

**SATURNA ISLAND FIRE PROTECTION SOCIETY  
("SIFPS")  
MINUTES OF DIRECTORS' MEETING  
May 3, 2010 at 10:30 a.m. held at the Fire Hall**

**DIRECTORS PRESENT:**

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

**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 Brian Haley that the Agenda of May 3, 2010 be approved.

**CARRIED**

**3. APPROVAL OF MINUTES**

**Motion:** Moved by John Savage that the Minutes of April 5, 2010, be approved.

**CARRIED**

**4. CORRESPONDENCE**

John Savage reported that he has received two further communications from Paul White and reviewed the content with the Board. After discussion, the Board agreed that Savage should contact Mr. White personally, in order to answer the specific questions raised in the latest email communication from Mr. White. Savage will also cover the questions asked in his next Saturna Scribbler article.

**5. MEMBERSHIPS**

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

Mona Sinclair Paul Sinclair

**Motion:** Moved by Marlies Petura that Mona Sinclair and Paul Sinclair be accepted as a Members of SIFPS.

**CARRIED**

## 6. FIRE CHIEF'S REPORT

**Operations:** There was one call out of a chimney fire that extinguished itself so no further intervention was required.

**Financial:** There is a need for two new Fire Service ladders to replace non-compliant ladders on hand (Further explanation will be given under other business). Request for up to \$2000 be reallocated from the budget item for vehicle extrication equipment for this expense. The Operations Committee has agreed with this request, but requires the Board's approval. Had planned to delay this until 2011 but now think that unwise.

Receipts to be presented and petty cash to be topped up. Year not yet half over, but costs for Communications, Radio and Pager Repairs and Replacement this year is already approaching the full budget amount. This item needs to be increased for next year. Lost or damaged pagers or unserviceable radio batteries must be repaired or replaced.

**Training:** A training exercise in conjunction with the Southern Gulf Islands Emergency Program is scheduled for May 9, 13:30 to 15:30. It is planned as a mass casualty exercise to test the response to a mass casualty incident with all associated emergency service agencies. It is a chance to practice what we learned during the float plane crash incident.

SIVFD Safety Officer, Bill Schermbrucker, organized a training session on the "Fire Services Liability" report along with a visit from Theresa Howard for a practice night. He called it Duty of Care Saturna Island VFD. It was well received and thought provoking. Thanks to Theresa for taking the time to come to practice and explain the report (Info sheet with report). Fire Chief signed a liability waiver for the Pender Island Fire/Rescue to release them and the CRD from any damages or injuries incurred by Saturna Firefighters while taking supervised training during the NFPA1001 courses or any other supervised training that they might be sent over for (copy presented with this report).

**Other Business:** WorkSafeBC, 31.37(2), requires Fire Service ground Ladders be tested annually. Has never been done in SIVFD; was made aware of this last year but having no budget for testing or possible replacement, it was deferred. Have found a less expensive way to get the ladders tested, than prior. Currently have three ladders which are fit to test. The extension and roof ladder that were formerly used on Rapid 2 are of such an age that they require replacement; the liability with keeping these ladders in service is such that replacement is recommended. Ladder testing and record keeping will become part of SIVFD yearly routine. Through CREST radio system all the Southern Gulf Islands Fire Dept. radios, handheld, truck mounted and base stations have received a new, comprehensive, interoperable channel matrix. This massive advance is due to the efforts of Chief Boyte on Pender and Captain Jaime Holmes on Salt Spring and the cooperation of all Gulf Islands Fire Chiefs. It increases the use potential of our radios and the set up is common to all radios in the islands.

Discussion ensued regarding the cost of replacing pagers and the necessity for exploring other means of securing the pagers to the volunteer fire fighters. Just hooking the pagers to a belt is not secure enough and pagers often fall off. Hugh Grasswick and John Wiznuk will look into other options.

## 7. SIR CHIEF'S REPORT

**Operations:** 3 callouts in April, one of which was stood down by the patient, for a total of 10 in the calendar year and 5 in the current fiscal year.

**Training:** April's SIR/FR training session has been moved to Tuesday May 04 and will be joint SIR/SIVFD training focusing on preparation for the mass-casualty exercise on the following Sunday (May 09).

On the agenda for future training, starting with the regular May session are:

- Pedimate pediatric restraint device
- glucometer
- mobile and portable radios
- disposal of biomedical and other waste; cleaning Treatment room
- use of main-tank oxygen supply

**Exercise:** Ian Elliott of the SGI Emergency Program has set up a functional exercise for Saturna for May 9. This will be a simulated multi-casualty incident involving the school bus and another vehicle. The preliminary Exercise Plan (attached) indicates the involvement of BCAS and the Saturna clinic; however off-island medical resources will not be part of the exercise, and use of the clinic will be minimal at most.

**Vehicle and Equipment:** The two BCAS portable radios have been replaced with units programmed to include the Fireground channel. The channel layout is identical to that of the mobile radio in BULA III.

Arrangements have been made to swap oxygen cylinders with BCAS station 106, Sidney, saving a long drive into Esquimalt. In addition, the S size oxygen tank in the vehicle itself which will reduce clutter during patient transport and increase time between replacement of the portable cylinders.

David Rees-Thomas stated that after testing the O2 tank, it became evident that the regulator needs to be replaced, this will cost approximately \$200-\$300.

## **8. FINANCIAL REPORT**

### **a) Monthly Statement –April, 2010**

Theresa Howard presented the Statement of Income and Expenses, Budget and Comparative for the month of April, 2010. The total cash and term deposits amounts to \$127,428.71.

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

**CARRIED**

### **b) 2009 Financial Statements – status**

Theresa Howard confirmed she met with Lorne Bolton, Ron Hall and the accountant, Mr. Hawker to review the documents. These will be delivered to the accountant's office tomorrow and will be ready for May 15<sup>th</sup>. Ms. Howard will also be reviewing the charities report with the accountant prior to sending this in. Mr. Hawker is donating his services.

### **c) HST Recovery**

Theresa Howard has clarified with Revenue Canada that SIFPS is able to file for the GST rebate every 6 months and will therefore file at the end of June which coincides with the start with the HST, July 1. John Savage clarified that the HST will result in a 10.25% recovery of tax paid, which will increase recovery of monies on the construction projects.

### **d) Project Budget**

- i) Funds – spent & committed

John Savage stated that this item will be discussed 'in-camera'.

ii) Fund Draw- status

John Savage reviewed that the balance in our bank account is approximately \$125,000, at the end of April, which will therefore soon require a draw of monies from TD Bank. Ron Hall stated he had anticipated that we would be drawing \$150,000 in May, therefore a draw will be made as soon as possible. Savage went on to confirm that he and the Secretary, Marlies Petura, attended the lawyer's office and signed all the necessary documents required for both the loan and the lease agreement with the Recreation Centre. Bernie Ziegler stated he and one other person representing the Recreation Centre attempted to sign the required documents but no lawyer was available to witness their signatures. Ziegler and Marlies Petura will coordinate the signatory with the legal firm to finalize the signing of this document.

## 9. BUILDING PROJECT COMMITTEE

### a) Building Permit status- ESB#1 and ESB#2

Wayne Quinn stated that both permits were filed April 16<sup>th</sup> with the CRD and hopes that they will be issued later this week. For ESB#1 all the required documents were submitted but the CRD had further communication with other parties involved, such as the geotechnical engineer, the Permasteel Engineer and the water connector people. Richard Brimmel will be submitting the required schedule shortly.

For ESB#2 CRD was requiring an Engineer to provide drawings for the curtain drainage, this will be at a cost of \$300. Quinn expects to receive this within a day or two, and he will be sending it on to the CRD, this is the only outstanding item for ESB#2.

### b) Footings, etc - status

John Savage declared that the meeting would now go 'in-camera'.

**Motion:** Moved by John Savage to proceed with the meeting 'in-camera', but allow the resource person to remain in the meeting.

### CARRIED UNANIMOUSLY

The meeting proceeded 'in-camera' at 11:10 a.m.

The 'in-camera' meeting ended at 12:10 p.m. and the regular meeting continued.

### f) Interior Design – status

Wayne Quinn expects to receive the final drawings from Helset Design for the Mezzanine in ESB#1 and the enclosure in ESB#2, at the latest next Monday. Cost will be \$1275 for ESB#1 and \$750 for ESB#2.

### g) Sub-trades –Building Sequence/Timing/Donations- encouragement-results

John Savage stated that it would be prudent to arrange future sub-trades at the earliest opportunity. Brian Haley confirmed that this will be the next step. Donations are and will be encouraged by the Building Committee and Wayne Quinn when going out for bids on the project. Discussion arose around the process for awarding bids.

**Motion:** Moved by John Money that the Chair of the Building Committee (or in his absence, any Officer of SIFPS), may sign contracts up to \$10,000. Any contract over \$10,000 must be pre-approved by the Board prior to signing.

## **CARRIED UNANIMOUSLY**

### **10. FINANCE COMMITTEE**

#### **a) TD Financing Agreement – Lawyers**

John Savage confirmed that he and Secretary Marlies Petura signed all the necessary documents relative to the loan with TD Bank. The Recreation Centre lease was also signed by SIFPS, but still needs someone from the Recreation Centre Society to sign.

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

Ron Hall will apply for the lease payments as soon as the building permits are obtained.

#### **c) Parks Canada-status of draft lease agreement**

John Savage will be following up as to the status.

### **11. OPERATIONS COMMITTEE**

#### **a) By-Law Establishing Fire Department**

Hugh Grasswick reviewed the draft bylaw with the Board and during discussion minor changes were identified.

**Motion:** Moved by John Savage to adopt the Saturna Island Fire Department Bylaw #1, deleting paragraph #28, adding Schedule A, changing the name to "Saturna Island Fire Department Bylaw". In addition the firefighters memorandum of agreement with SIFPS will be reviewed and changes made if necessary, to reflect the conditions of the bylaw.

## **CARRIED UNANIMOUSLY**

Discussion then focused on the Burning By-law and it was pointed out that the requirements in this bylaw may not fit with the unique characteristics of Saturna Island. John Wiznuk confirmed that all the other Gulf Islands have this by-law in place and it is used by their respective fire departments, as they come under CRD jurisdiction.

John Savage asked that Hugh Grasswick and John Wiznuk review the bylaw again and make necessary amendments to it. It should then be brought back to the Board at the next meeting for approval.

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

Hugh Grasswick confirmed that the vehicle will be transferred to SIFPS fleet at the end of July. He will determine what the taxation implications are.

#### **c) Parks Canada MOU – Meeting outcome**

John Wiznuk reviewed the discussions that took place at the April 8<sup>th</sup> meeting with Parks Canada, and specifically that Parks now has a Policy Statement regarding emergency vehicle access to their properties. Wiznuk expects that better access for emergency vehicles to Narvaez Bay will be available, when the Park Warden is not on island. Next step - Wiznuk is waiting for Parks Canada's response.

## 12. CORPORATE AND ADMINISTRATION COMMITTEE

The Secretary, reviewed two resolutions that the TD Bank requires to be passed by the Board of Directors.

Resolution #1 – The ‘Borrowing Resolution’ (copy attached), is the identical resolution passed by the membership at the March 13, 2010, Membership Meeting. The Board is being asked to also pass it formally at this Board Meeting.

**Motion:** Moved by Marlies Petura that the Board pass Resolution #1, the ‘Borrowing Resolution’ previously passed by the membership on March 13, 2010.

### **CARRIED**

Resolution #2 – Resolution Authorizing Execution of General Security Agreement. (copy attached).  
Marlies Petura, then read the resolution as follows:

Resolved That the President and the Secretary are hereby authorized for and on behalf of the Corporation to execute and deliver to The Toronto Dominion Bank a General Security Agreement substantially in the form of the General Security Agreement (attached hereto and initialed by the Secretary for identification) presented to the directors, with such alterations, amendments, deletions or additions as may be approved by the persons executing the same and that execution accordingly shall be conclusive evidence of such approval and that the General Security Agreement so executed is the General Security Agreement authorized by this Resolution. Any officer or director be and is hereby authorized to execute and deliver on behalf of the Corporation all such other documents and writings and to do such other acts and things as may be necessary or desirable for fulfilling the Corporation’s obligations under the General Security Agreement.

**Motion:** Moved by Marlies Petura that the Board of Directors pass the Resolution Authorizing Execution of General Security Agreement.

### **CARRIED**

#### **a) Construction Insurance – Status**

Ron Hall confirmed that the construction insurance is in place for ESB#1, and ESB#2 will be in place once Wayne Quinn gives the go ahead.

#### **b) SIR Insurance – status**

Hall confirmed that both liability and malpractice insurance for SIR were renewed on April 9<sup>th</sup>, 2010. A few issues have developed in regard to the VIHA contract and their requirements for insurance purposes. Those issues are being resolved.

#### **c) VIHA**

- i) Contract status**
- ii) Insurance requirements**

Savage stated that there were three outstanding issues that are being resolved with the VIHA contract:

1. A mutual cancellation ability clause is required,
2. the WCB registration number has been supplied, and

3. there was a typographical error in naming SIFPS a 'service' instead of a Society.  
Savage expects this process to be finalized shortly.

**d) TD named on SIFPS insurance**

Ron Hall confirmed that this is now in progress and our insurance agent will be contacting Beacon Law Offices with the required information.

**e) SIFPS Annual General Meeting**

**i) Date**

The date and time of the AGM was set for June 27, 2010 at 11:00 a.m., to be held at the Recreation Centre. Bernie Ziegler to confirm the availability of the venue and advise the Secretary.

**ii) Nomination Committee**

**Motion:** Moved by John Savage that the Nomination Committee consist of himself, Hugh Grasswick, and Ron Hall.

**CARRIED UNANIMOUSLY**

John Savage requested that the Secretary review the requirements regarding what documentation is required to be mailed out with the Notice of the AGM, specifically, whether the financial statements should be sent with the Notice.

**13. CURRENT HALL –SALE COMMITTEE**

Savage confirmed that he will be contacting all parties who previously had shown interest in the sale of the old hall. He will also be posting notices on the island and in local publications such as Islands Tides and the Saturna Sunset Scribbler. He will also explain the details of the two step process to all interested parties.

**14. FINANCIAL REPORTING COMMITTEE**

**a) Status** - There is no change to report.

**15. MOU with SCC**

**a) BCAS and BC Emergency Services Commission – Status**

No further action at this time.

**b) Phases 1 & 2**

No further action at this time.

**c) Phase 3**

John Savage reported that Ron Monk and Murray Rankin have been appointed by SIPOA (Saturna Island Property Owners Association) to join the current joint committee of the Community Club and SIFPS as we move into Phase 3.

## **16. NEW BUSINESS**

John Savage read an email he had received from Ron Hall regarding a recent SIPOA meeting at which Freedom of Information and Protection of Privacy was discussed. It appears that SIFPS will require a privacy policy and a Privacy Officer to ensure protection of member information and to act as a contact.

**Motion:** Moved by John Savage that the Secretary Marlies Petura, be appointed as the Privacy Officer and investigate policy requirements.

**CARRIED**

## **17. NEXT MEETING**

The next Board Meeting was set for June 7, 2010, at 10:30 a.m., at the Fire Hall.

## **18. ADJOURN**

**Motion:** Moved by John Savage that the meeting be adjourned at 1:30 p.m.

**CARRIED**

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John Savage, President Marlies Petura, Secretary