

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

**MINUTES OF DIRECTORS' MEETING**

May 12, 2009, at 11:00 a.m. at the Fire Hall

**DIRECTORS PRESENT:**

Lorne Bolton – President, John Money – Vice President, John Savage – Secretary, Michael Taylor – Treasurer, Tom Koochin, Wayne Quinn, Bernie Ziegler, Hugh Grasswick

**Fire Chief:** John Wiznuk

**Recording Secretary:** Chelsea Money

**Guests:** Michel Bourassa, Bill Douglas, Marlies Petura, Graeme Brigani, Priscilla Ewbank, Bill Schermbrucker

**1. CALL TO ORDER:**

Lorne Bolton - Chairperson, called the meeting to order at 11:00 a.m.

**APPROVAL OF AGENDA**

Item No. 9 of the agenda is to be moved to the end of the meeting.

**Motion:** Moved by Lorne Bolton that the agenda of May 12, 2009 be approved.  
**CARRIED**

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**Amendment 1:** Item 13- Permasteel should be identified as the contractor/supplier of choice to continue discussions regarding design and construction of Emergency Services Building No. 1.

**Motion:** Moved by Wayne Quinn that the minutes of April 14, 2009 be approved as amended.  
**CARRIED**

**3. CORRESPONDENCE**

- a. Invoice from Reed Pope - Lorne Bolton to review and reconcile it with them.
- b. The application for director's liability insurance is under review by Lorne Bolton, who will consult with Bernie Ziegler. This does not expire until August, but will be an ongoing item on the agenda of future meetings.
- c. There has been discussion with Revenue Canada as to whether or not John Wiznuk's pay is an honorarium. The ruling on this is expected before the next SIFPS meeting. If it is not, CPP and EI may need to be paid.

- d. Liberty Contract Management Inc. has experience with managing construction of buildings. They are available on an as needed basis. At times a supervising professional is needed, to assist or veto ideas. This contractor will be kept on file by Wayne Quinn.

#### 4. MEMBERSHIP

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:

Darryl Davies	Brent Sohier
Ingrid Gaines	Bill Schermbrucker
Doyle Clifton*	Magret Clifton*
Ron Wilson	Kate Vigneault
Louise Peramaki	Michelle Davies
Geri Crooks	

\*subject to submission of separate applications

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

John Savage advised that the following person submitted an application for Membership in SIFPS, but is neither a "resident" nor a "property elector" as described in the motion at the December 20, 2008 Directors Meeting regarding Membership, therefore this application must be dealt with individually by the Directors:

Charles Reif

**Motion:** Moved by John Savage that Charles Reif be accepted as a Member of SIFPS. **CARRIED**

5. **APPOINTMENT OF DIRECTOR** - No action was taken.

#### 6. TREASURER'S REPORT

Michael Taylor, Treasurer, presented the Financial Report:

- a. SIFPS received their GST rebate.
- b. SIFPS received the refund of insurance for the correction of the weight of the freightliner.
- c. John Money followed up on the lease payment to the Recreation Centre. They accepted SIFPS's request that SIFPS pay in August starting in 2009. Bernie Ziegler, who is on the Board of Directors for the Recreation Centre Society, will draft an agreement document to be signed by both parties.
- d. SIFPS reapplied for an additional tax rebate from 2007.
- e. Michael Taylor suggested that SIFPS conduct a close review of our budget requirements between now and August, as SIFPS has only \$35,000 to last until then. John Wiznuk will draft up a list of his monetary requirements.

**Motion:** Moved by Lorne Bolton to adopt the Financial Report. **CARRIED**

## 7. FIRE CHIEF'S REPORT

Fire Chief John Wiznuk presented his report:

**Operations:** The Parks Canada MOU has not yet been altered to include Saturna specific language, due to a computer program problem. Rob Walker has been consulted for help.

**Call-Outs:** Three call-outs to report:

May 7 - Motor Vehicle Incident at 207 East Point Road; two injured occupants.

May 4 - Medical assist SIR with woman in labour.

April 19 - Medical, lift assist for SIR.

**Financial:** A letter was received from David Rees-Thomas regarding water taxi payment. He is requesting an invoice number be put on the cheque for his records in the future.

The Freightliner water tanker; SIFPS received a refund of \$1442.00 from the previous insurance payment.

Returned cancelled cheque from Phoenix Benefits Solutions to Michael Taylor.

**Other Business:** John Wiznuk will be giving a presentation on BC Forest Service. It will deal with wildfire suppression; how BC Forest Service operates, SIFPSs relationship with them, and what kind of response to expect from them. Glen Poffenroth, South Island Fire Zone Manager, is scheduled for visit the island and will attend a SIVFD practice on June 16, 2009.

A draft letter needs to be written alerting homeowners that live in locations where access is restricted or problematic. It is their responsibility to remedy that situation for ease of emergency access. John Money volunteered to write this letter.

The Memorandum of Agreement between SIFPS and SIVFFA has been duly signed and a copy was delivered to the Board at this meeting.

Work is going forward on the Lyall Harbour/Boot Cove Water System flow meter installation project. SIFPS could get the water connection for the new Emergency Services Building put in place during this project, potentially saving SIFPS over \$1,000 in installation fees. John Money will follow up on this.

The letters of appreciation were sent to the retired firefighters (John Guy, Graeme Brigani, Greg Robertson).

Rob Kendle has joined the Fire Department.

Fire Chief John Wiznuk then gave a presentation on the South Island Fire Zone Fire Department Cross-Training Program.

The presentation illustrated:

- a. The Wildfire Protection Program: Coastal Fire Centre
- b. Coastal Fire Centre: South Island Zone
- c. Firefighters: Coastal Fire Centre Initial Attack Crew goals
- d. Protection Program Legislation: The Wildfire Act- Section 9-1

- e. Initial Wildfire Assessment and Size-Up
- f. Fire Ranking System
- g. Updates from the Scene
- h. Operating Guidelines and When They Apply
- i. Compensation for Firefighting Outside of Local Jurisdiction
- j. Scenarios Related to the Operating Guidelines

**Motion:** Moved by John Wiznuk that the Fire Chief's Report be adopted. **CARRIED**

## **8. DISASTER MITIGATION GRANT APPLICATION - STATUS**

This was a lengthy application process for which Lorne Bolton and John Savage must be thanked. The application has been submitted. The total grant applied for is \$636,760, which, if approved, will allow the community to construct the two new DESBs (Disaster Emergency Services Building) without long-term debt. It is hoped that grant approval will be given before July 1, 2009, which is when construction of the new main DESB would be scheduled to commence. The major risks to a project like this are cost overrun, quality of workmanship and the work being completed in a timely manner; there will be terms in the contracts with the various providers to deal with these issues, including penalty clauses.

- a. **DESB #1** - The budget was amended to include provision of a facility for SIR.
- b. **DESB #2** - Budget amended to include updated provisions.

It was recommended by John Money that SIFPS obtain an operating line of credit of at least 30% of the total cost.

## **9. PARKS CANADA - STATUS**

John Savage reported that he has been assured by Parks Canada that they will fund their lease on a pre-paid lump sum payment basis and that the capital amount is \$110,000.00. He reported that he is to contact Parks Canada, to arrange a meeting with them and Public Works Canada.

## **10. DISCUSSIONS WITH SATURNA COMMUNITY CLUB REGARDING EMERGENCY HEALTH SERVICES**

**Motion:** Moved by John Money that the board go "in-camera" to discuss the status of these discussions, including the latest draft Memorandum of Understanding. **CARRIED**

## **11. EMERGENCY PREPAREDNESS - STATUS**

John Savage reported that he has been advised that the MOU has gone through the CRD with minor tweaking. He expects to receive a copy from them prior to the next meeting of the SIFPS

Board. He also reported that according to the MOU, allows for the DESBs to be used by the SGIEMC during times of major emergencies, and up to once a month for practices purposes. A lump sum payment from the SGIEMC will be given for each DESBs; failure to attain building occupancy within a set time would result in cancellation of the agreement between the SIFPS and the SGIEMC. It is intended that the monies will be paid to the SIFPS in the form of a 20 year pre-paid lease and if the SIFPS were to subsequently cancel it prior to its expiration, the SIFPS must provide a minimum of 90 days written notice, as well as repay the pro-rata amount representing the outstanding lease amount.

## **12. DESB #2 - UPDATE**

DESB 1 is “shovel-ready” for the building permit and the budget is in place.

## **13. DESB #1- PROJECT MANAGER’S REPORT**

Wayne Quinn reported that changes in steel prices and currency fluctuations are causing the potential cost of the contract for design and construction of the building to be very fluid, although thought to be to our advantage, as compared to previous costs. SIFPS needs to establish a footprint of the building that reflects the size and configuration to accommodate the users for a more realistic price projection. He suggested that the SIFPS commission someone to re-draw the current floor plan to make it more accurately reflect the requirements as currently expected. It was then suggested that SIFPS wait until the end of May to do design work; it is expected that by that time the committee working on the SIR issue should be mostly finished. It was decided that the Construction Committee develop a revised building design and footprint.

## **14. CONSTITUTION BY-LAWS REVIEW**

There will be information on this within the next two to three weeks.

## **15. ANNUAL GENERAL MEETING – DATE AND AGENDA**

The Annual General Meeting (“AGM”) may be held at any time up to 15 months after the last AGM. Dependant upon when the AGM is held, new, updated, Financial Statements may be required, as they must be no more than 6 months old.

Lorne Bolton recommended that the AGM take place after SIFPS receives the results of the Disaster Mitigation Grant application. It was also noted that the potential ceding of SIR to SIFPS will also be concluded by that time, one way or the other. Discussion that SIFPS should delay setting the date of its AGM until one month or so after the receiving the results of the grant application.

**Motion:** Moved by Lorne Bolton that SIFPS delay setting the date of the Annual General Meeting until after it receives the results of the Disaster Mitigation Grant application; recognizing that it must be held prior to September 21, 2009.

**CARRIED**

## **16. NEW BUSINESS**

The signs have been written up for sale of current Fire Hall No. 1. They will be posted at the Saturna General Store and the Saturna Point Store.

**17. DATE OF NEXT MEETING**

The next meeting slated to take place on June 8, 2009, at 1:00 pm at Fire Hall No. 1.

**18. ADJOURN**

**Motion:** Meeting adjourned at 3:55 pm.

**CARRIED**

**19. QUESTIONS FROM THE FLOOR**

There were no questions at this time.

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Lorne Bolton, President  
Secretary

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John Savage,