

SATURNA ISLAND FIRE PROTECTION SOCIETY

(SIFPS)

MINUTES OF DIRECTORS' MEETING

November 15, 2010 at 10:45 am held at the Main Fire Hall

DIRECTORS PRESENT:

John Savage – President, Tom Johnstone – Secretary, Ron Hall – Treasurer, Theresa Howard – Controller, Bernie Ziegler, Ted Syverson, Hugh Grasswick

Fire Chief – John Wiznuk

SIR Chief – David Rees-Thomas

Recording Secretary – Bev Lowsley

Guest(s) – Dawn Wood

1. CALL TO ORDER

John Savage, President, called the meeting to order at 10:48 am.

2. APPROVAL OF AGENDA

Motion: Moved by Tom Johnstone that the agenda be approved with addition of item 13 (h) Insurance Savings.

CARRIED

3. APPROVAL OF MINUTES

Motion: Moved by John Savage that minutes of SIFPS Board meeting of October 4, 2010 be approved as circulated.

CARRIED

4. CORRESPONDENCE

a) Final approval of permit from VIHA for ESB#2 septic system has been received. It will be filed with Corporate files.

b) A letter from Paul White has been received, noted and filed.

5. WELCOME GUESTS

Dawn Wood was welcomed as a guest to the meeting.

6. MEMBERSHIPS

Tom Johnstone advised that there were no new applications for membership.

7. FIRE CHIEF'S REPORT

Chief Wiznuk's report is attached with these minutes.

In regard to the OFA 1 course, an invoice has not yet been submitted but Chief Wiznuk estimates that it will be between \$1600 and \$1800. There was discussion congratulating Chief Wiznuk for the ongoing training and level of participation by volunteers. This is a good indicator of volunteer morale.

Tom Johnstone explained that currently the SIR volunteers are not eligible for the same insurance coverages as the fire department volunteers and suggested that consideration be given to the Fire Chief and SIR Chief developing a special SIVFD job description for the two SIR members, who would then become members of the SIVFD, which would then allow SIFPS to harmonize the insurance coverage for both two functional groups. This will go to Operations Committee for consideration.

8. SIR CHIEF'S REPORT

Unit Chief David Rees-Thomas' report is attached with these minutes.

Amanda Pearson is now working with BCAS on Mayne for 1 or 2 weekends per month. This extra experience will be advantageous for her role on Saturna as well.

The Fire Chief and the SIR Chief are developing operational guidelines to identify roles of SIR and fire responders when they are called out on cooperative responses.

9. FINANCIAL REPORT

a) Monthly Statement

Theresa Howard presented the Statement of Income and Expenses, Budget and Year to Date expenditures for October 2010. Total cash and term deposits amount to \$273,731.24

Motion: Theresa Howard moved acceptance of the financial report.

CARRIED

A personal donation has been received from Jodi Bavis from sale of her cards and crafts throughout the year. She has requested this be applied to support of SIR. The President will draft a thank you letter for signature by him and the SIR Chief.

b) Project Budget

Construction expenses in October 2010: ESB#1 total \$ 59,667.47

ESB#2 total \$ 16,375.87

Total construction costs for October \$ 76,043.34

Motion: Theresa Howard moved acceptance of project budget report.

CARRIED

10. BUILDING PROJECT COMMITTEE

a) Building Permits

The Chief Building Inspector has all the necessary documents and the permits are ready to be issued as soon as the fees are received from SIFPS. The Controller will submit the cheque.

Adjustments to the firewall can be authorized by the Fire Engineering company once the initial building permits have been approved. The main firewall between the truck bay and mezzanine needs to be a 2 hour firewall rather than 1 ½ hour. Unfortunately windows in a 2 hour firewall are very expensive and therefore will not be included. Chief Wiznuk raised the issue of the door from the mezzanine which swings outward into the truck bay, as this is a safety issue; further investigation of alternatives will be conducted by the Building Committee.

b) Construction Schedule/Critical Path.

Schedule has not been formally refreshed but is being worked on. The mechanical is ready for inspection by the end of this week or early next week. Mechanical includes plumbing as well so Harvey Janszen is coordinating his work with the other contractors.

Electrical may not be ready by the end of this week. There have been several change orders required.

Drywall bids are out but due today.

c) Project Budget

Amount spent to date is \$793,193 with another \$192,328 committed. Based on the project costs to date, coupled with the remaining budgeted amounts and contingency funds, the project is proceeding within acceptable financial parameters.

d) Contract Documentation

Documentation for mechanical and plumbing, including Worksafe BC is complete. Electrical contract documentation is still in process.

e) 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 – ESB#2 has been done and framing inspection completed so they are ready to cover. There is a small amount of work still to be completed on ESB#1

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Plumbing and HVAC/Mechanical – already discussed.

Heating – discussed above.

Electrical – Parks Canada and SGIEMC – these will be billed separately based on change order final costs.

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

Insulation – Interior – local contractors will do insulation prior to drywall, probably sometime late next week.

Windows – Interior – discussed above.

Doors – Interior – Brian Haley has a price on doors for ESB#1 which is within budget. He's still working on pricing for ESB#2.

The door access previously requested by Parks Canada has been advised against by the Fire Inspector. There may be alternatives for an interior door access which will be discussed with them.

Drywall & Finishing – bids are out

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 of type of material to get the cost down.

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

Septic Tanks & Connect – discussed above

Water Catchment/Storage – nothing yet, this is still to be defined. There is a bid on potable water for ESB#2. Harvey Janszen will also be asked for a bid.

Hydro Connection - At ESB#2, hydro is ready at the pole. ESB#1 is ready but needs electrical permit approval before hydro will do the connection. Committee will check re possible timeline for electrical inspection/sign off.

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 – Basic grading at ESB#2 and levelling of the berm needs to be done to allow for parking of volunteers vehicles and for the trucks to be stored inside as soon as possible.

f) Training Tower - ESB #1

Carry forward for future consideration.

g) Donations: Suppliers & Contractors

Brian Haley is dealing with this. Ron Hall will follow up regarding specifics.

11. Finance Committee

a) TD Finance Agreement

i) Financial Draws

A further draw of \$200,000 has been received from TD. This takes our draw against the financing to \$400,000 with another \$100,000 anticipated to be needed in December. If the Parks Canada money were to come through early the December draw may not be necessary.

Tom Johnstone and Ron Hall have been in consultation with the corporate lawyer to proceed with registering the lease agreement based on the building site footprint. Richard Wey has done the site drawings. The lease agreement with Parks Canada is to take effect the date of occupancy; the lease agreement document is still being drafted and has not yet been finalized. John Money is going to approach the building inspector to see if it would be possible to get occupancy early only on the Parks Canada area of the building.

12. Operations Committee

a) Fire Department:

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

ii) **Occupational Health & Safety Program**

John Wiznuk has drawn up a proposal for a joint Occupational Safety and Health Committee which he read to those present. Details will be worked out as per Workplace BC regulations.

Motion: Hugh Grasswick moved that the Board adopt the policy as presented by Chief John Wiznuk that a joint committee of members of SIVFD, SIR and SIFPS be formed to establish and maintain an Occupational Safety and Health Committee; and that a member of the Operations Committee shall be the SIFPS representative.

CARRIED

iii) **Vehicle Inspection & Maintenance**

The tanker truck is due for its second inspection. This requirement is based on the vehicle’s GVW and in this case it is on the margin between requiring an inspection annually or twice annually. If the vehicle is re-registered at a slightly lower GVW capacity it will only require annual inspection.

The smaller vehicles are inspected annually and currently require approximately \$4500 maintenance/repairs, which have been authorized by the Operations Committee.

b) SIR: Reanne House – is doing the OFA 3 training course. The Lions are covering a per diem and her lost wages. The Lions have also agreed to pay a \$50 per diem allowance for Amanda Pearson for her OFA1 trainer course and \$1500 to support David Rees-Thomas’ recertification at EMR level.

c) Container – The present book value of the container is \$2,145.00 and at the end of the year it will be depreciated another 30%. John Money is interested in purchase, as is the Mayne Island Fire Department. Mayne Island will need to wait until a spring referendum before knowing if they have adequate funds. In any case if there is more than one bidder it will be sold to the highest bidder. If only one interested party a purchase price will need to be established.

d) Lions Club – Have pledged \$5000 towards the purchase of the Jaws of Life in support of community rescue. A used cutter and spreader set may be available from Surrey. Otherwise we may need to explore other options. Bernie Ziegler will prepare a letter of thanks to the Lions for this support.

13. Corporate & Administration Committee

a) ESB #1 Site - Site Plan for lease area & reference plan for easement (Richard Wey) has been addressed in item 11 a. Once we have occupancy we need to be prepared to register the lease or move directly to purchase. For purchase both highways approval for access and Islands Trust approvals will be required. Tom Johnstone recommended hiring Wayne Quinn to negotiate these approvals.

Lease MOA with the Recreation Centre Society needs to be negotiated in view of the fact that they are unable to provide geothermal heating to ESB#1. Ron Hall and Tom have identified several other quid pro quo accesses which could be put forward as alternatives for the \$5000 lease fee.

Motion: Hugh Grasswick moved that the board authorize SIFPS Corporate & Administration Committee to enter discussions to negotiate alternative benefits in exchange for loss of geothermal as per previous \$5000 lease agreement.

CARRIED

It was noted that Bernie Ziegler declared conflict of interest regarding this issue and so abstained from the vote. He also withdrew himself from participating in those negotiations.

b) First Responders Agreement with Emergency & Health Services Commission – John Savage identified issues relating to potential ‘pilot project’ to expand first responder role. First there must be no down-side to the service already provided to the community by SIR. Also, we would need to assure that it in no way would effect the VIHA annual payment for SIR services.

c) Parks Canada – Public Works Canada drafting lease, given SIFPS lawyer’s contact information. The Corporate & Administration Committee will follow-up status and timing

d) SIFPS Records – centralized and secured storage place. Tom Johnstone will explore options and costs for what is needed.

e) Worksafe BC Coverage For First Responders – this item was deleted.

f) AD&D Coverage -The Committee will develop a form to document the coverage options which Chief Wiznuk and have each volunteer member sign and check whether accepted or rejected. Tom Johnstone and John Savage will work on development of an appropriate form

g) CRD Relationship – There has been no response to the letter which was presented to CRD through Ken Hancock. Tom Johnstone, John Savage and Ron Hall will consult a lawyer well versed in municipal law to determine the clarity of SIFPS’ legal position under the legislation. Once that is known they will bring advisement to the Board for further discussion of the next steps.

h) Call for meeting of various Saturna organizations regarding potential liability and directors insurance cost savings. John Savage read the letter from Michel Bourassa regarding the proposed meeting. John Savage plans to attend, with Tom Johnstone and Ron Hall; they will then report back to the Board.

14. Communication Committee

a) Scribbler – Bernie Ziegler received two positive calls regarding the last submission in the Scribbler. He will place another report in the next edition of the Scribbler.

b) ESBs ‘Official Opening’ ‘bring forward’

15. Current Hall – Sale Committee

a) Sale Agreement documents have been forwarded to the SIFPS lawyer for his perusal. Bernie Ziegler will continue to look after finalizing the purchase and when all documents are completed they will be filed with the Corporate & Administration Committee.

16. 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 ‘bring forward’

19. New Business

a) A memorial Service on the 1 year anniversary of the plane crash will be held at the Hall on Saturday, November 28, 2010. Survivors and families of victims will be attending as well as responders and other community members who were involved. John Wiznuk has arranged for 4 responders to receive Red Cross Lifesaving awards.

b) Hugh Grasswick submitted his resignation from SIFPS Board of Directors to take effect December 31, 2010. This was a personal decision and he expressed his pleasure in being involved as a member of SIFPS. John Savage recognized Hugh's long service on this Board since the beginning and to the Saturna community. Recognition was also noted of the advantage of having a member with fire fighting experience. The Nominating Committee will begin a search for a replacement for his position.

20. Date of next meeting: Monday, December 6, 2010 at 10:45am

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

John Savage, President

Thomas Johnstone, Secretary

Bev Lowsley, Recording Secretary

Attachments to: November 15, 2010 SIFPS Directors' Meeting Minutes

SIFPS Monthly Board Meeting

Nov. 15, 2010

Fire Chief's Report

Operations:

There are seven page outs to report; four SIR assists, 1 tree on road, wires down, 1 motor vehicle incident[both of which occurred on the same night , in different locations, one after another]and 1 response to alarm bells.

Two of the SIVFD vehicles failed their motor vehicle inspections and will require repair in order to meet that goal. I have enclosed copies of the estimates with this report. The Operations Committee has approved having this work done.

The Operations Committee and the Firefighters Association are in the process of establishing a joint Occupational Safety and Health Committee. A policy statement will be put forward by the Ops Committee for approval by the Board.

Financial:

Petty cash renewal, receipts passed to Theresa Howard.

Training:

Myself, Kevin O'Hara, Peter Clark, Andrew Money and Tony Simmonds from SIVFD and David Rees-Thomas from SIR successfully completed a rigorous, professional level Hazardous Materials course which required giving up 1 Saturday then Friday, Saturday and Sunday of the next weekend. Two attendees qualified at the Awareness Level and four at the Operations Level. Awareness level responders are able to; detect the presence of hazardous materials, analyze and survey an incident safely to identify the hazardous material, implement actions consistent with the emergency response plan and initiate the notification process. Operations Level responders will implement or support actions to protect nearby persons, the environment or property from the effects of a hazardous material release.

Eleven Firefighters and one spouse gave up the weekend of Nov. 6-7 to successfully complete Occupational First Aid, Level 1, and Transportation Endorsement with Paul Stone of HeartSafe BC, as instructor. OFA 1 now includes training to use oral airways, apply oxygen therapy and use the Automatic External Defibrillator unit. A skill set which allows them to fit in well with SIR operations.

Andrew Money will complete his NFPA 1001, Firefighter Level 1+2, this year with the Live Fire training that he will be taking near the end of this month.

Other Business:

Some of you may have seen the TV news articles on the Honour House project. In short this is a renovated heritage house in New Westminster divided into suites for the use of Canadian Forces and Emergency Responder personnel and their families should they need to be in the Vancouver area for treatment of cancer or other serious medical conditions. At the invitation of the Professional Firefighters Assoc. of BC and the Fire Chief's Assoc. of BC, departments held a fund raising "pass the helmet" drive to finish the project. Deputy Chief Brent Sohler, Captain Rob Kendall and Firefighter Cassie Hull collected \$700. over a weekend to support this worthwhile endeavour.

The community enjoyed a splendid Halloween party and fireworks display funded by the firefighters. This year we partnered with Michael Vautour from the Sat. Rec, Center having the lounge open for treats and warm up. This worked well and we hope to carry it on in years to come.

Another enjoyable and profitable Volunteer Firefighters Association Pig Barbecue was held Nov. 13 at the Saturna Recreation Center.

I attended the graveside service for Aileen Campbell, Nov. 13, whose family arranged for such a generous donation for SIR.

John Wiznuk, Fire Chief

Saturna Island Rescue (SIR)

Unit Chief Report - October 2010

Responses

Four calls in October for a total of 19 in the fiscal year and (I think) 26 in calendar 2010.

Training

At the October training night Amanda did an excellent presentation on splinting with lots of hands-on work for the FR3s. Amanda and I attended BCAS CPR/AED refresher at Ganges on the 25th. The ride back was at times quite interesting. November training will focus on CPR and AED using the LP500 simulator.

Vehicle and Equipment

Nothing to add beyond the fact that O2 exchange with BCAS Station 106 Sidney is working well and certainly is more convenient than a drive into Esquimalt. Oh yes, a helicopter ALS crew sent us a box of goodies including child and infant BVMs [bag valve masks] for Rapid1 – (we already have them on BULA) and – quite out of the blue - some infant spO2 probes.

BCAS

The chances of riding third on BCAS cars in Victoria appear to be receding into the distance. Evidently the policy gurus are thinking about the matter, which means that the answer for now is "no", and the final answer won't be known for some time. The up side is that I get to keep my beard intact for a while longer.

David Rees-Thomas

SIR Unit Chief