

**SATURNA ISLAND FIRE PROTECTION SOCIETY
("SIFPS")
MINUTES OF DIRECTORS' MEETING
January 16, 2010 at 10:30 a.m. at the Fire Hall**

DIRECTORS PRESENT:

John Savage – President, John Money - Vice President, Marlies Petura - Secretary, Ron Hall - Treasurer, Tom Koochin, Bernie Ziegler, Hugh Grasswick

Fire Chief: John Wiznuk

Recording Secretary: Marlies Petura

Guests: Wayne Quinn, Dawn Wood, David Rees-Thomas, Amanda Pearson

1. CALL TO ORDER:

John Savage called the meeting to order at 10:30 a.m.

2. APPROVAL OF THE AGENDA:

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

CARRIED

3. APPROVAL OF MINUTES

John Savage stated that there were three sets of minutes that required approval, November 29th, December 29th and December 30th, 2009.

Motion: Moved by John Money that the Minutes of November 29, 2009 (teleconference) be approved.

CARRIED

Motion: Moved by John Money that the Minutes of December 29, 2009 be approved.

CARRIED

Motion: Moved by Bernie Ziegler that the minutes of December 30, 2009 be approved.

CARRIED

4. CORRESPONDENCE

Marlies Petura asked for clarification on the status of the thank you letter to be written to Murray Rankin. John Savage stated he would take care of this matter. The Secretary then clarified for the Board the process that the Fire Commissioner's Office is now employing to renew ID cards for fire personnel. It is no longer necessary or required that the Board write to the Fire Commissioner's Office to verify that the appointment of the Fire Chief is still valid. For the future, the Board asked that the Fire Chief include mention of these renewals in his monthly report (each 3 years).

5. MEMBERSHIPS

a) New Memberships Received

Marlies Petura advised that the following people have submitted applications for Membership in SIFPS and have applied as either a 'resident' or a 'property elector' as described in the Motion at the December 20, 2008 Directors' Meeting regarding Membership and that these individuals are now therefore accepted as members of SIFPS and that they will be advised as such:

Sue Kendall	F. Hubertus Surm
Rob Kendall	Sandy Koochin
Beverly Bruce	Amanda Pearson
Robert Bruce	Ilio Bertolami

b) Potential New Members@ Membership Meeting

John Savage stated that should any potential new memberships apply on January 17th, 2010 prior to the membership meeting, the Board should quickly convene to approve any such applications.

6. FIRE CHIEF'S REPORT

Call-outs: There were no call outs to report, it was a quiet holiday season. The firefighters are currently engaging in an auto extrication exercise and he hopes to have many firefighters at the meeting tomorrow to support the Special Resolution.

7. FINANCIAL REPORT

Ron Hall, Treasurer, presented the Statement of Income and Expenses, Budget and Comparative for November 2009. Hall stated that a correction will be made for the Insurance on the main building to reflect the correct amount of \$1438.00. The total of Cash and Term Deposits amount to \$246,566.

Motion: Moved by Ron Hall to accept the adjusted Statement of Income and Expenses, Budget and Comparative for November 2009.

CARRIED

The Statement of Income and Expenses, Budget and Comparative for December 2009 was then reviewed. John Savage pointed out that this represents the fiscal year end financial statement and reflects the entire year. It was explained that total income including taxation and the donations related to the Ambulance Fund (\$85,000), totaled \$280,000. The actual amounts spent in all the expenses were very close to the budget, with the exception of that some Fire Fighting expenses had increased costs (supplies and training). It was noted however, the total expenses were lower than the budgeted amount and at year end the Society was in solid shape financially, with a total of \$236,330. in cash and term deposits available. It was noted that the budgeted \$8,000 per month for operating costs going forward still leaves room for emergencies.

Motion: Moved by Hugh Grasswick to accept the Statement of Income and Expenses, Budget and Comparative for December 2009.

CARRIED

8. FINANCE COMMITTEE

a) Board review/finalize the presentation to be made to the Membership at the January 17/10 meeting.

John Savage presented three different renderings developed by Permasteel, of the proposed ESB#1 building which will be available to the membership for review at the meeting. Currently the total square footage including the 2nd floor over the ambulance/administrative wing is 7002 sq.ft. ESB#2 is another 1600 sq. ft. which means that the total build for both buildings is 8600 sq. ft. It was noted that the wood effect on ESB#1 was just added for illustrative purposes and can be changed. Savage advised that these renderings were reviewed with the SRCS Board at their meeting earlier in the week, and it is in agreement with the design of the ESB#1 building, and agreed that the colours be finalized within the standard colours made available by the building supplier. It was further agreed

that a couple of options for the free standing wood effect will be presented to them in due course for approval. The building will be a light grey in colour with green trim and a grey roof. It was noted there were no windows upstairs in the ambulance wing. Wayne Quinn was asked to follow up with Permasteel regarding this issue.

Colouring for ESB#2 will be discussed with the neighbouring property owners. It was suggested that the floor plans should be made available for the membership meeting as there is much interest in this. John Money stated that a designer will be hired to finalize interior design and will have input from the stakeholders.

- b) Identify which Board Members will 'move' and 'second' the Special Resolution to be presented to the membership for authorization to borrow long-term debt to build ESB's #1 & #2.

John Savage then passed out the hand-out which will be given to all members at tomorrow's meeting. The hand-out reflected the history that has led up to the Special Meeting and the need for the Borrowing Resolution. It covered historical background, efforts made by the Board over the past 3 years, arrangements for financing and the result of those negotiations, terms received from the banking institutions, financial information including property tax implications, cash flow, assets, and investment so far, choosing a building supplier and finally the beliefs and expectations of the Board regarding the operation of the Society and specifically the building of its two new Emergency Services Buildings.

The Board felt that this was a comprehensive presentation and John Savage should move the motion for the Special Resolution at the January 17th 2010 meeting. Bernie Ziegler will second the motion.

Bernie Ziegler asked that once the resolution has passed both the Fire Chief and the Ambulance Chief should be involved in finalizing the interiors, as well each of the Chiefs should have alternates who should also attend the meetings in the event that one, or both, of them is unavailable for a future meeting(s).

- c) Clarify meeting room size for Membership Meeting.

It was determined that the large gym should be sufficient for the meeting, Tom Koochin will contact AI Stonehouse for the PA system. It was suggested that members of the Board sit in the audience and at the start of the meeting John Savage will introduce all members of the Board. Savage stated that he may call on individuals to help clarify any issues or questions as they arise.

- d) TD Financing Agreement – identify 'who' and 'what' of next step(s).

John Savage called on Ron Hall, Treasurer and Marlies Petura, Secretar, to help put together all the necessary documentation for the TD Bank. John Savage will be notifying Permasteel to confirm the ordering of the buildings and the TD Bank to confirm the Financing Agreement..

9. BUILDING PROJECT COMMITTEE

- a) ESB#1-SRCS-review of the 'renderings' – colours and wood accents.

As reported earlier in these minutes, the SRCS Board has reviewed the renderings and is in agreement with the building design, colours and free standing wood accents, subject to finalizing the wood accents.. The SRCS is asking that the colours match the current colouring of the Recreation Centre as close as possible recognizing that the SIFPS will be limited to using the standard colours provided by the building supplier. The free-standing wood colouring is also to match the colour of the Recreation Centre's wood, again as much as possible.

- b) Professional Services-ability to hire without competitive bids, if work under \$2000.

John Money stated that in order for Wayne Quinn to be able to move the project along quickly he should have the ability to go forward for minor items of \$2000 or less without going through a formal bidding process. Tom Koochin agreed that this made sense but Wayne Quinn will need to keep documentation to show that he did investigate a few prices in these circumstances. This would be more in the order of quotes rather than formal bids.

Motion: Moved by Hugh Grasswick that Wayne Quinn is to have the ability to hire without competitive bids if the work will be \$2,000. or less per item and that he has to retain documentation of his investigations prior to his awarding the work.

CARRIED

- c) ESB#1 –Board’s review/decision regarding width of building and Indoor/outside staircase.

John Savage provided the measurements of that portion of the building which contains the ambulance and administrative offices. This is currently 21 ft. wide with an internal staircase. If the staircase is located outside it would shrink the internal width to 16 ft. John Wiznuk stated he preferred an external staircase as it met his needs for providing training and practice opportunities and the original drawings had this feature with an overhang. In depth discussion ensued exploring the merits of both options. As well, the need for variances and set backs if the outside of the building has a staircase were explored. Savage went on to say that it would be his expectation that once the buildings are completed a proper training facility would be constructed on one of the sites. John Wiznuk restated that he would prefer the original plan for an outside staircase. Further suggestions were entertained and it was decided that Wayne Quinn is to investigate the costs with Permasteel, for the framing-in of a doorway for possible future use as an exit to an external emergency exit.

Tom Koochin stressed that the Board needs to make a decision now to adopt the Permasteel plan.

Motion: Moved by John Savage and **seconded** by Tom Koochin to adopt the Permasteel plan, containing the inside staircase.

CARRIED

- d) ESB#1-Board’s review/decision regarding need for variance ‘set-back’ (incl. ‘ordering of building prior to Islands Trust approval’)

Wayne Quinn reviewed the footprint and why a variance is necessary. It will involve surveying the property, an application and fee to the Islands Trust. Discussion ensued as to the likelihood of the variance not passing and the prudence of proceeding with the contract with Permasteel without the variance in place. Surveying should take place prior to applying for the variance and there is time involved in getting these done. The Permasteel offer is time sensitive and it needs to be finalized by the end of next week. It was agreed that there are alternate routes that could be pursued in the event the variance does not pass and that the outcome of the variance would not make us cancel the building order from Permasteel. Therefore, it was decided that, subject to the outcome of tomorrow’s Special Resolution, the ordering of the buildings is to be implemented.

- e) Surveyor-hire to site both buildings.

Motion: Moved by John Savage that Wayne Quinn is to proceed with hiring a surveyor.

CARRIED

- f) ESB#2 –Geotech-hire to certify site sufficiency.

Mr. Quinn was instructed to proceed with hiring the necessary personnel.

- g) Structural Engineer – hire to do foundation drawings.

Quinn stated that prior to hiring a structural engineer, he requires the specifications from Permasteel. At this time he is still obtaining quotes for engineering.

- h) ESB#1 –hire Architectural Design Service to develop a couple of potential ‘wood accents’ packages, for final approval by SRCS.-

Quinn will be contacting Permasteel to discuss this with them.

- i) Timeline to lockup-to be finalized.

Wayne Quinn presented the timelines for both buildings and the milestones within those timelines. He will further discuss these timelines with Permasteel to ensure that the two buildings will be done at the same time for erection and confirm the time for both buildings to be completed to lock up.

- j) Contract Template –for utilization with all contract services.

Wayne Quinn has developed a first draft of a contract template which he has given to John Savage for review. Once it is in a final draft he will distribute it to all Board members.

- k) Co-ordination between Building Committee & Treasurer/Controller – proper filing of all contracts, invoices, payments, cash flow requirements, etc.

Savage stated that as building begins there will be the need to develop close processes between the two committees.

10. OPERATIONS COMMITTEE

- a) 2010 Budgets – Operations & Capital – finalize/adopt.

Hugh Grasswick reviewed the 2010 operations budget and confirmed that total expenses are \$90,000 per annum. He also stated that he will be recommending that the Fire Chief’s honorarium be increased from \$10,800 to \$12,000. This is for further discussion at the next meeting. Equipment budget was increased to \$16,000 to cover costs for a dry stand pipe, vehicle extraction equipment, heavy duty washer, rescue equipment and tank refill equipment.

John Savage asked David Rees-Thomas to provide an estimated budget in the future as to the needs of SIR..

Motion: Moved by Hugh Grasswick and **seconded** by Tom Koochin to adopt the 2010 Operation’s Budget -Statement of Income and Expenses, Budget and Comparative.

CARRIED

John Savage asked if this budget needs to be signed by himself and the Treasurer, it was decided that since the minutes are signed and the budget is attached to the minutes that this will be sufficient.

- b) Fire Services By-Law – update

Hugh Grasswick stated there is no update on this item.

- e) CRD Operational Report – update

Hugh Grasswick stated there is no update on this item.

11. CORPORATE & ADMINISTRATION COMMITTEE

Marlies Petura explained the process for signing in members at the Membership meeting and the voting procedure.

12. CURRENT HALL – SALE COMMITTEE

John Savage reported that once the Special Resolution has passed this will come to the forefront.

13. FINANCIAL REPORTING COMMITTEE

Ron Hall confirmed that the Quickbooks system is now being used effective this month.

14. MOU WITH SCC

Savage stated that once the Special Resolution is finalized, action will be taken to finalize SIR's status.

15. NEW BUSINESS

There was no new business.

16. DATE OF NEXT MEETING

The next meeting will be held after the Special Membership Meeting January 17, 2010.

17. ADJOURN

Motion: Moved by John Savage to adjourn the meeting at 12:40 p.m..

CARRIED

John Savage, President

Marlies Petura, Secretary

Ron Hall, Treasurer – (see 2010 Operations Budget attached)