

**SATURNA ISLAND FIRE PROTECTION SOCIETY
("SIFPS")**

MINUTES OF DIRECTORS' MEETING
February 9, 2009, at 1:00 p.m. at the Fire Hall

DIRECTORS PRESENT:

Hugh Grasswick, Tom Koochin, John Money, Wayne Quinn, John Savage – Secretary, Shirley Stonier, Michael Taylor – Treasurer, Bernie Ziegler

Absent Directors: Lorne Bolton – President, Jim Bavis

Fire Chief: John Wiznuk

Recording Secretary: Chelsea Money

Guests: Marlies Petura

1. CALL TO ORDER:

John Savage – Secretary, called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

The agenda for the February 9, 2009 SIFPS Meeting was approved. **CARRIED**

3.a) DIRECTOR RESIGNATION

John Savage advised the board of receiving Al Sewell's resignation as both a Director and Member of SIFPS.

Motion: Moved by John Money that a letter be written to A. Sewell, thanking him for all of his hard work. **CARRIED**

b) VICE PRESIDENT

Wayne Quinn volunteered to be an interim Vice President. Hugh Grasswick brought up possible conflicts because Wayne Quinn is also the Project Manager. There was discussion of other potential candidates.

Motion: Moved by Wayne Quinn to appoint John Money as interim Vice President. **CARRIED**

c) RECORDING SECRETARY

John Savage advised the board of Chelsea Money's retention as Recording Secretary.

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Motion: Moved by John Money that the minutes of October 20, 2008 be approved. **CARRIED**

Motion: Moved by Hugh Grasswick that the minutes of November 24, 2008 be approved. **CARRIED**

Motion: Moved by John Money that the minutes of December 20, 2008 be approved.

5. CORRESPONDENCE

Invoice in the amount of \$1,794.20 received from Reed and Pope – for their work regarding the covenant to be placed on title of the property purchased for the new East Point Emergency Services Building and their opinion regarding SIFPS Membership. Discussion that SIFPS has previously paid them approximately \$5,000.00 associated with work they had previously conducted.

Motion: Moved by Wayne Quinn to accept the invoice and that it be paid. **CARRIED**

6. MEMBERSHIP APPLICATIONS

John Savage 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 the SIFPS and that they will be advised as such:

Michael Taylor	Delores Savage
John Wiznuk	Avril Dawn Wood
Beverley Neff	Carol Money
Janet Land	John Money
Lorna Archer-Quinn	Marlies Petura
Wayne Quinn	Shirley Stonier
Bernhard F. Ziegler	Thomas Koochin

The Directors concurred with the foregoing based on the bona fide of each application.

John Savage advised that the following people have submitted applications for Membership in SIFPS, but are neither a “resident” nor a “property elector” as described in the Motion at the December 20, 2008 Directors Meeting regarding Membership, therefore these applications must be dealt with individually by the Directors:

Lorne R. Bolton **Motion:** Moved by John Money that Lorne R. Bolton be accepted as a Member of SIFPS.
CARRIED

Marilyn K. Bolton **Motion:** Moved by John Money that Marilyn K. Bolton be accepted as a Member of SIFPS.
CARRIED

John W. Savage **Motion:** Moved by Wayne Quinn that John W. Savage be accepted as a Member of SIFPS. **CARRIED**
John Savage left the room for this vote.

7. AGREEMENT WITH VOLUNTEER FIREFIGHTERS

John Savage questioned the status of the recently renewed Memorandum of Agreement between SIFPS and the Volunteer Firefighters, had it been signed and if so, the location of SIFPS’ copy. John Wiznuk had the agreement and had signed it; but it was decided that the Vice President must also sign it. This will be provided at the next meeting by John Savage.

8. TREASURER’S REPORT

M. Taylor, Treasurer, presented the Financial Report. Hugh Grasswick requested that a Budget Line be included in the document. Michael Taylor reported that new software is needed to do that and a course in QuickBooks is being taken by

Lorne Bolton.

Motion: Moved by Hugh Grasswick that the Treasurer's Report be accepted.

CARRIED

9. FIRE CHIEF'S REPORT

Fire Chief John Wiznuk presented an Operations Report. His comments included: two callouts were made since last meeting. The East Point Tanker is now located at East Point. He also reported that the recruit training on Pender Island is going well. The CRD assessment was completed on Jan. 25, but results haven't been sent yet. The van and the truck now have new radios.

Motion: Moved by John Wiznuk to approve the invoice for the training transport to Pender.

CARRIED

Motion: Moved by John Wiznuk to approve the Saturna Net Co-Op invoice.

CARRIED

Discussion regarding ensuring that WCB standards are met in the building of the new Emergency Services Buildings. John Savage asked that Tom Koochin, Hugh Grasswick, and Wayne Quinn meet with John Wiznuk to assess the WCB standards for the new fire halls and report back at the next meeting.

Motion: Moved by John Wiznuk that the Fire Chief's report be accepted.

CARRIED

10. CRD REVIEW

Hugh Grasswick advised that he, Bernie Ziegler, John Money, and John Wiznuk met with Bob Hickey, who has been retained by the CRD to conduct this review of Fire Departments within its area, and that it is being provided to SIFPS on a courtesy basis. He said that Hickey stated that certain areas on island have requirements that are sometimes difficult to meet, but that overall Saturna is not in bad shape. He stated Hickey was well qualified and seemed more interested in the trucks and equipment than in the shape of our paperwork, although spoke of a need for good documentation systems (e.g. training). He stated that Hickey concluded that considering our small community, we are one of the more organized departments. It is expected that Hickey's Report should arrive at any time.

11. EAST POINT HALL - REPORT

Tom Koochin reported on the status of the East Point Hall project. He handed out copies of a draft of the building, as well as specs and a preliminary draft budget. The layout and building design was drawn up by Tom Koochin, John Wiznuk and Jim Bavis, and Shirley Stonier. There was discussion as to the approval of a mezzanine. John Wiznuk spoke of the need for more rainwater catchment behind the building. He also expressed concern that the driveway is too long; there was discussion that this was to set-back the building so as not to interfere with the neighbours' site line.

Site Preparation - Barry Crooks proposed to do a site clearing, site preparation, including leveling, transplanting cedar trees, and building a burm on the side of the property shared with the Bavis for privacy. Crooks has quoted a cost for this of \$9,160.00. Crooks' total cost was \$10,720.00, but was then reduced to \$9,160.00 plus GST of \$458.00, equaling a total of \$9,618.00 due to a credit of \$1,560.00 for logs generated. Gravelling will be a separate \$2,000.00 cost.

The bathrooms are 5.5'X8', the turnout gear room will be 8'x12', and the multi-purpose room will be 8'x15'. The Truck requires clearance of 3'8" on all sides.

John Wiznuk added that a vehicle exhaust extraction system will be needed, which will cost upwards of \$20,000.00.

Financing will need to be arranged. The Board discussed and decided that this is the priority project over the main hall. Cash flow timings will need to be developed. It was discussed and reiterated that all arrangement of work portions are to be publicized and quotes obtained, hopefully enough quotes can be obtained from 'on island' interested people. There was also discussion regarding the promotion of donations from contractors and the issuing of tax receipts.

Wayne Quinn will assist with the application for a Building Permit when it comes time.

Motion: Moved by Wayne Quinn that 1. SIFPS accept this capital expenditure as a priority 2. Consider a budget of \$200,000, and pursue an appropriate financing mechanism for an approach to this, and 3. Have a target of completing construction within 2009. **CARRIED**

Discussion regarding the availability and need for government funding regarding both hall projects. It was explained that Lorne Bolton has approached Ray Lindsay as to whether he will get information about this process but that Lindsay has not yet decided. John Money will research availability of both federal and provincial funding possibilities.

Motion: Moved by Tom Koochin that a Finance Committee of John Money, Bernie Ziegler, John Savage and Lorne Bolton be formed. **CARRIED**

12. MAIN HALL – PROJECT MANAGER'S REPORT

Wayne Quinn spoke to the Board about current Construction, Budgets and additional updates: Quinn explained we have received four proposals from Architects and four proposals from Steel Building Suppliers. There was discussion as to whether to hire an Architect, or utilize a steel building approach.

With the architectural approach, we would hire an architect to design and prepare the drawings, they make sure that building requirements are met, and supervise other professionals on the job site. Costing of this approach was discussed, and concern was expressed regarding the cost, as well as the potential overlap with the Project Manager's responsibilities.

The four steel building proposals were discussed and found to be very interesting. It was acknowledged that the current proposals are each based on a somewhat different building, including components. There was discussion and agreement that if this approach is desired, the next step would be to approach the four suppliers and have them make a more detailed proposal – with all proposing the same facility, based on SIFPS' needs, for comparative purposes. -

Motion: Moved by Wayne Quinn that we choose the steel building approach and continue on with the next step.
CARRIED

13. PARKS CANADA

John Savage reported that he met with Rob Walker of Parks Canada February 6, 2009, discussing:

- a) SIFPS's preference that Parks Canada pay its portion of the capital amount of the new Main Hall as a lump sum versus a monthly payment over a far longer amortization period. Parks Canada confirmed that the lump sum would be \$110,000.00. Parks Canada will have further internal discussions and then contact SIFPS.
- b) SIFPS requested that it have access to Parks Canada's water storage tank located under Fog Horn Building on Park Canada's East Point property and/or a related standpipe. Parks Canada concurred with the SIFPS's request, although stated they are reviewing the water storage under the Fog Horn Building. If it is discontinued, then the water storage next to the House on the same property would be available to SIFPS on a joint basis with Parks Canada.

14. EMERGENCY PREPAREDNESS - AGREEMENT

John Savage advised that due to the resignation of Al Sewell, he and Tom Koochin, Wayne Quinn, and Shirley Stonier will meet with Ian Elliott to begin drafting the Memorandum of Agreement.

15. CONSTITUTION & BY-LAWS

Bernie Ziegler provided a status update regarding the review of the Constitution and By-Laws to identify any changes required to be brought forth as recommendations at the next Annual General Meeting. He explained that he did not think there was a need to make any changes at this time. John Savage asked him to speak with Lorne Bolton, as he understood that Bolton has a number of subjects that may require changes.

16. NEXT DIRECTORS MEETING - DATE

The next meeting is scheduled for March 9, 2009 @ 1:00pm at the Hire Hall.

17. ADJOURN

Motion: Moved by Hugh Grasswick that the meeting adjourn.

CARRIED

Savage, Secretary

Michael Taylor, Treasurer

John

Chelsea Money, Recording Secretary