
SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

BOARD OF DIRECTOR'S MEETING

Monday, March 15, 2021 - 4:00pm via ZOOM

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

GUEST: John Hutchinson

1. President Wayne Quinn called the meeting to order at **4:05 pm**.
2. Wayne welcomed guest John Hutchinson.
3. **Moved** to approve the agenda as presented. **Carried.**
4. **Moved** to approve Regular Board of Directors meeting minutes from January 18, 2021, amended & corrected as follows: 'cedar' trees rather than 'fir' trees under Item #5.2 **Carried.**
5. **Business arising from January 18, 2021 Director's Meeting**
 - Car #1 has been weighed; Car #2 will be weighed when it goes in for servicing.
 - Action/status for alder removal at ESB#1: Tabled.
 - Tony briefed all regarding the Occupational Health and Safety Committee and their project to create guidelines for Saturna. The committee has obtained a copy of Pender Island's OH & S program for guidance and consistency as well as a copy of the NFPA (National Fire Protection Association) Standard.
 - Peter Stolting assured all that the temporary shelter for Car #2 at ESB #2 is suitable for now.
 - John Wiznuk reminded all of the SGI Mutual Aid Agreement which is due for renewal December 2021. No action has been taken by the CRD at this time however, Chief Clark is one of two commissioners on the SGI Emergency Planning Advisory Commission and he will keep us informed.
 - Wayne disclosed that for many years the residents of Trevor Islet have been paying taxes to the CRD for inclusion in the Saturna fire protection area. The owners were seeking a refund, as they are not in the fire service area.
 - John Wiznuk deferred comment on disposal of the old radios until later in the meeting when he will make a motion.
6. **Correspondence.** Eva suggested the SIFPS Board buy a thank you card to thank Barb Hicks for her fundraising efforts.
7. **Fire Chief's Report.** Peter Clark said he is hoping to sign off soon on the new *I AM RESPONDING* service and also hopes to coordinate it with **SIR**. **Moved** to accept Peter's report as presented and discussed. **Carried.**
8. **SIR Chief's Report** Eva asked about the increase of calls which is almost double the usual amount for this time of year. Vanessa explained that as there are more people spending time at home due to the pandemic, several of the calls have concerned falls and

other health issues that often affect an aging population. **Moved** to accept Vanessa's report as presented & discussed. **Carried.**

9. Operations/Asset Management Committee Report

- John Wiznuk reported that Ian Gaines would work on the third water tank at ESB #1 as soon as he (Ian) can find the time.
- Stanley at the Saturna garage will replace the broken side mirror on Car #1.
- John Wiznuk has contacted Jerry Pavlatos for gutter, roof and downspout cleaning at ESB #1 and #2, to be done in April.
- **Moved** by John Wiznuk *"that the SIFPS Board agrees with the disposal of redundant hand held radios, as listed in the report, to CREST and Radio Works for recycling, at no charge to SIFPS."* **Carried.**
- John Wiznuk's March 2021 Asset & Management report includes a recommendation by Peter Stolting to install a 2,000 gallon poly water-collection tank at the corner of Fiddler and Cliffside Roads, (filled from the wetland) to be used for fire suppression. Peter S. has offered to provide the installation and ongoing maintenance of the tank at no cost. **Moved** by John Wiznuk *"that Peter Stolting be directed to purchase a 2,000 poly water-collection tank to be positioned at Fiddler and Cliffside Roads"* **Carried.**
- Outerwear for SIR responders: Tabled until next meeting.
- John Wiznuk mentioned that the Emergency Program would provide a third of the cost of having Internet service at ESB #2. **Moved** by Eva *"to proceed with the installation of Internet service at ESB #2"* **Carried.**

10. Finance Committee Report

- Actual to Budget statement Jan to Feb 2021 presented by Eva Hage. **Moved** to accept the statement. **Carried.**
- Eva mentioned that SIFPS has a prospect for the role of bookkeeper and also a prospect for the role of treasurer.
- Hydro/ESB#1 solar impact on billing: Eva indicated there has been a reduction in usage and will email a chart to the board.
- Eva reported that the financed cost for CREST radios/pagers over seven years is just under \$160,000.

11. Corporate/Administration Committee Report

- Wayne added to Melanie's report by explaining that insurance coverage for additional special events, i.e.: Pig Roast, Lamb BBQ is at no extra cost to us. Eva asked for clarification regarding SIFPS' role in these special events, thereby questioning the insurance requirement for these events at all. Ongoing.
- Harvey reported that the website is up to date. Vanessa suggested a change on the website so that in the event of the emergency, the public will be directed to the FIRE number rather than SIR if that is indeed the 911 emergency. Time is wasted as telephone calls often come through SIR first as it's currently the most visible telephone number.

12. Communications Committee Report None.

13. Human Resources Committee Report

- Ron Monk reported that a revised job description for both Fire and SIR Chiefs is ongoing.
- Deb Simpson reported that Personnel Planning for Fire and SIR teams, including discussion regarding sizes of teams, turnover, and replacement of personnel is underway and she hopes to have this completed by next meeting. Wayne asked Vanessa about SIR team morale and the status of new recruits and assured her that SIFPS will offer support and address any issues that may arise.

14. President's Report Wayne Quinn presented his report and confirmed that there are candidates for bookkeeper and treasurer. He informed all Directors that he would contact them privately regarding their willingness to participate on the Board in 2021-22.

15. New Business

- BCEHS Agreement: Wayne and Eva plan to discuss the constitution of SIFPS as it relates to SIR.
- Occupational Health and Safety Committee (EXAM Part 1), offered by the BC Federation of Labour Health & Safety: **Moved** by Tony: " that the six committee members attend an eight hour (mostly) online course to be paid from the training account, to a maximum of \$1,000 fee in total " **Carried.**
- Wayne explained that Melanie is looking into insurance coverage for a proposed fire training facility on Gaines property that will use two twenty foot shipping containers. Ian Gaines requested a formal contract and site plan prior to moving forward.

16. Next Meeting: May 17th 2021 @ 4:00 pm (via ZOOM) & **AGM** to be held June 26th @ 1:00 pm @ ESB #1 or via ZOOM depending on provincial COVID requirements.

17. In-Camera Meeting None.

18. Moved by John Wiznuk to adjourn the meeting. **Carried.** Adjourned at **5:32 pm.**