

SIFPS Board Meeting Minutes
SATURNA ISLAND FIRE PROTECTION SOCIETY
Monday, May 13, 2024 @ 4:00 pm - ESB #1

Present: Melanie Watson (Corporate Secretary), Stephen Hardy (Treasurer),
Liz Gilliland (Vice President) Tex McLeod, Ian Gaines, Byron Fritzler,
Don Rutherford, John Wiznuk, Peter Clark (Fire Chief),
Vanessa Verbitsky (SIR Chief)

Regrets - Doug Roy, Ron Monk, Keith Preston

1. Call to Order - by Liz Gilliland at 4:01 p.m.

2. Guests - Lyn Michaud, Chaya Katrensky

3. Moved to approve the Agenda. Carried.

4. Moved to approve Board meeting minutes of March 25, 2024. **Carried.**

5. Business Arising From Previous Minutes

- a. Director Volunteers to assist with future grant applications. No volunteers forthcoming at this time. Melanie will assist in the short term.
- b. BCEHS update. Stephen received a call from Don Elzinga, Senior Provincial Executive Director, BCEHS letting him know that the discussions related to SIFPS were being held at the executive level for consideration of next steps.
- c. VIHA contract renewal and funding. Melanie reported that promised funding had not yet been received. Melanie will follow up with VIHA.
- d. The AGM will be held on June 15, 2024 at ESB1. All committee reports are due by May 30th.

6. Correspondence

None

7. Vice President's Report - LG

- a. Board members were asked to consider standing in 2024/25
- b. Motion via email:
Moved that SIFPS award a contract in the amount of \$ 2,764 to SGI Electrical to do agreed-to electrical work at ESB1. **Carried.**
- c. Motion via email:
Moved that SIFPS approve an expenditure of up to \$18,612 for EMR training and related costs for two SIR volunteers. **Carried.**
- d. Motion via email:
Moved that SIFPS board approve the Fire Chief to withdraw the UBCM firefighters grant final report submitted in February and replace it with a revision and extension request to spend the unused grant fund balance of approx. \$12,400 to be used to purchase new tanks which complement the ongoing SCBA equipment upgrades.
Carried

8. Finance Committee Report - SH

- a. Reviewed March/April and YTD Financial Statements – noting actual income and expenditures vs. budget and explanation of key variances.
- b. Cash position as at April 30, 2024 was reviewed.
- c. Bank statements have been reconciled.
- d. The required Annual Report was filed with the Gaming Corporation at the end of February.
- e. Grant Thornton prepared financial statement compilation for 2023 has been circulated to directors.

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

9. Fire Chief's Report - PC

- a. Water Tender Replacement – working with new person in Ottawa
- b. Self Contained Breathing Apparatus (SCBA)
New tanks cost approximately \$14,000 for 13 tanks. Reallocated budget funding leaves a shortfall of \$1,400.

Moved to spend \$14,000 for to acquire 13 tanks. **Carried**

- c. A quoted fill station upgrade was approx \$23,000, \$7,000 higher than the budget assumption. Additional quotes being sought.
- d. ESB2 has a leak in the storage tanks. Ian will investigate.

10. SIR Chief's Report - VV

- a. Status of EMR shift coverage – all shifts covered
- b. Call levels normal – 18 year to date
- c. EMR training is underway for the 2 new recruits
- d. Additional training has taken place, including training on the new drugs included in the expanded role
- e. Status of Class 4 drivers – unchanged

11. Operations/Asset Management Report – JW/BF

- a. Annual vehicle certifications including ambulances required by end of June.
- b. New fire risk sign at ESB1 is up
- c. Discussion of disposal of old equipment. John and Peter will manage the identification and disposal of out of date protective clothing.
- d. An inventory of all fire equipment was discussed. No action identified at this time.
- e. SIR Bay door at ESB1 – discussion re a new panel or door stiffener. Byron will follow up.

12. Corporate/Administration Committee – MW

- a. MOU with Saturna Community Pantry regarding the use of Grey House
Melanie confirmed that the MOU is appropriately written and signed off.
- b. Contract renewals – Melanie is to follow up with VIHA
- c. Policies need to be updated including the Fire/SIR compensation
Stephen will follow up with this.

13. Communications Committee – TM, DR

- a. Status of website update (DR) – Don is completing ongoing work, currently making final changes. Don is looking for feedback from Board members.

14. Human Resources – KP

- a. No issues to report

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

- a. Electrical work at ESB1 is underway

16. Health Spending Account Committee Report – KP

- a. No issues to report

17. Nominating Committee

- a. Directors currently reaching out to new prospective board members

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. New Business

- a. Practice when issuing requests for quotes, that the lowest bid may not be successful. Byron will follow up with Liz
- b. Procedure required for handling time sensitive board motions between board meetings:
 - i. A zoom meeting is the preferred approach to allow adequate time for discussion prior to a vote.
 - ii. Alternatively, if Zoom meeting is not possible::
 - Motion circulated with an invitation to discuss via email. A time frame will be specified (i.e. 24 hours, 48 hours).
 - An email will be sent out to close the discussion with an invitation to vote. A time frame will be specified.
 - At the end of the time period, the voting results will be emailed to directors
- c. Items for future discussion and action:
 - i. A strategy session to discuss future options for SIFPS
 - ii. Establish an annual policies review
 - iii. Agree protocols for document retention and security

20. Next Meeting – Date to be confirmed at AGM

21. Motion to adjourn at 5:20 p.m Carried.

Vice President: Liz Gilliland

A handwritten signature in black ink, appearing to read "Liz Gilliland", is written over a horizontal line.

Recorded by: Tex McLeod

