

SIFPS Board Meeting Minutes
SATURNA ISLAND FIRE PROTECTION SOCIETY
Monday, March 25, 2024 @ 4:00 pm - ESB #1

Present: Ron Monk (President), Stephen Hardy (Treasurer), Tex McLeod, Byron Fritzler, Don Rutherford, Keith Preston, Peter Clark (Fire Chief), Vanessa Verbitsky (SIR Chief), John Wiznuk (arr. 4:30 pm), Melanie Watson (Corporate Secretary – attended by Zoom), Liz Gilliland (Vice President – attended by Zoom)

Regrets - Doug Roy
Absent - Ian Gaines

1. **Call to Order** - by Ron Monk at 4:02 p.m.
2. **Guests** - none
3. **Moved** to approve the Agenda. **Carried.**
4. **Moved** to approve Board meeting minutes of January 22, 2023. **Carried.**
5. **Business Arising From Previous Minutes**
 - a. Purchase of SCBA equipment
6. **Correspondence**
 - b. Received reply to Ron Monk's letter of December 15, 2023 from Leanne Heppel, Executive Vice President & Chief Ambulance Officer, BCEHS
Ron Monk to follow up to arrange a meeting re: BCEHS support and future plans for emergency medical response on Saturna
7. **President's Report** - RM
 - a. Date of AGM set for Saturday, June 15 at 1:00 pm at ESB1
 - b. Board members were asked to consider their involvement for 2024/25
 - c. Grant applications – looking for assistance in applying for grants
8. **Finance Committee Report**- SH
 - a. Reviewed Jan/Feb Financial Statements – noted actual income and expenses vs. budget, hydro costs high compared to previous years, no capital purchases
 - b. Cash position – as per written report, bank accounts were reconciled.
 - c. Payroll processing cycle – has been changed to monthly for administrative ease.
Moved to accept the financial report as presented. **Carried.**
9. **Fire Chief's Report** - PC

- a. Water Tender Replacement – possible candidate vehicle in Michigan, another in Quebec.
 - b. Self Contained Breathing Apparatus (SCBA)
Eleven Scott X3 SCBAs have arrived at a unit price of \$250.00 US. There is a need to purchase new / refurbished bottles; Chief Clark plans a committee meeting to review the purchase and determine next steps.
- 10. SIR Chief's Report - VV**
- a. Status of EMR shift coverage – all shifts covered
 - b. Call levels normal
 - c. New trainee recruitment and development – 3 new recruits
 - d. Scribbler article – received some positive response
 - e. Status of Class 4 drivers – unchanged
 - f. Chak Estable is new Deputy Chief of SIR
 - g. Ambulance bay – discussion of line painting and possible back-up camera to guide ambulances into the narrow bay
 - h. Other - training coming up with BCEHS; Chief Verbitsky attended the Health Summit
- 11. Operations/Asset Management Report – JW/BF**
- a. Sign at ESB1 – discussion of replacement sign – suggestion that posts and frame should be replaced along with the sign
 - b. Discussion of surplus equipment, John to look after disposing of the old mower and weedwhacker
 - c. SIR Bay door at ESB1 – (note SIR Chief's report)
- 12. Corporate/Administration Committee – MW**
- a. MOU with Saturna Community Pantry regarding the use of Grey House
Moved to approve the SIFPS Board approve the use of the Grey House (White House) by Saturna Community Pantry, in conjunction with the Community Club, for the purpose of operating a Food Bank program, at the rate of \$1.00 per year. The Program must provide liability insurance in the minimum amount of \$2 million. **Carried.** Melanie will follow through with a contract to that effect.
 - b. Insurance renewal updates – rates have significantly increased this year
 - c. Contract renewals –Island Health contract expires March 31; discussion ongoing regarding Island Health annual payment to SIR of \$11,500
 - d. Landscaping and cleaning contracts were renewed
- 13. Communications Committee – TM, DR**
- a. Status of website update (DR) – Don is completing ongoing work, currently working with the Chiefs re: layout of burn permits and Venting Index map; target for the site to be live is the AGM in June; Don is looking for feedback from Board members.

- b. Posting Board minutes & financials (annual) on website – at what point should minutes be archived. Majority felt we should stay with more current minutes and financials and older minutes could be archived on the site.

14. Human Resources – KP

- a. No issues to report

15. Occupational Health and Safety Joint Committee – KP, BF

- a. Electrical work at ESB1. – some work already completed; estimates secured by Keith will need to be adjusted

16. Health Spending Account Committee Report – KP

- a. No issues to report

17. Nominating Committee

- a. Call for new Directors in April Scribbler (RM)

18. CRD Fire Governance Review – RM, SH, LG, DR, PC

- a. Ongoing. The Committee attended a presentation regarding Commission-led Fire Departments within the CRD.

19. BCEHS – RM

- a. Chief Verbitsky and Ron to meet with Shannon Brayford of BCEHS on March 30 re: potential future plans for ambulance service on Saturna.

20. New Business

- a. Heart Art – Liz described SIR/SIVFD recognition art installation by Monica Morton

21. Next Meeting – May 13, 2024 with Liz Gilliland Chairing

22. Motion to adjourn at 5:17 p.m. Carried.

President: Ron Monk _____

Recorded by: Tex McLeod