

# SATURNA ISLAND FIRE PROTECTION SOCIETY

## Board of Directors Meeting

Monday, November 21, 2022, 17:00 @ ESB1

**PRESENT:** Ron Monk (Vice President), Tony Marchigiano, Stephen Hardy (Treasurer), Keith Preston, Tex McLeod, John Wiznuk, Vanessa Verbitsky (SIR Chief), Ian Gaines, Peter Stolting, Melanie Watson (Corporate Secretary), Peter Clark (Fire Chief)

1. Ron Monk called the meeting to order at 1700.
2. Remembering Dave McCabe
  - Retirement statue purchased by Peter – TBD as to where it goes.
3. **Moved** to approve agenda with the finance committee report being moved up to follow Vice President's report. **CARRIED**
4. **Moved** to approve board meeting minutes from September 12, 2022. **CARRIED**
5. **Business arising from last minutes**
  - Class 4 licensing – No new updates
6. **Correspondence**
  - Jude White - \$300 donation for SIR from sticker sales
  - Private donation - \$700 donation (\$300 for fire training, \$300 for SIR training, \$100 at Chief's discretion)
7. **Motion to support amending the CRD Bylaw 2165 to include medical transport**
  - **Moved** that the SIFPS board of directors' supports amending CRD bylaw 2165 to allow for medical transport. **CARRIED**
8. **(Vice) President's Report**
  - a. Six written resolutions were passed via email correspondence since the last meeting and they are summarized at the end of these minutes – all resolutions **CARRIED**, to be attached to minutes.
  - b. Board meeting protocols
    - Chiefs and committee chairs are requested to circulate reports a minimum of one week ahead of scheduled board meetings
9. **Finance Committee Report**
  - a. Review of Jan-Oct 2022 financial statements
    - Financial statements were reviewed and discussed. Stephen noted that October expenditures were much higher than usual at \$54,000 and the major costs were highlighted

- Year to date expenditures were \$182,000 after ten months. Expenditures are anticipated to exceed budget for the full year by at least \$20,000
- b. Cash position:
- Cash position at end of October was \$309,000 of which \$255,000 was invested in various redeemable GICs
  - Moved to accept the Jan-Oct 2022 financial statements and cash position reports as presented. **CARRIED**
- c. 2023 budget and 2024-2027 Forecast:
- 2023 budgeted property tax requisition is \$263,000 as compared to \$185,000 in 2022. SIFPS will not see the money until Sept 2023, which is normal
  - VIHA contract currently provides \$11,500 of funding and is included in a total revenue budget of \$279,400
  - Biggest expenditure increase is the SIR operating budget, increasing from \$42,000 in 2022 to \$92,000 in 2023 driven by changes in recruiting, training and retention costs
  - Budget for a replacement tender increased from \$100,000 to \$130,000, not to be purchased before September 2023
  - Discussion ensued on property taxes paid by Parks Canada
  - A big challenge in future years will be managing spending if property tax assessments begin decreasing
- d. CRD Support
- Budget tax requisition is higher than the 3% CRD guidance so a commentary was submitted to support of a much bigger increase, as was requested by the CRD
  - CRD board approval of budgets will be known in first quarter of 2023
- e. Purchase commitments tracking
- New expenditure tracker to be launched to provide visibility on outstanding purchase commitments
  - Highlighted policy #2 (Internal Financial Controls) states expenditures over \$500 require the approval of the respective Chief and the operations committee – The practicalities of this to be reviewed

## 10. Volunteer Compensation

- Stephen recommended the implementation be deferred until April 1 as it is predicated on the CRD approving the 2023 tax requisition

## 11. Fire Chief's Report

- a. Update on Special Report
- Issues advocated were mostly addressed in the 2023 budget
- b. Playbook changes to meet the 2022 British Columbia Structure Firefighter Minimum Training Standards requires increased training – unclear if we need to be compliant by 2024 or just starting to train towards those standards in 2024. **Moved** to accept the Fire Chief's report **CARRIED**

- c. Grant application for Community Emergency Preparedness Fund
  - Find out in Jan 2023 if grant request has been accepted
  - \$29,678.00 was requested consisting of training courses (54%) and volunteer compensation for attending training (46%)
  - Ron and Stephen voiced concerns over the high compensation inclusion possibly hindering grant application acceptance and how it may influence volunteer expectations for future training. It was clarified that the Board has oversight responsibility for grant management
- d. Hose testing – not yet scheduled

## 12. SIR Chief's Report

- a. Status of training initiatives
  - Five new recruits excelled in recent EMR training. Trying to move up practical testing timelines, currently a three month wait
  - It was noted that Tony Simmonds retires Jan 1, 2023
  - Spring 2023 recruit training is essential, two confirmed volunteers and two maybes
  - CVI's being organized- likely postpone to 2023. Waiting on red book from BCEHS before inspections can happen. Vanessa to liaise with operations committee regarding budget for CVI's.
  - Tex volunteered to attend Island Health committee meetings with Vanessa as the SIFPS board representative.
  - 65 calls so far in 2022, an increase of 10 over 2021. Budgeted costs for 2022 will be exceeded due to additional training. Board offered support managing costs in 2023.
  - **Moved** to accept the SIR Chief's report **CARRIED**

## 13. Operations/Asset Management Report

- a. CVI's – all completed and trucks insured & stickered
- b. ESB1 sign repair proposals – tabled for now
- c. Tanker replacement – in the works & slated for Sept 2023 at earliest
- d. Laundry - Moved the approval of \$2,000 for the purchase of a new stacked washer/dryer unit for volunteer use **CARRIED**
- e. Laptop/Communications upgrades – Moved the approval of \$500 for the purchase of a new laptop for the communications room. **CARRIED**
- f. Cleaning & grounds maintenance contract renewal. **Moved** to increase Patrick Dahl's landscaping contract rate by \$3.00/hour. **CARRIED**

#### **14. Corporate/Administration Committee**

- a. Insurance renewal update – all property and liability coverages have been bound
- b. Island Health Contract - Melanie to negotiate in March with VIHA for increase to 2023 & 2024 budget, currently of \$11,500 annually
- c. Minute book updating is being working on

#### **15. Communications Committee**

- Updating of existing website.
  - Passwords obtained from Tyler & Peter. Spoke to Arielle about providing website support
  - No update from Doug Hayward regarding website redesign
  - Tex will compose a communication to SIFPS members updating them on of the BCEHS agreement, CRD proposed Bylaw change, and increased property tax requisition

#### **16. Human Resources**

- a. Service Awards
  - The Deputy Fire Chief is due a provincial 25-year award. Tex suggested informing with Adam Olsen about these awards.
  - It was noted that the SIVFD is considering having memorial plaques at ESB1 to remember volunteers that have passed
- b. Update on SIR – Nothing new to report

#### **17. Occupational Health and Safety Joint Committee**

- a. Emergency Response Plan (ERP)
  - John suggested adding emergency program volunteers contact information
  - Tex suggested adding a contingency plan for 'extended hydro outages'
- c. Snow removal – Peter Stolting to contact Clint Davidson about a contract for ESB1

#### **18. Health Spending Account Committee Report**

- Nothing new – the Chiefs reported all volunteers have sufficient eligible hours

#### **19. Nominating Committee**

- Nothing to report

#### **20. New Business**

- An annual review with the Chiefs to be coordinated by the human resources committee. Further discussions needed.

**21. Next Meeting Date** – January 23, 2023 @ 16:00 ESB1. Ron Monk to chair.

**22. Meeting adjourned at 1902.**

**Written resolutions passed via email correspondence since the last meeting and appended to these minutes:**

- September 30, 2022:* Per Diem amounts for volunteer training courses
- September 30, 2022:* EMR training course funding approval - fall of 2022
- October 19, 2022:* Service Level declaration under the BC Structure Firefighter Minimum Training Standards
- October 20, 2022:* SIFPS Directors' oversight of grant management
- October 20, 2022:* Honorariums for FIRE and SIR Chiefs
- October 26, 2022:* Approval of the 2023 annual budget and submission to the CRD

Vice-President: Ron Monk \_\_\_\_\_

Corporate Secretary: Melanie Watson \_\_\_\_\_

Recorded by: Kyra Haworth \_\_\_\_\_