

**SATURNA ISLAND FIRE PROTECTION SOCIETY**  
**Board of Directors Meeting**  
**Monday, November 20, 2023 @ 4:00 pm - ESB #1**

**Present in Person:** Ron Monk (President), Stephen Hardy (Treasurer), John Wiznuk, Don Rutherford, Tex McLeod, Byron Fritzler, Ian Gaines, Vanessa Verbitsky (SIR Chief), Peter Clark (Fire Chief)  
**Present by Zoom:** Melanie Watson, Liz Gilliland

**Regrets:** Keith Preston, Doug Roy

1. **Call to Order** – meeting called to order by Ron Monk at 4:03 pm
2. **No Guests**
3. **Moved** to approve the Agenda. **Carried.**
4. **Moved** to approve Board meeting minutes from Sept. 18, 2023 including in camera meeting resolutions of Sept. 25 and email budget approvals of October 30, 2023. (see # 5 below) **Carried.**
5. **Business Arising from Previous Minutes**
  - a. Initiatives for approaching VIHA & BCEHS. In progress.
  - b. Revisions to Personal Information Privacy Policy  
**Moved** to approve amended Board policy #13 as distributed to the Board by Stephen on November 13, 2024. **Carried.**
  - c. September 25, 2023 In-Camera meeting resolutions:  
**Moved** that effective January 1, 2024, Volunteer Firefighter compensation will be implemented as proposed. This program is subject to the adoption of a duty roster and the formulation of a policy for Firefighter Compensation. **Carried.**  
**Moved** that: 1. the Fire Chief's honorarium be increased to \$26,000 in equal increments over a three-year period commencing in 2024. **Carried.**  
2. the SIR Chief's honorarium be increased to \$26,000 in equal increments over a three-year period commencing in 2024. **Carried.**
  - d. Email Resolution – Monday, October 30, 2023 – Budget Approvals and Financial Forecast  
**Moved** that: 1. The summary five-year financial forecast for years 2024-2028, which includes the annual budget for 2024, as presented, is approved.  
2. The summary five-year financial forecast for years 2024-2028 is approved and the SIFPS Treasurer is hereby authorized to submit the financial forecast to the Capital Regional District on or before October 31, 2023. **Carried**
6. **Correspondence**

Received thank-you card to SIR from grateful islanders
7. **President's Report - RM**
  - a. CRD commissioned Fire Services Governance Report  
The report was discussed. Gaps in SIFPS current Services Agreement with the CRD were noted. Saturna is an anomaly in that our Operations Bylaw

(2165) only provides for accessing funds and carries no definition regarding the provision of services. When our agreement with the CRD is renewed, then meeting improved or enhanced reporting obligations to the CRD will likely need to be negotiated. Action step - contacting various Fire Departments in the CRD area for input on their governance structures. (Note Fire Chief's Report, 9(b).

- b. Fire Compensation policy – Initial draft was discussed and amended. **Moved** to adopt the Saturna Island Volunteer Fire Department (SIVFD) Compensation Policy as amended. **Carried.**

#### **8. Finance Committee Report- SH**

- a. Reviewed Jan.– Oct. 2023 financial statements versus budget. YTD revenues exceed budget assumptions in the areas of a grant received, donations and interest income. Expenditures were lower than budgeted in SIR and Firefighting, which improved the cash position.
- b. Received the \$263 K annual Property Tax Requisition in early October.
- c. The cash position is mostly held in redeemable GICs, and the bank accounts were reconciled at the end of October.
- d. The Treasurer will contact Coast Capital to add the Vice President to the signing authority mandate and arrange online access to the new “Gaming Grant” account.

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

- a. Noted 10 students have completed Emergency Vehicle Operations training
- b. Chief Clark commented on the Fire Services Governance Review report, noting that this is a good opportunity to examine our governance model.

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

- a. Status of EMR shift coverage – 8 crew members are taking a full complement of shifts. All shifts are being covered; still looking for additional EMRs that could help with weekend coverage.
- b. No new trainee prospects identified at this time
- c. Congratulations to Bob Friesen who successfully completed FR training.
- d. Crew members have given positive feedback on the SIR Compensation program.
- e. Following training held Nov. 18, SIR responders can now provide more critical life-saving interventions for the people of Saturna.

#### **11. Operations/Asset Management Report – JW/IG**

- a. Maintenance – Handy person  
Discussion regarding the need to hire a handy person on retainer shifted to generating a list of volunteers for small jobs and contracting out specialized work on an as-needed basis.
- b. Snow removal from ESB1 & ESB2 – JW  
**Moved** to allocate a maximum of \$1,000 to purchase 2 electric snowblowers (one for each station), along with extension cords plus snow shovels for ESB2. **Carried.**
- c. The Asset Committee was requested to establish and implement appropriate R&M schedules for all vehicles and other equipment such as generator sets.
- d. **Moved** To carry out identified repairs for Engine 1 for a maximum amount of \$8000. **Carried.**

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

- a. Insurance updates – despite unsuccessful attempts to find other insurers and negotiate better rates, renewals were completed with existing insurers: Fleet insurance (SIR \$796, Fire \$2,956), CGL insurance (\$13,242), Property (\$7797)
- b. Melanie has a meeting with Parks Canada this week to discuss the MOU for emergency response for both fire and medical transport.

**13. Communications Committee – TM**

- a. Status of website update (TM)  
Tex and Don are continuing to meet with our Camosun student, who is completing his portion of the work on website design this week. Don will continue to make changes, mirroring the approach and content of the Pender FD site.
- b. Posting on website and other media  
Tex posted pictures and thanks on Facebook to the fire volunteers taking training – 49 likes. Will post on the SIR training in the upcoming Scribbler.

**14. Human Resources – KP**

- a. The Volunteer Appreciation Bash received positive feedback
- b. Meeting recorder – In the process of engaging a new recording secretary to start as of the January, 2024 board meeting.

**15. Occupational Health and Safety Joint Committee – KP**

- a. OH&S inspections of ESB1 & 2 generated a list of maintenance issues.

**16. Health Spending Account Committee Report – KP**

Nothing to report

**17. Nominating Committee**

Nothing to report

**18. New Business**

- a. CRD Fire Governance Review – TM, SH  
The consultants held a meeting in October to present their findings and answer questions. Attended by Treasurer Hardy and Chief Clark. No new information was presented.

**19. Next Meeting – January 22, 2024**

**20. Motion to adjourn at 5:46 pm Carried.**

President: \_\_\_\_\_

Recorded by: Tex McLeod

DRAFT