

**SATURNA ISLAND FIRE PROTECTION SOCIETY
("SIFPS")
MINUTES OF DIRECTORS' MEETING
February 24, 2010, at 10:30 a.m. at the Fire Hall**

DIRECTORS PRESENT:

John Savage - President, Marlies Petura - Secretary, Ron Hall - Treasurer, Theresa Howard-
Controller, Bernie Ziegler, Brian Haley

Fire Chief: John Wiznuk

Recording Secretary: Marlies Petura

Guests: Wayne Quinn, David Rees-Thomas, Geri Crooks, Bill Schermbrucker, Kathy Stonehouse

1. CALL TO ORDER:

John Savage – President, called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

Motion: Moved by Brian Haley that the Agenda of February 24, 2010 be approved.
CARRIED

3. APPROVAL OF MINUTES

John Savage stated that there were two sets of minutes to approve, the first being the Directors' Meeting Minutes of February 3, 2010, the second being the Teleconference Directors' Meeting of February 7, 2010,

Motion: Moved by Marlies Petura that the minutes of the Directors' Meeting of February 3, 2010 be adopted.

CARRIED

Motion: Moved by Brian Haley that the minutes of the Teleconference Directors' Meeting of February 7, 2010 be adopted.

CARRIED

4. CORRESPONDENCE

John Savage gave a brief update of the progress made so far in proceeding with the terms of the MOU between SCC and SIFPS, regarding the change in governance for SIR. He reviewed a letter received from BCAS confirming that the upcoming governance changes for SIR will not impact the current BCAS commitment to continue their historical support of SIR

Marlies Petura stated that a letter had been received from the Islands Trust confirming receipt of the variance application and cheque representing the application fee.

5. BUILDING PROJECT COMMITTEE

a) Building Order with Permasteel-review final pricing and building order

James Savage, representing Permasteel, reviewed the contents of the final pricing proposal letter for the supply and erection of the two Emergency Services Buildings, dated February 21, 2010. He reviewed the changes made to the drawings created by Helset Design, and confirmed the number of and size of the doors and windows that now have been included in the final design phase. He stated that the insulation has also been upgraded to 6" from 4" at no cost to SIFPS.

The final pricing has increased by approximately \$4000.00 due to the additional door/window revisions, the change in the price of steel, and the change in the Canadian dollar. The new total price for both buildings is \$240,189 plus GST.

Savage then stated that he would recommend an upgrade from 26 gauge roof and wall cladding to 24 gauge. This gauge is more resistant to damage. The two upgrades for the two buildings were broken down as follows:

ESB#1 Add additional \$1900 plus GST

ESB#2 Add additional \$1240 plus GST

John Savage stated that emails had been received from absentee Board Members that they were in favour of the upgraded cladding. John Money, Tom Koochin and David Rees-Thomas were all in favour of the upgrade.

The Form of Acceptance was then presented to the Board by James Savage for their consideration.

John Savage then asked Brian Haley to take over chairing the meeting while he excused himself, due to any perceived conflict of interest..

John Savage and James Savage then left the meeting at 10:45 a.m.

Brian Haley as chair of the Building Committee continued with the meeting.

Discussion ensued which dealt with the responsiveness of Permasteel, their offer of upgrades at their expense, and that even with the changes made to the building and the length of time it has taken SIFPS to get to a final design, the price was still held within a reasonable level.

Ron Hall drew attention to the Form of Acceptance which states "...that financial arrangements are in place; ..." and "...the required municipal zoning and planning approvals have been secured." Since both of those issues are not completed at this time he felt that James Savage must be made aware of that. A suggestion was made to change the wording in the document to reflect "Emergency Services Building" from Fire Hall.

Motion: Moved by Brian Haley that SIFPS Board agrees to accept the terms and conditions within the letter presented by Permasteel dated February 21, 2010 and that SIFPS also accepts both Option #1 and Option# 2 for the upgraded steel gauge as presented in the Form of Acceptance, for a total cost of \$243,326 plus GST. The Form of Acceptance and the proposal letter to be amended to reflect the correct name of the buildings as ESB #1 and #2.

CARRIED UNANIMOUSLY

John Savage and James Savage re-entered the meeting at 10:55 a.m. Brian Haley advised them of the motion and that it was carried unanimously; Haley then relinquished the Chair to John Savage.

The requested changes to the names of the buildings was then made to the documents and initialed by both James and John Savage. James Savage was then informed that the variance permit application was in process and the banking requirements were also underway. John Savage reviewed the bank requirement of having another Special Resolution that allows for the bank to have a mortgage on both properties. The TD Bank's lawyer will not sign off on the loan documents until SIFPS' membership have passed the Special Resolution as set out by the bank.

James and John Savage will sign the Form of Acceptance and James Savage will accept the down payment of 25% of the cost of the buildings plus applicable taxes, at the conclusion of this meeting.

James Savage then left the meeting.

b) Interior Design

Wayne Quinn reported that the work that Jim Helset has done so far has been very satisfactory. He stated that the Slegg's Construction design contact had some questions about the interface between the steel and wood components and there will be a co-ordination with Jim Helset, Slegg's and the structural engineer.

c) Construction Schedule/Critical Path

Wayne Quinn stated he now has the schedule up to lock-up and now that the building is ordered he can finalize the timeline, as it takes 6-8 weeks to get the building to the site. Mr. Quinn will put actual dates into the document including the milestones and will forward a final copy to the Board Members.

d) Project Budget

John Savage, Brian Haley and Wayne Quinn will meet to finalize the refresh of the budget. Wayne Quinn is waiting for some further estimates. Once these are received the budget will have had the final refresh completed.

e) ESB#1 – status of 'set-back' variance

Wayne Quinn confirmed that the variance is now with Islands Trust, who are serving notice of the variance application to all property owners within 100 meters of the requested variance. The Islands Trust will meet on March 29th, 2010 at which time staff 's (Gary Richardson) report will be received with his recommendation. All 3 readings of the variance may happen at that time.

f) Contract Template

Marlies Petura reported that she had met with Brian Haley and Wayne Quinn to discuss the contents of the sample contract template. She now has the information to create a final draft which she will send to the Building Committee members.

g) ESB#1-hire Architectural Design Service

Wayne Quinn confirmed that the services of a structural engineer will cost approximately \$10,000. He has received recommendations for individuals and would like the Board to advise

him if he may hire these outright without going through a more formal process. Brian Haley stated that for expedience the Building Committee can make these types of decisions, unless they feel that the choice needs more input from the entire Board..

h) Coordination between Building Committee & Treasurer/Controller

Discussion ensued regarding the need to have close communication between the members of the Building Committee and the Treasurer to establish protocol when contracts are signed with sub-contractors.

Brian Haley will sign off on all contracts and retain all construction contracts once they have been obtained by Wayne Quinn. Wayne Quinn will advise Theresa Howard/Ron Hall know when milestones/ invoices will be coming so that the amounts will be available in the bank. Theresa Howard /Ron Hall will also be advised when contracts are signed, and the value of the contract to enable appropriate holdbacks to be held in the bank account.

6. FINANCE COMMITTEE

a) TD Financing Agreement

John Savage reviewed the requirement of the TD Bank's lawyer which deals with the technicality which allows the Bank to have a mortgage on the properties. This will require that we have another Special Membership Meeting to pass another Special Resolution which the bank requires.. John Savage read the resolution document.

The date of the meeting will be March 13 2010, at 11 a.m. at the Saturna Recreation Centre. Bernie Ziegler will ensure the space is available for the meeting.

b) Bank Site Visit

John Savage advised that Mr. Leung of the TD Bank met with members of the Board and the Fire Chief and toured the ESB#1 and ESB#2 sites. Leung seemed satisfied with the tour.

c) Meeting with CRD

John Savage reported on the meeting held with representative of the CRD their lawyer and Ken Hancock, CRD Director for the Southern Gulf Islands. Representing SIFPS were John Money, John Savage, Bernie Ziegler and Brian Haley. The meeting was in respect of the position taken by the CRD that SIFPS budgets must be approved by the CRD. The position of the SIFPS has always been that the CRD are only a conduit for the taxation monies. Both sides agreed to hold the meeting 'without prejudice' The CRD stated that there were two reasons they had requested further information.

1. This year there has been significant pressure to minimize the increase in budgets. Ken Hancock indicated that his entire area had an increase of 13%, whereas our budget only has a 10% increase. The SIFPS Board members presented the scope of the construction project, which was well received.

2. The second reason was that the CRD had received questions from Saturna residents, regarding the SIFPS budget. It was agreed that in future any questions and public relations matters will be referred to John Savage.

7. MEMBERSHIPS

Marlies Petura stated that no new membership applications have been received.

8. FIRE CHIEF'S REPORT

John Wiznuk did not present a formal report, but stated that there was one call out to assist SIR since the last Board Meeting February 3, 2010.

He has written an article in the next Scribbler that deals with recruitment, retention and community involvement for the future of the Fire Department

9. FINANCIAL REPORT

Theresa Howard, Controller, presented the interim financial statements as the month of February has not yet ended. John Savage commented that the old format was preferable, as it showed the budget, as well as the actual.. Operating Expenses so far this month are only \$1563. Construction cost however were up to \$13,300. Total Cash and Term Deposits is \$213,679. As this was not a full month financial statement it provided for information only and was not moved for acceptance.

10. OPERATIONS COMMITTEE

(a) CRD By-Law 3452-SIFPS sending letter to CRD to determine/clarify whether or not it covers Saturna Island.

Marlies Petura reported that she had been asked to review the sample bylaw included in the Operational guidelines package from the Office of the Fire Commissioner, which deal with operating and establishing fire departments. Confirmation was obtained that Saturna does not come under the auspices of the CRD By-Law, as another CRD By-Law provides that the SIFPS is responsible for fire prevention and suppression on Saturna Island. In turn, the SIFPS has a memorandum of agreement with the Saturna Island Fire Fighters Association. Marlies Petura has contacted Mr. Dave Ferguson the Assistant Fire Commissioner for input regarding our next steps..

11. CORPORATE & ADMINISTRATION COMMITTEE

(a) Construction Insurance-status.

Ron Hall outlined the construction insurance offered by AON. The construction insurance for ESB#1 is \$2530 additional wrap up liability insurance for that building would be \$1500. The Construction insurance for ESB#2 is \$750 and wrap-up insurance would be \$850. Hall explained that if we were to purchase all four pieces of coverage this would put us over our budgeted amount of \$5000. Discussion ensued as to the need for the wrap up insurance. Brian Haley stated that it was not used when building the Recreation Centre. As the subcontractors will all be under a contract which have requirements for insurance it was decided that the Basic Construction Insurance should be purchased for both sites and there was no need for wrap up insurance. This will bring the total premium for construction insurance coverage to \$3270 for a nine month period.

Motion: Moved by Brian Haley that only the basic Construction Insurance be purchased.

CARRIED

b) SIR Insurance-status

Marlies Petura reported that there is a section in the WCB act that allows for coverage of volunteers who are performing duties in the public interest.

She has made application for this coverage and is now awaiting a response which could take a number of weeks. She has had a discussion with Dawn Wood who confirmed that the private AD&D insurance for the SIR volunteers has lapsed as of December 9, 2009. Ms. Petura asked Dawn Wood if Kerry Pavlatos who is now looking after the SIR insurance could arrange month to month coverage until we know the status of the WCB application. She also confirmed that the WCB coverage is voluntary and may be cancelled by either party at any time for any reason, which differentiates from WCB coverage required of employers which is mandatory.

Ron Hall is exploring the savings that may be achieved by consolidating insurance coverage with SIFPS and SIR.

12. CURRENT HALL-SALE COMMITTEE

John Savage stated that he still needs to get the committee together to proceed with this.

13. FINANCIAL REPORTING COMMITTEE

(a) Bank Accounts-signing authority.

The signing of all required banking documents is completed.

14. MEMORANDUM OF UNDERSTANDING WITH SCC

(a) Contact with SCC regarding potential of BCAS absorbing SIR.

John Savage reported that he has now received confirmation from SCC that the potential absorption of SIR by BCAS will not happen.

b) Contact with BCAS regarding future support

As earlier report under Correspondence, this confirmation has been received.

c) Contact with VIHA regarding future support

John Savage is awaiting confirmation of a meeting date which Dawn Wood is in the process of securing with VIHA to discuss the new contract between VIHA and SIFPS.

d) Contact with BC Emergency Services Commission regarding future support

John Savage has recently spoken with Randy Shaw who is the point man for the Commission, and expects to have further discussions with him, however the initial contact was a positive one.

e) Confirmation to SCC regarding SIR coming within SIFPS effective April 1, 2010

Once the steps of BCAS, VIHA and BCEMCS have been completed then SIFPS will give notice to the Community Club that it is ready to assume the responsibility for SIR April 1, 2010.

15. NEW BUSINESS

a) Public Relations-Scribbler

John Savage reported that he was contacted by the Scribbler asking if he would write a column providing updates on the construction project. Savage read a prepared update that he will be submitting to the Scribbler for this issue, covering the status of the construction project, the upcoming Special Membership meeting in order to pass the required Special Resolution, the progress made so far in moving forward with the change in governance of SIR from SCC to SIFPS. Savage stated that he plans on submitting regular updates as the project proceeds. This was well received by the rest of the Board.

.b) Review of Q-in Project Management Contract

John Savage declared that the meeting would now go 'in-camera', and the guests present left the room. The meeting proceeded 'in-camera' at 12:15 p.m.

The 'in-camera' meeting ended at 12:35 p.m. and the regular meeting continued.

16. DATE OF NEXT MEETING

The next meeting will be April 5, 2010 at 10:30 a.m. at the Fire Hall.

17. ADJOURN

Motion: Moved by John Savage to adjourn the meeting at 12:45p.m.
CARRIED

John Savage, President

Marlies Petura, Secretary