

SATURNA ISLAND FIRE PROTECTION SOCIETY

(SIFPS)

MINUTES OF DIRECTORS' MEETING

December 6, 2010 at 10:45 am held at the Main Fire Hall

DIRECTORS PRESENT:

John Savage – President, John Money – Vice President, Tom Johnstone – Secretary, Ron Hall – Treasurer, Theresa Howard – Controller, Bernie Ziegler, Brian Haley, Tom Koochin

SIR Chief – David Rees-Thomas

Recording Secretary – Bev Lowsley

1. CALL TO ORDER

John Savage, President, called the meeting to order at 10:49 am.

2. APPROVAL OF AGENDA

Motion: Moved by Brian Haley that the agenda be approved as circulated.

CARRIED

3. APPROVAL OF MINUTES

Motion: Moved by Tom Koochin that minutes of SIFPS Board meeting of November 15, 2010 be approved as circulated.

CARRIED

4. CORRESPONDENCE

A letter has been sent to the Saturna Lions thanking them for their support for volunteer training. Also, a letter was sent to Jody Bavis thanking her for her continued contributions in support of SIR.

5. WELCOME GUESTS

There were no guests present.

6. MEMBERSHIPS

An application has been received from John Hutchinson owner of property at 112 Boot Cove Road and resident of Victoria. The application was as a property elector and he therefore automatically becomes a member of SIFPS upon the Board of Directors receipt of his completed application form.

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7. FIRE CHIEF'S REPORT

Chief Wiznuk's report is attached with these minutes. The report was presented by Bernie Ziegler in the Fire Chief's absence.

MOTION: John Money moved that the Fire Chief's report be accepted as presented.

CARRIED

8. SIR CHIEF'S REPORT

Unit Chief David Rees-Thomas' report is attached with these minutes. David reviewed the highlights. There may be an impact on the December 14, 2010 training night as that is the same night as the Candlelight Dinner. Reanne House withdrew from the OFA3 course after the first 2 days. The money from the Lions for her training is now in the SIFPS account for payment when she resumes the course in January.

With winter coming the emergency transport vehicle (BULA) will need chains for icy roads. Also required are coveralls for responders when attending calls. Once details are available regarding specifics needed for both of these, the Operations Committee will authorize purchases.

MOTION: John Money moved acceptance of the SIR Unit Chief's Report.

CARRIED

9. FINANCIAL REPORT

a) Monthly Statement

Theresa Howard presented the Statement of Income and Expenses, Budget and Year to Date expenditures for November 2010. Total cash and term deposits amount to \$193,333.47

Request was made for a copy of a budget for SIR.

Motion: Theresa Howard moved acceptance of the financial report.

CARRIED

b) Project Budget

Construction expenses in November 2010:

ESB#1 total \$ 48,080.26

ESB#2 total \$ 25,217.42

Total construction costs for October \$ 73,297.68

Motion: Theresa Howard moved acceptance of project budget report.

CARRIED

10. BUILDING PROJECT COMMITTEE

a) Building Permits

These have now been received.

b) Construction Schedule/Critical Path.

Barring any significant incidents the construction is on track for February 15, 2011 occupancy of ESB #1.

c) Contract Documentation

All documentation is in place to this point.

d) Current Phases

Perimeter Drainage - this is complete at ESB#2. Decisions at ESB#1 are still under discussion. This does not relate to occupancy so there is time to explore the issues.

Mezzanine & Partitions – Completed including framing inspection so they are ready to cover.

Plumbing - is roughed in and ready for inspection.

HVAC/Mechanical – complete and inspected.

Electrical & Heating – completed.

Electrical – Parks Canada and SGIEMC – done.

Telephone Installation wiring – included with electrical, this has already been done.

Insulation – Interior – this is completed and ready for drywall application.

Windows – Interior – Engineer has stated that no windows can be in the firewall unless fire rated, they have therefore been deleted due to cost.

Doors – Interior – Interior doors have been purchased. There may need to be an exchange of five doors in the firewall to meet the two hour burn rating.

Drywall & Finishing – Drywallers will start imminently

Cabinets & Shelving - not looked at yet

Millwork – not looked at yet.

Flooring – some preliminary work done on flooring but cost was over budget. There will be some revision to the type of material to lessen the cost.

Painting- one of the drywall companies does painting but no formal discussion as yet.

Septic Tanks & Connect – ESB#2 is finished and hooked up. Call for bids on ESB#1 are out now.

Water Catchment/Storage – This is currently under discussion. ESB#2 is essential. Goal is to do both ESBs within budget.

Hydro Connection - Hydro approach has been cleared and hook-up is anticipated for this Friday.

Furniture, blinds, etc – for future consideration

ESB#1 Wood Accents + Paving + Landscaping - to be considered together

ESB#2 Outdoor Lighting & Landscaping – This is an appropriate time to start the process of discussion for neighbour review & input.

Final Grading & Gravel – Neighbour immediately adjacent to the berm at ESB#2 supports the plan to level it. Once that is done the plan is to meet the other neighbours to discuss acceptable landscaping. This will also need

to be consistent with the covenant on the land. Tom Johnstone will forward a copy of the Islands Trust covenant to the Building Committee.

e) **Training Tower - ESB #1** – carry forward for future consideration.

f) **Donations: Suppliers & Contractors** – Brian Haley reported that there is nothing further at this time.

g) **ESB#2** – concrete floor will be sealed after the drywall is completed. Once that is done the trucks can be parked inside in inclement weather.

11. Finance Committee

a) TD Finance Agreement

i) Financial Draws

So far we have taken \$400,000 and will need another draw of \$100,000 which should be the last one. It was suggested that we start exploring possible mortgage rates once we specifically identify how much will be required.

ii) ESB#1 & ESB#2 Project Budget

Budget status was previously discussed.

12. Operations Committee

John Savage confirmed that effective January 1, 2011 Bernie Ziegler will be the Head of the Operations Committee.

a) Fire Department:

i) **Burning By-Law** – final review status ‘on hold’

ii) Occupational Health & Safety Program

John Wiznuk is working on this.

iii) Vehicle Inspection & Maintenance

Inspection has been done on one vehicle and waiting on a bill for the other one.

b) **SIR**: Reanne House OFA 3 training course, previously discussed.

c) **Container** – Bernie Ziegler advised that a notice be placed in the next Scribbler describing the container, it's book value and requesting expressions of interest.

d) **Holmatro Rescue Tool (jaws of life)** – This has been purchased from Parksville Fire Department. Chief Wiznuk is waiting for the final invoice. The cost includes training on the tool.

13. Corporate & Administration Committee

a) ESB #1 Site

Lease area measurements from Richard Wey have been sent to the lawyer.

Renewal of the lease agreement with Saturna Recreation Centre Society will be addressed soon. The details regarding loss of geothermal access will be dealt with separately under the MOA and will involve discussion of

other quid pro quo arrangements.

b) First Responders Agreement with Emergency & Health Services Commission (EHSC) – potential ‘pilot project’

i) Further investigation of this opportunity will be conducted by the Corporate & Administration Committee (e.g. ensure it would result in maintaining or improving the current level of service supplied by SIR to Saturna Island; ensure it would not adversely impact SIR’s current financial support from VIHA, either in eligibility or amount) prior to commencing discussions with EHSC for the potential establishment of a pilot project based on EHSC’s recognition that relatively remote locations require a higher level of competence and service from their First Responders than that provided by First Responders in cities, where BCAS staff and equipment are readily available. The Corporate & Administration Committee will discuss this further with the President prior to initiating action.

ii) EHSC will also be contacted to determine whether, regardless of i) foregoing, SIFPS is required to sign a memorandum to cover the current First Responders (firefighters) on Saturna Island.

c) Parks Canada – Lease ESB #1

This is slowly progressing. John Savage will provide the Corporate & Administration Committee the background information and it will follow-up to ensure the registration of the lease in time for the payment of the funds upon SIFPS receiving occupancy of ESB #1.

d) SIFPS Records

Tom Johnstone will explore options and costs for what is needed and will arrange acquisition in February once we have occupancy of ESB #1. David Rees-Thomas requested a separately locked unit for storage of confidential patient files.

e) AD&D Coverage

Chief Wiznuk and Chief Rees-Thomas are developing job descriptions aimed at including SIR responders, based on their duties, to become part of the SIVFD for insurance eligibility purposes. It is intended that all volunteers will be offered the AD&D insurance options and will be required to sign designating their acceptance or refusal of the coverage. Tom Johnstone will obtain a copy of the insurance policy and forward it to John Savage, prior to Savage designing the form to be individually signed by each volunteer.

f) CRD Relationship

Tom Johnstone communicated with a lawyer retained to review SIFPS’ relationship with the CRD; Johnstone has now provided all relevant documentation. The lawyer will advise if subsequent changes to the act/legislation have, or will, impact the SIFPS’ position regarding its historical relationship with the CRD.

h) Meeting of various Saturna organizations

This meeting to discuss possible insurance cost savings options will be held this Thursday evening. Tom Johnstone, Ron Hall and John Savage will attend.

i) White House

Correspondence from Saturna Parks and Recreation Commission was read by John Savage. The SIPRC requested an occupancy agreement for which they would be willing to do some painting and improvements of the building. John Money owns the building and he agreed that it could stay in its present location for use by existing groups. It is currently located on property leased by SIFPS and does not interfere with SIFPS’ activities. Bernie Ziegler pointed out that the White House is listed as an asset by the Recreation Centre Society – it was

discussed that is a matter to be worked out between John Money and SRCS. Details of the SIPRC request will be addressed by the Corporate & Administration Committee in collaboration with the other groups involved.

j) ESB#1 Lease with SRCS

John Savage read an email from SRCS President Linda Cunningham requesting a meeting regarding the lease agreement. The Corporate & Administration Committee will meet with a committee of SRCS regarding the lease. As noted earlier, a separate issue is the MOA regarding considerations in exchange for SIFPS not being able to utilize the geothermal field.

k) Approval Documents Outstanding

Tom Johnstone and Ron Hall met with Wayne Quinn who indicated that he had already received Ministry of Highways access approval for both ESB#1 and ESB#2. Still required is a variance for ESB #1 regarding the building location on the lot in relation to the west side line. Tom and Ron will meet with Wayne and authorize him to proceed with obtaining the final MOH access and with Islands Trust to obtain the variance.

14. Communication Committee

a) Scribbler – Bernie Ziegler has placed an article in the December/January Scribbler. In the new year he will submit an update on progress as we are anticipating occupancy by February 15.

b) Communications within SIFPS Board of Directors & Fire Chief & SIR Chief

Motion: John Savage moved that this discussion be in-camera.

CARRIED

Meeting continued in camera from 12:30pm to 12:45pm

Motion: Tom Johnstone moved that the meeting resume out of camera.

CARRIED

The Board of Directors requested the President issue a letter to all SIFPS Directors, the Fire Chief and the SIR Chief outlining the communication protocol to be used in all cases whenever any issue arises, between Board Meetings, regarding a SIFPS related activity of the Board, one of its Committees, and/or individual Directors and one of them desires that it be discussed prior to the next Board Meeting.

c) Saturna Community Club Invitation

SCC president has invited SIFPS and other community groups to attend their quarterly meeting and give an update on their activities. The meeting is tonight. Bernie Ziegler will attend and provide a brief update regarding SIFPS.

d) ESB's Official Opening - bring forward

15. Current Hall – Sale Committee

a) Sale Agreement – bring forward

16. Financial Reporting Committee

Theresa Howard will be away from December 15 to April 1. Ron Hall will conduct the financial reporting until her return.

17. Memorandum of Understanding with SCC

a) **Phase 3** – initial meeting was held September 5, 2010; there is nothing further at this stage.

18. Nomination Committee – SIFPS Board Members

a) **Filling Vacancy effective January 1, 2011 until the next AGM** (due to H. Grasswick's resignation) – discussion has been held with a number of potential candidates, an announcement is expect shortly.

19. New Business

a) **SIFPS Directors – planned absences**

John Savage circulated a list to all Directors and their planned absences between now and mid-2011. He requested to be updated as more is known.

20. Date of next meeting: Thursday January 6, 2011 at 10:45am

President John Savage will be absent; John Money – Vice President will chair the meeting.

21. Meeting Adjourned: John Savage moved the meeting adjourn at 1:34pm

CARRIED

John Savage, President _____

Thomas Johnstone, Secretary _____

Bev Lowsley, Recording Secretary _____

Appended to: December 6, 2010 SIFPS Directors' Meeting Minutes

Fire Chief's Report

Operations:

There are 3 callouts to report, Nov. 20, 21 and 22; all to do with trees and power lines down as a result of snow and wind.

One of the SIVFD vehicles that has under gone repairs, Rapid 1 Suburban, has passed Motor Vehicle Inspection. The other Rapid 2 did not come back with a decal attached and I have not yet received an invoice for that work or been contacted by Sidney Tire as to what the problem was.

Financial:

I am leaving receipts for Theresa Howard

At a previous Board meeting the subject of specialized Rescue type jackets was brought up and in my understanding was agreed to by the Operations Committee and the Board to go ahead with the purchase of this type of jacket within the budget for protective equipment. The SIVFD Rope Rescue team will receive the first of these jackets and though the total price is not yet in the estimate is somewhere just over \$2,000. I expect to pay for the jackets from the 2010 budget and receive them in Jan. 2011.

Training:

Regular practice sessions only this month.

Other Business:

A Memorial Service to mark the one year anniversary of the float plane crash in Lyall Harbour, the loss of 6 lives and the rescue of two survivors was held at the Community Hall, Saturday, Nov. 27. Organized by Lorna Quinn and myself and supported by the Women's Service Club it was a deeply moving event. The relatives and friends of those who lost their lives and both survivors made the trip from the mainland to be here. Canadian Red Cross Rescuer Awards were presented to Peter Clark and Kevin O'Hara, both volunteer firefighters, and Wesley Paulin, a former volunteer firefighter, for their part in the rescues

John Wiznuk Fire Chief

Saturna Island Rescue (SIR)

Unit Chief Report - November 2010

Responses

Seven (!) calls in November for a total of 26 in the fiscal year and 33 in calendar 2010. Fortunately none of the calls occurred during the worst of the winter weather.

Training

November SIR/FR training focussed on AED and CPR. Amanda is currently off-island for BCAS "boot camp" and OFA1 instructor training. The training topic for December is not yet determined.

Reanne House ran into some unexpected difficulties in her OFA3 course and has postponed taking it until after Christmas.

Vehicle and Equipment

The glucometer previously carried in the jump kit apparently had difficulty with colder weather has been replaced with an older model found in SIR stores. The advantage to the older unit is that it is identical to that held in the clinic and thus uses the same strips. In addition, Lorna has offered to calibrate the SIR glucometer on a regular basis.

In view of the recent snow and ice conditions on Saturna roads, SIR recommends the purchase of a set of tire chains for BULA III.

The Product Development Centre has brought to our attention an alternate model of coverall which has lots of pockets AND lots of retro tape. A sample pair in navy blue, size Medium, has been ordered for examination.

David Rees-Thomas

SIR Unit Chief