

SATURNA ISLAND FIRE PROTECTION SOCIETY

Minutes of the Board of Directors Meeting

held on Monday, July 15, 2024 @ 4:00 pm - ESB #1

Attendees: Ron Monk (President), Don Rutherford (Vice President), Chaya Katrensky, Melanie Watson (Corporate Secretary), Stephen Hardy (Treasurer), Keith Preston, Pete Clark (Fire Chief), Tex McLeod, Byron Fritzier, Lyndal Michaud.

Regrets: Ian Gaines, Vanessa Verbitsky (SIR Chief)

1. **Call to Order** – by Ron Monk at 4:00 p.m.
2. **Guests** – Chak Estable, Deputy SIR Chief
3. **Moved** to approve the agenda. **Carried**
4. **Moved** to approve Board meeting minutes from May 13, 2024 **Carried**
5. **Business Arising from Previous Minutes**
 - a. Approved purchase of SCBA tanks and valves were completed in July.
 - b. Ron will arrange initial planning dates to kick-off strategic planning sessions.
 - c. An annual review of Board Policies will be undertaken by the Corporate Secretary.
 - d. A document retention policy (protocols and security) requires action.
6. **Correspondence**
 - a. Acknowledged receiving a letter from John Money regarding history of CRD relationship.
 - b. Donation received from G. Bregani
 - c. Letters sent to H. Surm for 25 years' service as a volunteer Firefighter; J. Wiznuk for his years as a firefighter, Chief and Board member; and M. Morten for her art installation honouring volunteers
7. **President's Report**
 - a. Composition of Board committees for 2024/25 was clarified. The Asset Management and Maintenance Operations Committee requires a new Chair.
8. **Finance Committee Report**
 - a. Stephen reviewed the financial statements for the January to June 2024 period versus budget. YTD expenditures were running \$38,000 lower than budgeted although it was recognized that some costs budgeted in the first half year had been deferred to the second half. The unrestricted cash position was \$249,000 plus restricted gaming account cash of \$130,000. All bank accounts were reconciled as of June 30, 2024.
Moved to accept the financial statements, as presented. **Carried**

- b. It was noted that the BC Registries Annual Report had been filed.
- c. It was noted that the T3010 CRA Annual Report had been filed
- d. 2025 Budget and 5-YR Plan – templates will be sent out to the Chiefs.

9. Strategic Topics

- a. CRD Governance Report – It was noted that recommendations #35 and #36 have been slated by the CRD to be dealt with in 2025.
- b. BCEHS and Island Health Funding – Ron reported on a productive meeting with Shannon Brayford of BCEHS on June 11, 2024. Several undertakings were committed to by Shannon. A scheduled follow-up meeting was postponed by BCEHS.
- c. The role of the SIFPS Board is to be reviewed. An MOU between SIFPS and SIVFA describing functions and responsibilities of each body was signed in 2018.

10. Fire Chief's Report

- a. Water Tender Replacement – Chief Clark has identified a candidate vehicle.
- b. The original UBCM grant submission was withdrawn and replaced to include utilizing unused grant funds to purchase SCBA tanks and valves. The balance of the grant money is not expected to be distributed until later this year.
- c. Trueworthy fire response – The Fire Chief advocating a solution creates a difficult situation. Hiring a consultant and seeking funding from the CRD was suggested.
- d. Hose testing – **Motion** to complete fire hose testing for an amount not to exceed \$1,500 by the end of September. **Carried.**
- e. Fill station upgrade – It will cost more than was included in the capital purchase budget. **Motion** to increase the budget from \$15,000 to \$21,000. **Carried**

11. SIR Chief's Report

- a. Deputy SIR Chief Estable noted two new recruits have completed EMR training and will take final exams next month.
- b. Call-out statistics are in line with previous years.

12. Operations/Asset Management Report

- a. Sign at ESB1 – to be included in the capital purchase budget for next year
- b. Annual Maintenance schedule/maintenance manuals for ESB1 and 2 will be undertaken by the Committee with input from former Committee Chair J. Wiznuk.
- c. SIR Bay door at ESB1 – adequate operation of door. No further action required.
- d. Inventory of apparatus/equipment under review

13. Corporate/Administration Committee

- a. Nature Trust of BC to be contacted regarding property taxes and service for their conservation areas
- b. Contract renewals – Still awaiting a response from Island Health
- c. Stephen updated the Fire and SIR Compensation policies.

14. Communications Committee

- a. The new website is now in operation. Access and contacts for posting still need to be determined. Don will manage the site for now.

15. Human Resources

- a. Nothing new to report

16. Occupational Health and Safety Joint Committee

- a. Electrical work at ESB1 was completed.

17. Health Spending Account Committee Report

- a. Nothing to report

18. Nominating Committee

- a. Nothing to report

19. New Business

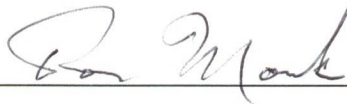
- a. Approval of new members - Tyler Battle's membership application was approved.
- b. Recording secretary – no candidates identified at present.

20. Next Meeting – September 23, 2024 at 4:00 pm at ESB1.

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

President:

Ron Monk



Recorded by:

Tex McLeod