

# **SATURNA ISLAND FIRE PROTECTION SOCIETY**

**("SIFPS")**

## **MINUTES OF DIRECTORS' MEETING**

**March 13, 2010 at 12:55 p.m. during and after the Special Membership Meeting,  
held at the Saturna Recreation Centre**

### **DIRECTORS PRESENT:**

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

**Fire Chief:** John Wiznuk

**Recording Secretary:** Marlies Petura

During the Special Membership Meeting and just before conducting the vote for the Special Resolution, the Special Membership Meeting was briefly recessed in order for the Board of SIFPS to meet to receive and review the membership applications submitted just before the start of the membership meeting.

### **1. Call to Order**

John Savage – President called the meeting to order at 12:45 p.m.

### **2. Membership**

Marlies Petura advised that the following person has submitted an application for Membership in SIFPS and has applied as a 'resident' as described in the Motion at the December 20, 2008 Directors' Meeting regarding Membership and that this individual is now therefore accepted as member of SIFPS and that she will be advised as such:

Nancy Gerber

*The Board Meeting was then recessed and the Membership Meeting then reconvened.*

*Upon the adjournment of the Membership Meeting the Board Meeting then reconvened at 12:50:*

**Guest:** Wayne Quinn

### **1. VIHA UPDATE**

John Savage reported that he and Dawn Wood had met with a representative from VIHA who had provided assurance (verbal at this point) that there would be continued support and financing for SIR as it becomes part of SIFPS. A new contract will be drawn up between VIHA and SIFPS. Savage had enquired of the VIHA representative if an increase in the value of the contract would be possible as it has never been increased from the current value of \$10,000 over the past 10 years. He requested an increase of \$500 per year, but has just had a reply back that there would be no increase.

### **2. CONFIRMATION OF TRANSFER OF SIR FROM SCC TO SIFPS**

Savage read a letter that will be delivered to Bill Schermbrucker confirming the completion of SIFPS due diligence activities and the official confirmation of the date of transfer of SIR from the SCC to SIFPS.

The letter also confirmed that the various insurance matters were in the process of being completed and that in order to complete the transfer of ownership of the assets of SIR a complete list of those assets be provided to SIFPS.

As requested by Mr. Schermbrucker in an earlier email, Savage's letter provided the total square footage of the new SIR related facilities within ESB#1; that a finalized interior floor plan will be provided once the final drawing is developed; and that the level of finishing for all areas including the SIR facilities will be fully finished as planned. However, in the unexpected event that there are not enough monies to fully finish the whole building as part of its initial construction, the finishing of the SIR related area will be treated no different than other areas in the rest of the building.

The letter also provided an attached Cost Allocation for SIR and ESB#1. This demonstrates that the SIR portions of the building apportioned on a square footage basis will cost in the range of \$150,000-\$160,000. It was restated that effective April 1, 2010 SIR will be an integral part of SIFPS and will be treated no different than the other parts of SIFPS and this will include the finishing of its portion of the new building.

Savage also stated that it has been established that as of April 1, 2010, the Ambulance Crew Chief will report to the Operations Committee just as the Fire Chief currently reports.

### **3. SIR FINANCIAL STATEMENTS**

John Savage gave to the Operations Committee, the current financial statements received from the Community Club regarding SIR's operating statements received from the Community Club regarding SIR's operating costs. SIR's operating expenses were \$15,000 with \$10,000 received as revenue from VIHA. To cover the shortfall the SCC was able to receive a one time CRD grant of \$5000. Bernie Ziegler confirmed that SIR's operating budget has always been \$10,000 and the only reason that it was more than that for this year was the expense for the engineer that had been hired to provide drawings for an ambulance building contemplated by SCC. Further discussion ensued regarding future savings that can be achieved by combining existing insurance on the fleet and other types of insurance that is already in place for SIFPS.

### **4. RCMP CONTACT**

John Savage reported that he had been in contact with the Pender Island Detachment of the RCMP and was advised by them that they have been looking for a warm and dry shelter on Saturna. They are currently negotiating with the Recreation Centre and will revisit this matter closer to the end of this year once ESB#1 is built.

### **5. CORRESPONDENCE**

Savage reviewed correspondence received from a neighbouring property owner to ESB#2. After discussion Savage will contact the owner and arrange for a meeting with them to provide them with further information about ESB#2.

### **6. CONSTRUCTION BUDGET**

John Savage thanked everyone involved in working on the refreshed construction budget. The Board reviewed the budget which confirmed the total cost to build both ESB's remains at the same amount of \$1,160,982 of which \$280,086 has already been spent.

**Motion:** Moved by John Money to accept the refreshed construction budget.  
**Seconded** by Brian Haley

**CARRIED**

Ron Hall will deliver this final budget to the TD Bank next week.

**7. REGISTRATION OF THE LEASE – ESB#1**

The Board discussed that the nature of the lease requires that its registration take place upon the construction of the premises; the Board determined that it will defer registering the lease until the building is constructed.

**8. PERMA STEEL CONTRACTS**

**Motion:** Moved by John Money that the President and the Treasurer be directed to sign the PermaSteel contracts.

**CARRIED**

**9. OLD HALL - SALE COMMITTEE**

Savage reported that the Sale Committee has now established the process of when and how the old hall will be sold. "When" can be at any time, possession/closing date will be no later than December 31, 2010, however it is anticipated that it will be in November. The "how," will be a two step process. After identifying interested parties, the first step will be that they will be asked to submit an offer of at least \$155,000 which is the appraised value, along with a deposit in certified funds of \$10,000. Two weeks after the closing date of Step 1, all qualified bidders from that step will enter an auction.

The sale is final and irrevocable therefore the successful bidder will forfeit the deposit if he fails to complete the sale. All offers will be without conditions and real estate fees will be borne entirely by the buyer. SIFPS' lawyer will draw up the documents for the two stages of this sale. The public will be invited to observe the sale but will not be able to bid. Notices of the sale, the process and relevant dates will be posted at both stores, in the Scribbler, and a sale sign will be posted at the fire hall and there may be other public communication methods utilized. In addition, all currently interested parties will be contacted. The Treasurer and Controller will be developing cash flow statements next week and will assess the potential impact of the sale.

**10. SCRIBBLER ARTICLE**

John Savage read the SIFPS update article he has written, for next month's Scribbler. It was received favourably by the Board.

**11. ADJOURN**

**Motion:** Moved by John Savage to adjourn the meeting at 2.00 p.m..

**CARRIED**

---

John Savage, President

Marlies Petura, Secretary