SIFPS Board Meeting Minutes
SATURNA ISLAND FIRE PROTECTION SOCIETY
Monday, March 16, 2026 @ 4:00 pm - ESB #1

Attendees: Don Rutherford (President), Liz Keay (Corporate Secretary), Samantha Fache (SIR Chief), Peter Clark (Fire Chief), John Blackhall, Geri Crooks, Mike Davis, Byron Fritzler, Lyn Michaud, Ron Monk (on Zoom)

Regrets: Chaya Katrensky, Stephen Hardy, Ian Gaines, Keith Preston

1. **Call to Order:** 4:03 pm. Notice that the meeting is being recorded for the purpose of preparing the minutes.

2. **Quorum**: Eight directors present, quorum met.

3. **Guests:** None

4. **Approval of Agenda:** Agenda approved as distributed.

5. **Approval of Previous Minutes**

   Motion: Approval of minutes of Board meeting held on January 19, 2026. **Carried**

6. **Correspondence**

   a. Email from Jay Zakaluzky on renewal of Parks Canada MOUs.

   b. Email from Chris Vrabel communicating the CRD's legal review of our current operating bylaw.

   c. Don's response to Chris Vrabel, seeking clarification on the implications of the legal review for the ownership of assets and other issues previously raised by him.

7. **Business Arising from Previous Minutes**

   a. Circulation of final version of the description of the deputy chief's duties related to the stipend approved at the last meeting.

8. **President's Report** – DR

   The President's report was accepted by consensus.

9. **Finance Committee Report** - SH

a. Filing of the annual report for the 2023 Community Gaming Capital Grant is due by March 31, 2026. Don will advise them that a significant issue with the purchased water tender has been discovered.

b. Doane Grant Thornton are currently working on compiling the annual 2025 financial statements for approval at AGM.

c. We are still awaiting reimbursement from BCEHS for the FR course held in August 2025 despite repeated follow-ups.

The Finance Committee report was accepted by consensus.

10. Fire Chief's Report – PC

a. Peter reported on the upcoming training schedule for firefighters.

b. A full report on the condition of and repair estimate for Tender 1 from Vancouver Axle and Frame is pending.

c. Peter will meet with the Asset Management Committee to discuss a timeline for the replacement of Engine 2.

d. Introduction of a digital records management system has been put on hold for this year.

The Fire Chief's report was accepted by consensus.

11. SIR Chief's Report – SF

a. Samantha reported on the FR course that begins on March 17. Three new SIR recruits and three current firefighters are registered for the course.

b. There was discussion of a proposal to rename SIR as Saturna Ambulance Service (SAS). A vote on the proposal will be held at the next meeting.

c. There was a brief discussion of the SIR Facebook account. It was agreed that this was an appropriate way of publicizing SIR's work, provided suitable guidelines were observed.

The SIR Chief's report was accepted by consensus.

12. Operations/Asset Management Report – BF

a. A concrete pad has been poured for the generator at ESB 2. Assembly of the shelters awaits direction by someone with relevant building experience.

b. Ben Hayward has expressed interest in designing and manufacturing a new sign for ESB 1. He is waiting on a decision from us about graphics and message.

c. Two new metal storage cabinet for volatiles at ESB 1 and ESB 2 are required. The Asset committee will work with the Chiefs to identify the best option and will go ahead with the purchase.

d. ESB 1 requires gravel to fill potholes. We are looking for someone to supply the material and the labour to spread the gravel and compact it.

The Operations/Asset Committee report was accepted by consensus.

13. Corporate/Administration Committee – LK

a. Approval of amendments to the Compensation for Training Policy (#12) was tabled until the next meeting.

b. Liz presented a review of liability insurance coverage and recommended that we seek an expert review to assess the adequacy of our coverage.

The Corporate Secretary's report was accepted by consensus.

14. Communications and IT Committee – JB

a. John continues to work on implementing Microsoft 365 as an electronic document management system.

The Communications/IT Committee report was accepted by consensus.

15. Human Resources Committee – CK

a. Report on training and recruitment feedback.

The Human Resources Committee report was accepted by consensus.

16. Occupational Health and Safety Joint Committee – KP

a. Minutes of JOH&S committee meetings.

The Occupational Health and Safety Joint Committee report was accepted by consensus.

17. SIR Steering Committee – CK

a. Nothing to report.

18. Planning Committee – RM, DR

a. We anticipate holding an in-person meeting with Chris Vrabel in the coming months to set an agenda for the amendment of Bylaw No. 2165 and the renewal of our Service Agreement with the CRD.

b. Discussion has begun on convening a townhall meeting in the period between our meeting with Chris Vrabel and the AGM.

The SIFPS Planning Committee report was accepted by consensus.

19. Nominating Committee – DR

a. Don will submit an advertisement to the *Scribbler* announcing the date of the AGM with a call for new board members.

20. New Business – None

21. Date of Next Meetings:

a. The next board meeting will be held on May 25, 2026, at 4:00 pm at ESB 1

b. The date of the AGM has been changed to June 20, 2026 at 1 pm at ESB 1

22. Motion to adjourn at 5:56 p.m. **Carried**

Chair: Don Rutherford (President)

Recording Secretary: Liz Keay (Corporate Secretary)