

# SATURNA ISLAND FIRE PROTECTION SOCIETY

## Board Meeting minutes July 18, 2022

*Present:* Ron Monk, John Wiznuk, Stephen Hardy, Melanie Watson, Tex McLeod, Keith Preston, Peter Stolting, Ian Gaines, Tony Marchigiano, Peter Clark, Vanessa Verbitsky

1. John Wiznuk called the meeting to order at 4:04 pm
2. No guests
3. **Moved** by Ron Monk to approve the agenda. **Carried.**
4. **Welcome and orientation** to new Board members
  - Brief overview of meetings, timing and expectations
  - Power Point and/or other information for new members. Ron Monk to forward to Tex and Keith.
  - Request for minute taker
5. **Committees**
  - Overview of Board committees
  - Confirmation of existing Board members' participation on committees
  - Keith Preston to join Human Resources Committee
  - Tex McLeod to join Communications Committee
  - Discussion of technical assistance for web site
6. **Business Arising from Minutes**
  - Brief discussion of draft minutes from AGM. To be ratified at 2023 AGM. Ron Monk to obtain and forward to Board members.
  - Draft minutes of May Board meeting to be acquired and sent to Board by John Wiznuk and Tony Marchigiano.
  - Discussion of hose testing. Chief Clark informed the Board that it will likely be done in the fall.
  - Web site changes: Tex to contact Doug Hayward to bring information forth to the Board
7. **Correspondence:** None
8. **Fire Chief's Special Report of July 7, 2022**
  - Questions and clarifications by Chief Clark about his report
  - Discussion on compensation, including previous work done on looking at this issue for both Fire and SIR

- **Moved** to strike a Special Committee to address Chief Clark's Special Report with consideration of the SIR Futures document. The Special Committee shall report back to the September Board meeting with specific recommendations. **Carried.**
- Melanie W., Stephen H., Ron M., Tony M., John W. and Tex M. all volunteered to serve on the Special Committee and meet July 22<sup>nd</sup>.

9. **Fire Chief's Report: Moved** to accept Peter Clark's report as submitted. **Carried.**

- Chief Clark was encouraged to pursue a tanker truck within the price range previously agreed upon.
- Vaccination policy review is ongoing.

10. **SIR Chief's Report: Moved** to accept Vanessa's report as submitted. **Carried.**

- Repairs to Car 2 completed.
- Vanessa reported on status of Class 4 drivers. It was confirmed by the Board that there was a motion passed at the March 14, 2022 Board meeting that (13 (b) *for attainment of a Class 4 Restricted Driver's License, SIFPS will provide all out-of-pocket expenses, per diem expenses (as per the Travel Policy) and compensation for wage loss.* It was confirmed that the policy applies to both Fire and SIR, and that expenses would be paid upon submission of receipts. There were no date restrictions to the motion.
- Discussion of recruitment budget and SIR Chief was encouraged to actively recruit new members

11. **Operations/Asset Management Committee**

- Purchase of Stihl Rescue Saw in progress
- Domestic water pump for ESB2 has been handled
- Shelter for Car 2 still in progress

12. **Finance Committee Report**

- January to June financial statements were reviewed.
- **Moved** to accept the statements. **Carried.**
- It was noted by Stephen that the CRD requires a capital expenditure plan for the next 5 years (2023 – 2027) to be submitted with the 5-year financial forecast.

13. **Corporate/Administration Committee**

- **Moved** that a \$250 bonus will be awarded to volunteers who obtain a Class 4 license, in addition to reimbursement for out-of-pocket expenses, per diem expenses (as per the Travel Policy) and compensation for any wages loss. **Carried.**

14. **Communications Committee**

- No report. Tex McLeod will join the committee.

15. **Human Resources Committee**

- Update on SIR Futures document. Beth Bell volunteered to research any impediments to the use of the word, “medical” in considering a new name for SIR. Nothing concrete came to light. Rob Alloway volunteered to put together an informal report regarding recruitment and retention for SIR. The report has been submitted to SIR. Ron Monk will circulate to the Board prior to next meeting.
- Changing the name of Saturna Island Rescue was discussed. It was determined to pursue other priorities first: 1) An EMR “Collaborative Agreement” with BCEHS; 2) revisions to the CRD Bylaw; then, 3) following up on recommendations from the SIR Futures document.

**16. Nominating Committee**

- Nothing to report

**17. New Business**

- **Moved** that door codes on ESB1 and 2 be changed every 2 years. **Carried.**
- Deterioration of signage at ESB1 was brought up by John W. Ongoing.
- Volunteer Fair Showcase is July 30. Fire and SIR will each attend. SIFPS will also have a table. John W. volunteered to attend. Ron M. will fill out the form required.

**18. Next Meeting:** Monday, September 12 at ESB1 at 4:00 pm. Tony M. will chair.

**19. Moved to adjourn** at 6:05 pm.

*Vice President:* \_\_\_\_\_

*Corporate Secretary:* \_\_\_\_\_

*Recorded by: Ron Monk* \_\_\_\_\_