

# **SATURNA ISLAND FIRE PROTECTION SOCIETY**

## **Minutes of the Board of Directors Meeting**

### **Held on Monday, May 12, 2025 @ 4:00 pm - ESB #1**

**Attendees:** Ron Monk (President), Don Rutherford (Vice President), Stephen Hardy (Treasurer), Liz Keay (Corporate Secretary) via Zoom, Chak Estable (SIR Chief), Peter Clark (Fire Chief), Lyn Michaud, Ian Gaines, Chaya Katrensky, Tex McLeod

**Regrets:** Byron Fritzler, 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: 4:03 pm**

**2. Guests**

- Michael Davis
- Serban Craioveanu
- Steve Ford

**3. Motion:** Approval of Agenda as amended. **Carried**

**4. Motion:** Approval of Board meeting minutes from March 17, 2025. **Carried**

**5. Membership applications**

**Motion:** to nominate Mike Davis as member of SIFPS. **Carried**

**6. Correspondence**

a. BC Parks Foundation

Purchase of Ron Hall's property. Chief Clark walked the property. Parks Canada community liaison aware of property. Ron provided copies of Parks Canada agreements. Further information will be forthcoming.

b. FireSmart

Steve Ford spoke of need for vegetation mitigation around public buildings and service lines. Don will bring topic to the Board for review at next meeting.

**7. Business Arising from Previous Minutes**

a. April 21 email vote on truck bid to replace Engine 2

A motion circulated by email was carried authorizing Ian to bid at an auction up to an agreed limit on a truck to replace Engine 2. PDF attached.



SIFPS Board Motion  
- Truck Auction.pdf

- b. Strategic plan update – Defer
- c. CRD Cost Apportionments for 2025

Don provided a report about the recent CRD Governance Review meeting with Chris Vrabel. The CRD is billing us \$24,800 in 2025 for which SIFPS has not budgeted. This amount represents our share of a salary allocation for two CRD staff for fire departments under CRD oversight.

#### **8. President's Report – RM**

- a. AGM – June 14
- b. MOU with Recreation Centre Society

There was a septic leak in the Rec Centre parking lot that is now fixed. There are 2008 and 2012 agreements between the Rec Centre and SIFPS. These agreements are about the use of the Rec Centre but not about responsibility for infrastructure. The Board will need to review the infrastructure issue between two properties.

#### **9. Finance Committee Report - SH**

- a. Jan to Apr Financial statements review and cash position

Year to date income was \$10,931; the budget was \$12,137 for a small negative variance of \$1,206. SIR and Fire donations and interest income were higher than the conservative budget assumptions. We are waiting for the contribution from Island Health due April 1 (same amount as last year with 2% increase).

Year to date expenses were \$93,046; the budget was \$102,736 for a positive variance of \$9,690. This gives us an actual net loss of \$82,116 for the four-month period; the budgeted net loss was \$90,599 for a positive variance of \$8,483. These figures do not include the CRD apportionment of \$24,800 that we need to absorb by finding offsetting economies.

SIR and Fire operating expenses were both lower than budget but were offset by truck repairs incurred in February.

Capital purchases. We are closing out the two grants. The Capital Gaming Grant awaits final deliveries/invoices for a pump, drop tank and hoses. The pump has arrived. The 2024 UBCM Grant final submission can be submitted after the compressor installation; we are getting quotes for this.

Cash position at the end of April included unrestricted cash balance of \$187,000. There is restricted cash of \$34,000.00 remaining for the water tender.

The bank accounts were reconciled as of April 30.

**Motion:** to accept the Year-to-Date Financial Statement as presented.  
**Carried**

b. 2024 Financial Statement Compilation

Financial statement compilation by Grant Thornton is on the AGM Agenda for membership approval.

c. Capital Gaming Annual Report Filed

The Capital Gaming Annual Report was filed in March.

d. Bookkeeping Contract

The Board approved the Bookkeeping Contract with rate increase at the March meeting. The contractor will have additional delegated tasks which will likely result in additional costs.

e. Credit Card

Stephen to contact Coast Capital about the credit card and, if reasonable, will develop a policy and procedure with the Bookkeeper for next Board meeting.

**10. Fire Chief's Report**

a. UBCM Grant

Compressor installation partially covered by UBCM Grant but now over budget because of extra fees and foreign exchange. Received additional support of \$1,500 with thanks from Asset Committee. Don't need a motion for compressor installation from the capital budget. Tender 1 replacement is on island; additional equipment coming.

b. PPE

Over budget for PPE (\$3,000.00) and asking for approval to increase budget.

We need to replace PPE as it ages out of WorkSafe BC equipment standards, especially helmets. **Motion:** to increase PPE budget for PPE to a maximum of \$3,000. **Carried**

c. Lockers.

New Recruits have no lockers for gear. We need to add 7 or 8 more lockers. Getting an estimate from Ron Wilson.

d. Closing out 2024 UBCM Grant

We had items in the capital budget now being funded by the grant so capital purchase spending should be under budget for the year.

e. Old water tender disposal

A small community is interested but we may get more from auction sale. We need CRD permission to dispose of assets over \$1,000 purchased with property tax funds.

f. Volunteer compensation for two consecutive days of service – Defer

g. Community Emergency Preparedness Fund for the 2024 Volunteer and Composite Fire Departments Equipment and Training – Defer

h. Saturna Wildfire Preparation Plan update – Defer

i. Hose Testing update

OHS testing hose testing (over 50 hoses) will happen this year, maybe during summer. We are held to the same standard as Van Fire WorkSafe BC requirement. We need a schedule for testing every year.

## 11. SIR Chief's Report

a. Status of EMR shift coverage

SIR covered 120 12-hr shifts; 11 shifts understaffed (4.3 % shifts). 10 EMRs trained but need 12 EMRs (optimal coverage). Fewer EMRs places extra burden on fire duty officers.

b. SIR Strategic Plan – No update

c. New trainee recruitment, training and development

There are five new recruits. First Responder training covers about 85% of calls with EMR 15%; this allows costs to be spread over two years. One FR

trained this year instead of two because of increased cost. SIR working to keep members engaged.

d. Class 4 licenses

SIR priority is the deficit in class 4 drivers; there were 11 shifts with no class 4 drivers. Plan is to have recruits get class 4 licence before EMR training to increase number of class 4 drivers. Members who do not have class 4 can't ride in the car because of liability.

e. Other

SIR Chief and Deputy Chief will be riding third in Victoria and Islands; other crew will not be riding third because of liability and costs.

**12. Operations/Asset Management Report – LM/IG/BF**

a. Old business

Appraisal for the two buildings is scheduled for May 15. More information to follow.

b. Septic leak at Rec Centre parking lot

Leaking sewer line repaired thanks to Ian and Peter as well as Michel Chiasson and John Gaines. See President's Report for more details. Ian mentioned need to do site review to plan for long-term maintenance.

c. Car 2 housing and Generator

There was a Board motion approving \$6,000 for this expense at the March Meeting. Board approved ordering Car 1 shelter (\$4,200) and generator shelter (\$600) with an additional charge of \$1,000 to pick up and deliver shelters. Board will be kept aware of any additional expenses.

d. Generator shelter

See 12.c. SIFPS has taken over generator from Emergency Services.

e. Emergency Services grant – Defer

f. ESB2 wiring grant application – Defer

g. OH&S compliance. Hand trucks and fuel storage.

There is approval to spend \$1,000 for metal flammable liquid holder to meet OHS compliance for gas and diesel storage. Defer decision on hand trucks.

h. Other

Locks can't be repaired so need 2 new electronic locks for ESB1 and 2 (\$248.00 each) plus a spare. **Motion:** to buy 3 digital locks. **Carried.**

There will be a community open house Saturday, May 17, 10 to 1. SIR, Fire and Emergency Services participating.

**13. Corporate/Administration Committee – LK**

a. AGM notices to members

b. Insurance – Abuse liability coverage

We previously discussed dropping wrongful dismissal coverage and adding abuse coverage to the liability policy. Liz to review broker's questionnaire and draft abuse policy and procedure.

c. Insurance – Medical Malpractice coverage bound

Stephen changed to the same broker used for property and liability policies with a similar premium to that quoted by Aon.

d. Property appraisals (SH & LM)

See above 12.a

e. Policy Reviews (CK, LK)

Ongoing review over summer.

f. Island Health contract

Certificate of Insurance arrived end of April. Expect to see funds and meet with Ivan about service details in contract. Liz to follow up with Ivan.

g. Society records management review

Stephen suggests start review of all documents current and archived.

**14. Communications Committee – TM, DR**

a. June Scribbler article

Will submit an AGM meeting notice based on last year's notice.

b. AGM Notice and AGM Materials Package

A notification email to SIFPS members at least 14 business days before the AGM. The email will contain a link to the SIFPS website where the AGM package can be downloaded.

c. SIFPS Email account management

Stephen will hand off email account to Communications. Stephen and Don to meet about email account.

**15. Human Resources – KP, CK**

a. Report

Chaya reviewing projects for grants; some suggestions are shelters and Fire PPE. Please send Chaya ideas for grant funding.

**16. Occupational Health and Safety Joint Committee – KP, BF**

a. Bi-monthly report

The SIR Chief and Fire Chief have high standards of compliance with legislation as documented in the Committee report.

b. New WorkSafe amendments re: Firefighters

Keith's report documents where we are compliant and not compliant with the new Act and regulations.

**17. Health Spending Account Committee Report – KP**

a. Report

HSA will be looked after by our bookkeeper, Mark; we should be getting quarterly reports so we are aware of HSA activity.

**18. Nominating Committee**

a. AGM election

All current members with the exception of Tex intend to stand in the next board election. Mike Davis has indicated his interest in standing for the board.

**19. CRD Fire Governance Review – RM, SH, DR, PC, EK**

- a. Report on meeting with Chris Vrabel & Mike Burgess April 30

Don summarized the meeting. CRD urging that a Commission model is better for us; CRD has a plan for: asset maintenance, HR, OHS compliance, and liability. We already pay \$24,800 annual apportionment to CRD. SIFPS and SIR agree that BCAS is the best option for SIR. Need to assess the effect of the CRD proposal on the community; what will change for SIFPS's role; cost and liability burdens vs CRD control. Many details need to be worked out.

**20. BCEHS**

- a. No update.

**21. New Business**

- a. BC Parks Foundation property on Saturna – Emergency response

Parks Canada or other organization may manage the property for the Foundation.

**22. Next Meeting – July 14, 2025**

**23. Motion to adjourn:** meeting adjourned 5:59 p.m. **Carried.**