

SATURNA ISLAND FIRE PROTECTION SOCIETY
Board of Directors Meeting
Monday, September 18, 2023 @ 4:00 pm — ESB1

Present: Ron Monk (President), Stephen Hardy (Treasurer), John Wiznuk, Byron Fritzler, Tex McLeod, Keith Preston, Ian Gaines, Don Rutherford, Peter Clark (Fire Chief), Vanessa Verbitsky (SIR Chief)

Regrets: Liz Gilliland (Vice President), Melanie Watson (Corporate Secretary), Doug Roy

1. **Call to Order** by Ron Monk at 4:00 pm.
2. **No Guests**
3. **Moved** to approve the agenda. **Carried.**
4. **Moved** to approve board meeting minutes from July 17, 2023. **Carried.**
5. **Business Arising from Last Minutes**
 - a. SIR conflict of interest re: tax money and donations?
 - Deferred
 - b. Initiative for approaching VIHA
 - In progress.
 - c. BCEHS/SIR long term goals
 - Need to work on BCEHS renewal.
 - Discussion about and possibility of ambulance station here—long term.
 - d. Community Gaming Grants – Capital request
 - Will receive the decision for the Capital Grant in December.
 - e. Community Gaming Grants – Program request
 - To fund SIR compensation—will hear back about the grant in November.
 - f. Revisions to Privacy Policy (defer)
 - Deferred
6. **Correspondence**
 - a. Request from Saturna Emergency Program
 - Requested space to site a sea-can but later withdrew the request.
7. **President's Report - RM**
 - a. Composition of Board Committees
 - Discussed the composition of committees and noted changes.
 - Ron suggested reaching out to non-board members become committee members.
 - b. CRD Budget 2165 Amendment

- Amendment to permit SIFPS to finance medical transportation was received.
- c. Confirm motion re: Car 1 repairs
 - “Moved that Car1 be taken to the repair shop on August 8, 2023, as requested by Chief Verbitsky, for repairs not to exceed \$8,200 plus the costs of taking the car to the mechanic (both drop off and pick up).” **Moved** by Keith Preston, **seconded** by Liz Gilliland. **Carried.**

8. Finance Committee Report - SH

- a. Reviewed Jan-Aug 2023 internal financial statements and cash position including highlighting that actual YTD revenues less actual YTD costs were less than budget by \$77,000.
 - Cash spent on capital purchases is currently a lot less than budgeted mainly due to deferring the purchase of a replacement water tender.
 - New bank account for Capital Gaming Grant purpose is open.
 - Have not yet received 2023 tax requisition money from CRD.
- b. CRD budget
 - Five-year plan for CRD consists of a budget for 2024 and forecasts for the next four years. The five-year plan is currently a work in process and is due to be submitted to the CRD before the end of October.
 - Strong likelihood that the property tax requisition for 2024 will need to be increased to cover higher operating costs with sufficient surplus to build the capital purchases reserve.
- c. Payroll processing – software
 - Searching for a low-cost software solution to support payroll processing which is currently a manual process.
- d. Clarification on spending procedures
 - Expense claims must be submitted monthly using the spreadsheet template provided.
 - Reviewing options for getting a SIFPS credit card.

Moved to accept the financial report as presented. **Carried.**

9. Fire Chief’s Report - PC

- a. Website
 - See #14 Communications Committee.
- b. Compensation Planning
 - Discussed and agreed in principle on Chief Clark’s proposed compensation policy and the estimated costs and an effective implementation date of January 1, 2024.
 - Compensation will be paid quarterly but timesheets should be submitted monthly. Volunteers receiving compensation will be required to complete TD1 forms.
- c. SCBAs
 - Fill station and compressor don’t require replacement yet—fill station needs a simple re-plumbing.
 - Ideally SCBA unit replacement should begin next year if funds allow.

10. SIR Chief's Report

- a. Status of EMR shift coverage
 - Not discussed
- b. New trainee recruitment and development
 - One potential new SIR/fire recruit identified who is struggling to find housing.
- c. SIR/Island Health relationship
 - Need a coordinated plan to pursue funding from BCEHS.
- d. Jackets/T-Shirts
 - Not discussed

11. Operations/Asset Management Report - JW/IG

- a. Schedule of routine maintenance for vehicles.
 - Ongoing process
- b. Snow removal from ESB1 & ESB2 – JW
 - Received rates from Clint Davidson for snow removal at ESB1.
 - Discussed insurance and liability concerns about hiring a contractor for snow removal.
 - **Moved** to approve the rates for snow removal, subject to resolving the issues around liability and insurance. **Carried.**
- c. False alarms strategy
 - Recent false alarms are associated with one person. It is not a common occurrence and could be dealt with on a case-by-case basis—a strategy may not be necessary.

12. Status of IR7 – TM

- a. Update
 - Peter Stolting remains willing to be the IR7 contact but reported that he did everything he could with them.

13. Corporate/Administration Committee – MW Report (Regrets)

- a. Insurance updates
 - Property insurance due in November.
- b. Contract renewals
 - BCEHS agreement automatically renews in September.

14. Communications Committee – TM

- a. Status of website update (TM, Chief Clark)
 - Camosun College students would like to meet to discuss website—Tex will set up.

15. Human Resources – KP

- a. Counseling program update
 - A couple of issues require some tweaking.
- b. Recruitment and retention
 - Not discussed
- c. Services agreement renewal with meeting recorder – RM

- Arielle gave notice that she will not be continuing —will need to hire new meeting recorder.

16. Occupational Health and Safety Joint Committee – KP

- a. Committee personnel
 - No updates
- b. Current initiatives
 - Annual worksite inspection is next week.

17. Health Spending Account Committee Report – KP

- No updates.

18. Nominating Committee

- a. Approval of new members
 - Deferred

19. New Business

- a. Volunteer Appreciation Bash
 - In the process of deciding the date.

20. Next Meeting Date – November 20th at 4:00 pm ESB1.

21. Motion to adjourn at 5:34 pm. Carried.

22. In-camera meeting – Firefighters’ compensation

President: Ron Monk _____

Recorded by: Arielle Middleditch