

SATURNA ISLAND FIRE PROTECTION SOCIETY
Minutes of the Board of Directors Meeting
Held on Monday, January 19, 2026 @ 4:00 pm - ESB #1

Attendees: Chaya Katrensky (Vice President), Stephen Hardy (Treasurer), Samantha Fache (SIR Chief), John Blackhall, Geri Crooks, Mike Davis, Byron Fritzler, Lyn Michaud, Ron Monk, Keith Preston, Liz Keay (Corporate Secretary) via Zoom (left at 5:00 pm), Peter Clark (Fire Chief - joined at 4:36pm),

Regrets: Don Rutherford, Ian Gaines

1. **Call to Order:** 4:02 pm
2. **Quorum:** Ten directors present, quorum met.
3. **Guests:** None
4. **Approval of Agenda:** The agenda was approved with the following amendments:
 - a. Move the Corporate Secretary's report to be item #8
 - b. Move the In-Camera session to directly follow New Business
 - c. Add Health Savings Account as item d. under Human Resources Committee

The original agenda items were renumbered accordingly.

5. Approval of Previous Minutes

Motion: Approval of minutes of Board meeting held on November 17, 2025. **Carried**

6. Correspondence

- a. President's email in December to Chris Vrabel on key Service Agreement uncertainties requiring future discussion.

7. Business Arising from Previous Minutes

- a. A resolution authorizing John Blackhall to open a Microsoft 365 Business Basic subscription account and to provide the Society's credit card details to be held on the account with Microsoft. Passed by email vote, December 17, 2025.

8. Corporate Secretary's Report – LK

- a. Drafts of revised policies #10, #12, and #16 were circulated beforehand. Some discussion ensued. Approval of Policy #12 was deferred until the next meeting as revisions to the compensation section may be required.

Motion: Approval of policies #10 (with minor revisions) and #16. **Carried**

9. President's Report – DR

Motion: To accept the President's report as circulated. **Carried**

10. Finance Committee Report - SH

- a. A brief discussion on the 2025 internal financial statements ensued.

Motion: Stephen moved accepting the 2025 internal financial statements for the full year period, as circulated. **Carried**

- b. There was a brief discussion about having an annual financial reporting package produced by a firm of professional accountants.

Motion: Stephen moved that Doane Grant Thornton be engaged to prepare the society's annual financial reporting package for the year ending December 31, 2025. **Carried**

- c. It was confirmed that Parks Canada has paid the \$4,000 annual retainer for 2025 in January plus a small amount of late payment interest.
- d. Recent correspondence with the Manager, First Responder Services at BCEHS indicated an intention to reimburse the SIR First Responder course fees to SIFPS for training course held in August 2025. The Manager recently requested an invoice from SIFPS in order to facilitate payment. The 2025 financial statements included an accrual for that transaction.
- e. Two Coast Capital credit cards were recently received. The card users are the Treasurer and the Bookkeeper. A policy and procedure outlining their intended use is in the works.

The Finance Committee report was accepted by consensus.

11. SIR Chief's Report – SF

- a. Samantha provided the directors with a short overview of her arrival on Saturna and now being the new SIR Chief.
- b. It was highlighted that the overhead door to the ambulance bay at ESB1 is too narrow for the current ambulance, it was designed when the older and smaller ambulance was the only one in service. It was determined that a solution is required to minimize the risk of accidental damage to property.
- c. The new SIR shift schedule configuration was explained, and Samantha confirmed that the crew had collectively agreed to trial it. The current HSA policy requires a monthly minimum of 7 x 12-hour shifts (a total of 84 hours) and would be maintained by ensuring the minimum 84-hours on-shift requirement is met under the new schedule.
- d. Samantha proposed that 2026 training should be focused on FR training through a course offered during Spring break (March). Once this has happened, an EMR bridge course will be organized (later in 2026 or in 2027) to

bring these new recruits and those who passed the FR course last August, up to the EMR level.

- e. The SIR crew have been brainstorming ideas for the service name change. Once they have reached a consensus the Chief will make a recommendation to the board.

The SIR Chief's report was accepted by consensus.

12. Fire Chief's Report – PC

- a. The Fire Chief advised that the replacement water tender failed its most recent commercial vehicle inspection (CVI) despite having previously had two successful inspection reports, one in Ontario and one in BC. The core issue appears to be that the tank was welded to the vehicle deck which has created the infraction. A repair option appears to be a potential solution (to be confirmed) with a cost estimate in the \$10,000-\$20,000 range.

It was agreed that the facts need to be determined with some urgency to include obtaining a copy of the CVI failure report and a copy of the national or provincial standard that is triggering the non-conformance. A proactive discussion with the seller of the vehicle is likely the next step.

- b. The outcome of the UBCM grant submission in 2025 is not expected to be known until March.
- c. It was agreed to review the draft Deputy Fire Chief's job description and proposed stipend compensation at an 'In Camera' meeting later in the agenda.

The Fire Chief's report was accepted by consensus.

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

- a. The generator pad at ESB2 has been framed and now awaits a concrete pour.
- b. The framing package purchased for the ambulance shelter at ESB2 has not yet been assembled. Byron to schedule a volunteer crew to complete the installation when he returns to Saturna in just over two weeks' time.
- c. A new agreement with the Rec Centre for sharing the septic system has not yet been concluded. Progress is awaiting the Rec Centre having a septic system inspection completed.
- d. Heater wiring at ESB2 has now been completed and slightly overspent the grant money received from the Lions.
- e. Ben Hayward is working on a new ESB1 Sign. Cedar materials kindly donated by John Gaines have helped make the initiative financially viable.

The Operations/Asset Committee report was accepted by consensus.

14. Communications Committee – DR, JB

- a. John has completed the basic Microsoft licensing agreement for the Cloud-based version of Microsoft 365. The licensing is free for not-for-profit organizations, including the use of cloud-based office products. John will create the SharePoint file structure previously suggested and circulated and provide access to the executive users first before expanding the user base.

The Communications Committee report was accepted by consensus

15. Human Resources Committee – CK

- a. The expanded Holiday Volunteer Appreciation initiative in December was highly successful and very warmly received by all active volunteers.
- b. Chaya confirmed that she successfully obtained a \$12,000 pledge from the Saturna Community Club to allocate funds from the 2026 Lamb barbeque to SIFPS to provide funding support for the SIR service.
- c. A raffle with prizes is being organized for the May long weekend. Two good value prizes have already been donated and many more are required before a license application is submitted.
- d. Stephen provided an overview of the history of the Health Savings Account (HSA) implemented in 2015. As board members change, passing on the baton of knowledge can often result in process slippage. The HSA is an important benefit to the volunteers, but the plan has some complexities, and it is imperative that it is appropriately managed and administered and that critical timelines are consistently met. In the past, the Human Resources Committee was actively involved with the Chiefs in reviewing and monitoring volunteer eligibility, and we should consider going back to that successful model. There has never been a formal written HSA policy and procedures adopted, a current goal is to remedy that.

The Human Resources Committee report was accepted by consensus.

16. Occupational Health and Safety Joint Committee – KP

- a. Nothing to report.

17. Nominating Committee - DR

- a. Nothing to report.

18. SIR Steering Committee – CK

- a. It was reported that the Chiefs had expressed some concerns about liability protection afforded under various insurance policies, including: Directors & Officers; Medical Malpractice; etc. Chaya to make a request to Liz to seek clarification from the insurance broker(s).

The SIR Steering Committee report was accepted by consensus.

19. SIFPS Planning Committee – RM, SH, DR, PC, SM, EK

- a. Ron provided an overview of the status of the CRD Governance review. It was made clear that the Committee had not taken any firm position at this time and the main purpose of the President’s email to Chris Vrabel at the CRD was to highlight the current key areas of concern and uncertainties that warrant more detailed discussions and to obtain CRD input on their position. The Committee recently had access to the new draft Service Agreement for Pender Fire Rescue, which was helpful.

The SIFPS Planning Committee report was accepted by consensus.

20. New Business – None

21. In Camera Meeting

Motion: To move In Camera at 5:45 pm. **Carried**

The board meeting resumed from In Camera at 6:33 p.m.

In Camera decision:

It was moved to approve a \$6,500 annual stipend for the DFC, for an initial one-year period, effective January 1, 2026, to be paid in equal monthly installments through regular payroll. The DFC is to maintain a monthly task log to record occurrences of leadership when attending incidents in the Fire Chief’s absence, when leading firefighter training, and when repairing, servicing, or maintaining small engines and equipment along with the time spent. The annual stipend amount and task log will be reviewed by the board before the first-year anniversary. **Carried**

22. Date of Next Meetings:

March 16, 2026, at 4:00 p.m. at ESB1

May 25, 2026, at 4:00 p.m. at ESB1

Proposed date of AGM: Saturday, June 13, 2026, at 1:00 p.m. at ESB1

23. Motion: to adjourn at 6:35 p.m. **Carried**

Chair: Chaya Katrensky (Vice President)

Recording Secretary: Stephen Hardy (Treasurer)