

**SATURNA ISLAND FIRE PROTECTION SOCIETY**  
**("SIFPS")**  
**MINUTES OF DIRECTORS' MEETING**  
**November 18, 2009, at 1:00 p.m. at the Fire Hall**

**DIRECTORS PRESENT:**

John Savage - President, John Money - Vice President, Marlies Petura - Secretary, Ron Hall - Treasurer, Theresa Howard-Controller, Brian Haley, Tom Koochin, Bernie Ziegler, Hugh Grasswick

**Fire Chief:** John Wiznuk

**Recording Secretary:** Marlies Petura

**Guests:** Dawn Wood, Wayne Quinn.

**1. CALL TO ORDER:**

John Savage – President, called the meeting to order at 1:00 p.m.

**2. APPROVAL OF AGENDA**

**Motion:** Moved by John Money that the Agenda of November 18, 2009 be approved.

**CARRIED**

**3. APPROVAL OF MINUTES**

**Motion:** Moved by Marlies Petura that the minutes of the Directors' meeting of October 8, 2009 be adopted.

Tom Koochin asked that the minutes be amended to reflect that the cost of \$100,000 for DESB#2 is up to lock up not up to occupation.

**Motion:** Moved by Tom Koochin to adopt the amended minutes of the Directors' meeting of October 8, 2009.

**CARRIED**

**4. CORRESPONDENCE**

Marlies Petura reported that there was no correspondence. John Savage reported that he had received a letter from the Saturnanet Co-op requesting support in their quest for a grant application.

**Motion:** Moved by John Savage that he will write a letter of support on behalf of SIFPS.

**CARRIED**

**5. FIRE CHIEF'S REPORT**

**Operations:** There were a record number of call-outs this month.

**Call outs:**

Oct 8- Chief's page smell of propane or natural gas reported, nothing found.

Oct 8- Chief's page, telephone lines down East Point Road.

Oct 9- Alarm at Saturna Recreation Centre, smoke from outside barbecue set off kitchen smoke detectors

Oct 20- School visit, fire drill and fire prevention.

Oct 23- Power lines down and tree on line.

Oct 24- Fire Extinguisher Clinic at the Saturna General Store.

Oct 27- Medical assist call for chest pain.

Oct.27-1<sup>st</sup> stage of dry standpipe assembly.

Nov 1- Successful rescue of horse that had gone over embankment.

Nov 5- Hydro wires down and sparking.

Nov 7- Truck camper fire at 212 Cliffside Road, no injuries.

Nov 4- Finish installation of stand pipe.

Four vehicles, 2 water tankers, the Equipment van and Rapid 1, Chevy Suburban have passed vehicle inspection with only minor repairs to the Suburban. He still wants to have the pumper truck inspected at a later date.

Malfunctions have been reported to the Board with the portable pump, the foam controls on the East Point mini-pumper and the pump for Rapid 2.

Currently the portable pump and the East Point mini-pumper are in working order. The Chief is waiting for the pump technician to confirm that the pump rebuild parts for Rapid 2 have been received and when the tech will come to Saturna to do the job.

**Financial:** John Wiznuk reported that \$300 should be paid to the Saturna Community Club for the tires off the old Ambulance to be placed on the Chevy Suburban. This expense has been approved by the Operations Committee. The costs to repair the Rapid 2 pump may be \$2600-\$3000. There is also an unexpected cost of approximately \$114. which was for lunch and coffee for the crew that was involved in the horse rescue.

**Other Business:** A very successful Halloween was celebrated and enjoyed by all. The pig barbecue was also successful and raised approximately \$1500.

## 6. FINANCIAL REPORT

Theresa Howard presented the Statement of Income and Expenses, Budget and Comparative for the month of October, 2009. Total income was \$6571. The \$5000 donation received for the SIR building fund has now been added to the original term deposit of the restricted SIR building fund. Capital expenditure of \$198. represents a drafting expense for DESB#1. Total expenses were \$6107. The total cash and term deposits amount to \$257,842. The telephone bills in future will be presented to the fire chief for verification of the long distance charges. As a result of a question, Theresa Howard confirmed that there are three separate, cashable term deposits available to pay for expenses.

**Motion:** Moved by Theresa Howard to adopt the Statement of Income and Expenses, Budget and Comparative for October, 2009 as presented.

**CARRIED**

## 7. MEMBERSHIP

Marlies Petura stated that no new applications for membership had been received.

## 8. BUILDING PROJECT COMMITTEE

Brian Haley reported that the committee and Wayne Quinn had a fruitful meeting, at which they reviewed the overall situation with Mr. Quinn's position and contract and looking forward to getting the job done. John Money confirmed that Barry Crooks will begin work on the East Point property at the end of next week. John Savage reviewed the letter received by the Recreation Committee regarding the sharing of the geothermal field by the new fire hall. The letter from the consultant states that the geothermal loop should not be used by any other building. This should have an impact on the lease agreement with the Recreation Centre and will necessitate the development of an independent heating system for DESB#1.

Wayne Quinn reported that he has now received two comprehensive building proposals as requested from the two suppliers, which are based on the new set of drawings representing the needs of all the stakeholders. Copies of those proposals have been delivered to members of the Building Committee and the President.

Quinn suggested that the Building Committee undertake due diligence when reviewing these proposals. This should include a good set of criteria for evaluation in order to deal fairly with the proposals. The optics of the choice of the final contractor will be very important.

A new proposal for DESB#2 has also been received and a copy has been given to Tom Koochin. Mr. Quinn stated that it is fortuitous that the process has taken this amount of time as the price of steel and the Canadian dollar will be working in our favour.

He reported that he has been given a set of plans from Dawn Wood, which were ready for CRD approval, for their independent facility. He asks that the Building Committee please consider those plans when reviewing the proposals.

**Motion:** Moved by John Savage that the Building Committee review the proposals received relative to DESB 1 & 2 and if anything else is required. Upon their full analysis the Committee should return to the Board with a recommendation within the next 2 weeks.

**CARRIED**

## 9. OPERATIONS COMMITTEE

Hugh Grasswick reviewed the projected 2010 Operational Budget and outlined those items that require an increase over what was projected in the draft budget

presented by Lorne Bolton. The increased line items reflect some of the items that were deficiencies outlined in the fire department audit. As well, replacing items such as turnout gear, SCBA units, hoses, nozzles required increases. Training, building maintenance (including replacing the power pole in front of the fire hall), and conferences were also items that needed increases. There was a further increase of \$7300. to the Capital expenditure budget. Discussion ensued regarding the expenses for communication equipment in the new fire halls and what portion of these expenses were the responsibility of Emergency Measures. John Savage confirmed that even with the increase from \$82600 to \$93650 in operation costs, this would still be well within the current budgeted monthly amount of \$8000. Bernie Ziegler said it was unclear if the budget has true dollar values in it for the various line items. After discussion, John Savage stated that when Lorne Bolton redesigned the format of the budget some of the line items may not reflect the correct nature of the item, however Mr. Bolton had used historical information when putting dollar values into these line items. Savage also asked that the Board continue with the current process, as this will then show what the actuals were and those will then be used for planning the next budget. Hugh Grasswick will resubmit a revised formatted version of the budget to the Board at the next meeting. The payment of \$300 to the Saturna Community Club for the tires and the \$5000 in repairs are already in the budget and have been approved.

#### **10. CORPORATE & ADMINISTRATION COMMITTEE**

Marlies Petura reported that the old files that were stored in the fire chiefs office have now been organized, in chronological order and put in binders. The Directors' meeting minutes from April-December 2004 and the 2004 AGM minutes were not found. Theresa Howard said she would look for them in her records.

The Secretary thanked Ron Hall for his work in getting the webpage for SIFPS updated. She asked the Board if along with the adopted minutes she could also add the bylaws and Constitution onto the webpage. It was agreed that this would be reasonable and other important documents such as annual financial statements should be posted there as well. John Savage asked that a letter of appreciation be sent to Denise Kuzyk for her past efforts, and the Secretary will do so.

Bernie Ziegler reported on the status of the property insurance and liability insurance relative to the current fire hall. He also is getting a rider to cover equipment not permanently attached to vehicles which ICBC will not cover. Costs for this additional coverage will be \$250.

#### **11. CURRENT HALL – SALE COMMITTEE**

John Savage stated that no action has taken place to date, however there are, 3 to 4 interested parties and he expects to deal with this in the new year, if not sooner.

#### **12. FINANCIAL REPORTING COMMITTEE**

Theresa Howard reported that she is still getting used to the Quick Books program but is getting up to speed. The monthly reports will still be in the same format until the new fiscal year. At that time the new system will be able to provide year to date figures and provide accurate information for next year.

#### **13. MEMORANDUM OF UNDERSTANDING WITH SCC COMMITTEE**

John Savage stated that now that the paramedic strike is over he will be in contact with the Community Club to explore the status of the Mayne Island satellite station initiative.

#### **14. FINANCE COMMITTEE**

John Savage reviewed the Cash Flow Statement for 2009 through 2011. Prior to proceeding with review of the Term Sheet received from the bank, John Money read the following:

*"This term sheet is to be held confidential and may not be shared with any other party, including any other financial institution."*

**Motion:** Moved by John Money at 2:25 p.m., that due to the confidentiality requirement of the Term Sheet received from the bank, the meeting now continue 'in camera'.

**CARRIED**

*The present guests left the meeting and it continued 'in camera'.*

The regular meeting resumed at 3:32 p.m..

John Savage presented potential draft wording for a future special resolution to borrow the funds for the buildings. After discussion it was decided by the Board that this may be premature until the final banking documents have been received and accepted. Once the documents have been received, a Board meeting should be called and then the notice for the extraordinary meeting should go out to the members.

Savage then circulated and reviewed notes of the discussions with Parks Canada to lease a portion of DESB #1. Public Works Canada lawyers are currently drafting an agreement to lease document, for review by the SIFPS Board.

**15. NEW BUSINESS**

Tom Koochin asked if liability insurance for the building projects has been obtained before any project gets under way. Brian Haley asked if perhaps both building projects could be added to the present coverage, for both liability and construction insurance. Ron Hall will look into this next week.

**16. DATE OF NEXT MEETING**

The next meeting will be called as soon as the banking information is received.

**17. ADJOURN**

**Motion:** Moved by John Savage to adjourn the meeting at 4:00 p.m,

**CARRIED**

\_\_\_\_\_  
John Savage, President

\_\_\_\_\_  
Marlies Petura, Secretary