

**SATURNA ISLAND FIRE PROTECTION SOCIETY**  
**("SIFPS")**  
**MINUTES OF DIRECTORS' MEETING**  
**April 5, 2010, at 10:30 a.m. at the Fire Hall**

**DIRECTORS PRESENT:**

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

**Fire Chief:** John Wiznuk

**SIR Chief:** David Rees-Thomas

**Recording Secretary:** Marlies Petura

**Guests:** Wayne Quinn,

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA**

**Motion:** Moved by Hugh Grasswick that the Agenda of April 5, 2010 be approved.  
**CARRIED**

**3. APPROVAL OF MINUTES**

John Savage stated that there were four sets of minutes to approve, the first being the Directors' Meeting Minutes of February 24, 2010, the second being the "in-camera discussion" during the Directors' Meeting of February 24, 2010, the third being the Special Membership Meeting Minutes of March 13, 2010, and finally the Directors' Meeting Minutes during (to accept a membership application) and after the Special Membership Meeting of March 13, 2010 .

**Motion:** Moved by Marlies Petura that the minutes of the Directors' Meeting of February 24, 2010.be adopted.

**CARRIED**

**Motion:** Moved by Brian Haley that the minutes of the "in-camera discussion" during the Directors' Meeting of February 24,2010 be adopted.

**CARRIED**

**Motion:** Moved by John Money that the minutes of the Special Membership Meeting Minutes of March 13, 2010 be adopted in principle subject to further approval at the next AGM.

**CARRIED**

**Motion:** Moved by Marlies Petura that the minutes of the Directors' Meeting during and after the Special Membership Meeting of March 13, 2010 be adopted.

**CARRIED**

#### **4. CORRESPONDENCE**

- a) Marlies Petura confirmed that the official execution and registration of the Special Resolution of March 13, 2010, has been received from the Registrar of Companies.
- b) Bernie Ziegler confirmed that the variance permit for ESB#1, has been received by the Recreation Centre and a copy will be given to SIFPS.
- c) John Savage read an email he received from Bernie Ziegler on behalf of Saturnacan.net Co-op, thanking SIFPS for the support provided for the Saturnacan.net application for the new NetworkBC grant. Ziegler reported that this grant has been received.
- d) Savage then read an email from Paul White requesting access to SIFPS documentation and his proposed reply to Mr. White. Savage also reviewed sections of the Society Act which apply to examination of records. After discussion the Board approved of the response which will be sent to Mr. White.
- e) A further email has been received by Mr. Savage from a neighbour to the ESB#2 site. As Mr. Savage had twice previously provided for the opportunity of a meeting with the neighbour and has not received a reply from them in this regard, the Board agreed that no further action is necessary at this time is.
- f) John Savage has just received the Letter of Agreement from VIHA confirming a further three year contract in the amount of \$10,000 per year for the SIR services. He will review the documents and then sign them.

#### **5. MEMBERSHIPS**

Marlies Petura advised that the following person submitted an application for Membership in SIFPS, but is neither a "resident" nor a "property elector" as described in the motion at the December 20, 2008 Directors' Meeting regarding Membership, therefore this application must be dealt with individually by the Directors:

David Paton

**Motion:** Moved by Marlies Petura that David Paton be accepted as a Member of SIFPS.

**CARRIED**

#### **6. FIRE CHIEF'S REPORT**

##### **Operations:**

Chief Wiznuk reported that there was one call-out on February 19<sup>th</sup> to assist SIR with an emergency medical call.

##### **Financial:**

The Chief reminded the Board that his honourarium is due for the first quarter of 2010. A new alternator is being purchased for Rapid 1, as an emergency repair and there will be as yet undetermined labour costs involved. He will also be turning in Visa receipts to the Controller.

**Training:**

NFPA 1001 training with Pender Fire/Rescue is on going. There will be a training exercise in conjunction with Southern Gulf Islands Emergency Program on May 9, 13:30-15:30. It will be a mass casualty exercise to test the response to such an incident and will involve all associated agencies. It is an opportunity to practice what was learned from the float plane crash incident.

**Other Business:**

Rob Walker of Parks Canada will be on island April 8 to get feedback on a document sent out by GINPR Supervisor Wayne Bourque concerning vehicle access to Park areas. David Rees-Thomas will also be in attendance and as a suggestion from the President, Hugh Grasswick and Ron Hall will also be in attendance.

Chief Wiznuk drew the Board's attention to the framed certificates from the Justice Institute of BC on the wall of the fire hall, which demonstrate the number of days and effort needed to gain the certification by the volunteers. He asked that John Savage as President of SIFPS send a letter to Tony Simmonds, Peter Clark, and Kevin O'Hara congratulating them on their achievement and recognizing the time, effort and commitment required.

**7. SIR CHIEF REPORT**

**Operations:**

David Rees-Thomas stated that he will send a copy of his final report ending March 31, 2010 as presented to the Health Committee, to the Secretary Marlies Petura. There have only been 7 call-outs this year so far.

**Financial:**

2 Flashlight batteries have been purchased. BCAS has continued to provide good support to SIR and has sent over a new mobile vehicle radio that has 'fireground' on it and may be Crest compatible, He has also just received information that two new hand-held radios will be sent that they have 'fireground' as well; they will be exchanging the existing radios with the newer models.

**Other Business:**

Chief Rees-Thomas asked that the four firefighter first responders upgrade their drivers' licenses to Class 4 licenses so they can assist SIR further.

One trained EMR3 has as yet not written the final exam and therefore is at this time not Licensed and able to perform the duties of an EMR3 until he does so.

**8. FINANCIAL REPORT**

**a) Monthly Statement – March, 2010**

Theresa Howard presented the Statement of Income and Expenses, Budget and Comparative for the month of March, 2010. The total cash and term deposits amounts to \$136,253.18

**Motion:** Moved by Theresa Howard to adopt the Statement of Income and Expenses, Budget and Comparative for March, 2010 as presented.

**CARRIED**

**b) 2009 Financial Statements – status**

Theresa Howard confirmed that the year end financial statements will be completed by the end of April, she is just awaiting some clarification from Lorne Bolton regarding depreciation. The financial statements are required to be able to file the annual Charities return which is due the end of June 2010. Tom Hawker, accountant, will be reviewing and providing the notations to the financial statements by the end of May. The 2009 financial statements will be presented at the AGM which must be held before the end of June 2010 to utilize the 2009 Financial Statements.

John Savage also has confirmed with the CRD that the 2009 financial statements will be sent to them as soon as they are ready.

**9. BUILDING PROJECT COMMITTEE**

**a) Building Order with Permasteel – delivery status**

Wayne Quinn stated that the contract documents were signed, and that Permasteel's delivery schedule at this point is the first week of May. Permasteel has provided to the structural engineer three things:

1. The 'reactions' which are the structural information for the structural engineer to design the foundation package.
2. The engineer stamped set of drawings for the buildings, which Quinn will use for the building permit applications.
3. Accompanying the drawings is a Schedule A, which is the certified engineer stamped certificate which certifies that the building is designed the way it should be.

Quinn stated that by the end of this week the foundation drawings will be completed. He has had discussion with the CRD Building Department that he will be applying for the building permits next week. The first permit will be for the foundation and erection of the steel structure. There will be a proportional charge for the permit which covers this stage of construction. Once the building is erected there will be additional permits required to complete the interior construction.

Quinn's first priority regarding contractors is to get a crew for forming for the concrete and placing the steel and to assist with the concrete pour. The second priority is to obtain the contractor who will supply the concrete. In order for the bidders to be able to bid on the quantity take-offs they will require the drawings, which Quinn will have by the end of this week. The expectation is that work will begin on the sites in the third week of April.

Discussion ensued regarding various site issues which will be decided by the Building Committee in conjunction with the successful contractors.

**b) Interior Design – status**

Wayne Quinn will be contacting Jim Helset Design this week to do the entire interior design which will then be used by the contractors to bid on the plumbing and electrical work. The Fire Chief stated that end users have been consulted regarding the interior design.

**c) Construction Schedule/Critical Path – status (incl. Timeline to Lockup)**

Quinn stated that the schedule and critical path will be completed for the entire project later this week and he will send this to the members of the Building Committee and the President. He will also attend the meeting with Parks Canada on April 8<sup>th</sup> to update them on the project.

**d) Project Budget – updated status, monies spent and committed**

Ron Hall and Theresa Howard will report on the Project Budget under the Financial Report in the future. There have not been any substantive changes since the last report.

**e) ESB#1 – status of ‘set-back’ variance**

As earlier reported the ‘set-back’ variance for ESB#1 has been approved. Quinn stated that the variance permit will be required to be included with the building permit application.

**f) Contract Template – status and report on utilization**

Discussion ensued regarding the content of the contract template and some additions that should be incorporated.

**Motion:** Moved by John Money that the Board adopt the contract template in principle, subject to further review by the Building Committee.

**CARRIED**

**g) ESB#1 ‘Wood Accents’ – status**

Wayne Quinn will engage a designer once the building is up, to start development of the wood accents.

**h) Next Steps**

**What (construction segments)  
How (identification/solicitation of bidders)  
When (bid solicitation & contract awarding)  
Who (bid analysis & contract signing)**

This item was deferred to the Building Committee.

**i) Encouraging Donation in the Bidding Process**

Discussion took place regarding the bidding process, and the inclusion in the bid document for the opportunity for bidders to offer tax deductible donations in their bid. Brian Haley stated that this method was used successfully when building the Recreation Centre. The Building Committee will develop the bid template, with assistance from the Secretary.

**j) Structural Engineer**

Wayne Quinn confirmed that the increased cost for the Structural Engineer is marginal at \$600 for 4-6 hours of his time to be the coordinating professional on the project. Quinn advised that this is still within the budget.

#### **k) Q-in Construction Management Contract**

John Savage reported that the contract will be updated but that there were still three outstanding items:

- i) Delivery of the critical path – Mr. Quinn had earlier in this meeting confirmed he will be delivering this next week
- ii) Mr. Quinn is required to obtain liability insurance, - Mr. Quinn confirmed he will be carrying liability insurance.
- iii) Mr. Quinn requires WCB coverage for himself while working under contract for SIFPS.- Mr. Quinn will re-visit this with WCB and then discuss with the President.

### **10. FINANCE COMMITTEE**

#### **a) TD Financing Agreement**

John Savage stated that there had been some confusion between our lawyer and the TD Bank's lawyer regarding the registration of the lease. The Bank had agreed that they will make the money available for the draws no later than April 30, 2010, and will continue to do so until the lease can be registered. Jack Leung from TD Bank and John Savage have each spoken with their respective lawyers and this matter is now settled. The only outstanding matter is that the Bank is still awaiting the letter from the appraisers confirming the validity of the appraisals.

#### **b) SGIEMC – apply for pre-paid lease payments upon beginning of building erection**

Marlies Petura reviewed the MOU and confirmed that the request for the lease payments for ESB#1 and ESB#2, from SGMIEC may be requested upon commencement of construction of the structure under a valid building permit and receipt of written notice of same from the SIFPS. The Treasurer/Controller will follow up with the request.

#### **c) Parks Canada – determine status of draft lease agreement**

John Savage will follow-up with Parks Canada to ascertain the status.

#### **d) HST**

John Savage stated that currently SIFPS recovers GST, and asked what will happen to the recovering of tax once the HST comes into force. Theresa Howard confirmed that the full 12% HST will be recovered.

### **11. OPERATIONS COMMITTEE**

#### **a) CRD By-Law 3452-status of SIFPS initiative**

Hugh Grasswick stated that there were two separate bylaws that need to be put into place. The first is a bylaw establishing the fire department, which had never been done. This is in the format established by the Fire Commissioners' Office, with some appropriate changes made to it. A copy of this draft bylaw will be sent to the rest of the Board by Grasswick, with a view to passing this bylaw at the next meeting.

The second bylaw is the Burning Restriction Bylaw which gives the Fire Chief his authority to restrict burning and enter premises. Discussion ensued regarding the problematic issues of enforcing the bylaw by the issuance of tickets or fines. It became apparent that without enforcement the Chief will not have the ability to deal with issues. John Wiznuk asked for direction from the Board as to April 15<sup>th</sup> when burning restrictions/burning permits normally come into force. He asked if he is to hold off until the bylaw is established or to continue as he normally would.

**Motion:** Moved by Hugh Grasswick that the revised bylaw be vetted by a lawyer to ascertain whether SIFPS has the right to issue fines.  
(subsequently withdrawn)

Discussion continued and it was noted that the choice of involving the RCMP is always available, however the Fire Chief felt that this was not customer friendly when trying to work with the people of this island. Chief Wiznuk stated that he has been trying to get an opinion from Pender RCMP regarding their issuing fines but has not received a reply in the past month. Grasswick felt that the bylaw could be split into two, one giving the fire chief authority and leave the enforcement aspect out of it until we obtain legal advice. After discussion the Board felt that this would be the way to proceed. Hugh Grasswick will remove the enforcement clauses from the document and send the revised bylaw to the rest of the Board and asked to have this placed on the agenda for the next meeting, so it may be passed. John Savage stated that the enforcement issues will be further investigated.

Hugh Grasswick withdrew his earlier motion.

**Motion:** Moved by Hugh Grasswick that the Fire Chief at his discretion continue to issue burning permits and burning restrictions, pending the adoption of a formal burning bylaw.

**CARRIED**

#### **b) SIR –status of assets, including Emergency Transportation Vehicle**

John Wiznuk asked that the Board refer to the 'ambulance' by its correct name, which is an Emergency Transportation Vehicle. He also reminded the Board that when this vehicle is to be re-insured that it be for short-term insurance only as it will become part of the fleet insurance due October 31.

Grasswick confirmed that in discussion with the insurance agent, SIFPS will be subject to the PST on the transfer of the Emergency Transportation Vehicle. Discussion ensued as to how the PST or HST will affect the transfer depending on when the transfer takes place (pre/post July 1, 2010). Ron Hall confirmed that he had spoken with Dawn Wood and the Health Committee is in agreement to keep title to the Emergency Transportation Vehicle until July 1 if that is what SIFPS wishes. John Savage stated that the transfer should happen sooner rather than later but that at the same time, it is important that we minimize costs, such as taxes. SIFPS will determine if we can transfer it for a nominal cost of one dollar, thereby minimizing taxes.

John Savage then asked what the status of the SIR asset list was. After brief discussion, it was determined that SIR Chief David Rees-Thomas will work with Hugh Grasswick to supply a complete list of equipment and ownership status of the assets of SIR.

## **12. CORPORATE & ADMINISTRATION COMMITTEE**

### **a) Construction Insurance – status**

Ron Hall stated that Wayne Quinn has now provided the start date as the third week in April and Hall will now provide direction to the insurance agent to begin the nine months of construction insurance coverage from that date, for both sites.

### **b) SIR Insurance – status**

Ron Hall confirmed that the malpractice and liability insurance will expire this Friday and will be renewed until it can be consolidated when the SIFPS insurance comes due. A question was raised as to whether all of the funds related to SIR had been spent by the Community Club, if a final bank statement had been received or if there was any amount left to be transferred to SIFPS. John Savage confirmed that the financial statement received from the Community Club stated that all funds were spent, he also confirmed that he had not received a bank statement and nor had he asked for one. It was felt by the Board that no further action is required.

### **c) ICBC & SIVFA Insurance-discussion regarding functional responsibility**

John Savage reviewed with the Board that historically, the ICBC and SIVFA insurance placement had been handled by the Fire Chief. Now that there are Standing Committees in place it has caused us to take a closer look at the finances, expenses and organization as our organization changes. He asked the Board's perspective as to where the responsibility should be for placing the ICBC and SIVFA insurance, considering the other areas of insurance placement. Savage then made the motion below for discussion purposes.

Discussion on the motion ensued. Hugh Grasswick stated that it made sense to have one committee responsible for all insurance matters. John Savage pointed out that there are benefits to being able to shop around for insurance or consolidated different insurance policies with one company. The recent renewal issue of the SIVFA revealed that there was a possible duplication of coverage. This will still need some further investigation but in the meantime no change to coverage has been made and the premium has been paid. John Money stated that as a Board we want to ensure that the firefighters get all the benefits and coverage that they should. Chief Wiznuk stated that he is the Fire Fighters' advocate on the Board and takes that position seriously. He felt that the material presented to him was that a benefit for the Fire Fighters was being diminished. He agreed that there is some duplication but stated that had been a conscious decision made by a Board when the Fire Department was set up. Chief Wiznuk felt that these insurances should be an operational matter and the Fire Chief has always had responsibility for this. John Savage stated that the Fire Chief, the SIR Chief and the full Board should all have input into the coverage and level of insurance issues. He continued on, saying that he believes the Standing Committee structure works well in how this Board works. He also explained that this does not mean there is no input. He said that the Corporate and Administrative Committee has responsibility to properly place insurance, get the best deal for possible and like all the other Standing Committees, has the responsibility to question the status quo and bring issues to



light, but then it us up to the full Board to determine whether or not a change should be made.

**Motion:** Moved by John Savage that the Corporate and Administration Committee have responsibility for the actual placing of these insurances (ICBC & SIVFA) but under the direction of the Board if the Committee wants to recommend any changes to the coverage.

**CARRIED**

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

#### **Next Step –**

John Savage stated that the next step is to apprise current interested parties of intended sale process and confirm continuing interest.

### **14. FINANCIAL REPORTING COMMITTEE**

**a) Status** - Nothing to report

### **15. MEMORANDUM OF UNDERSTANDING WITH SCC**

#### **a) BCAS and BC Emergency Services Commission-**

John Savage will determine status based on recent government realignment of ambulance services organization

#### **b) Phases 1 & 2 –**

Hugh Grasswick pointed out that the only outstanding issue is the transfer of the emergency transportation vehicle.

John Savage stated that part of Phase 2 also called for the SIFPS to consider changing its name once SIR had become part of SIFPS. He stated that he is recommending that this not be considered at this time. He explained that he felt no consideration should be given to spending discretionary money on legal fees until after the construction of the new ESBs is completed and it is know how much money is needed to complete the building project.

#### **c) Phase 3 – no action yet taken**

John Savage will contact Bill Schermbrucker in the near future to look into the next steps to be taken in this phase.

### **16. NEW BUSINESS**

Theresa Howard reported on the seminar she attended that was given by Firewise Consulting. The topic of the seminar was the legal liability of fire departments. Many cases from across Canada were reviewed. However of the 7200 fires reported each year in BC only a handful ever result in lawsuits and many of those are thrown out in court. For volunteers the courts take

into consideration other jobs, training, resources and financing of these departments. She has reviewed what she learned at the seminar with Chief Wiznuk, and he is already doing many of the recommended things, such as keeping a list of all the volunteer members and their level of training. One important fact she learned was that if someone isn't trained to the level that is required in the specific situation the Fire Chief should not send them into that situation. Howard believes that overall this island has good coverage, service, training and funding.

Points learned that will reduce the liability were:

- Not to send untrained personnel into situations beyond their training.
- Keep track of your firefighters and their level of training.
- There is no liability if firefighters cannot respond because of their level of training.
- There is no liability in situations such as lack of water, or lack of access.

**17. DATE OF NEXT MEETING**

The next meeting will be May 3, 2010 at 10:30 a.m. at the Fire Hall.

**18. ADJOURN**

**Motion:** Moved by John Savage to adjourn the meeting at 1:05 p.m.

**CARRIED**

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John Savage, President

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Marlies Petura, Secretary