

SATURNA ISLAND FIRE PROTECTION SOCIETY

(SIFPS)

MINUTES OF DIRECTORS' MEETING

September 2, 2010 at 10:30am held at the Main Fire Hall

DIRECTORS PRESENT:

John Savage - President, Tom Johnstone - Secretary, Theresa Howard - Controller, Ted Syverson, Bernie Ziegler, Lorne Bolton, Tom Koochin, John Money, Brian Haley

SIR Chief - David Rees-Thomas

Recording Secretary - Bev Lowsley

1. CALL TO ORDER

John Savage, President, called the meeting to order at 10:35am.

2. APPROVAL OF AGENDA

Motion: Moved by Brian Haley that the agenda be approved.

CARRIED

3. APPROVAL OF MINUTES

Motion: Moved by Tom Johnstone that minutes of SIFPS Board meeting of August 9, 2010 be approved as amended.

CARRIED

Motion: Moved by Tom Johnstone to approve amended minutes of August 15, 2010 *in camera* meeting.

CARRIED

Approved minutes of the *in camera* meeting will be placed in an envelope and sealed then stored with corporate files.

4. CORRESPONDENCE

Tom Johnstone reported receipt on August 26, 2010 of a letter from Paul White in response to the SIFPS letter to him following the August 9, 2010 Director's Meeting.

Motion: Tom Johnstone moved that a letter be sent to Mr White, acknowledging that his letter has been received.

CARRIED

The Building Committee received a letter from island resident Beverly Vreeswijk expressing concerns relating to ecological issues and potential negative effects on the wetland area adjacent to the site of ESB#1. The issue was discussed. Secretary Tom Johnstone will send a letter of response.

Discussion followed regarding an email posted by Len Horne and widely circulated.

Motion: John Money moved that the letter be acknowledged as received.

CARRIED

Bernie Ziegler will address any stated "facts" that are in question in his next Scribbler article.

5. WELCOME GUESTS

There were no guests in attendance.

6. MEMBERSHIPS

Tom Johnstone advised that the following persons submitted an application 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 this application must be dealt with individually by the Directors:

Richard Walenta and Annie Walenta

Motion: Moved by Tom Johnstone that Richard Walenta and Annie Walenta be accepted as a Member of SIFPS.

CARRIED

7. FIRE CHIEF'S REPORT

Chief Wiznuk was not in attendance. No report was submitted.

8. SIR CHIEF'S REPORT

Crew Chief David Rees-Thomas received an emergency page and had to leave the meeting. His report had been circulated prior to the meeting.

Motion: John Savage moved that the SIR Report be accepted as circulated.

CARRIED

9. FINANCIAL REPORT

a) Monthly Statement

Theresa Howard presented the Statement of Income and Expenses, Budget and Year to Date expenditures for August 2010. The total cash and term deposits amount to \$224,650.41. Adjustments to track PILT as revenue plus CRD expenses charged to SIFPS for administration were suggested. Theresa will make the requested adjustments.

Motion: Theresa Howard moved acceptance of the financial report as amended.

CARRIED

b) Project Budget

Construction expenses in August 2010: ESB#1 total \$63,634.49

ESB#2 total \$29,105.14.

10. BUILDING PROJECT COMMITTEE

a) Building Permits

The next sequence of Building Permit is expected to be ready and posted by Friday, September 3. Lester Bomford can start the inside framing based on this approval.

Both buildings are designated to post disaster standard.

b) Engineering

This is all done except for inspections and sign off of framing and slabs on both buildings.

c) Construction Schedule/Critical Path

Ted Syverson is awaiting contractor bids for plumbing and wiring so everyone will be able to commit to specific dates. Off island contractors seem reluctant to submit bids. An issue for off island contractors is the need to cover living expenses for their crews which adds to their costs. This may be addressed by SIFPS negotiating a preferential B&B rate.

So far one bid for electrical (Bill House), two bids for plumbing and one firm bid for Mechanical. There is now strong interest from drywall bidders, previously there had not been. The goal is to have all contracts awarded within 2 to 3 weeks, with substantial completion date in mid-December.

d) Project Budget

There is still \$1700 outstanding for permits.

e) Current Documentation Status

Bring forward

f) Current Phases

Mezzanine & Partitions - Materials have been purchased. The mezzanine quote of \$36,000 will include framing and sheeting equipment bay with $\frac{3}{4}$ inch plywood. Materials for all framing and partitions have been purchased.

Plumbing - still receiving bids. This may be slightly over budget.

HVAC/Mechanical - One firm budget is in for the HVAC system but this does not include cutting into the roof or walls. There is also a need for increased venting in ambulance bay.

Electrical, Heating and Lighting - two bids are now expected.

Interior Insulation - The whole building is insulated, but we need to decide which interior walls also need insulation. Acoustic insulation is needed for the communications area. Discussion that it is best not to scrimp now, as there will be savings on heat conservation. It was suggested that the bid request be to do all wall partitions and upper floors of ESB#1. There is no need for interior wall insulation of ESB#2 as it is mainly a truck parking bay.

Windows and Doors - The building committee have met with John Wiznuk regarding interior door and window requirements. Doors between the truck bay and the rest of the building need to be steel and windows need to be non-opening, steel frame with special glass. Prices are coming in for those. Interior doors will be ordered later once the framing is done, so it is easier to visualize.

Drywall & Finishing - Two prices are in so far but more quotes expected.

Cabinets and Millwork - bring forward

Flooring - Should be heavy duty and washable. Downstairs will be painted concrete.

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 septic tank and connection will be needed; cost is estimated at approximately \$3000.

Water Catchment/Storage - ESB#2 needs this for domestic water as well as water for filling fire trucks. ESB#1 will be on the water system but will need some water storage as well. This needs further exploration once all building construction expenses are confirmed.

g) ESB #1 Wood Accents

This will be brought forward as construction progresses

h) ESB #2 Outdoor Lighting and Landscaping

Tom Johnstone spoke with Hugh Mesner concerning outdoor lighting and landscaping. He will discuss this with his neighbours. More discussions will take place in due course.

i) Donations: Suppliers & Contractors

Suppliers and contractors are being encouraged to make donations. Discussions are being held with Permasteel Construction concerning signage for both halls.

11. Finance Committee

a) TD Finance Agreement

i) Financial Draws

So far only one financial draw has been taken. The next one will probably be needed sometime in October.

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

SIFPS cannot move forward with purchase of the site for ESB#1 unless there is approval from Department of Highways and Islands Trust for necessary variances. It is possible to start this process prior to completion of construction.

Motion:: Tom Johnstone moved that Richard Way be requested to proceed with documentation required to apply for subdivision of ESB#1.

CARRIED

It was noted that the application to subdivide must be submitted by the SRCS but having the preliminary land approvals (PLA's) will expedite that process.

b) Southern Gulf Islands Emergency Management Commission

There has still not been any payment received from the CRD. This issue is noted for discussion under New Business (agenda item 19 a. CRD-SIFPS Relationship)

c) Parks Canada

John Savage will speak again with Rob Walker to determine the status of drafting of the lease document.

d) SRCS status of Lease Payment Amount

Current lease payment of \$5000 to the SRCS included use of the geothermal field which will now not be available. There are other potential considerations, such as the use of SRCS' water storage site. Decision to deal with this once SIFPS is in better position to know its requirements and timing of the land purchase from the SRCS.

12. Operations Committee

a) Fire Department

Burning bylaw final review status will be brought forward when Hugh Grasswick is present to report.

b) SIR

As per David Rees-Thomas' report - the emergency transport vehicle is due for inspection; the last inspection was an 'A' service in March 2009; this year the more exhaustive 'B' service is required, costs approximately \$1200; upon approval of the Operations Committee, the work will be carried out.

c) Container

Theresa Howard has contacted the company that provided the container unit. Their current price for a used container is \$3700, not including transportation to the site. SIFPS book value, after depreciation is \$2,145. The committee will proceed with arrangements for the sale of the container, recognizing it will not be available to the purchaser until completion of ESB#1.

13. CORPORATE & ADMINISTRATION COMMITTEE

a) Directors' Liability Insurance

This insurance was renewed at a premium of \$1000. Also negotiated was coverage for the current building. Coverage for the new ESBs is expected to be at a 40% to 50% lower price based on their post-disaster rating.

In addition, Tom Johnstone and Ron Hall were able to negotiate non-owned vehicle coverage, without cost. This is to cover volunteers driving their own vehicles to respond to emergency calls. It has also been extended without cost to include water craft up to 10 metres in length. This includes both Fire and SIR volunteers.

The Accidental Death and Dismemberment policy currently in place offers excellent coverage. The adjuster recommends we stay with that policy.

There is also a need to harmonize between the Fire Department and SIR without interfering with the VIHA requirements. It is understood that the AD&D was originally free to all firefighters, with the option of the firefighter providing coverage to his/her dependents, at the firefighter's cost. Over time SIFPS has also absorbed the cost associated with the dependents. Theresa Howard will identify who is, or is not, signed up for this coverage. It was determined that all eligible volunteers will be canvassed to determine their decision regarding coverage and have each sign an appropriate form accepting or declining it - this completed form to be kept in SIFPS' corporate files.

b) VIHA Insurance requirements

Ron Hall has been handling this. Tom Johnstone will check with him regarding its status.

c) SIFPS Records

Still being organized.

d) Worksafe BC Coverage for First Responders

This also relates to the discussions going on with VIHA so more information will be available when that is completed.

14. COMMUNICATIONS COMMITTEE

a) Building Project August Update

The next Scribbler article will address issues raised by Len Horne's letter.

b) ESBs Official Opening

This will be addressed when we get closer to completion.

15. CURRENT HALL - SALE COMMITTEE

The price for the sale of the current fire hall has been finalized at \$206,000 with the closing date no later than February 15, 2011. Once the actual closing date is confirmed Bernie Ziegler will manage the legal transfer through SIFPS lawyer. Theresa Howard will track expenses related to the sale for the financial statements.

16. FINANCIAL REPORTING

Following approval at the August 9, 2010 Directors' Meeting the amended budget for 2011 was mailed to the CRD on August 18, 2010. Theresa Howard will send a copy of the 2011 budget to John Savage and Lorne Bolton.

17. MEMORANDUM OF UNDERSTANDING WITH SCC

Phase 3 discussions concerning provision of community health services on Saturna are commencing. Bill Schermbrucker, President of the Community Club, has scheduled a meeting on Sunday, September 5, 2010 at 4:00pm at the Fire Hall for preliminary discussions.

18. NOMINATING COMMITTEE

Bring forward.

19. NEW BUSINESS

a) CRD - SIFPS Relationship

A recent meeting of the Finance Committee and the Corporate & Administration Committee identified various issues of concern and clarified what SIFPS expects from the CRD. Based on that discussion, two letters to Regional Director Ken Hancock were drafted. John Savage, Tom Johnstone and Ron Hall will arrange a meeting with Hancock to discuss the issues and request his support in pursuing our concerns. Copies of the two draft letters were circulated for discussion - one to be presented to Ken Hancock if a relatively positive response is received, the other, worded more strongly, to be presented to Hancock if his response is not positive. In either case the expectation is that Hancock will, in turn, present the letter to the CRD Board.

One key piece of supporting data is a letter dated in 1993 from CRD Geoff Pierce, Manager of Municipal Services Dept., which notes that there shall be "...no involvement of CRD except to collect taxes and provide funding..."

b) First Responder Agreement with Emergency & Health Services Commission

Tom Johnstone will meet with the Operations Committee along with John Wiznuk and David Rees-Thomas to discuss this arrangement. Priorities will be to maintain or improve the current level of service to Saturna residents while not jeopardizing the VIHA funding.

20. DATE OF NEXT MEETING

Next meeting of the SIFPS Board of Directors will be Monday, October 4, 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: President John Savage moved that the meeting be adjourned at 1:56 pm.

CARRIED

John Savage, President Thomas Johnstone, Secretary

_____ Bev Lowsley, Recording Secretary