

SIFPS Board Meeting Agenda
SATURNA ISLAND FIRE PROTECTION SOCIETY
Monday, March 17, 2025 @ 4:00 pm - ESB #1

Attendees: Ron Monk (President) via Zoom, Don Rutherford (Vice President), Stephen Hardy (Treasurer), Chak Estable (SIR Chief), Lyn Michaud, Byron Fritzler, Liz Keay (Corporate Secretary) via Zoom

Regrets: Keith Preston, Ian Gaines, Peter Clark (Fire Chief), Tex McLeod, Chaya Katrensky

- 1. Call to Order:** 4:00 pm
- 2. Approval to record minutes (if needed) for the purpose of accuracy in minute keeping:** Carried
- 3. Guests:** N/A
- 4. Approval of Agenda.** Carried as amended
 - a. Additional item 11.g: bookkeeping contract
- 5. Approval of Board meeting minutes from January 13, 2025:** Carried as amended
 - a. Addition: Fire Chief Report (11) – Repair to Tender 1 update move to 9.d this agenda.
- 6. Membership applications:** none
- 7. Correspondence**
 - a. Private donations; thank-you letters sent to each
 - b. Emails regarding meeting with MLA Rob Bottrell March 19, 2025
 - c. Note and questions to Chris Vrabel (CRD) for meeting tba later in April
- 8. Business Arising from Previous Minutes**
 - a. Strategic plan update in progress (SIR)
 - b. CRD Cost Apportionments for 2025 - No update Chris Vrabel away
 - c. Status of hose testing - No update
 - d. Tender 1 computer chip

January 13, 2025 motion authorized \$5,000.00 but actual cost over \$10,000 including chip and significant costs for diagnostic testing.

Motion to amend January 13, 2025 motion: In light of additional information, Board to approve the full repair cost to Tender 1 chip and testing. **Carried.**
- 9. President's Report - RM**
 - a. As circulated

AGM date change to **June 14, 2025, 1 pm at ESB 1**

 - b. Board thank-you to outgoing SIR Chief Verbitsky.

Thanks for her service with a plaque, hoody, article in Scribbler

10. Finance Committee Report- SH

- a. Financial statements review & cash position January / February 2025

Correction: change to heading actual January and **actual** February

Income vs budget: actual income (\$9,452) was higher than budget due to additional income received from donations and interest (GIC). Actual expenses were higher than budgeted mainly because of unexpected expense of Tender 1 repairs (\$10,884).

The actual net income was \$43,795 vs budget net income \$44,694 for a small negative variance of \$898.

Capital purchases: An air compressor and SCBA replacement cylinders / valves cost \$41,338 and covered by UBCM grant of which 50% or \$19,922 has been received.

Cash position. Total restricted and unrestricted cash balances of \$495,000 at end of February. Redeeming some GICs and using Gaming Grant funds for the water tender purchase in March.

- b. Other

Bank accounts were reconciled at the end of February.

Completion of the Doane Grant Thornton financial statement compilation expected by at end of March ready for AGM. WorkSafe BC report filed in February; new quarterly payments to start June 2025. Capital Gaming Grant annual report is in progress to be filed by March 31.

Canada Helps: SIFPS opened an account so donations are paid direct to SIFPS bank account.. All donations are labeled 'anonymous' so thank you letters cannot be sent.

SIFPS is considering applying for a Coast Capital credit card for certain expenses. We may also be able to recover sales tax for eligible medical equipment – more information to follow on both.

Bookkeeping contract. Bookkeeping contract rate has not changed since 2021.

Motion: to increase Bookkeeping contract from \$30.00 / hour to \$35.00 / hour effective April 1, 2025. **Carried**

11. Fire Chief's Report (Fire Chief sends regrets-below are highlights of report)

- a. Advocacy: Don volunteered to draft or edit advocacy letters once or twice a year.
- b. Compensation to volunteers for 2 consecutive days of service - to be discussed in future meeting.

- c. Water Tender Replacement - the new tender is in BC; will be registered in the name of SIFPS. Should be on Saturna the week of March 17.
- d. Saturna Wildfire Preparation Plan update: tabled for next meeting.

12. SIR Chief's Report

- a. David Rees-Thomas has retired from SIR after 19 years of dedicated service.
- b. Five new recruits have signed confidentiality agreements and are waiting for FR training.
- c. Getting quotes from three training course providers for new recruit training.
- d. Pender paramedic offering informal training (a 3 hour workshop). A trainer will be offering an accredited pediatric course since SIR members must have 20 patient contacts and 20 hours continuing education / year.
- e. BCEHS providing supplies and offering some training and collaboration between BCEHS and SIR. They have provided 4 new pagers, 4 radios, 2 portable and 2 mobiles (car backups).
- f. JOHS SIR Chief and Deputy reviewing WorkSafe BC OHS compliance.
- g. New Confidentiality agreement for SIR members to comply with the VIHA contract. SIFPS HR committee worked on this.
- h. Class 4 drivers provide amazing service covering 120 shifts 24/7; they may need FR training. There are currently 10 EMR members, 5 new recruits and 2 volunteer drivers. Need more drivers. Calls: 15 calls – 4 helicopter, 4 water transport, 5 decline.
- i. It was noted that the SIR Chief's honorarium was voluntarily split – 2/3 to Chief and 1/3 to Deputy as of February 1, 2025.
- j. Chak was thanked for his hard work for the community.

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

- a. Contracts. There are 3 contracts: cleaning, outside maintenance and handyman. The outside maintenance contractor is using his own equipment with increased cost and maintenance and has asked for an increase in rate to \$35.00 / hour.

Motion: to increase the outside maintenance contractor's rate to \$35.00 / hour starting with his November, 2025 contract renewal. **Carried.**

- b. Car 2 housing and generator shelter – defer to May Board meeting.
- c. ESB2 wiring – have grant application to Lions to cover costs.
- d. Larger battery charger for ESB2 required

Motion: to purchase 40 Amp battery charger for ESB2. **Carried.**

- e. Heli pad and heli spot mapping in progress

14. Corporate/Administration Committee –

- a. Insurance – (SH)

New property policies reflect broad-based estimates of replacement costs for ESB1 and ESB2. Up to date appraisals are advised. Ron will locate drawings for both buildings so an appraiser may not need to come on site.

Motion: proceed with having replacement cost property appraisals completed for ESB 1 and 2. Costs not to exceed \$2,300 before taxes. **Carried**

Confirmed liability insurance policy includes coverage for wrongful dismissal but not for abuse claims. Adding abuse coverage requires SIFPS to have appropriate policy.

Defer insurance addition request until policy finalized and implemented.

- b. Medical malpractice renewed – renewal premium unchanged. Stephen getting quote from new broker.
- c. Policy Reviews postponed to May meeting. Liz to send Melanie's list
- d. Rob Bottrell's office contacted VIHA about funding but has not heard back.
- e. Computer program for fire department dispatch to cell phone and email for fire calls (I AM Responding). This account will be renewed before it expires.

15. Communications Committee – TM, DR

- a. Chaya to write Scribbler article to be placed in April issue

16. Human Resources – KP, CK

- a. Report submitted, no changes.

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

- a. New WorkSafe regulations

Need to have a paramedic in industry with intermediate first aid onsite for training and events. Making progress on getting OHS training to be compliant with the new WorkSafe OHS regulations. OHS compliance also important for CRD.

Suggestion to have report on OHS compliance for each BOD meeting.

18. Health Spending Account Committee Report – KP

- a. Submitted.

19. Nominating Committee

- a. At May Board meeting, current Board members to state if standing for next year
- b. Potential new Board members - Let Ron know !

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

- a. Update and next steps: Defer to next meeting. Have tentative date for meeting with Chris Vrabel of CRD.

21. BCEHS

- a. Discussed above in SIR report.

22. New Business

- a. No new Business

23. Next Meeting - May 12, 2025 at 4:00 pm, ESB1

24. Motion to adjourn 5:42 pm. Carried