

SATURNA ISLAND FIRE PROTECTION SOCIETY
Minutes of the Board of Directors Meeting
Held on Monday, July 14, 2025 @ 4:00 pm - ESB #1

Attendees: Don Rutherford (President), Stephen Hardy (Treasurer), Liz Keay (Corporate Secretary) via Zoom, Chak Estable-Duquette (SIR Chief), Peter Clark (Fire Chief), John Blackhall, Byron Fritzler, Lyn Michaud, Keith Preston

Regrets: Geri Crooks, Mike Davis, Ian Gaines, Chaya Katrensky, Ron Monk

The Board approved 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: 4:05 pm**
- 2. Guests**
 - Tyler Battle – Deputy SIR Chief
- 3. Motion:** Approval of Agenda as amended. **Carried**
- 4. Motion:** Approval of Board meeting minutes from May 12, 2025. **Carried**
- 5. Correspondence**
 - a. Thank you letters sent to donors by Ron and Don.
- 6. Business Arising from Previous Minutes**
 - a. May 15: Replacement cost appraisals by Suncorp Valuations for ESB1 and ESB2 agree with the current combined property insurance estimate (\$2.5 million).
 - b. **Motion:** Resolution to approve the expenditure of up \$25,000 in support of First Responder training course on Saturna Island in August. **Carried by e-mail vote, Jul 18, 2025.**
- 7. President's Report – DR**
 - a. Description of board committees circulated. Final committee assignments in progress.

8. Treasurer's Report - SH

- a. Jan to July Financial statements review and cash position
Motion: to accept the Year-to-Date Financial Statement as presented. **Carried**
- b. 2026 Budget and 5-Year Plan – In progress.
- c. 2024 Capital Gaming Grant
A small surplus of \$2,052.77 was made available to SIFPS to be used in support of same or similar equipment purchases. Realized GIC interest of \$3,910.68 was made available to SIFPS for use at its discretion.
- d. **Motion:** to accept revision of Policy #2 (Internal Financial Controls).
Carried
- e. Updates to Coast Capital Signing Authority

Resolution #1

Move to update the Coast Capital signing officer mandate for the SIFPS Accounts to reflect that any two of the following are authorized to sign: Donald Rutherford, Stephen Hardy, Elizabeth Keay, Chaya Katrensky, Marc Vidovic. **Carried**

Resolution #2

Move to update the Coast Capital signing officer mandate for the SIFPS Gaming Account to reflect that any two of the following are authorized to sign: Donald Rutherford, Stephen Hardy, Elizabeth Keay, Chaya Katrensky. **Carried**

9. Fire Chief's Report – PC

- a. Discussion of FirstDue Record Management System – John Blackhall will investigate.
- b. Initiated discussion of a proposal to compensate Deputy Chief when standing in for Chief. Proposal will be taken up as part of a larger review of volunteer compensation as laid out in Policies #12, 17 and 18.

10. SIR Chief's Report – CE-D

- a. Staffing. There are currently ten EMR crew members with two inactive and several more unable to meet the minimum shift expectation. A small number of members continue to take a disproportionate number of shifts to ensure 24/7 coverage. Recruitment efforts are underway to secure more recruits
- b. A First Responder training course will be held on Saturna for up to six new SIR recruits on August 25-30, 2025.
- c. Class 4 licenses. There are now seven EMR/Class 4 drivers on the SIR crew and two volunteers with their Class 4. In total, SIR has nine people who can drive the ambulance on a call.

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

- a. Proposal by Steve Ford and Sean Pearce for fire mitigation work around ESB 1 and ESB2 – Deferred until next meeting with a request to prioritize work around ESB 2 and to give a more detailed breakdown of costs for trimming and removing trees.
- b. Septic system. Request Ron to raise with the Rec Centre a review of the MOU regarding the sharing of costs for the system.
- c. Work on ESB 2 continues with funds approved at earlier meetings (Car 1 shelter; generator pad and shelter; metal flammable liquid holder to meet OHS compliance for gas and diesel storage).

12. Corporate Secretary Report – LK

- a. Abuse policy and procedure for insurance and WorkSafe BC – Ongoing.

13. Communications Committee – DR, JB

- a. John Blackhall to begin review of options for electronic document management.

14. Human Resources Committee – CK

- a. HR Committee has made proposals for updating Policy #12: Compensation for Training. These will be handled in conjunction with Item 9.b.

- b. Homewood Health Volunteer Survey. A first draft of a volunteer survey assessing usage and effectiveness of Homewood Health support services has been prepared. It is currently under review by the SIR and FD leadership teams.

15. Occupational Health and Safety Joint Committee – KP

- a. Nothing to report.

16. Nominating Committee – Nothing to report

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

- a. Don reported on the first meeting of the Planning Committee. He will prepare a response on behalf of the Board to Chris Vrabel's communication of June 11, 2025.

18. New Business – None

19. Next Meeting – To be determined

20. Motion to adjourn: Carried. Meeting adjourned at 6:05 p.m.



Don Rutherford
President