

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

In Attendance

Kathy Burnett, Wayne Romphf, Russ Moore, Shelley Brodziak, Janet Brodziak, Diana Osiowy, Spence Miller

Absent: Dr. Kathy Ferguson

1. Call to Order

Meeting called to order: 7:00 p.m.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

- **Moved by:** Wayne Romphf **Seconded by:** Shelley Brodziak **Carried**

3. Approval of Previous Minutes

Motion: That the minutes of the April 28, 2026 Board meeting be approved as presented.

- **Moved by:** Janet Brodziak **Seconded by:** Shelley Brodziak **Carried**

4. Ongoing Business

a. Welcome and Introduction – Spence Miller

Spence Miller was welcomed to the Board as the new director representing the Village of Buena Vista. His appointment was approved through an electronic motion circulated July 3, 2026, and carried prior to the meeting.

b. Meeting Schedule

The Board agreed to continue holding regular meetings on the last Monday of the scheduled meeting month for the time being.

The next meeting will be held Monday, October 26, 2026.

c. Signing Authority

The required updates to the organization's cheque-signing authorities have been completed.

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

d. Records Retention and Document Review

Diana provided the Board with a written Records Retention and Review Summary outlining the records reviewed to date and the work remaining.

Corporate, financial and tax records are current. The primary work remaining is the review of the original handwritten records, as not all historical minutes were typed and many handwritten notes remain in the original files.

Once the handwritten review is complete, the permanent archive will be organized and a proposed retention and destruction list will be brought to the Board for approval. No original governance, financial, legal or historical records will be destroyed without Board authorization.

Action: Diana will continue reviewing the handwritten records and will bring a proposed retention and destruction list to the Board when the review is complete.

The written report is attached to the minutes.

e. Community Communication and Newsletter

Shannon continues to update the SSFR Facebook page regularly, with information also shared through community newsletters when appropriate.

f. Mental Health and Wellness Program

Diana provided the Board with a written SSFR Wellness Program Board Update outlining the initial needs framework and proposed next steps. The framework is intended as a starting point for collaborative development and is not a final program plan.

The proposed initiative would complement existing supports, including EFAP and CISM, rather than replace them. Discussion included responder wellness, peer support, referral awareness, confidentiality and practical resilience-building supports.

Motion: That the SSFR Wellness Development Team be authorized to proceed with the next stage of planning, including inviting the Regina Beach Fire Department to participate, seeking feedback on the initial framework and bringing further recommendations to the Board before any final program or funding commitments are made.

- **Moved by:** Janet Brodziak **Seconded by:** Kathy Burnett **Carried**

The Board also agreed that the Wellness Development Team should proceed with developing the community education plan and bring the proposed plan back to the Board for approval.

Action: Diana will formally invite the Regina Beach Fire Department to participate in the next stage of wellness program development.

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

Action: The Wellness Development Team will seek feedback from the Fire Department and continue developing the responder wellness initiative.

Action: The Wellness Development Team will develop the community education plan and bring it back to the Board for approval.

The written report is attached to the minutes.

5. NEW BUSINESS

a. Community Facilitator Position

Shannon Cattell has accepted the Community Facilitator/Liaison position. The role description and details of the position are currently being developed.

Action: Shelley and Shannon will continue developing the role description and position details.

b. Canada Day Parade

Jami Cudmore represented SSFR in the Canada Day parade.

Action: Diana will send a letter thanking Jami for participating on behalf of SSFR.

c. Papa Geordie's Fundraiser

The SSFR barbecue fundraiser at Papa Geordie Gas & Grocery is confirmed for Saturday, August 22, 2026.

Papa Geordie's will provide the barbecue, propane, cooking equipment and food products. Volunteers are expected to arrive at approximately 10:15 a.m., with sales beginning around 10:30 a.m. and continuing until approximately 2:00 p.m.

The Regina Beach Fire Department will assist with the event. Plans also include an SSFR display and CPR activities with children.

Action: Diana will send a message in advance of the fundraiser to coordinate volunteers, shifts and other event arrangements.

Action: Shannon will look into possible draw prizes, including waterpark passes similar to those received previously.

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

d. Regina Beach Fire Department Open House

The Regina Beach Fire Department is considering holding an open house later this year. SSFR intends to participate again. Possible dates are being considered.

Action: SSFR will coordinate its participation once the Fire Department confirms the date and event details.

e. Fire Hall Expansion Contribution

The Board discussed the Regina Beach Fire Department's fire hall expansion.

Motion: That South Shore First Responders contribute \$3,000 from the 2026 Maintenance budget toward the fire hall expansion, leaving \$1,000 in the Maintenance budget for unexpected costs during the remainder of 2026.

- **Moved by:** Kathy Burnett **Seconded by:** Russ Moore **Carried**

Wayne Romphf abstained from the vote.

The \$3,000 cheque was presented at the meeting to Wayne Romphf in his capacity as the Regina Beach Fire Department representative on the SSFR Board.

6. REPORTS

a. Treasurer's Report

Janet Brodziak presented the Treasurer's Report.

The report showed an opening balance of \$21,610.48 as of January 1, 2026, income of \$9,042.00, expenses of \$3,362.46 and a balance of \$27,290.02 as of July 19, 2026.

Motion: That the Treasurer's Report be accepted as presented.

- **Moved by:** Janet Brodziak **Seconded by:** Shelley Brodziak **Carried**

See the attached Treasurer's Report for full details.

b. Coordinator's Report

Shelley Brodziak presented the Coordinator's Report.

Call volumes remain consistent with previous years outside of the COVID period.

Two new responders are currently coming on board. It is taking approximately two to three months for new First Responders to complete registration with EMS.

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

The purchase and preparation of the responder bags and equipment approved by the Board in April have been completed.

Shelley contacted St. John Ambulance regarding nasal Narcan and was advised that it must be purchased. The previous information that it could be obtained through St. John Ambulance was incorrect. No purchase was authorized.

Additional discussion was held regarding SSFR activities, equipment needs, community communication and upcoming events. No additional equipment is required at this time.

First Aid training has been booked for October 17 and 18, 2026.

Action: Shelley will prepare promotional posters for the October 17 and 18 First Aid training.

Action: Diana will coordinate registration for the First Aid training.

Motion: That the Coordinator's Report be accepted as presented.

- **Moved by:** Shelley Brodziak **Seconded by:** Wayne Romphf **Carried**

See the attached Coordinator's Report for full details.

7. QUESTIONS AND OPEN DISCUSSION

Additional discussion was held regarding SSFR activities, equipment needs, community communication and upcoming events.

8. ANNOUNCEMENTS

Wool donations were discussed.

9. NEXT MEETING

The next Board meeting will be held Monday, October 26, 2026, at the Regina Beach Fire Hall.

10. ADJOURNMENT

The meeting adjourned at 8:00 p.m.

South Shore First Responders (SSFR)

Board Meeting Minutes – Monday, July 27, 2026

Time: 7:00 p.m. **Location:** Regina Beach Fire Hall

ATTACHMENTS

- Treasurer's Report
- Coordinator's Report
- Records Retention and Review Summary
- SSFR Wellness Program Board Update
- Electronic Motion Record – Appointment of Spence Miller

Approved by the Board on: _____

Chairperson: _____

Secretary: _____

South Shore First Responder Inc. Budget 2026

This is a tentative budget subject to change as time and populations change

This is a working document that **MAY** change with every meeting.

Revised July 20, 2026

Income

Regina Beach 1836 units@ 3	\$	5,511.00
Buena Vista 732 units @3	\$	2,199.00
Kinnokimaw 242 units @3	\$	726.00
Lumsden Beach 87 units @ 3	\$	261.00
RM Lumsden 189 115 units @3	\$	345.00
Donations		

\$ 9,042.00 Total

Expenses	Projection	2025	2026
Maintenance	\$ 4,000.00	\$ 93.74	
Insurance	\$ 1,500.00	\$ 1,434.40	\$ 1,414.40
Saving 1000\$ year for AED replacement	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Honourarium Responders 25\$	\$ 2,000.00	\$ 2,520.33	
Honourarium For Co-ordinator	\$ 2,000.00	\$ 2,000.00	
Training & Books	\$ 1,000.00	\$ 857.28	\$ 133.00
Community Training and info nights	\$ 3,000.00	\$ 1,101.05	
Equipment & Medical Supplies	\$ 500.00	\$ 99.72	\$ 1,706.18
Petty Cash Co-ordinator			
Petty Cash Treasurer		\$ 100.00	
Gifts and Donations	\$ 5,000.00	\$ 4,880.77	\$ 100.00
Office Expense	\$ 200.00	\$ -	\$ 8.00
Total Projected Expenses	\$ 25,200.00	\$ 19,087.29	\$ 9,361.58

Balance at July 20, 2026 **\$ 27,290.02**

Projected Expense \$ 25,200.00

Balance after projected expenses \$ 2,090.02

South Shore First Responders 2026

Treasurers Report

Balance as of January 1, 2026	\$	21,610.48
--------------------------------------	-----------	------------------

Income

Kinookimaw	\$	726.00
Buena Vista	\$	2,199.00
Lumsden Beach	\$	261.00
Town of Regina Beach	\$	5,511.00
RM Lumsden 189	\$	345.00

\$	9,042.00
-----------	-----------------

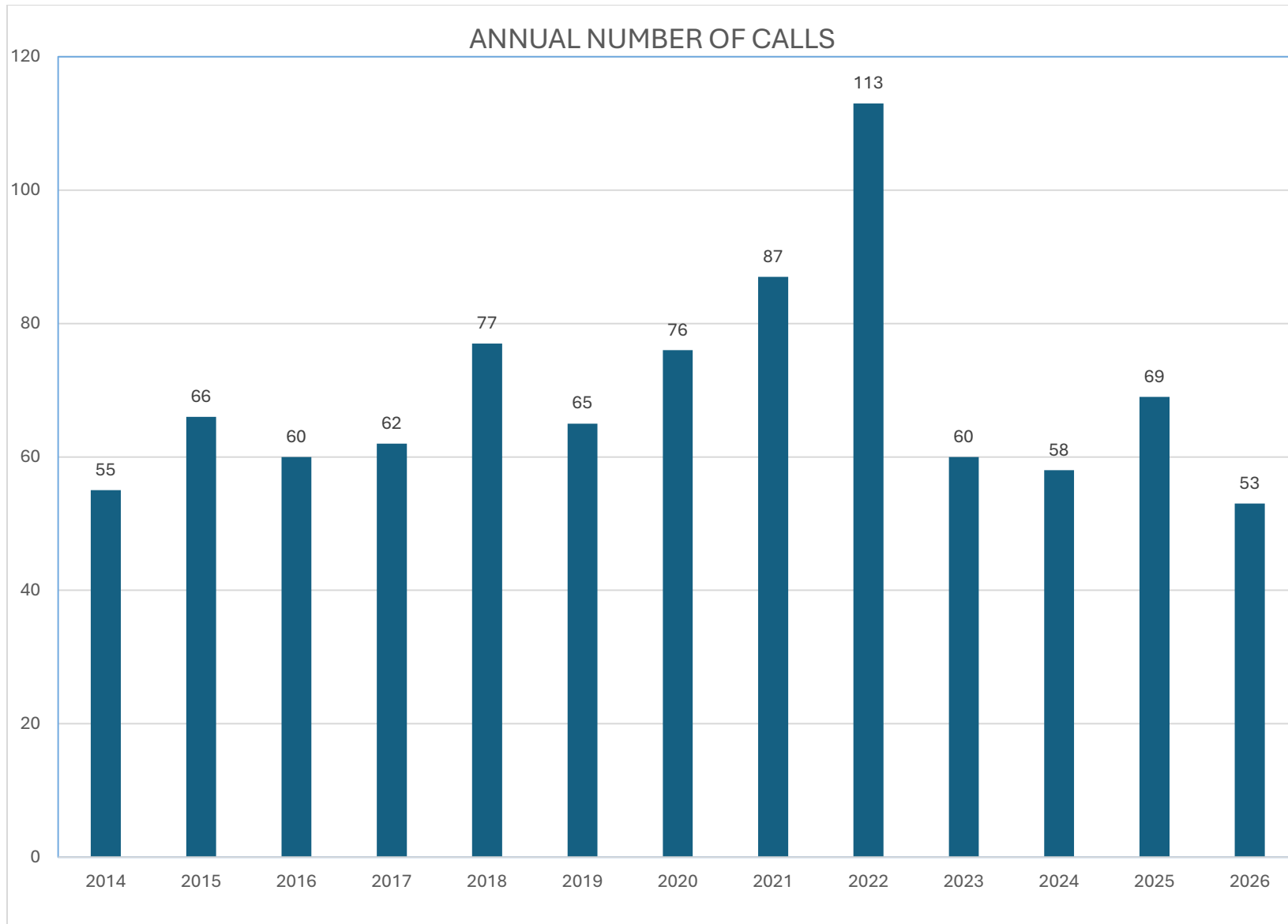
Expenses

03-Feb BLS Training inv 31528	\$	133.00
03-Feb Suma Insurance	\$	1,414.40
28-Apr Donation & Office Supplies	\$	108.88
14-Jun Trauma Bag & Oxygen	\$	403.15
14-Jun Medical Supplies	\$	251.99
20-Jun Glucose Monitor nad Epi Pens	\$	260.70
23-Jun AED Pads	\$	403.94
28-Jun 2nd EMS Trauma Bag	\$	386.40

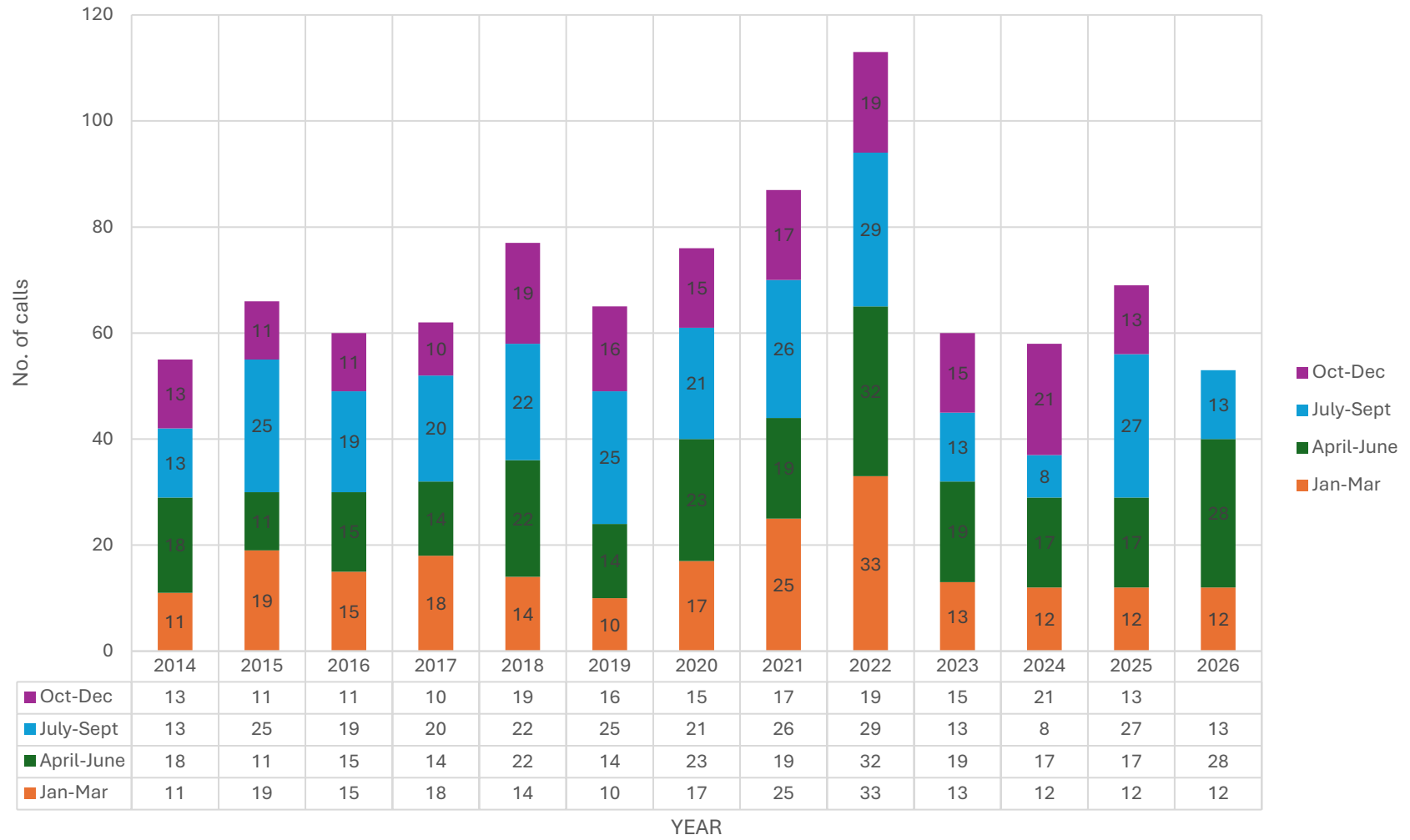
Total Expenses to date	\$	3,362.46
------------------------	-----------	-----------------

Balance as at July 19, 2026	\$	27,290.02
------------------------------------	-----------	------------------

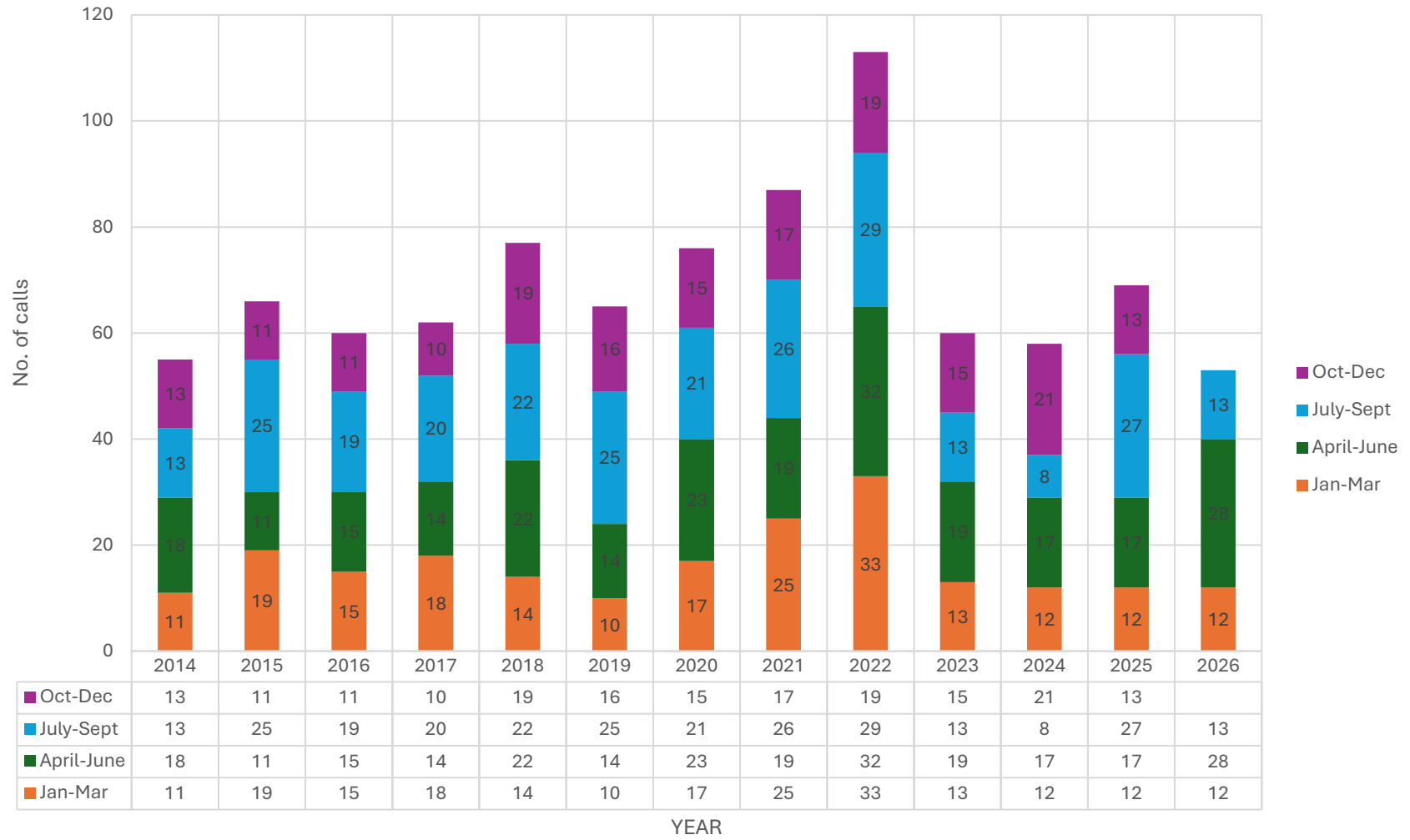
SSFR July 27, 2026 Board Meeting Coordinator's Report:



Number of calls by Quarter



Number of calls by Quarter



SSFR Records Retention & Review

July 27, 2026

A records retention and historical review is underway to organize South Shore First Responders Inc. records, confirm what must be kept permanently, and identify duplicate or non-essential records that may later be considered for destruction with Board approval.

Records Reviewed

The records reviewed so far include founding and incorporation documents, ISC/corporate filings, annual returns, director and officer updates, typed and digital meeting minutes, electronic motions, financial and tax records, and the records provided by Janet at the last meeting.

Corporate records, annual returns, director details, financial records, and tax records are up to date. The founding records confirm SSFR's original corporate identity, purpose, director structure, and community basis. Recent records are generally well organized, with motions, action items, attachments, and electronic motions being tracked more consistently.

Current Status

The main work still underway is the review of the original handwritten records. Not all historical minutes were typed, and many handwritten notes remain in the original files. These records need to be reviewed before confirming whether any older minutes, motions, attachments, or historical decisions are missing.

Work Still to Finalize

- Complete the review of handwritten notes and original files.
- Identify any handwritten minutes, motions, or decisions that were never typed.
- Confirm whether any historical records remain missing after the handwritten review.
- Organize the permanent archive into clear sections.
- Confirm current governance records are filed, including confidentiality agreements, signing authority records, role descriptions, and recent Board/member updates.
- Prepare a proposed retention/destruction list for Board approval.

Retention Recommendation

Keep permanently: incorporation records, bylaws and amendments, approved minutes, handwritten historical records documenting meetings or decisions, electronic motions, director/officer records, annual returns, financial statements, insurance records, major grant/equipment records, policies, confidentiality records, and key training/certification records.

Keep for 7 years: financial backup, bank records, receipts, invoices, detailed treasurer files, training rosters, registration lists, and administrative records.

Keep for 3 years: routine communications, reminders, posters, notices, working drafts, and short-term operational records.

Keep until replaced: current contact lists, signing authority forms, current-year schedules, active policies, and current operational documents.

Dispose only after review: duplicates, unused drafts, scratch notes, and outdated routine documents that do not contain original governance, financial, legal, training, insurance, grant, or historical information.

No original corporate, financial, governance, legal, insurance, grant, training/certification, handwritten historical, or Board decision record should be destroyed without Board approval.

SSFR Wellness Program

July 27 Board Summary

Status: Initial needs framework completed. Seeking Board direction on next steps.

Current Status

The initial SSFR Wellness Program needs framework was completed and summarized in March 2026. It identified needs, priorities, and possible directions for a mental health and wellness initiative for South Shore First Responders. The framework was prepared as a working document and foundation for further development, not as a final program plan.

The current discussion is to confirm next steps.

Current Development Team

The current wellness development team is:

- Shelley
- Shannon
- Diana

If Regina Beach Fire is formally invited into the next stage, a Fire representative would be added to the development team.

What the Framework Identified

The initial framework identified:

- South Shore First Responders wellness needs
- Regina Beach Fire involvement
- community members who assist during emergency situations
- community wellness education
- resilience and recovery
- peer support and connection
- mental health access and referral awareness
- education and practical skills
- trust and confidentiality

The framework also identified existing supports, including EMS EFAP and CISM through Fire and EMS. The SSFR Wellness Program is intended to complement, not replace, those services.

Next-Step Questions

The Board is asked to provide direction on the following:

1. Should Regina Beach Fire be formally invited into the next development discussion?
2. If yes, should a Regina Beach Fire representative be added to the wellness development team?
3. Should Regina Beach Fire review the initial needs framework and contribute feedback on priorities, gaps, and possible adjustments?
4. Should the community wellness education component be explored in a format similar to community First Aid sessions?
5. Should responder wellness and community wellness education continue to be developed as connected but separate streams?
6. Should the wellness development team proceed with next-step planning and bring recommendations back to the Board?
7. Should pilot funding be considered at this stage, or should that be confirmed after the next development meeting?

Suggested Direction

That the Board support the wellness development team proceeding with next-step planning, including inviting Regina Beach Fire to participate in the development process, reviewing the initial needs framework with added Fire input, exploring the community wellness education component, and bringing recommendations back to the Board before final program delivery or funding commitments are made.

SSFR – Electronic Motion Record

Motion Title: Buena Vista

Date Circulated: July 3, 2026

Deadline for Response: July 9, 2026

Motion:

That the South Shore First Responders Board approve the appointment of **Spence Miller** as the representative for the **Village of Buena Vista**, effective immediately, to serve for the remainder of the current board term.

Voting Record

Board Member	Vote (Approved / Not Approved)	Date Responded	Notes
Janet S.	No response received		
Shelley P.	Approved	July 3, 2026	
Kathy B.	Approved	July 7, 2026	
Kathy F.	No response received		
Wayne R.	No response received		
Diana O.	Approved	July 3, 2026	
Russ M.	Approved	July 3, 2026	

Result:

☒ **Motion Carried** ☐ Motion Not Carried

Recorded by: Diana Osiowy

Position: Secretary

Date Filed: July 10, 2026