

SATURNA ISLAND FIRE PROTECTION SOCIETY
Board of Directors Meeting
Monday, May 8, 2023 @ 4:00 pm – ESB1

Present: Ron Monk (Vice President), Stephen Hardy (Treasurer), Melanie Watson (Corporate Secretary), Peter Stolting, Keith Preston, John Wiznuk, Vanessa Verbitsky (SIR Chief), Peter Clark (Fire Chief).

Regrets: Ian Gaines, Tex McLeod

1. **Call to Order** by Ron Monk at 4:01 pm.
2. **Guests:** Doug Roy.
3. **Moved** to approve the agenda. **Carried.**
4. **Moved** to approve the board meeting minutes from March 13, 2023. **Carried.**
5. **Business Arising from Previous Minutes**
 - a. SIR Compensation – see #14 below.
 - b. Ron to contact Jonathan Reimer to determine ownership of the generators at ESB1 & 2.
 - c. Trailer with tent for Emergency Program–Vanessa will investigate its condition.
 - d. Clarity is required on which emergency equipment belongs to whom and who can use it.
 - e. Request funds from the Emergency Program for emergency bags at ESB1.
6. **Correspondence**
 - a. SIR will be receiving funding from property taxes. Does this create a conflict with continuing to accept donations? To be discussed further.
7. **(Vice) President’s Report** – RM
 - a. AGM 2023
 - i. Notices and will be sent out in the end of May for the June 17th meeting.
 - b. CRD Bylaw change
 - i. Have not yet received the final version of the bylaw amendment.
 - c. MoUs with Parks Canada
 - i. Contact lists were updated on May 1st.
8. **Grant Applications** – Victoria Foundation’s 2023 Community Grants Program
 - a. Application submitted. May not hear back until July.

- b. There are provincial gaming grants available that provide funds to public/emergency service organizations. More people are needed to assist with grant writing.
- c. SIR individually applies for the Community Foundation.

9. Finance Committee Report – SH

- a. **Moved** to approve the 2022 Compiled Annual Financial Statements prepared by Grant Thornton and to be presented at the Annual General Meeting. **Carried.**
- b. Reviewed Jan-Apr 2023 internal financial statements which include a significant positive variance compared to budget over the four-month period. Income from donations was higher than budgeted and SIR training expenses were much lower than expected as volunteer candidates dropped out.
- c. At the end of April, the total cash balance was \$241,000 of which \$230,000 was invested in GICs. The bank accounts were reconciled by the Bookkeeper.
- d. Compliance updates
 - i. The 2022 annual report needs to be filed before the end of June.

10. Fire Chief's Report

- a. Updating the website is a priority.
 - i. Tyler Stolting has offered his time to add new photos and do a general update of the site.
- b. Include funds to add more tankage/alternate water sources in the next budget. Ballpark estimate \$10,000.
- c. Need to follow through with hiring a handyman. Propose offering a contract to Jerry Pavlatos. An electrician may also need to be hired for more complicated electrical issues—a list of what needs to be done is required.
- d. SCBAs are getting old, and some replacements will be necessary. Brand new SCBAs cost around \$10,000-\$11,000 but used options to be explored.

11. SIR Chief's Report

- a. Four new potential recruits were identified at the beginning of the year, but the number has dwindled down to one.
- b. Monies left over from the Emergency Program grant will be used to buy equipment for fire rehab.
- c. BCEHS will be visiting on May 27.
- d. Had a meeting with VIHA—getting it straightened out where SIR fits in with VIHA and hoping to continue a relationship with them.
- e. Need two outer jackets and three inner liners. Costs are around \$1000 per jacket.
- f. Kitchen area at ESB1
 - i. Replacement basket for BUN coffee maker is needed along with paper plates and general restocking of the kitchen.

12. Operations/Asset Management Report – JW/PS/IG

- a. Snow removal from ESB1 & ESB2 – PS/MW
 - i. Possibility of obtaining an unused ATV from Parks Canada to be investigated. Could put a blade on it and relocate it to ESB2 in the winter for snow removal.
- b. ESB 1 sign – JW, RM
 - i. Looking into obtaining wood from Barry Crooks and then getting a quote from Woodpecker signs on island who can make the new sign.

13. Status of IR 7 Liaison – PS (tabled from last meeting)

- a. Tex will take over this position from Peter.
- b. Band has given written permission that the Fire Department (and presumably SIR) may go onto their lands in the case of an emergency.

14. Volunteer Compensation – ALL

- a. Stephen put together a draft compensation policy, a monthly time sheet template to record which volunteers were on shift, and a callout template to record which volunteers were on the calls.
- b. Compensation is taxable income, therefore volunteers must fill out federal and provincial TD1 forms to receive compensation.
- c. The bookkeeper is willing to take on payroll processing.
- d. SIR Volunteer Compensation is effective May 1, 2023.
- e. Volunteers will most likely not qualify for paying EI premiums and CPP contributions.
- f. Start preparing the 2024 budget in July/August for submission in September and begin considering compensation requirements for 2024.

15. Corporate/Administration Committee – MW

- a. Contracts
 - i. Contracts are up to date.
 - ii. Need a contract for snow removal. Talk to Clint Davidson about what he's looking for and come up with a proposal.
- b. BCEHS contract renewal
 - i. Renewal is September 2, 2023.
 - ii. Consider negotiating new funding from BCEHS before the contract gets renewed.
- c. Changes to the Societies Act – SH/MW
 - i. Became effective this month—only minor changes.

16. Communications Committee – TM (regrets)

- a. Status of website update (TM & Arielle)
 - i. See #10 Fire Chief's report.
- b. Community messaging plan
 - i. Needs to be articulated.
 - ii. Doug Roy might take on this role.

- iii. Work on consistency when sending out messages to the community.
- c. Island Health support
 - i. See #15 under BCEHS contract renewal.
- d. Saturna Health Committee liaison
 - i. Tex, Stephen, and Ron attended a meeting with Saturna Health Committee to see if there were areas that could be worked on together.

17. Human Resources – KP

- a. Recruitment and retention
 - i. Doesn't seem to be an agreed upon role for how the HR committee can facilitate recruitment and retention.
- b. Counseling Policy – KP/RM
 - i. More work needed to be done to add definition to the initial draft.
 - ii. Investigate whether insurance covers counseling.
 - iii. The policy will be brought to the board at the July meeting.
 - iv. An add on to the existing policy of \$2 per member per month would include confidential counseling services.

18. Occupational Health and Safety Joint Committee – KP

- a. Working through the two-year list—almost done.
- b. Will be doing an annual inspection this September and that will create another list to work through next year.

19. Health Spending Account Committee Report – KP

- a. Nothing new to report.

20. Nominating Committee – RM

- a. Status of potential Board candidates
 - i. Liz Gilliland, Doug Roy, and Byron Fritzler have all indicated desire to be nominated for Board positions.

21. New Business

- a. AGM June 17th preparations (see # 7 (a) above – Vice President's report)

22. Next Meeting Date – July 17th @ 4:00 pm ESB1. (Ron—regrets).

23. Motion to adjourn at 5:32 pm.

Vice President: Ron Monk _____

Recorded by: Arielle Middleditch