

SATURNA ISLAND FIRE PROTECTION SOCIETY
Minutes of the Board of Directors Meeting
Held on Monday, November 17, 2025 @ 4:00 pm - ESB #1

Attendees: Don Rutherford (President), Liz Keay (Corporate Secretary) via Zoom, Chak Estable-Duquette (SIR Chief), Peter Clark (Fire Chief), John Blackhall, Geri Crooks, Mike Davis, Byron Fritzler, Ian Gaines, Lyn Michaud, Ron Monk, Keith Preston

Regrets: Chaya Katrensky, Stephen Hardy

1. **Call to Order:** 4:04 pm
2. **Guests**
3. **Motion:** Approval of Agenda as amended. **Carried**
4. **Motion:** Approval of Board meeting minutes from September 22, 2025. **Carried**
5. **Correspondence**
 - a. Exchange with Jay Zakaluszny on reimbursement of costs for fire response at CAPCOM weather station on August 3. Parks Canada will not reimburse costs as the title of the land has not been transferred from Environment Canada to Parks Canada.
6. **Business Arising from Previous Minutes**
 - a. **Motion:** Resolution to approve Chief Clark's application for a UBCM "Volunteer and Composite Fire Departments Equipment and Training" grant. **Carried by e-mail vote, October 25, 2025.**
7. **President's Report – DR**
 - a. SIFPS has engaged Reid Pope, a Victoria law firm with experience in government work, to advise us on the renewal of our Service Agreement with the CRD. Because of the costs involved, we will limit use of Reid Pope's services to a review of the draft of a new agreement.
 - b. Don published an article in the November *Scribbler* laying out the challenges the island faces in sustaining the funding of SIR.

8. Treasurer's Report - SH

- a. Internal financial statements showing monthly actual figures and the YTD October position of actual versus budget.
Motion: The Treasurer moves accepting the internal financial statements for the January to October period of 2025, as circulated.
Carried
- b. Revisions to the 2026 annual budget and 2027-2030 annual forecast submitted to the CRD in August.
Motion: The Treasurer moves that the 2026 budget previously approved be revised by incorporating a \$3,850 increase to the UBCM grant assumption in the income section which also increases the budgeted operating income by \$3,850. This change was requested by the CRD to keep the 2026 budgeted property tax requisition amount within the current maximum limit allowed.
- c. SIFPS paid 50% of the First Responder training (held in August) to Alert First Aid which we expect to be returned as BCEHS subsequently agreed to fund the entire course. As of October 31, 2025, BCEHS had not paid Alert First Aid. We have followed up with them.
- d. Insurance renewals for Commercial General Liability and Property were completed and paid in October.
- e. Parks Canada has been invoiced for the two \$2,000 annual retainers (SIR and Firefighting).
- f. The 2023 Capital Gaming Grant Annual report is due by the end of March 2026. Two remaining firefighting equipment items are scheduled to be delivered in November. These items will complete the project and result in a small overspend on the Society's originally planned \$130,000 contribution for acquiring a replacement water tender.
- g. Canada Helps is now working correctly. Funds are released to the Society by bank transfer, and the identity of the donor now shows up in their reports. Canada Helps charges a 4.0% fee or a 4.5% fee if the donation is made by credit card. Fees reduce the amount SIFPS receives.
- h. Further dialogue has been had with Coast Capital Savings regarding a credit card for SIFPS. It now seems that one will be possible without a board member serving as guarantor.
Motion: The Treasurer is authorized to apply for a Collabria credit card (issued through Coast Capital Savings) with a credit limit of \$10,000. Authorized Business Users (able to make admin changes) of the credit card shall be the President and Treasurer and Authorized Card Users shall be the Treasurer and Bookkeeper. Any two directors are authorized to sign the required Borrowing Resolution Form.
Carried

9. Fire Chief's Report – PC

- a. The recruit class will finish their training sessions this month, with a practical firefighting session on November 23, and final skill assessments in early January.
- b. The new water tender is out of commission with a significant airbrake leak and a battery issue. Ian Gaines is working on a plan either to get a mechanic to visit the island, or to trailer the truck to Sidney.

10. SIR Chief's Report – CE-D

- a. Call volume is at a record level underlining the need to focus on the recruitment and retention of SIR volunteers.
- b. There will be an EMR upgrade course in 2026 for the 6 FRs we have trained this year. There are several recruits in the wings interested in an FR course as well, which is welcome news for future training/recruitment.
- c. SIR continues to receive support from BCEHS at the operational level. In October and November, Chak resupplied Car2 at the BCEHS station on Mayne Island. Mayne Unit Chief Tara Walker, Shannon Brayford and Chak will be discussing future training opportunities for SIR on Mayne.
- d. Both ambulances received servicing, repairs, and preventative maintenance during their Commercial Vehicle Inspections. Both appear in adequate overall shape for their age and mileage.
- e. There are now seven EMR/Class 4 drivers on the SIR crew, two FR/Class 4 drivers and three volunteers with their Class 4. In total, SIR has twelve people who are licensed to drive the ambulance on a call.
- f. Chak has announced his intention to step down as SIR Chief in the new year. He will remain an on-call member of SIR and will support the new leadership in whatever way he can.

11. Operations/Asset Management Committee – BR, LM, IG, MD

- a. Steve Ford and Sean Pearce have completed tree trimming at ESB 1 and ESB 2, though a revised estimate for the work has not been received. Don will follow up with Steve to clarify the division of volunteer activity and paid services.
- b. Ian will oversee installation of the ambulance and generator shelters at ESB 2.
- c. Gutter and sump cleaning has been completed at ESB 1 and ESB 2 will be completed shortly.

- d. Contract for heater wiring at ESB2 has been approved. Work has not been completed.
- e. There has been no update on the agreement with the Rec Center Board over the shared use of their septic system. We expect something from them in the coming month.
- f. ESB1 Sign project is ongoing. Ben Hayward has expressed interest and is awaiting decisions from us on graphics and message. The basic structure of the existing sign appears to be in adequate condition and useable.
- g. ESB1 requires gravel to fill potholes so we are looking for approximately 3 yards of gravel and the labor to fill and compact.

12. Corporate Secretary Report – LK

- a. Amendment of SIFPS policies on compensation has been tabled until the next board meeting.

13. Communications Committee – DR, JB

- a. John will present the board's officers with a set of options for an online document management system.

14. Human Resources Committee – CK

- a. Preliminary discussions have begun around changes to department names to better reflect their scope of service. Chief Clark proposes that the fire department be called “Saturna Fire Rescue” (SFR). This will likely entail a change of SIR’s name (“Saturna Island Rescue”), possibly to “Saturna Medical Response.” SIR members are being consulted about the change.
- b. Community Awareness and Fundraising. Community members have organized a benefit concert for Saturna’s emergency services on November 19. At the end of the month Chaya will present a proposal to the Saturna Community Club, requesting that funds from the annual Lamb BBQ be directed to SIR. Plans are also underway for a spring raffle fundraiser.
- c. The Saturna Island Water Resilience Project aims to build an island-wide network of accessible water sources to reduce turnout times and enhance firefighting endurance. A pop-up information session was held at the November Pig BBQ. The HR Committee has recommended leveraging the Neighbourhood Emergency Preparedness Program (NEPP) to help ensure that project information reaches every Saturna neighbourhood. Sienna Miller has been looped in to assist with NEPP coordination and volunteer communications.

- d. This year's Holiday Volunteer Appreciation initiative will expand upon last year's successful drivers' appreciation. In 2024, gift baskets were distributed to volunteer drivers and very warmly received. For 2025, the program will extend to all active volunteers.

15. Occupational Health and Safety Joint Committee – KP

- a. The Committee requested that online training vouchers be supplied to new Committee members. It was agreed that this should be done.
- b. A storage cabinet for volatile materials is needed for ESB1.
- c. The Committee has been working on a draft Terms of Reference. This will be further discussed at the next JOHS meeting and is the basis for our efforts to remain in compliance with WorkSafe BC requirements.

16. Nominating Committee – Nothing to report

17. SIFPS Planning Committee – RM, SH, DR, PC, CE-D, EK

- a. A meeting of the Planning Committee will be scheduled before the end of the year to draw up a list of priorities for the renewal of our CRD Service Agreement.

18. New Business – None

19. Next Meeting – January 19, 2025

20. Motion to adjourn: Carried. Meeting adjourned at 5:50 p.m.

President:

Don Rutherford