

**SATURNA ISLAND FIRE PROTECTION SOCIETY**  
**Minutes of the Board of Directors Meeting**  
**Held on Monday, September 22, 2025 @ 4:00 pm - ESB #1**

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

**Regrets:** Stephen Hardy, Lyn Michaud, Keith Preston

1. **Call to Order** by Don Rutherford at 4:05 pm
2. **Guests**
  - Tyler Battle – Deputy SIR Chief
3. **Moved** to approve the agenda. **Carried**
4. **Moved** to approve Board meeting minutes from July 14, 2025. **Carried**
5. **Business Arising from Previous Minutes**
  - a. August 25, 2025: 2026 budget and submission of five-year forecast to CRD approved by e-mail vote (appended).
6. **Correspondence**
  - a. Letter from Don (July 31, 2025) replying to Chris Vrabel's communication of June 11, 2025 (appended)
  - b. Letter from Peter and Don to Lyall Harbour and Boot Cove Water System (appended)
  - c. Thank you letters to donors
7. **President's Report – DR**
  - a. Response to Chris Vrabel
  - b. Discussion of meeting with Lyndsay Kay and Shannon Brayford of BCEHS
  - c. Financial picture
8. **Treasurer's Report - SH**

- a. Jan to August Financial statements review and cash position.  
**Motion:** To accept the Year-to-Date Financial Statement as presented. **Carried**
- b. Final 50% balance of UBCM grant funds received (\$19,922).
- c. 2024 Community Gaming Capital Project Grant is close to completion. We await confirmation from Community Gaming Corporation that funds balance of \$2,052 can be spent on 'same or similar' purchases. New water tender that arrived in March 2025 is not yet in service and no plan is in place for the disposal of the old tender.
- d. 2025 Property Tax Requisition of \$330,000 was received from the CRD on August 21.
- e. On approval by the directors, the 2026 budget and 2027-2030 financial plan was submitted to the CRD.
- f. The proposal to acquire a SIFPS credit card has been abandoned due to unacceptable conditions imposed by Coast Capital.

#### **9. Fire Chief's Report – PC**

- a. Report on call volume, recruitment and training. By Christmas, we should have 7 new JIBC-certified exterior firefighters. Captains Surm and McMaster attended an Incident Safety Officer course hosted by Metchosin Fire.
- b. Report on car fire/wildfire on August 22 at Environment Canada's CAPMON weather station on Narvaez Bay Road. The fire was contained by our volunteers and a dangerous situation averted. There is uncertainty about whether the fire occurred on Parks Canada property. If so, we are due a reimbursement (estimated at \$8500), per our MOU with PC. Don will follow up with Jay Zakaluzny of PC.
- c. A proposal was made to the CRD water system operators and the Lyall Harbour and Boot Cover Water Committee recommending the installation of a hydrant to go along with the planned system upgrades. We have been told this is not possible in the current round of upgrades. The addition of hydrants in future upgrades would require approval of the LHBCWC.
- d. Discussion of plan to purchase a replacement pumper for Engine 2, stationed at ESB2.

#### **10. SIR Chief's Report – CE-D**

- a. Call volume is up significantly. With more than three months left in 2026, we are one short of the record for calls (67) set in 2022. We are

anticipating a 30% increase in calls requiring emergency prehospital care or transport from 2024 to 2025.

- b. Staffing. There are currently nine EMR crew members, six trained FRs, and three volunteer drivers. Six new recruits successfully completed the FR course held on Saturna, August 25-30, 2025. The next step for these new members is class 4 licensing through the remainder of this year and EMR upgrades in 2026.
- c. BCEHS agreed to pay the instructional costs for the recent FR training course. However, we have been told that we are not eligible for future training funding from BCEHS, so the planned ER bridge course for the new recruits will have to be funded by SIFPS.
- d. A joint training exercise with the Ganges Coast Guard detachment and BCEHS was held on Saturna, August 24, 2025.

#### **11. Operations/Asset Management Committee – BF**

- a. Shelters for ESB2—one for Car 2, the other for the backup generator—have been delivered but have not been erected. A concrete pad also must be poured for the generator. The cost of the shelters was \$6600.75, which exceeds the “all-in cost” of \$6000 approved at the January 13, 2025 board meeting. In light of the overrun and additional costs that may be incurred in bringing the project to completion, the earlier spending limit must be revised.  
**Motion:** To amend the motion approved at the January 13, 2025 board meeting, increasing the allocated funds for the installation of two shelters at ESB2 from \$6000 to a maximum all-in cost of \$7500.  
**Carried.**
- b. Steve Ford and Sean Pearce will go ahead with fire mitigation work around ESB 1 and ESB2. So far we have not received a revised estimate for the work as requested.
- c. The Rec Center Board has had discussions about renewing the Seproc System sharing agreement with ESB1. They have shared the expired contract with a legal expert for advice on any required changes.
- d. Discussion for adding backup battery power has stalled. It’s unclear if there is sufficient benefit to SIFPS to justify the expense.
- e. John Wiznuk noted that need for someone to regularly check the gensets at ESB1 and ESB2 to make sure they are charging.

#### **12. Corporate Secretary Report – LK**

- a. Directors and Officers insurance renewed with Acera-Trisura.
- b. An updated calendar of contract and insurance renewals has been prepared.

- 13. Communications and IT Committee – DR, JB**
- a. John has begun a review of options for electronic document management and will schedule a meeting of stakeholders before the next board meeting.
  - b. Don will submit an article about the funding of SIR to the November *Scribbler*.
- 14. Human Resources Committee – CK**
- a. Report on the results of the Homewood Health Volunteer Survey, distributed to Fire and SIR members. Among those who responded there was a feeling that Homewood is not meeting volunteer needs. The survey results will be used to reassess the Society's approach to mental health support and ensure our investments reflect what volunteers identify as meaningful.
- 15. Occupational Health and Safety Joint Committee – KP**
- a. Submission of minutes of JOH&S meeting of September 15.
  - b. With the addition of two new non-management members, the Committee is now in compliance with Worksafe BC's requirements for the composition of the Committee.
- 16. Nominating Committee – Nothing to report**
- 17. SIFPS Planning Committee – CK**
- a. Report from initial meeting of July 29: strengthening volunteer base through FR course in August; proposal to Saturna Community Club for funding; advocacy for greater provincial support.
- 18. New Business – None**
- 19. Next Meeting**
- a. November 17, 2025 at 4:00 pm at ESB 1.  
Subsequent meetings scheduled for January 19, March 16, and May 25, 2026.
- 20. Motion to adjourn at 5:45 p.m. Carried**

A handwritten signature in black ink, appearing to read 'Don Rutherford'.

Don Rutherford  
President