

SATURNA ISLAND FIRE PROTECTION SOCIETY

Minutes of the Board of Directors Meeting held on Monday, January 13, 2025 @ 4:00 pm - ESB #1

Attendees: Ron Monk (President) via Zoom, Don Rutherford (Vice President), Stephen Hardy (Treasurer), Peter Clark (Fire Chief), Vanessa Verbitsky (SIR Chief), Chaya Katrensky, Tex McLeod, Byron Fritzler, Lyn Michaud, Ian Gaines, Liz Keay (via Zoom)

Regrets: Keith Preston

The Board approved having a recording and transcription of the meeting to aid with preparing meeting minutes. The Corporate Secretary will destroy the recording and transcription once the Board approves the minutes of the meeting.

1. **Call to Order:** 4:01 p.m.
2. **Guests:** Chak Estable (SIR Deputy Chief)
3. **Motion:** Approval of Agenda **Carried**
4. **Motion:** Approval of Board meeting minutes from November 18, 2024. **Carried**
5. **Membership applications**
 - a. Approval of L. Keay
Motion: to nominate Liz Keay as a member of SIFPS **Carried**
6. **Appointment of replacement Director**
 - a. **Motion:** to appoint Liz Keay as a Director and as Corporate Secretary **Carried**
7. **Correspondence**
 - a. David Rees-Thomas email re: gift basket
Thanks to Chaya for cards and gift baskets. The Board sends gratitude to David who is retiring after volunteering 19 years with SIR
 - b. Board letters of appreciation to donors
 - c. Other Correspondence:
 - Leah Hollins, Chair of the Board of Island Health
 - Don Elzinga, Senior Provincial Executive Director, BCEHS
 - Rob Botterell, MLA

8. Business Arising from Previous Minutes

- a. Strategic plan update
Nothing new to report
- b. CRD Cost Apportionments for 2025
Plan to address CRD charge of \$24,866 for 2025 for Fire Services administration cost apportionment.
- c. Recording secretary
Liz Keay has offered to take meeting minutes.
- d. Status of hose testing
Chief Clark informed the Board that host testing is half completed.

9. President's Report - RM

- a. Ron attended a SIR team meeting on December 10, 2024 to clarify the Board's responsibilities in determining the new SIR Chief
- b. Funding and government support: Ron has had ongoing discussions with Island Health and MLA Rob Botterell.

10. Finance Committee Report - SH

- a. Financial statements review & cash position for full year 2024
Actual income was \$37K higher than budgeted. Positive variances included donation receipts, interest income, and the receipt of a training grant. The annual budget does not normally include items that are uncertain.

Actual expenses were \$47K lower than budgeted. Below budget expenses were reported for SIR, Fire, and insurance premiums.

Net income was \$125K versus budgeted net income of \$40K.

Capital purchases amounted to \$53K, of which \$30K was budgeted and \$23K was unbudgeted. Chief Clark was previously approved to acquire SCBAs, cylinders and valves which represented the unbudgeted purchases.

Bank statements were reconciled for the December month and year end close.

Grant Thornton has been engaged to compile the 2024 financial statements.
- b. Year-end payroll
Stephen has the T4's for 2024 to review and file and they will be circulated to volunteers before the end of February.
- c. Insurance review
Property and liability policies were briefly reviewed in November 2024 prior to renewal.

Liability policy: Stephen to obtain cost of adding abuse coverage and removing wrongful dismissal coverage and report at the next meeting.

Property Policy: A discussion regarding replacement cost of the two emergency service buildings ensued regarding whether to undertake property appraisals to support the insurance coverage. Stephen to review and bring for a decision at next meeting.

Motion: to accept finance report as presented. **Carried**

11. Fire Chief's Report

- a. Chief Clark reported 43 calls this past year.
- b. There are 6 new recruits.
- c. Water Tender 1 Replacement Contract is proceeding with certain modifications required to the tender.
- d. Old tender 1 requires a replacement computer for it to be operational.

Motion: to replace tender 1 computer to a maximum cost of \$5,000.00 including labour **Carried**

- e. Chief Clark is waiting for a response to a grant application which should be received in early January.
- f. Five Year Plan

Key tasks included in the Chief's 5-year plan were highlighted and discussed. Chief Clark requested help and input from various board committees on aspects of the plan.

It was noted that annual pump repairs certification is costing \$4,500 less than expected as it is being done by a different company.

12. SIR Chief's Report

- a. SIR Chief position

Chief Verbitsky reported on a meeting held with the HR Committee. Vanessa is stepping down effective the end of January 2025. The Board thanked Chief Verbitsky for her service.

A plan is in place to transition leadership of SIR.

- b. Class 4 DLs

It was noted that half of the current SIR crew have their class 4 driver's license.

- c. SIR Strategic Plan

Both vehicles need to be replaced.

- d. New trainee recruitment and development

Four potential new recruits have been identified.

13. Operations/Asset Management Report – LM/IG/BF

- a. Car 2 housing purchase

A discussion ensued about the logistics of sourcing from an Abbotsford-based company. Assembly on site will use on-island volunteer labour.

Motion: To amend the motion approved at the November 18, 2024, board meeting to increase the approved cost from \$4,000 to a maximum all-in cost of \$6,000 **Carried.**

- b. ESB2 continuing upgrades:
 - i. Generator rewiring completed with handbook for ho to start the generator. A concrete pad (7'X10') and shelter is required. New handyman will be servicing the generator.
 - ii. Emergency management or grants to pay for Emergency shelter heat
- c. Renewal of cleaning contract.

The cleaning contract was renewed last week with window cleaning.
- d. Handyman was well utilized during his first month.
- e. The resilience grant received for generator and wiring has been spent and bills paid.

14. Corporate/Administration Committee –

- a. New Corporate Secretary appointment – welcome Dr. Liz Keay.
- b. Policy Reviews (CK)

Chaya presented a detailed overview of the recent annual review of policies. In addition, it was noted that the SIFPS full name will be added to all policies along with the revision date of changes approved and a history showing original effective dates (where known) and any prior revision dates.

Motions to accept amendments and updates to the following policies were **Carried:**

Policy 3, *Uniform Code of Conduct* (previously Firefighter Code of Conduct)

Policy 4, *Grey House*

Policy 5, *Audio or Video Recording of Minutes*

Policy 8, *Respect/Harassment* (replaced Accommodation While On Call)

Policy 11, *In Camera*

Policy 14, *Investment*

Policy 15, *Vaccination* – policy suspended

Policy 16, *Travel Policy*

The SIFPS website will be updated to reflect the recent policy revision approved by the board.

Certain policies are undergoing additional review and will be circulated to directors prior to the March board meeting.

15. Communications Committee – TM, DR

- a. Results of Community Survey (DR)

Don discussed his report on the recent community survey which received over 80 responses. Generally, there was a high satisfaction with the services provided by volunteers and a desire to retain existing services as they are. There is some confusion about the relationship between SIR and BCEHS. The survey met the goal of increasing awareness.

The board thanked Don for his work on the survey.

b. February Scribbler article

Don to do survey report article for Scribbler.

16. Human Resources – KP, CK

a. Gift baskets

Class 4 drivers were recognized with gift baskets. Chaya was commended for the initiative.

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

a. New WorkSafe regulations

Keith's report highlighted BC WorkSafe changes. Chief Clark reported that we are largely in compliance with the new rules already. The EMRs can qualify at a lower level of attendance provided they go through the jurisprudence package. SIR will include this on a practice night for necessary sign off.

18. Health Spending Account Committee Report – KP

a. Year-end statement review

The allocation for 2024 was \$30,845, \$5,550 was used to cover volunteer claims. The credit balance carried over into 2025 was \$25,295. Chiefs should encourage volunteers to submit their outstanding claims.

19. Nominating Committee

a. No new business

20. CRD Fire Governance Review – RM, SH, DR, PC

a. Update and next steps. Need to be prepared for discussions beginning in March.

21. BCEHS

a. Update and next steps. Ron and SIR Chief to meet Don Elzinga of BCEHS to go over the status of initiatives agreed to last spring.

22. New Business

a. Membership approval bylaw change – not a priority at this time.

23. AGM

- a. Date of Annual General Meeting: Saturday June 21, 2025, at 1:00 p.m. at ESB 1

24. Next BOD Meeting – March 17, 2025, at 4:00 p.m.

25. Adjourn

Motion: to adjourn 5:47 p.m. **Carried**