

# SATURNA ISLAND FIRE PROTECTION SOCIETY

## Minutes of the Board of Directors Meeting held on Monday, November 18, 2024 @ 4:00 pm - ESB #1

**Attendees:** Ron Monk (President) via Zoom, Don Rutherford (Vice President), Stephen Hardy (Treasurer), Chaya Katrensky, Tex McLeod, Byron Fritzler, Lyn Michaud, Keith Preston, Vanessa Verbitsky (SIR Chief),

**Regrets:** Ian Gaines, Melanie Watson, Peter Clark (Fire Chief),

1. **Call to Order** – by Ron Monk at 4:03 p.m.
2. **Guests** – none
3. **Moved** to approve the agenda.
  - a. Items added to agenda: Corporate Secretary resignation
  - b. In camera meeting added after conclusion of Board Meeting

**Carried as amended**
4. **Moved** to approve Board meeting minutes from September 23, 2024 **Carried**
5. **Correspondence**
  - a. Rob Alloway, Judy Tipple letters and donations
  - b. BWC Fund donation
  - c. Ron directed Adam Olsen’s office to forward information on initiatives to secure funding from Island Health and BCEHS to the incumbent, MLA Rob Botterell
  - d. Thank you note sent to John Wisnuk for collecting gear for Firefighters Without Borders
  - e. New SIR recruits – Ron sent a welcoming letter on behalf of the Society
6. **Business Arising from Previous Minutes** (*see addendum for specific motions*)
  - a. Email motions since September Board meeting confirmed \*
    - i. Drivers Licensing & follow up letter
    - ii. Class 4 incentive
    - iii. Five Year Financial Forecast & CRD submission
    - iv. Motion to support submission to UBCM and provide grant management
  - b. Purchase of SCBA equipment – Chief Clark has a plan in place for additional purchases in the new year
7. **President’s Report**
  - a. Corporate Secretary resignation was noted – to be addressed under that committee’s report

- b. CRD Cost Apportionments for 2025 discussed. Previous year's successful challenge by SIFPS regarding costs noted. CRD is allocating \$24,866 in 2025 for "fire administration costs." This will be addressed in ongoing discussions with the CRD.
- c. Recording Secretary still not found. – Will experiment with AI recording

## 8. Finance Committee Report

- a. Reviewed January – October YTD actual versus budgeted financial statements. YTD net income, as reported, was \$91K higher than budgeted.
- b. Cash position was \$527K at October 31 of which \$505K was held in GICs. The bank accounts were reconciled.
- c. **Motion:** To increase the restricted reserve fund on the balance sheet from \$100,000 to \$130,000 to reflect the previously approved commitment to match the awarded Capital Gaming Grant funding. **Carried**
- d. Funds received from Emergency Services grant were approximately \$4,500. The use of these funds is being monitored by the asset committee.
- e. **Motion:** To authorize the Treasurer to engage Grant Thornton to compile the financial reporting package of the Society for the year ending December 31, 2024. **Carried**
- f. **Motion:** to accept the financial statements as presented **Carried**

## 9. Fire Chief's Report

- a. Chief Clark is away in Ontario.
- b. Request Chief Clark to confirm if hose testing has been completed.
- c. Water tender – Chief Clark to inspect prospective water tender while in Ontario before finalizing details of purchase.  
**Motion:** Conditional upon the Seller and the Society entering into a binding Letter of Intent or Purchase Contract for the sale and purchase of the identified water tender, a non-refundable deposit of \$10,000 is approved to be paid by the Society to facilitate the completion of tank and pump modifications by the Seller. **Carried**

## 10. SIR Chief's Report

- a. No changes with the crew; medical calls remain standard at around 60.
- b. Class 4 Driver recruitment efforts of community volunteers have not been successful. Only three new volunteers have completed the driver training process with minimal shifts.
- c. Trucks underwent annual CVIs; significant repair costs were incurred. Replacement of both vehicles needs to be addressed in the budget.
- d. Strategic Plan for SIR needs to be completed by mid January

## 11. Operations/Asset Management Report

- a. Annual Vehicles Maintenance schedule needed
- b. Building Improvements: ESB2 Power and Water
  - i. Replumbing cistern 1 at ESB2 – decision made not to replumb
  - ii. Genset install at ESB2 – electrical work is budgeted but not the proposed concrete base

- c. Car 2 housing purchase – approved for \$4,000.
- d. On call handyman – now under contract
- e. Outside maintenance invoicing now requires approval before bookkeeping
- f. Snow clearing arrangements at both ESB1 and 2 in place for 2025/25 season
- g. Inside maintenance contract up for renewal at end of year.

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

- a. Official resignation received from Melanie Watson on November 11th.
  - i. All Society documents and files will be returned once she is back from Mexico in the spring
  - ii. The Society's Bylaws allow the Board to appoint a replacement Corporate Secretary from Society members to serve until the next Annual General Meeting  
**Motion:** Effective November 11, 2024, the Board regrettably accepts Melanie Watson's resignation as a Director and as Corporate Secretary, and to remove her as a signing officer. **Carried**
- b. Liability and property coverage renewal: Stephen identified a new insurer with acceptable coverage and rates and renewals were bound on November 3, 2024.
- c. Board Policy reviews carried over into January

## **13. Communications Committee**

- a. Preliminary survey conducted as part of strategic planning. Survey shared with Membership list, on Facebook and community forum. • 81 responses received to date. Survey will be open until December 15, 2024. Results to be shared with the public and will inform the Strategic Plan.
- b. Ron is completing a Scribbler article for the December edition

## **14. Human Resources**

- a. Chaya will organize a recognition of current SIR drivers for their service. Thank you cards and gift baskets with items from local bakers, etc. are being considered.

## **15. Occupational Health and Safety Joint Committee**

- a. New WorkSafe regulations effective November 1 were noted. Keith to report on those which affect us at the January Board meeting.

## **16. Health Spending Account Committee Report**

- a. An update statement of outstanding HSA credits to be requested as at December 31, 2024.

## **17. Nominating Committee**

- a. Nothing to report

## **18. CRD Fire Governance Review**

- a. Strategic Plan is to be completed by mid January followed by engagement with the community. Discussions with the CRD expected to continue in March 2025.

**19. BCEHS**

- a. No response yet from request for meeting.

**20. New Business**

- a. Membership approval Bylaw change – referral to AGM.

**21. Next Meeting** – Monday, January 13, 2025 at 4:00 pm at ESB1.

**22. Motion to adjourn** at 5:40 pm.

\* *Note complete text of email motions appended to these minutes.*

**President:** Ron Monk 

**Recorded by:** Tex McLeod

**Addendum to Minutes of November 18, 2024 – Email Motions made between September and November, 2024 Board meetings**

**DRIVERS LICENSING POLICY**

Policy # 19

This policy clarifies the ICBC insurance requirements for any driver responding to a medical dispatch call.

1. In order to respond to any call in "ambulances" Car 1 and/or Car 2, drivers must hold a valid Class 1, 2 or 4 driver's license. This includes driving the SIR emergency vehicles with or without a patient in transport while responding to a call.
2. In the instance that a patient must be transported in a Fire Department vehicle the driver must hold a Class 1, 2 or 4 driver's license only when a patient is in the vehicle and transportation in the vehicle has been authorized by BCEHS approved Medical Oversight or BCEHS approved dispatch.

*Approved by the SIFPS Board of Directors by email affirmation on October 3, 2024.*

## **Board of Directors Resolution re: Class 4 Incentive**

### **RECITAL:**

The Society has an urgent need for more volunteers to obtain a Class 4 driver's license to increase the pool of available drivers necessary to fulfill emergency medical response and patient transportation services. In support of this initiative, a financial incentive is to be available for individual volunteers who successfully obtain their Class 4 driver's license.

### **IT WAS RESOLVED THAT:**

An incentive of \$500 will be payable to any volunteer who successfully obtains a new Class 4 Restricted or Unrestricted British Columbia driver's license. A volunteer includes all active SIR or FIRE volunteers, or a member of the Saturna Island community. The incentive is additional to the reimbursement of all out-of-pocket expenses and compensation for training time necessary to fulfill the licensing obligations. For members of the Saturna Island community who are not SIR or FIRE volunteers, there will be an expectation of a commitment to be a volunteer driver of an ambulance, pursuant to an agreement with the SIR Chief. This incentive will expire April 1st, 2025.

*Approved by the SIFPS Board of Directors by email affirmation on September 27, 2024.*

## **Board of Directors Resolution re: 2025 Budget**

### **RECITALS:**

A. An annual budget for 2025 and annual forecast for years' 2026 to 2029 has been prepared and circulated to the Board for review, discussion, and approval.

B. A summary five-year financial forecast for years' 2025 to 2029 has been prepared and circulated to the Board for review, discussion, and approval. An approved summary five-year financial forecast is required to be submitted to the Capital Regional District on or before September 30, 2024, in accordance with the current service agreement between the parties.

### **IT WAS RESOLVED THAT:**

1. The summary five-year financial forecast for years' 2025-2029, which includes the annual budget for 2025, as presented, is approved.

2. The summary five-year financial forecast for years' 2025-2029, as presented, is approved and the SIFPS Treasurer is hereby authorized to submit the financial forecast to the Capital Regional District on or before September 30, 2024.

*Approved by the SIFPS Board of Directors by email affirmation on September 27, 2024.*

**Board of Directors Resolution re: Community Preparedness Fund 2024 Application**

Be it resolved that the Saturna Island Fire Protection Society supports the submission of an application to the 2024 Volunteer and Composite Fire Departments Equipment and Training grant through UBCM, and if approved agrees to provide overall grant management on behalf of the Saturna Island Volunteer Fire Department.

*Approved by the SIFPS Board of Directors by email affirmation on October 10, 2024.*