issue at September's Board meeting.
- b. BCEHS transportation agreement. Ongoing.
- c. Covenant at ESB#2. Wayne offered to write a letter to Islands Trust concerning modification/removal of covenant.
- d. The Dol's house move is set to proceed on Monday, July 20, 2020.
- e. Melanie Watson requested that Board member's reports be emailed no later than five days before Board meetings.
- f. Ian Gaines asked if future Board meetings could be moved to Monday evenings. All agreed.

17. Next Meeting to be held 4pm, Monday, September 21st, 2020. Also scheduled: November 16th meeting at 4pm.

18. In Camera Meeting. None.

19. Moved to adjourn meeting. Adjourned at 11.10 am. **Carried.**

President: Wayne Quinn

Recorded by: Sandy Nelson
