

SATURNA ISLAND FIRE PROTECTION SOCIETY
Board of Directors Meeting
Monday, March 13, 2023 @ 4:00 pm – ESB1

Present: Ron Monk (Vice President), John Wiznuk, Tex McLeod, Ian Gaines, Vanessa Verbitsky (SIR Chief), Peter Stolting, Peter Clark (Fire Chief)

Regrets: Stephen Hardy (Treasurer), Melanie Watson (Corporate Secretary), Keith Preston

1. **Call to Order** by Ron Monk at 4:05 pm.
2. **Guest** Liz Gilliland sat in on the meeting and is considering joining the board.
3. **Moved** to approve the agenda. **Carried.**
4. **Moved** to approve board meeting minutes from January 23, 2023. **Carried.**
5. **Business Arising from Previous Minutes**
 - a. Status of CRD Bylaw 2165
 - The provincial scrutiny is passed, and everything is okayed but we have not yet received the final wording.
6. **Correspondence**
 - a. Private donations of \$675 and \$1,200 to SIR. Thank you to Melanie Gaines, Jude White and other donors.
7. **(Vice) Presidents Report** by Ron Monk
 - a. Tony Marchigiano resigned from the board.
 - b. Grant applications – Victoria Foundation’s 2023 Community Grants Program
 - A grant application for this program has been submitted.
 - c. MOU with Recreation Centre Society; MOU with Volunteer Firefighters Assn
 - The ten-year memorandum of understanding with the Recreation Centre that allows firefighters and members of SIR to use the facilities was renewed this year.
 - The MOU with the Firefighters Association was renewed.
 - d. Ownership of the generator utilized by the Saturna Island Emergency Program needs to be clarified and potentially insured.
8. **Finance Committee Report** by Stephen Hardy (regrets)
 - a. Reviewed Jan-Feb 2023 financial statements. A substantial underspend was reported as compared to budget and mainly attributed to timing differences.

- b. Cash balance stood at \$264,000 mostly in cashable GICs. These will be redeemed on a phased basis to meet operating expenses. The bank accounts were reconciled by the bookkeeper.
- c. Annual report for Work Safe BC was filed in February and the annual premiums were paid.

Moved to accept the financial statements. **Carried.**

9. Fire Chief's Report

- a. The Fire Chief and two others on the team completed the Fire Service Instructor level 1 course at the end of January.
- b. There are four new recruits.

Moved to accept Fire Chief's report. **Carried.**

10. SIR Chief's Report

- a. Recruitment
 - Unfortunately, the two new recruits had to withdraw from commitments due to health and personal reasons.
 - It was noted that a lot of money is spent on training recruits that don't follow through with service. The board discussed if there was anything that could be done to make people more conscious of what they are getting into before they commit.
- b. Discussed a retirement gift and/or party for David Reese-Thomas.

Moved to accept SIR Chief's Report. **Carried.**

11. Operations/Asset Management Report by John Wiznuk

- a. Snow removal from ESB1 & ESB2
 - Propose a contract to Clint Davidson for snow removal.
- b. ESB1 sign
 - A quote of \$4,800 was received for a replacement for the deteriorating sign at ESB1.
 - Include funds in the budget for a new metal sign.
- c. John W. will paint lines on the floor of ESB1 to assist drivers in parking emergency vehicles. It was also suggested to have drivers take Roadmasters driver training.
- d. Discussed upgrading cleaning supplies for Harbour View Maid Services.

12. Status of IR7 by Peter Stolting

- a. Summary of history of IR7 logging was received. Follow through needed.

13. Volunteer Compensation

- a. Proposed compensation plan discussed.

- There will likely be an additional cost to administer payroll—or consider doing payroll with Quick Books.
- There will be a phased in approach - SIR compensation will be first and fire will receive compensation next year or the year after.
- A suggestion was made that SIPFS could give money to the Fire Association, and they come up with a program that satisfies.
- It is important to note that responders can opt out of compensation.
- Pays per callout fits for SIR but not for Fire.
- Peter suggested putting out a survey to firefighters to see how they feel about the changes that will be made.
- Information for the community about the compensation program needs to be addressed.

Moved that the Introductory Volunteer Compensation Program for Saturna Island Rescue, as per the proposal circulated March 6th, 2023, commence as soon as a new compensation framework setting out the administration process is completed, no later than May 1st, 2023. **Carried.**

14. Corporate/Administration Committee

- a. Island Health – request increase in 2023/24 funding (due April)
 - April 1st 2023 is the last installment of a three year term.
 - Tex contacted Island Health to request they review this year’s compensation. Island Health will roll over the contract with the same numbers, but a negotiation for the next three years is in the works.
 - A meeting will be held on April 6 with the Health Committee to gain their support for SIR in the context that emergency response is part of health services.

15. Communications Committee

- a. Previous meeting minutes, new photos, and AGM notice were added to the website. A professional or someone skilled in web design may be needed to completely redesign the website.

16. Human Resources

- a. Keith will contact chiefs about recruitment and retention.

17. Occupational Health and Safety Joint Committee

- a. Keith has committed to attending the meetings and bringing information back to the board. Tony will continue doing the paperwork remotely.

18. Health Spending Account Committee Report

- Nothing to report.

19. Nominating Committee

- The new approach will be to find people with specific skill sets.

20. New Business

- No new business.

21. Next Meeting Date – May 8, 2023 @ 4:00 pm ESB1.

22. Motion to adjourn at 5:43 pm.

Vice President: Ron Monk _____

Recorded by: Arielle Middleditch