

SATURNA ISLAND FIRE PROTECTION SOCIETY

(SIFPS)

MINUTES OF DIRECTORS' MEETING

October 4, 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, Tom Koochin, Brian Haley, Hugh Grasswick

Fire Chief - John Wiznuk

SIR Chief - David Rees-Thomas

Recording Secretary - Bev Lowsley

Guest(s) - Jim Bavis

1. CALL TO ORDER

John Savage, President, called the meeting to order at 10:47 am.

2. APPROVAL OF AGENDA

Motion: Moved by John Money that the agenda be approved.

CARRIED

3. APPROVAL OF MINUTES

Correction noted: item 10 h) should be *Phil Mesner*.

Motion: Moved by Hugh Grasswick that minutes of SIFPS Board meeting of September 2, 2010 be approved as amended.

CARRIED

4. CORRESPONDENCE

a) Tom Johnstone reported receipt of six donations in memory of Eileen Campbell totalling \$1330. The donors will be sent tax receipts and letters of thanks.

b) Also received was a letter from Wayne Quinn confirming his resignation as Project Manager for construction of the Emergency Service Buildings.

c) A policy endorsement was received from the insurance broker for "non-owned" insurance for use of volunteers' own vehicles, along with an invoice in the amount of \$150 for this coverage. This was added to the existing commercial liability insurance policy. Tom Johnstone and Ron Hall will clarify that this applies to both volunteer firefighters and SIR volunteers.

5. WELCOME GUESTS

Jim Bavis was welcomed 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.

Motion: Hugh Grasswick moved that SIFPS send a cheque for \$500 to Pender Fire/Rescue in support of their summer wildfire prevention program at BC Ferry terminals.

CARRIED

It was suggested that Chief Byte be advised to approach Parks Canada for a contribution to this program as well.

In addition to the attached report, Chief Wiznuk stated that on October 9, 2010 he will be hosting a fire extinguisher clinic at the Saturna Market shelter in front of the General Store from 10am - 2:30pm. A representative from Sidney Fire Equipment Sales will be in attendance.

8. SIR CHIEF'S REPORT

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

Current volunteer staffing of SIR: David and Amanda are the only licensed EMR's. Brent has done the EMR training but has not completed the certification test. Reanne House will be taking the OFA3 training in November. Some shifts only run with one EMR and a driver. More recruitment and training of volunteers is needed.

Motion: That SIFPS send a request to the Lions Club requesting a donation for provision of training funds for emergency services.

CARRIED

9. FINANCIAL REPORT

a) Monthly Statement

Theresa Howard presented the Statement of Income and Expenses, Budget and Year to Date expenditures for September 2010. Total cash and term deposits amount to \$148,636.83. It was noted that Jim Bavis got a better price on house number signs this year so has made a \$500 donation for SIR coveralls. Operations Committee is working on a draft budget for SIR so proportional expenses can be rationalized against VIHA revenue.

Motion: Theresa Howard moved acceptance of the financial report.

CARRIED

b) Project Budget

Construction expenses in August 2010: ESB#1 total \$ 77,047.61

ESB#2 total \$ 25,292.04

Total construction costs for September \$102,339.65

Motion: Theresa Howard moved acceptance of project budget report.

CARRIED

10. BUILDING PROJECT COMMITTEE

a) Building Permits

We still have not received the next stage of the building permit. We have been advised by the Building Inspector that an architect is needed to sign off on the firewalls. John Money has two possible architects with whom he will meet on the weekend and decide on the best quote. There seem to be no other issues relating to approval of the building permit. Previous issues regarding certification of survey of the water course has been dealt with; a geotech survey of the dam is on file at the Recreation Centre. The acceptability of current sewage system has been noted. John Money will confirm that all the foregoing are in order.

b) Reorganization of activities due to Ted Syverson's absence

Ted Syverson's former project management responsibilities regarding the construction of the ESBs have been divided between Ron Hall, John Money and Brian Haley. Wayne Quinn will also assist as needed.

c) Engineering

Nothing further at this time.

d) Construction Schedule/Critical Path

Construction is moving ahead on schedule.

e) Project Budget

There have been overages in some areas while other areas have come in under budget. Of the original \$116,000 contingency amount, there is presently approximately \$94,000 remaining. There is an expectation of still further recovery, with the potential of a return to the full contingency amount.

f) Current Documentation Status

Contract documentation is up to date at this point. The bidding process is being tightened up to ensure the Building Committee can properly compare bids; the Building Committee is establishing the bidding criteria prior to the bidding.

g) Current Phases

Mezzanine & Partitions - Some issues with placement of two support beams have been addressed. Slegg Lumber made an error in shipping materials which required another trip. They have agreed to deduct \$400 from their invoice to cover the additional shipping expenses.

Plumbing and HVAC/Mechanical - three bids received. One company has bid on both plumbing and mechanical on both buildings and does not want to split their bids. Another bidder bid on plumbing only. While still another bidder bid on mechanical only. The individual bids came in at a better price than the combined bid. This includes extraction vacuum from truck bays, but not the ambulance bay, as this was not in the drawings used for requesting bids; if that is required there will be an extra cost.

Motion: John Money moved that the bids from Janzen for plumbing and Elite for the mechanical be accepted.

CARRIED

Electrical, Heating and Lighting - two bids were received but there was a wide discrepancy as they did not include the same components. The Building Committee will request that both do re-bids based on the drafted electrical drawings. This will allow better comparison of bids.

Motion: John Savage moved that so long as the resultant bids are within 110% of the budgeted allocation, the Building Committee has the authorization to award the work to the successful bidder.

CARRIED

Interior Insulation - Chief's office, radio room and bathrooms will have ceilings which will facilitate insulation for sound as well as ease of installing fans, etc. Walls will be insulated between heated areas and for sound control (radio room and compressor room). ESB#2 insulation is still to be considered

Windows and Doors - Parks Canada has requested an additional access door to their area. They have been told that if they are willing to pay for the change it will be included. The framing will be done so that another door can be accommodated.

Drywall & Finishing - This cannot go for bids until the firewall issue is settled as that will effect the bids. Once the firewall issue is finalized, details will be provided in the call for bids so all bidders are dealing with the same information.

Cabinets and Millwork - bring forward

Flooring - Brian Haley is researching types of flooring and costs so when the time comes there will be adequate information to make the necessary decisions.

Septic Tanks and Connections - a contract for septic tanks and connection on ESB#2 has been awarded to Money Family Projects for slightly over \$6000.00, all included. ESB#1 - a septic tank and connection will be needed; cost is estimated at approximately \$3000.

Water Catchment/Storage - Budget is \$30,000 of which \$12,500 has been allocated to water treatment. Determination of what capacity is needed for each ESB will be the first step.

h) ESB #1 Wood Accents

This will be brought forward as construction progresses

i) ESB #2 Outdoor Lighting and Landscaping

Landscaping and driveway approach to the building needs to be addressed so the trucks parked outside can be moved in before winter. As soon as the septic tank feed line is completed the approach can be worked on.

j) Training Tower - ESB #1

Carry forward for future consideration

k) Donations: Suppliers & Contractors

Brian Haley is discussing possible donations with various contractors.

11. Finance Committee

a) TD Finance Agreement

i) Financial Draws

Application went to TD requesting the second draw of \$200,000 as the next instalment on the interim financing. They have been updated on manpower shifts within the Building Committee resulting from Wayne Quinn leaving and Ted Syverson's unexpected illness. No difficulties are anticipated with release of this draw.

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

Progress on this will depend on SIFPS water catchment options are clarified. Building Committee will follow up on this. This needs to be dealt with by February in order to get mortgage approval.

b) Southern Gulf Islands Emergency Management Commission

The pre-paid lease in the amount of \$30,000 has been paid.

c) Parks Canada

John Savage has been trying to get clarification on the draft lease agreement. Still nothing official but he will continue to pursue this.

12. Operations Committee

a) Fire Department

Burning bylaw report is on hold.

John Wiznuk will put together a list of appliances needed for the hall(s) - eg. heavy duty washing machine, refrigerators, etc).

b) SIR

Reanne House will be doing the OFA 3 training in Victoria in November. [Refer to item 8 motion re: funding support request to Lions Club]. Reanne has accommodation available but will need funding for other expenses. SIFPS agreed to commit to consider a per diem allowance if other funding is not forthcoming.

c) Container

Valued at ~ \$2000 but it will not be available until February, 2011.

d) Lions Club - Training/Operational Funding

David Rees-Thomas has identified several items that could be used for provision of emergency services. This information will be provided to the Lions and assurance would be given that they would not be used for other than the designated purpose.

e) Wildfire Operational Guideline

This is needed in the event that SIVFD may be called to respond to an emergency outside our fire protection area. John Wiznuk has a draft protocol for contacting BC Forest Service in the event of such fire calls. Further research is needed regarding the issue of SIFPS liability insurance and WCB coverage if our volunteers attend and provide services outside of our fire protection area, even for close adjacent islands. There was also discussion that the same may apply regarding various other jurisdictions. Until decided otherwise be SIFPS, no such services can be provided.

f) Parks Canada Mutual Aid Agreement

The fire response is signed. Participation of volunteer fire fighters in rescue operations is not covered, although SIR volunteers are. Hugh Grasswick will discuss this issue with Scott Giroux.

g) Personnel Matter

A situation was brought to the Operations Committee; the committee authorized Chief Wiznuk to deal with the issue, which has been done, with appropriate documentation on file. Chief Wiznuk has now drafted Standing Orders and Expectations for Firefighters and will have each member sign their agreement.

13. CORPORATE & ADMINISTRATION COMMITTEE

a) First Responders Agreement with emergency and Health Services Commission

No action so far on a potential pilot project. Tom Johnstone

b) VIHA Insurance requirements

This is complete with addition of the non-owned vehicle policy. There will be further discussion regarding the above issue of "out of area" response liability.

c) SIFPS Records

Documents are still being organized.

d) Worksafe BC Coverage for First Responders

Bring forward background information on this issue for next meeting.

e) Accidental Death & Dismemberment Coverage - Volunteers and families

Tom Johnstone will develop guidelines to document a process wherein each volunteer will be offered a choice of the coverage options and the volunteer's decision to accept or decline coverage. He will also discuss this with our insurance broker.

Motion: John Savage moved that provided that it is available through the insurance, SIR volunteers will be included within the AD&D coverage options.

CARRIED

f) CRD Relationship

Ron Hall, Tom Jonstone and John Savage met with Ken Hancock. They gave him the "supportive" letter which was drafted at last meeting. Ken is obligated to pass it on to the CRD who will then have until October 31 to respond. In the meantime the Corporate and Administration Committee and the President will identify possible strategies to bring back to the board.

14. COMMUNICATIONS COMMITTEE

a) Building Project August Update

The next Scribbler article will address issues raised by Len Horne's letter and give a progress report on the construction.

b) ESBs Official Opening

This will be addressed when the ESB's are closer to completion.

15. CURRENT HALL - SALE COMMITTEE

The Sales Agreement has been sent to the lawyer for perusal.

16. FINANCIAL REPORTING

No report.

17. MEMORANDUM OF UNDERSTANDING WITH SCC

Phase 3 discussions concerning provision of community health services on Saturna were held on September 5, 2010. The group identified the amount needed to operate the clinic and potential sources of revenue. The Saturna Community Club agreed to continue their role in funding the clinic until additional funding is available.

18. NOMINATING COMMITTEE

Bring forward.

19. NEW BUSINESS

There was no new business.

20. DATE OF NEXT MEETING

Next meeting of the SIFPS Board of Directors will be Monday, November 15, 2010 at 10:45am at the Saturna Fire Hall. The time change is to accommodate later ferry sailing times in the winter schedule.

21. ADJOURNMENT

Motion: At 2:10 pm President John Savage moved that the meeting be adjourned.

CARRIED

John Savage, President Thomas Johnstone, Secretary

_____ Bev Lowsley, Recording Secretary

Appended to: October 4, 2010 SIFPS Directors' Meeting Minutes

Fire Chief's Report

OPERATIONS:

There are three call outs to report, all three of which were ambulance assist: Aug 15, allergic reaction to an insect sting; Aug. 26, an elderly male with a severe laceration and health complications; Aug. 30, a fall from a ladder.

Sept. 26, a successful training exercise was carried out on the Lyall Creek Trail involving SIVFD featuring our rope rescue team, SIR and Parks Canada staff. A copy of the scenario is included with the report. It tested our interagency communications, co-operation and operational readiness. Many thanks are due to all who participated.

We have added an extra night to our monthly practice schedule. The second Tuesday of the month will be devoted to emergency medical practice. This is at the request of the First Responder firefighters. It will mean that all four Tuesdays will be a practice night of one sort or another.

There has been a personnel issue arise that will be brought up in the Operations Committee section, which has been settled. I will be issuing to the firefighters a Volunteers Job Description previously vetted by the Operations Committee to hopefully forestall any further issues of this sort.

Oct. 5 as a wrap up to our summer wildfire training we will be hosting a visit from Pader Brach, a BC Forest Service Wildfire Management Technician from Cobble Hill Fire Base. This is where we would call for help in case of an out of control wildfire on Saturna.

FINANCIAL:

Chief's honourarium.

As a follow up to an email I forwarded to the Operations Committee, I am asking that SIFPS forward \$500 to Pender Fire/Rescue for a short fall in funding the fire prevention effort that they undertake at Swartz Bay Ferry terminal each year. This presentation is a direct benefit to Saturna Island in preventing wildfires on our island. I had budgeted \$300 for fire prevention materials in the 2010 budget, though I can't find which sub-heading it has been put under. I am suggesting that \$200 be subtracted from the personal protective equipment budget to make up the \$500. The other Gulf Islands Fire Depts have been asked to help with this shortfall to preserve this program which benefits us all.

During October we should expect to see invoices come in from Pender Fire/Rescue for training, ICBC and commercial vehicle inspections.

TRAINING:

Training will continue as usual with an emphasis on Hazardous Materials, awareness and operations level. And, First Aid training in early November.

OTHER BUSINESS:

In response to the emails I have had forwarded to me concerning SIFPS negotiations with the CRD over our relationship: I had my attention drawn to the Fire Services Liaison Group Report Proposed Fire/Rescue System Model which is currently being studied by the Provincial government, Page 33, #4, Major recommendations, 4.2, Recommendations to Local Governments, recommends that all fire departments, rescue services and fire/rescue services come under the authority of local government/regional districts. I offer this information for what it might be worth in the continuing negotiations with the CRD. I have some photocopies to hand out.

I forwarded an email detailing additional material and services that the Southern Gulf Islands Emergency Program will be supplying for the new ESBs. Ian Elliot is in the process of purchasing the folding, upholstered chairs on that list. I have seen these chairs at the Pender Hall #1, recommend them and suggest that the building committee go in with Ian to purchase enough chairs to supply the needs of both ESBs including SIR's training room. He has emailed me a price of \$14 per chair. Storage can be arranged.

The firefighters will be hosting their usual Halloween event with food, goodies and spectacular fireworks display. We hope to see the SIFPS Board members come out to support and enjoy this event.

John Wiznuk, Fire Chief

Saturna Island Rescue (SIR)

Unit Chief Report - September 2010

Responses

Slower and slower: SIR responded to one (1) call in September, and it, fortunately, was not serious.

Training

SIR and First Responders, together with the rest of the Fire Department, attended two sessions on helicopter operations including a practical exercise in setting up a landing zone. On Sunday the 26th SIR, the SIVFD rope rescue team, and Parks Canada personnel took part in a major exercise. The scenario presented a hiker with a simple fracture of the leg on the Lyall Creek trail below the falls. After stabilization and treatment by SIR the rope rescue team lowered the victim to the valley floor, where he was transferred to the Parks Canada wheeled stretcher, rolled out to Valley Road, and eventually placed in the Emergency Transport Vehicle. The exercise was well-planned by Chief Wiznuk and provided a good learning experience for all involved.

Upcoming SIR/FR training (October 12) will focus on splinting. The proposed AED/CPR training has been postponed until November, as Amanda and I will be doing the BCAS CPR update in Ganges October 25th and want to be as current as possible for our own session.

Reanne House will be taking the OFA3 course at Heartsafe in Victoria in November. Amanda has expressed interest in taking an instructor course at some level. This would have the long-term benefit of eliminating the need to bring someone on-island to provide at least the OFA1/Transport training given to all firefighters. Lions Club has indicated interest in supporting personnel at courses off-island.

Vehicle and Equipment

Ian Elliott has provided SIR with three helmets like those used by the rope rescue team for use in incidents similar to that portayed in the Lyall Creek exercise.

BULA III has received its annual inspection (the more extensive 'B' inspection this year). One ball joint required replacement, necessitating a second trip into town. The total cost was of the order of \$1200.

BCAS

In the course of a recent haulout of my sailboat I happened to make contact with Wayne Galbraith, Unit Chief of BCAS Station 18, Victoria. Wayne was most supportive of the idea of SIR EMRs riding third with his crews. Station 18 is said to be the most active in Victoria.

David Rees-Thomas

SIR Unit Chief