

**SATURNA ISLAND FIRE PROTECTION SOCIETY**

**(SIFPS)**

**MINUTES OF DIRECTORS' MEETING**

**August 9, 2010 at 10:30am held at the Main Fire Hall**

**DIRECTORS PRESENT:**

John Savage - President, Tom Johnstone - Secretary, Theresa Howard - Controller, Ron Hall - Treasurer, Bernie Ziegler, Lorne Bolton, Tom Koochin, John Money, Brian Haley

**Fire Chief** - John Wiznuk

**Recording Secretary** - Bev Lowsley

**Guest** - Annie Walenta

**1. CALL TO ORDER**

John Savage, President, called the meeting to order at 10:33a.m.

**2. APPROVAL OF AGENDA**

**Motion::** Moved by Lorne Bolton that the agenda be approved.

**CARRIED**

**3. APPROVAL OF MINUTES**

**Motion:** Moved by Theresa Howard that minutes of SIFPS Board meeting of July 12, 2010 be approved as circulated. .

**Motion:** Moved by Tom Johnstone to amend July 12, 2010 minutes by deletion of John Money from Directors Present.

**CARRIED**

**Motion:** Moved by Tom Johnstone to approve amended minutes of July 10, 2010.

**CARRIED**

**4. CORRESPONDENCE**

Tom Johnstone reported that the only correspondence consists of three previous emails from Paul White. Noting that this item is on the agenda, further discussion will be deferred until that time.

**5. WELCOME GUESTS AND QUESTIONS FROM THE FLOOR**

President John Savage welcomed Annie Walenta to the meeting as an observer and potential member. Tom Johnstone will provide her with membership information.

**6. MEMBERSHIPS**

Tom Johnstone reported that there have been no new applications for membership since the AGM on June 27, 2010

**7. FIRE CHIEF'S REPORT**

## **OPERATIONS;**

There is one call out to report; a Chief's page concerning the sinking of a vessel in Lyall Harbour

The final draft of the Parks Canada policy concerning vehicle access to the GINPR by island emergency responders has been received. Rob Walker from Parks Canada discussed this in a meeting with the Fire Chief, SIR Chief and members of the Operations Committee. Final arrangements, such as keys for gates and any alterations to MOUs have not yet been completed. Local emergency responders will have road access to areas such as the Narvaez Bay camp sites.

## **FINANCIAL;**

Chief Wiznuk requested a top up of petty cash. This will be to purchase more of the SIFD Burn Permit forms. This is an unscheduled expense which could come out of Supplies budget line. A previous order of 500, in 2008, cost \$148.03, with tax. It was recommended to explore potential cost savings if 1000 forms are ordered.

## **TRAINING;**

Training will continue as usual with an emphasis on wild fire operations over the summer.

## **OTHER BUSINESS;**

The Saturna Island Volunteer Firefighters Association held a meeting July 31, where, among other things discussed, a motion was passed asking for a "patrol type" jacket to be provided with the Saturna Island VFD name and retro-reflective trim, similar to our fire fighting clothing. This is wanted especially for our Medical First Responders and Rope Rescue Team for the issue of safety and identification. During the float plane crash of last November there was an initial disconnect between SIVFD responders, Coast Guard and BCAS responders as we were not identified as emergency service personnel by any uniform item. This has to do as well with our inter-relating with the public who are not full time Saturna residents, who know us by sight. It is also a personnel safety issue as many of the assist calls for SIR occur at night on or near roadways. This item was not budgeted for this year, the Personal Protective Equipment line item in the budget is to buy a part of the number of jackets necessary or seek out acceptable alternatives. The jackets will be carried in the firefighter's vehicles.

**Motion:** John Money moved that Chief Wiznuk explore cost of the jackets and present that information, when available, to the Operations Committee for approval.

**CARRIED**

A copy of the front page of the latest edition of the Volunteer Firefighters Association of B.C. newsletter was circulated. The case highlighted amply illustrates the need for the extra AD&D insurance that we buy for our firefighters and the sometimes uncooperative nature of WorkSafe BC. The item relates to an issue of a volunteer firefighter who died of a cancer they believed to result from exposure to toxic chemicals. It was pointed out that AD&D insurance only covers Accidental Death & Dismemberment and therefore would not apply in this case.

A public information, Fire and Life safety, table is set up at the Saturday Market in the parking lot of the General Store. Additionally, Chief Wiznuk presented the Beware and Prepare, Wildfire Awareness program Aug. 1<sup>st</sup> at Fire Hall #1. Unfortunately only two islanders saw fit to attend the presentation. In the future, other presentation venues will be explored.

## **8. SIR CHIEF'S REPORT**

Crew Chief David Rees-Thomas is off island. No report was available.

## **9. FINANCIAL REPORT**

Theresa Howard presented the Statement of Income and Expenses, Budget and Year to Date expenditures for July 2010. The total cash and term deposits amount to \$90,832.37

**Motion:** Theresa Howard moved acceptance of the financial report.

**CARRIED**

### **Project Budget**

Ron Hall noted that we have received the final invoice for payment to Permasteel and the Building Committee has issued a Certificate of Substantial Completion to them. This starts a 45 day lien period for Permasteel to retrieve their holdback.

Costs continue to mount, most notably for "Concrete/Foundation" and "Site Preparation" to be ready for pouring the slab. So far \$44,000 has been taken from Contingency to cover overruns.

Project Management fees have been paid based on contracted milestones. It was pointed out the project is not to lock-up only because hanging of the small doors is being held back to facilitate access for the mezzanine framing phase.

## **10. BUILDING PROJECT COMMITTEE**

### **a) Building Structures - Permasteel**

John Money delivered the report in Ted Syverson's absence. Ted met with Permasteel's engineer and some changes required for which they will provide reimbursement or repair (two fogged windows at ESB#1, some loose bolts at both sites, a door mixup). They have indicated that they will donate signage for both halls. Ted indicated that he found them very professional in their approach. The engineer has requested a letter of reference for their company.

**Motion:** John Money moved that the Board provide a positive letter of reference to Permasteel for the work done on our Emergency Services Buildings.

**CARRIED**

### **b) Building Permits**

Building permit is not yet in hand but we can proceed under the Project Engineer's stamped approval and photo documentation. Steel for slab is being laid on Friday.

Once the Project Engineer inspects and stamps approval the pour can go ahead. Plan is to start the slab pour on Monday, June 16th. Lester Bomford, Harvey Janzen and Bill House are all aware of this and will have their components completed.

### **c) Engineering**

All the mechanical drawings have been received and reviewed by Ted Syverson, Ron Hall and John Wiznuk. Requests for minor changes were returned and the drawings are now completed, stamped and being picked up today. They will be sent out for bids.

Everything done to date at both buildings has been inspected by the engineer and stamped approvals received.

**d) Construction Schedule/Critical Path**

Ted Syverson wishes to obtain responses on contractor bids so everyone will be able to commit to specific dates. He has requested bids as soon as possible, and hopefully awarded by August 31. Once this is available he will present a report on the critical path.

**e) Project Budget**

There is still \$1700 outstanding for permits.

**f) Current Documentation Status**

Bring forward

**g) Current Phases**

Footings - Work is completed and stamped by the engineer

Fill - is done and sand is in place for final drainage

Concrete - is complete except for the slabs

Slab Finish - contract has been issued at \$9,544. Since this is significantly lower than other bidders, expectations of the job were clarified and references have been received. Expectation is that it will take 3 days to complete pouring slabs for both buildings.

Perimeter Drainage - not required at ESB#1. ESB#2 has been completed and stamped by the engineer.

Mezzanine & Partitions - contract awarded to Lester Bomford. Cost is under budget for labour and materials (~\$45,000). Materials can now be ordered by Building Committee so that work can begin once the slab is completed.

Plumbing - stamped drawings are out for bid requests. Prostar has already bid and others plan to do so now that drawings are available. Projected turn around on this process is 15 days.

HVAC/ Mechanical - bid requests are out for these as well as for Plumbing (noted above), Electrical & Heating, and Electrical for Parks Canada which requires a separate electrical meter. Tentative date to award these contracts is August 31. Under floor conduits and plumbing are being done by local contractors in preparation for pouring of the slabs.

Insulation - Interior - This has gone out for bids but none have yet been received.

Windows and Doors for Interior will be ordered at the same time as the materials order for the mezzanine as they take longer to obtain.

Drywall & Finishing - requests for bids have been sent out. This phase is contingent on timing. Wayne Quinn is working on this.

**h) ESB #1 Wood Accents, and**

**i) ESB #2 Outdoor Lighting and Landscaping**

These items will be brought forward as construction progresses.

## **j) Donations: Suppliers & Contractors**

Once the contracts are issued, then an approach is being made for donation. Lester Bomford has indicated that he will make a donation but no amount has been specified. This will be followed up by the Building Committee. Also, as new supplier accounts are opened this issue of discount rates will be explored by Theresa.

John Money pointed out that Ted Syverson has taken on liaising with Wayne Quinn, engineers and contractors and is managing well in this role. John Savage expressed thanks on behalf the Board. It also noted that Wayne will be away from August 18 to 26 so any communications regarding building construction should go directly to Ted.

## **12. Finance Committee**

### **a) TD Finance Agreement**

#### **i) Draws**

Ron Hall reported that the single draw of \$200,000 in May has lasted through July. The next draw of approximately \$150,000 is anticipated in September and a final draw of \$140,000 in October. That will total \$490,000 of interim financing utilized, from a potential \$700,000.

#### **ii) Site Plan for lease area & reference plan for easement**

The original agreement with the Recreation Centre Society designated the lease area as the building site only and the right of way is the whole site. The whole site cannot be registered as a right of way until the building is complete to lock-up. Once the building is at lock-up, Richard Wey can provide drawings of the buildings precise position on the site and perimeter of the access lanes. Tom Johnstone and Richard Way are meeting with the lawyer to determine exactly what is required to register the site plan. Once the details are clear Tom will authorize Richard to complete the required drawings. It was suggested that Richard be requested to do drawings with appropriate detail so they can also be used for subsequent application for subdivision when that occurs. There are still many steps to complete prior to that stage.

### **b) South Gulf Islands Emergency Management Commission**

Ron Hall noted that we have not received the \$30,000 agreed to in the MOU between SIFPS and the CRD. The MOU agreement timing of payment was based on building permit approval. Ron has contacted Ian Elliott who reported that CRD finance changes preclude payment prior to occupancy. There has been no notification from CRD to SIFPS regarding this change. Ron has also issued a new invoice which now includes HST.

**Motion:** Tom Johnstone moved that the Board President or Treasurer send a letter to CRD notifying them that under the terms of the memorandum of agreement, the monies are due and payable, as they have been for some time, and that in the event that they refuse to submit payment as agreed upon we shall initiate the dispute resolution process outlined in the agreement.

**CARRIED**

John Money recommended that a copy of the letter be sent to Director Ken Hancock so he is aware of our concerns.

### **c) Parks Canada**

There has been no further word from Rob Walker on the status of the draft lease agreement. Tom Johnstone pointed out that we are leasing the property from the

Recreation Centre Society therefore the wording of SIFPS agreement with Parks Canada should identify this as a sublease with right to assign.

### **13. Operations Committee**

#### **a) Fire Department**

Burning bylaw final review status will be brought forward when Hugh Grasswick is present to report.

#### **b) SIR**

There was discussion at the committee level of an honourarium for the SIR Chief. This could not come out of the VIHA allocation but possibly from donations. Possibly this would be more valid once there is a full year of expenses on which to base that information. Finance Committee is directed to consider this issue as part of their deliberations in preparation of the next budget. The President also requested that Lorne Bolton participate in this process for his knowledge of tax implications.

Issues identified as needing further exploration included relationship with CRD, the bylaw which enables SIFPS taxing authority and recent changes to the Emergency Services Act.

#### **c) Truck Chassis Sale**

The sale has been completed. The tanker has been removed from the chassis and is stored on John Money's property until a new chassis is available. John Wiznuk acknowledged John Money's assistance in expediting the process.

Jon Guy has requested a bill of sale. As soon as Ron Hall has the VIN number from the vehicle he will issue the bill of sale.

#### **d) Container**

Sale of the container on the current Fire Hall property is an ongoing issue. Operations Committee will deal with a process for that sale.

### **14. CORPORATE & ADMINISTRATION COMMITTEE**

#### **a) SIFPS Asset Ownership & Registration Documentation**

This is maintained and secured. Nothing further is required.

#### **b) Directors' Liability Insurance**

Renewal costs were within budget. It has been authorized and is underway.

Tom Johnstone and Ron Hall will be meeting with the insurance agency to do a comprehensive review of the whole SIFPS portfolio in preparation for October when most policies come due.

#### **c) SIR**

i) Emergency Transportation Vehicle status has been completed.

ii) Outstanding balance of \$3,043 has been received from the Saturna Community Club.

#### **d) VIHA**

i) The annual payment from VIHA for SIR operations has been received.

ii) Insurance requirements information is in the agents hands. This will be followed up as part of next week's meeting, as mentioned in item 14.b. herein.

#### **e) SIFPS Records**

This is an ongoing process of collecting relevant documents. As noted at last meeting, there will be a secure place to house these in the new ESB#1.

#### **f) Worksafe BC Coverage for First Responders**

John Wiznuk has sent an email to John Savage requesting permission to pursue this issue. The Corporate & Administration Committee will follow up with this.

### **15. COMMUNICATIONS COMMITTEE**

#### **a) Public Information Session**

Information on the website is largely completed. If anyone identifies information that should be included please contact Ron Hall.

John Money complemented Bernie Ziegler on the public information letter.

#### **b) Building Project August Update**

Bernie is planning to circulate another community information newsletter this week. He will also take responsibility for regular Scribbler submissions.

#### **c) Paul White's Correspondence**

A draft letter to Paul White was circulated by John Savage. There was extensive discussion with minor wording changes for clarification.

**Motion:** Tom Johnstone moved that the Board of Directors of the Saturna Island Fire Protection Society will no longer respond to any communication received from Mr Paul S. White, except that which is in letter form and delivered through Canada Post. Further, that any future correspondence from Mr. White containing personal attacks will be reviewed by the Board for potential action, and still further, that Mr. White be advised that, at the sole discretion of the Board, all future communication from him may be subject to publication, to the entire membership of the Society and/or the community at large.

**CARRIED Unanimously**

**Motion:** Tom Johnstone moved that the letter as circulated be sent to Mr White including the motion that was passed regarding the disposition of his correspondence.

**CARRIED Unanimously**

### **16. CURRENT HALL - SALE COMMITTEE**

#### **a) Interested Parties**

There were five initial expressions of interest relating to sale of the current Fire Hall. Of those five, three have submitted the requisite offers and deposits enabling them to bid on the property. They are Mark Richard, from Burnaby, BC; Noel Martin from Banff, Alberta; and The Money Family Projects from Saturna Island, BC. Mr Noel Martin will not be able

to attend the auction and has requested teleconference access with Marian Dombovary attending as his proxy.

### **b) Auction Process**

The auction is being held at the current Fire Hall on Sunday, August 15, 2010, starting at 11am. John Savage will be the auctioneer. Bernie Ziegler has the necessary documentation from all bidders. The assessed value of the property is \$155,000 at which point the bidding will commence.

### **c) Successful Bidder**

Wording of the process for the winning bidder to provide the additional \$15,000 is ambiguous. This could pose a problem for the bidder who is not able to attend in person, should he be the successful bidder. Conditions for submission of the additional amount were clarified as follows: the winning bidder shall submit the additional \$15,000 in guaranteed funds (certified cheque or electronic funds transfer) by 4pm Pacific Daylight Savings Time on Monday August 16, 2010. Bernie Ziegler will email this clarification to all interested parties. At the time of the auction if the successful bidder wishes to make an electronic transfer, the Coast Capital Savings account number will be provided.

## **17. FINANCIAL REPORTING**

Theresa Howard circulated last year's 5 year budget projections, a separate copy of the VIHA budget for Saturna Island Rescue, plus this year's 5 year budget projection on a Cash Flow Basis starting with 2011. A wording change was suggested from Ambulance to Saturna Island Rescue for Revenue and Expenditures and that these continue at \$10,000 throughout the 5 year period.

**Motion:** Lorne Bolton moved adoption of the 2011 - 2015 Operating Budget as presented and amended.

**CARRIED**

Theresa will submit the approved budget along with a request for taxation level of \$200,000 for 2011.

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

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

This is an ongoing process to determine the status based on recent government realignment of ambulance services organizations.

### **b) Phase 3**

Discussions are expected to commence in September.

## **19. NOMINATING COMMITTEE**

Lorne Bolton has a document entitled Twenty Questions Directors of Not For Profit Organizations Should Ask About. He will pass this to Tom Johnstone as a basis for recruitment of new board members (identifying what we have, what we need, various roles and responsibilities).

## **20. NEW BUSINESS**

**a)** Lorne Bolton has many documents from original letters of incorporation up to 2000. Others may have documents from their past experience on the Board. There is just one copy of these documents. Tom Johnstone would like to make commercial copies of all



official documents with a full set of originals plus a working copy and perhaps one for public access. The originals can be securely stored at ESB#1.

Dave Curwin also had a data disc which seems to be missing. Lorne Bolton will contact Marlies to see if she knows of its location.

**b) Initiative by Canadian Association of Fire Chiefs**

John Wiznuk has information on this initiative requesting the government to allow \$3000 personal income tax relief for volunteer fire fighters.

**Motion:** John Savage moved that the Corporate and Administration Committee review this document, clarify details and draft a letter of support that can be sent out to all SIFPS members.

**CARRIED**

**c) Attendance at the Fire Hall Auction**

John Savage requested that as many Board members as possible attend the auction on August 15, 2010 at 11am. Also that Bev Lowsley, Recording Secretary, attend to document the event.

**19. DATE OF NEXT MEETING**

Next meeting of the SIFPS Board of Directors will be Thursday, September 2, 2010 at 10:30am at the Saturna Fire Hall.

**20. ADJOURNMENT**

**Motion:** President John Savage moved that the meeting be adjourned at 1:53 pm.

**CARRIED**

John Savage, President Thomas Johnstone, Secretary

\_\_\_\_\_ Bev Lowsley, Recording Secretary