

**SATURNA ISLAND FIRE PROTECTION SOCIETY  
("SIFPS")  
MINUTES OF DIRECTORS' MEETING  
June 22, 2009, at 1:00 p.m. at the Fire Hall**

**DIRECTORS PRESENT:**

Lorne Bolton - President, John Money – Vice President, John Savage – Secretary, Tom Koochin, Wayne Quinn, Bernie Ziegler, Jim Bavis, Hugh Grasswick

**Fire Chief:** John Wiznuk

**Recording Secretary:** Marlies Petura

**Guests:** Bill Schermbrucker, Dawn Wood

**1. CALL TO ORDER:**

Lorne Bolton – President , called the meeting to order at 1:00 p.m.

**2. APPROVAL OF AGENDA**

**Motion:** Moved by Lorne Bolton that the Agenda be amended to reflect a correction of a typographical error in the numbering of items starting with the number 10 item and to approve the Agenda of June 22, 2009. **CARRIED**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Motion:** Moved by Lorne Bolton that the minutes of May 12, 2009 be approved.

**CARRIED**

**4. MOU: SCC AND SIFPS – APPROVAL**

Wayne Quinn wished to recognize and thank all the members of the subcommittee comprised of members from the Saturna Community Club and the SIFPS for their efforts regarding the difficult task of coming to a Memorandum of Understanding (MOU) regarding the Saturna Island Rescue (SIR) services becoming part of the SIFPS.

John Savage then presented the MOU, describing the format of the document. The first two pages outline the scope, phases and timelines of the agreement, which focuses on pooling efforts, resources and constructing a building for mutual benefit. As well as investigating the potential of improving community health delivery in the future. The attached Schedule "A" to the MOU, outlines the activities in each phase and which party is responsible for completing each activity. John Savage also presented an outline of the three possible outcomes of SIR being housed in the new Emergency Services Building, becoming a part of SIFPS, the BC Ambulance Service, or remaining with SCC; he reviewed the impact this would have vis-à-vis Capital Cost and Expenses, both with and without SIFPS receiving the Disaster Mitigation Grant.

Discussion followed regarding CRD bylaws and funding and the consequences if BCAS decided to build their own building. Dawn Wood confirmed that historically BCAS has been informed by the Community Club that a building would be made available, in the event BCAS would locate on Saturna. John Wiznuk – Fire Chief stated that this is the best possible agreement at this point but opens up much more to deal with later for both organizations.. He stated that at the last firefighters' meeting, the firefighters supported this agreement.

**Motion:** John Money moved that as all the relevant signatories were present the MOU should be approved and signed and that it be resolved that Lorne Bolton sign on behalf of the Board of SIFPS.

**CARRIED**

**UNANIMOUSLY**

Bill Schermbrucker then asked if it would be acceptable to publish the first two pages of the MOU in the next Scribbler edition. He also thanked all of the group from SIFPS who worked with the SCC to accomplish this complex task.

**Motion:** John Savage moved to publish Page 1 and 2 of the MOU in the Scribbler.  
**CARRIED**

Note: The meeting was recessed for a few minutes while the he MOU was signed by Bill Schermbrucker, Dawn Wood, and Lorne Bolton.

## 5. CORRESPONDENCE

- a) Lorne Bolton updated the Board on previous conversations between himself and the CRA (Revenue Canada), regarding the status of the payment of John Wiznuk's honorarium. A letter has been received from the CRA confirming that the period under review (2007) does not constitute wages and is exempt from E.I. and CPP deductions and is an honorarium and not salary.
- b) Lorne Bolton has received a request from the Saturna Recreation Centre Society (SRCS) asking for a letter from SIFPS stating that it is a registered charity and the SIFPS would use these donated fund to build a facility that would be used to house SIR services.

**Motion:** Moved by Lorne Bolton that he be authorized to send a letter as requested by the SRCS.

**CARRIED**

- c) Email received by Lorne Bolton from Richard Blagborne to allow parking on the DESB #1 building site while workers are constructing the Saturnita shelter. Although this email was received too late, a decision should be made regarding parking restrictions on this site and how to deal with parking in the future. Tom Koochin noted that this would be a liability concern; there was also discussion that once the building was completed, the parking would need to be available for the firefighters, etc during times of emergency; after discussion it was decided to have Lorne Bolton answer any future parking requests by stating it is not allowed.
- d) A property tax statement has been received for the East Point property. Tom Johnstone has confirmed that non-profit societies do not pay property taxes. Wayne Quinn will take this up with the assessment authority to have it rescinded.
- e) John Savage is still drafting the amendment to the lease agreement with the SRCS changing the payment date from January to August each year.
- f) Lorne Bolton reported he has received an assessment notice from the GST rebate division that here is an error on the expenditure limit. This has not affected the GST rebate as that was received, but has consequences in the future if not corrected. He will work with Michael Taylor to resolve this.
- g) Lorne Bolton reported that he is continuing to pursue Reed Pope to discuss their invoice.
- h) Lorne Bolton stated that the MOU between the Fire Department and Parks Canada is now on hold until finalization of the grant receipt and the outcome of SIR becoming part of the SIFPS. Dawn Wood confirmed that SIR has a separate agreement with Parks Canada.
- i) John Money is to complete the writing of a letter to the building inspector regarding access.
- j) A letter has been received from the CRD that states the budget for SIFPS has been approved in the amount of \$179,250 and will forward a cheque once they receive the relevant Financial Statements. Lorne Bolton confirmed these have been sent.
- k) Wayne Quinn reported receipt of the Ministry of Finance's request for reporting of the SIFPS Annual Report, including updating of the Directors. John Savage to follow up. Wayne Quinn said he has also sent several invoices to Michael Taylor and wondered if these had been received; Lorne Bolton confirmed they have been paid.

## 6. MEMBERSHIP

John Savage advised that the following people have submitted applications for Membership in SIFPS and have applied as either a "resident" or a "property elector" as described in the Motion at the December 20, 2008 Directors Meeting regarding Membership and that these individuals are now therefore accepted as members of SIFPS and that they will be advised as such:

William Kafal  
Patricia Fraba  
Theresa Howard  
Judy Tipple

Keri Rice  
Brian Haley  
Keith Howard  
Judith Rees-Thomas

John Robertson  
Anthony G. Coleman  
Sandra Kriese  
Darrell L. Jones

Barbra A. Grasswick  
Ronald Monk  
John Gahn  
Mary Ann Jones

Four applications believed to be from the same family (Jeremiah E. Cone, Ben Cone, Mariah Cone, Zoe Robertson Cone), and from the same residence, were received under the category of "property elector". As there can only be one "property elector" for one address/residence, John Savage will follow up with them to clarify their status and have them resubmit their applications for membership in accordance with the SIFPS membership provisions.

## 7. FINANCIAL REPORT

Lorne Bolton presented the Statement of Income and Expenses, Budget and Comparative for May 2009. He has purchased a computerized accounting program at a cost of only \$57.00 which is very versatile; this will also accommodate the incorporation of SIR related information into the statements as found required. It was explained that there should be approximately \$25,000.00 remaining in the bank account at the end of June; this amount is expected to be enough to allow SIFPS to continue operating until it receives its annual revenue cheque from the CRD in August.

**Motion:** Moved by L Bolton that the Statement of Income and Expenses, Budget and Comparative for May 2009 be accepted as presented.

**CARRIED**

Wayne Quinn questioned whether this was the correct time to revisit the clearing of the DESB #2 site (East Point); it was decided that all work must be held in abeyance, awaiting the outcome of the 'grant application'.

## 8. INSURANCE

Lorne Bolton reported that the Liability insurance expires in August 2009, currently in the amount of \$1M. John Wiznuk confirmed that there are 18 volunteer firefighters, including himself. Eventual coverage requirements will depend on whether SIR becomes part of the BCAS, Mayne Island Ambulance Service; it was discussed that SIFPS should proceed renewing its current coverage and it was acknowledged that the new standard is coverage of \$2M.

**Motion:** Moved by Lorne Bolton that the application form will be completed to reflect \$1M however Bernie Ziegler be authorized to use this to negotiate a better rate on \$2M.

**CARRIED**

## 9. FIRE CHIEF'S REPORT

**Operations:** John Wiznuk has the Parks MOU ready to go but will now hold off as previously discussed.

**Call outs:** June 7 – assist with search and rescue at Narvaez Bay, 2 campers found, one removed by Canadian Coast Guard Hovercraft for medical aid.

June 9 – Crest radio system out for 8 hours while equipment repairs made to Mount Park, Mayne Island.

June 10 – Emergency medical assist with an allergic reaction.

June 14 – Wildfire/rekindled burn pile.

June 21 – Power lines down on East Point road.

**Financial:** John Wiznuk requested a pay down of monies owed to the Pender Island Fire Department to cover training costs. These costs to be spread over 4 months beginning with June. Other items in the budget that have been revised are the purchase of a Positive Pressure Ventilation Fan, and Rope Rescue Equipment. The budget shows an expenditure of \$6000. for the fan however, J. Wiznuk advised he would be able to get one for closer to \$3000. The previous budget had an expense of \$600 for Rope Rescue Equipment, this has now been revised to \$1000.

**Motion:** Moved by Lorne Bolton to approve expenditures and separate payment to Pender Island Fire to be made for June and July and then a combined payment for August and September once funds are received from CRD, and that the schedule and budget referenced June 8, 2009 with an increase from \$600 to \$1000 for rope rescue equipment be accepted.

**CARRIED**

**Other Business:** John Wiznuk reported that he had attended the Fire Chiefs Conference and at a WorkSafeBC session was informed that WorkSafeBC will be conducting information gathering visits to all volunteer Fire Departments on or close to Vancouver Island. A schedule of when they would appear on Saturna was not available but it is believed it would be by August 2009.

Another item gleaned at the conference was that all volunteer fire departments must have a Fire Services Bylaw. Lorne Bolton suggested that this be moved to be an agenda item on its own at a future meeting. Hugh Grasswick and Bernie Ziegler will work with the Fire Chief on creating the Fire Services Bylaw draft for presentation to the Directors. Brochures have been received from a consulting group which offers consulting services to Fire Departments. John Wiznuk was not recommending that SIFPS hire this organization however stated that this indicates to him that the Fire Services Liaison Group report must be imminent.

John Wiznuk has a second request that the letter to homeowners be drafted regarding access to properties. John Money is working on it.

Access to the new Saturna Ecological Centre Camp in the Woods, may become an issue. The area is on Haggis Farm property, but there is no road, no address and poor access. David Rees Thomas would have the same problem with access for SIR. The Board felt that the same requirements as anyone who is constructing a building should be applied.

#### **10. BANKING – FINANCING FOR NEW FIRE HALLS**

John Savage reported that he and Lorne Bolton made presentations to three banks last week, Bank of Montreal, Scotia Bank and Royal Bank. A package of the presentation was also left with Coast Capital. The package and presentation included a facts sheet, drawings of both buildings and cash flow sheets for both buildings representing construction with or without receipt of the grant. All three banks are expected to provide their initial response within the next week or so. A subsequent meeting will be held with Coast Capital to update them, as they had originally been contacted but that was before the requirements and the grant application changed things considerably.

#### **11. DISASTER MITIGATION GRANT – STATUS**

Lorne Bolton reported that last week he followed up with the analyst who is handling the application and confirmed that everything in the application was complete and the application was in the process. The Minister will be briefed next week and it is hoped that all will be finalized by end of June. Murray Coell is aware and is supportive.

#### **12. PARKS CANADA AGREEMENT – STATUS**

John Savage reported that a teleconference between Parks Canada, himself and Public Works took place regarding the lease arrangements and John Money has been contacted regarding the Rec. Centre; these discussions are continuing.

#### **13. SGIEMC AGREEMENT - STATUS**

John Savage has been in touch with I. Elliott, SGIEMC Co-ordinator, who hopes to have their official response to the draft memorandum within the next week or so.

#### **14. DESB #2 - UPDATE**

Tom Koochin stated that there is nothing new pending receipt of the grant.

#### **15. DESB #1 – PROJECT MANAGER'S UPDATE**

Wayne Quinn stated that his construction management contract is now one year old and many things have now changed – the value of the buildings, the number of buildings, the number of users and their requirements, as well as the occupants of buildings – since initial bids were received. He advised that although the SIFPS Board has passed a resolution that Permasteel be the contractor/supplier of choice, that was based on old information. The drawings submitted with the grant application need to be reviewed by all interested parties to ensure correctness. If the grant is received and public funds are being spent, then there must be assurance that the bidding process has been transparent, with proper bidding requirements specified. Quinn recommended that, once properly vetted and finalized, the new building drawings should go out again to be rebid. Lorne Bolton stated that if SIFPS is successful in the grant application, there will be guidelines that need to be adhered to and the bidding process and transparency are among those guidelines, as are payments, holdbacks and accepted industry milestones. The Board will take W. Quinn's comments under advisement and will revisit this once it has received notification regarding the grant; in the interim, W. Quinn will organize and implement a review of the latest drawings by the various stakeholder groups (e.g. Fire Department, SIR, Parks Canada, SGIEMC) to have updated, accurate, and acceptable drawings available to use in the bidding process as soon as the grant information is forthcoming – this process to include consideration of utilizing the most cost effective, modular approach vis-à-vis pre-engineered metal buildings.

#### **16. ORGANIZATIONAL ISSUES**

a) Lorne Bolton stated that a nominating committee must be formed before the AGM.

**Motion:** Moved by Lorne Bolton that a nominating committee be appointed consisting of John Money, John Savage, and Hugh Grasswick.

**CARRIED**

- b) There are outstanding issues of:
- firefighters sitting on the Board
  - a need for a Code of Conduct,
  - Confidentiality, and
  - handling Special Resolutions

John Money requested that the firefighters present a formal request to have a representative on the SIFPS Board.

**17. NEW BUSINESS**

J. Money advised that Theresa Howard is available for bookkeeping for the building projects.

**18. DATE OF NEXT MEETING**

Due to the expected notification within the next couple of weeks regarding the grant application, the date of the next meeting will be at the call of the Chair.

**19. ADJOURN**

**Motion:** Moved by Lorne Bolton to adjourn the meeting at 3:55p.m.

**CARRIED**

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Lorne Bolton, President

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John Savage, Secretary

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Marlies Petura, Recording Secretary