

**SATURNA ISLAND FIRE PROTECTION SOCIETY**  
**Board of Directors Meeting**  
**Monday, January 23, 2023 @ 4:00 pm - ESB1**

**PRESENT:** Ron Monk (Vice President), Stephen Hardy (Treasurer), Keith Preston, John Wiznuk, Tex McLeod, Vanessa Verbitsky (SIR Chief), Peter Stolting, Peter Clark (Fire Chief)

**REGRETS:** Melanie Watson (Corporate Secretary), Tony Marchigiano, Ian Gaines

1. **Call to Order** by Ron Monk at 1610.
2. **Moved** to approve agenda – **CARRIED**
3. **Moved** to approve Board meeting minutes from November 21, 2022 - **CARRIED**  
Including appended Resolutions from Sept & Oct. 2022
4. **Business Arising from Previous Minutes**
  - a. Status of CRD Bylaw 2165
    - CRD Directors have approved Bylaw change, Inspector of Municipalities is doing final review. Expect to hear outcome before end of first quarter
  - b. Feedback received from email blast to Members re: tax requisition increase was positive
5. **Correspondence**
  - a. Emails were received from the Quinn's, and Paton
    - SIFPS membership email list requires updating
    - Private donation of \$6,500 received in December
    - SWCC raised \$3,000 in calendar sales for SIR donation to be handed over in March
6. **(Vice) President's Report** by Ron Monk
  - a. Priorities for 2023
    - Compensation to support SIR
    - SIR Futures document & Fire Chief's report
    - Website update
  - b. Grant applications – Community Services Recovery Fund, provincial gaming *CSRF* – R. Monk has a meeting with funders on Jan. 25 to determine eligibility *Prov. Gaming*
    - require a specific project or capital acquisition
    - submissions open between July 1 and Aug. 31 for 2024 funding
    - Consider application for water tender acquisition? (If eligible)
7. **Finance Committee Report** by Stephen Hardy
  - a. Reviewed Jan-Dec 2022 financial statements including explanations of the major variances from budget. Net operating income for the year was slightly ahead of the annual budgeted net operating income.

- b. Cash balance was \$278,680 at December 31 of which \$255,000 was invested in redeemable GICs. The bank accounts were reconciled by the Bookkeeper.

**Moved to accept the financial report as presented - CARRIED**

- c. 2023 budget highlights:
- Issuing a budget phased by month to help with monitoring costs. Need to monitor expenditures closely and identify any costs that can be deferred
  - Property tax requisition increased by 42% from \$185,000 in 2022 to \$263,000
  - Water tender purchase delayed until at least the fall
  - Approach required to Island Health for increase in funding
- d. Internal controls, expenses and purchase commitments tracking
- Unpaid General Store purchases in 2022 was a problem– all receipts must be obtained and promptly passed to the bookkeeper
  - Chief's to maintain a commitments tracker at time of placing purchase orders

#### **8. Fire Chief's Report**

- a. Grant application – CEPF and 2023 training plan
- No word yet on whether application has been accepted
  - Healthy number of new fire volunteers for 2023
- b. Hose testing policy
- CRD compliance visit is upcoming
  - Hose testing is still to be done
  - If grant money is approved, then officer training will be funded by the grant

**Moved to accept Fire Chief's report - CARRIED**

#### **9. SIR Chief's Report**

- a. Status of EMR shift coverage and new trainee development
- The volunteer pool has depleted to a critical level through retirements and leavers
- b. Volunteer Recruitment
- 2 confirmed new volunteers to take FR course, possibly 1 more
  - EMR training is expensive and plans for this year need to be optimized. The Chief asked for assistance in making the decision
  - Feb 4/5 are possible licensing dates for fall 2022 EMR recruits
  - Being creative with shift coverage – only stood down on 2 calls which Fire covered
  - Consideration to be given to reviewing the shift coverage mix of EMRs and FRs, shift duration, etc. to recognize the shortages in volunteers.

**Moved to accept SIR Chief's report – CARRIED**

#### **10. Operations/Asset Management Report** presented by John Wiznuk

- a. Snow removal from ESB1 & ESB2 – PS

- Various options for snow removal coverage were discussed and follow up required.
  - Laundry (washer/dryer) - New unit was installed
- b. ESB1 sign
    - Obtaining quotes from Woodpecker signs and Kia signs to replace the current sign that is deteriorating
  - c. Water tanker replacement – deferred until Fall 2023
  - d. Laptop for communications room - Linda C. acquired a donated free laptop
  - e. Cleaning & grounds maintenance contract renewal
    - Contract was renewed and signed

#### **11. Volunteer Compensation**

- Program developed following SIR Futures and Fire Chief's reports
- Hybrid model to include on shift and on call paid amounts
- \$30,000 was previously approved for inclusion in the 2023 budget subject to the CRD bylaw change being passed
- Final board decision and approval to proceed is required at the March meeting
- Stephen seeking ruling from the CRA on treatment of payments
- A policy will be required setting out the terms of the program, if approved

#### **12. Corporate/Administration Committee**

- Nothing to report

#### **13. Communications Committee report by Tex**

- a. Status of website update
  - Arielle has agreed to help post minutes, update current information
- b. Community messaging
  - Tex attended Island Health meeting with Joan S. & Janet L.
  - Subcommittee formed for the 4 islands – severely underfunded
  - Looking at per capita funding model because VIHA cannot currently account for allocation method (no basis/criteria for funding)
  - Tex to continue to liaison & look for cases to compare a funding model for renegotiation agreement

#### **14. Human Resources**

- a. Service awards
  - Plans are underway to recognize recent/upcoming SIR volunteer retirements

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

- Nothing new to report

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

- Nothing new to report

#### **17. Nominating Committee**

- Nothing new to report

**18. New Business**

- Annual General Meeting date – Saturday June 17, 2023 @ 1300 at ESB1

**19. Next Meeting Date** – March 13, 2023 @ 1600 ESB1

**20. Motion to adjourn at 1805**

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

Recorded by: Kyra Haworth