SIFPS Board Meeting Minutes
SATURNA ISLAND FIRE PROTECTION SOCIETY
Monday, May 25, 2026 @ 4:00 pm - ESB #1

Attendees: Don Rutherford (President), Chaya Katrensky (Vice President, on Zoom), Stephen Hardy (Treasurer), Liz Keay (Corporate Secretary, on Zoom), Geri Crooks, Mike Davis, Byron Fritzler, Lyn Michaud, Ron Monk (arrived 4:40 pm), Keith Preston (arrived 4:30), Samantha Fache (SIR Chief).

Regrets: John Blackhall, Lyn Michaud, Ian Gaines, Peter Clark (Fire Chief)

1. **Call to Order:** 4:12 pm.
2. **Quorum**: Nine 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 March 16, 2026. **Carried**

6. **Correspondence**
   a. Letter from Chris Vrabel, April 10, 2026
7. **Business Arising from Previous Minutes**
   a. Don filed the final report for the 2023 Community Gaming Capital Grant in time to meet the deadline of March 31, 2026. The Gaming Grant commission had no response to our explanation of the delay in getting Tender 1 into service.

   b. Reimbursement from BCEHS for the FR course held in August 2025 was finally received in early April.

   c. An in-person meeting with CRD Fire Manager Chris Vrabel has been scheduled for June 3, 2026.
8. **President's Report** – DR

   The President's report was accepted by consensus.

9. **Finance Committee Report** - SH

a. The 2025 Annual Financial Reporting package has been compiled by Doane Grant Thornton and is ready for circulation to SIFPS members as part of the annual meeting materials.

The Finance Committee report was accepted by consensus.

10. Fire Chief's Report – PC

a. An agreement was reached with the seller of the replacement for Tender 1 to reimburse SIFPS for the cost of repairs needed for the truck to pass the provincial inspection and be put into service. The funds ($26,000) have been received by us, and the truck is now at Vancouver Axle and Frame undergoing the necessary repairs.

b. Peter described the progress that has been made on the water resiliency program involving the positioning of cisterns around the island as sources for refilling the tender. Two of the cisterns were donated by Bill Spencely, part-time Saturna resident and owner of a plastics factory in Alberta. Three more cisterns have been bought from Bill at a reduced price. All the cisterns are now on the island. The board awaits a final statement of costs before finalizing the purchase.

c. The cost of 16 replacement SCBA masks exceeded the $4,000 allotted for the purchase in the 2026 capital budget.

   Motion: Stephen moved that the funds budgeted for the purchase of replacement SCBA masks be increased to $7,968 to cover their full cost.
   Carried

d. In the 2026 capital budget, $6000 was allocated for the purchase of a portable hose monitor. On sourcing a suitable model, Peter found the total cost to be greater than the allocated amount.

   Motion: Stephen moved that the funds allocated for the purchase of a BlitzForce Portable Monitor be increased to $6,500 to include shipping.
   Carried

The Fire Chief's Report was accepted by consensus.

11. SIR Chief's Report – SF

a. Sam reported on recent call volumes, which are on track to match or exceed those for 2025, and on-going problems in ensuring that shifts are adequately staffed.

b. The FR course offered in March went well and proved to be a cost-effective way of delivering the required training. The three SIR recruits who passed the course are waiting for their licensing exam, which must be passed before they can act as First Responders.

c. Sam is currently preparing a set of standing operating procedures/guidelines, covering various aspects of SIR activities.

d. There was further discussion of the proposed change in SIR's name to "Saturna Ambulance Service" (SAS). Board members expressed support for the change, which reflects the preference of SIR crew members. Some concern remained about whether explicit approval from BCEHS was needed before the new name could be formally adopted.

The SIR Chief's report was accepted by consensus.

12. Corporate/Administration Committee – LK

a. Following discussion with Don, Liz arranged to increase the medical malpractice insurance coverage from $2 million to $5 million. It was judged that the modest increase in premium was warranted to ensure that our medical responders were adequately covered.

   Motion: Liz moved that the medical malpractice insurance coverage for SIR members be increased from $2 million to $5 million. **Carried**

b. Revisions of Policies #12, #17 & #18 were presented for the Board's approval.

   Motion: Liz moved that we accept the amended versions of Policy #12 (Compensation for Training), Policy #17 (Fire Department Volunteer Compensation), and Policy #18 (Saturna Island Rescue Volunteer Compensation). **Carried**

The Corporate Secretary's report was accepted by consensus.

13. Operations/Asset Management Report – BF

a. There is no change in the status of the shelters at ESB 2. We are still waiting for the top of the existing generator trailer to be removed so the generator can be transferred to the new pad.

b. The style and font of the new sign at ESB 1 have been approved and the sign background has been fabricated. Lettering and final assembly are pending; completion should be soon.

c. We are still in need of two metal storage containers: one at ESB1 for two large oxygen cylinders and one at ESB2 for six jerry cans of liquid fuel. Suitable cabinets have not yet been found or purchased. The budget amount for both locations is $3,500. A recent request for an exterior cabinet at ESB1 has added complexity to the search.

The Operations/Asset Committee report was accepted by consensus.

14. **Communications and IT Committee** – DR, JB

a. John continues to work on refining the file structure of our Microsoft 365 - SharePoint account. Sam will be given access to the account for use as SIR Chief.

The Communications/IT Committee report was accepted by consensus.

15. **Human Resources Committee** – CK

a. Nothing to report.

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

a. Keith submitted the minutes of the April and May JOH&S Committee meetings. Among the most pressing issues: finalization of the purchase of a steel storage shed/container for volatile gases outside ESB 1; preparation of high-risk field safety protocols and training to enact them; review of the psychological health resources available to volunteers, especially chronic and critical incident stress management.

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. The committee will meet next week to review the issues to be raised in our meeting with Chris Vrabel on June 3, 2026.

The SIFPS Planning Committee report was accepted by consensus.

19. **Nominating Committee** – DR

a. Recruitment of new board members continues.

The Nominating Committee report was accepted by consensus.

20. **New Business** – None

21. Next Meeting

a. AGM: June 20, 2026, 1 pm, Community Hall

22. Motion to adjourn at 6:20 pm. **Carried**

Chair: Don Rutherford (President)

Minutes prepared by Don Rutherford