

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

**MINUTES OF DIRECTORS' MEETING  
April 14, 2009, at 1:00 p.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, Jim Bavis

**Fire Chief:** John Wiznuk

**Recording Secretary:** Chelsea Money

**Guests:** Marlies Petura, Graeme Brigani, Jacques Campbell, Bill Schermbrucker,  
Kevin O'Hara

**1. CALL TO ORDER:**

Lorne Bolton - President, called the meeting to order at 1:00 p.m.

**2. APPROVAL OF AGENDA**

**Motion:** Moved by Lorne Bolton that the Agenda of April 14, 2009 be approved.

**CARRIED**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**Amendment 1:** In the minutes of the March 9, 2009 meeting it was suggested that at the top of page 2, the word 'adopted' should be used instead of the word 'accepted', in regards to the slight change in the 2008 financial statements.

**Amendment 2:** The grant application is titled 'Disaster Mitigation'; not 'Disaster and Medication'.

**Motion:** Moved by Lorne Bolton that the minutes of March 9, 2009 be approved as amended.

**CARRIED**

**4. CORRESPONDENCE**

- a. The resignation of Shirley Stonier from the Board of Directors was received with regrets. It was suggested by John Money to write her a thank-you letter for her efforts with SIFPS; which was approved by the group.

- b. A request from Saturna Net Co-op was received requesting that SFPS release the Co-op of the debt they took over for pre-paid services that would have been rendered by Saturna Broadband before the company discontinued.

**Motion:** Moved by John Savage to forgive the debt.

**CARRIED**

- c. Lorne Bolton and John Wiznuk signed two copies of the Memorandum of Agreement between the Firefighters Association and SIFPS; John Wiznuk will have the President of the Volunteer Firefighters Association sign them and then return one duly signed copy to SIFPS.

## 5. TREASURER'S REPORT

Michael Taylor, Treasurer, presented the Financial Report:

- a. Lorne Bolton and Michael Taylor both signed off on the Financial Statement for 2008 and copies were distributed to the Board Members.
- b. Lorne Bolton submitted the Bank Cash Flow Statement and the Statement of Income and Expenses for March 2009. It was suggested that the accrued interest be added to the Bank Cash Flow Statement.

**Motion:** Moved by Lorne Bolton that the Bank Cash Flow Statement be changed to include accrued interest.

**CARRIED**

**Motion:** Moved by Lorne Bolton to approve the annual total Honorarium amount to be paid to the Fire Chief, and that it be paid quarterly.

**CARRIED**

- c. It was brought to the attention of the board that the annual \$5,000 lease payment for the use of the Recreation Centre's services has not yet been paid. John Money is following up on this, including potentially having the payment date moved from January 1<sup>st</sup> to August 1<sup>st</sup>; he will advise and obtain proper documentation of same.
- d. Michael Taylor recommended that a budget be developed for operation between now and August of this year.

**Motion:** Moved by Michael Taylor that the Financial Report be accepted.

**CARRIED**

## 6. FIRE CHIEF'S REPORT

Fire Chief John Wiznuk presented his report:

**Operations:** Parks Canada presented John with a copy of the Pender Fire/Rescue MOU for Rescue for SFPS' consideration. With the pertinent data changed to reflect Saturna, this agreement would be beneficial to SIFPS, although further review will be conducted. This matter has been discussed with Hugh Grasswick and Bernie Ziegler.

**Call-Outs:** One call-out to report; March 30; emergency medical response. Three long-time firefighters have resigned; Jon Guy, Graeme Brigani, and Greg Robertson. John Wiznuk requested that letters of appreciation be written by the board to each for their service.

**Motion:** Moved by John Money that letters of appreciation be sent to the resigning firefighters. **CARRIED**

John Wiznuk handed out information regarding Standard Operational/Operating Guidelines for the board.

**Financial:** A cheque is required for rope rescue course; invoice # 09-002; \$2,940.00

**Motion:** Moved by John Savage that the invoice for the rope rescue course be paid. **CARRIED**

A cheque for David Rees-Thomas for water taxi services; invoice #7101; \$200.00

**Motion:** Moved by John Wiznuk that invoice #7101 be paid for two return trips. **CARRIED**

Cancelled former cheque for Phoenix Benefit Solutions that was lost in the mail and a replacement was issued.

Correction to Freightliner insurance cost due to incorrect weight; refund of \$1,442.00.

**Other Business:** A draft letter needs to be written alerting homeowners that live in locations where access is restricted or problematic that it is their responsibility to remedy that situation for ease of emergency access.

John Wiznuk has been contacted by the Rulings Officer about his honorarium.

Work is going forward on the Lyall Harbour/Boot Cove Water System flow meter installation project. We 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.

**Motion:** Moved that John Money liaise with the Water Board to have the water connection for the new Emergency Services Building #1 be put in place during the Lyall Harbour/Boot Cove Water System project. Also that John Money, John Savage, and Lorne Bolton be empowered to approve the cost of this project. **CARRIED**

A query was received from the firefighters for a firefighter to be put on the board as a voting member. It was decided that this request be considered during the review of other potential changes to the SIFPS's structure that are being considered for action at

**7. SATURNA COMMUNITY CLUB PRESENTATION**

Bill Schermbrucker presented the following:

The Recreation Centre Society presently holds approximately \$80,000 designated to be used for building a facility for emergency medical services; it has been discovered these monies cannot be released to SIR. The Recreation Centre Society is not in position to manage emergency services. The SIFPS Constitution allows for responsibility of emergency services. The Community Club requests a dedicated meeting with the SIFPS regarding this issue. Also, it was recommended that a committee be formed to meet with the SCC to discuss the provision of emergency medical services and the inclusion of these within the proposed Emergency Services Building grant application, as it relates to the proposed Emergency Services Building #1. The SIFPS is planning on applying for a 'Disaster Mitigation Grant' and the completed application must be submitted by April 24, 2009; therefore haste is required regarding a meeting of the committee.

**Motion:** Moved by Lorne Bolton that SCC and SIFPS agree in principle with the Community Club's request. **CARRIED**

**Motion:** Moved by Lorne Bolton that a committee of himself, John Money, Bernie Ziegler and John Savage meet with SCC representatives to discuss the provision of Emergency Medical Services, including its potential inclusion within the SIFPS's framework, as well as the proposed grant application. **CARRIED**

**8. EMERGENCY PREPAREDNESS - UPDATE**

John Savage reported that he had a discussion with Ian Elliott regarding the draft MOU and that Elliott would be responding prior to the next SIFPS Board Meeting.

**9. PARKS CANADA - UPDATE**

John Savage reported that he had been advised that Parks Canada would be making a lump sum pre-payment of the lease; that Parks Canada needed further discussions with Public Works regarding their internal processes and would then advise SIFPS of the next step to arrange the lease.

**10. APPRAISALS**

John Savage reported that for the three pieces of property (current Hall, proposed Emergency Services Building #1, and proposed Emergency Services Building #2), the cost approach was used to determine their market value for resale. The appraisal amount is based on land values, plus improvements (existing in the case of the current Hall and those proposed in the case of the two new buildings).

Current Hall #1:	Land Value	\$72,000
	Improvements	\$83,000 (depreciated)
	<b>Total Value</b>	<b>\$155,000</b>

New Emergency Services Building #1:	Land Value	\$125,000
	Improvements	\$636,000
	<b>Total Value</b>	<b>\$761,000</b>
New Emergency Services Building #2:	Land Value	\$108,000
	Improvements	\$211,000
	<b>Total Value</b>	<b>\$319,000</b>
Total Value - both new buildings:		<b>\$1,080,000</b>

John Savage reported that these appraisals are necessary to acquire a loan for building. It was decided that SIFPS will publicize that the current Hall #1 will be for sale upon completion of the new Emergency Services Building #1. John Money recommended that a sign be made stating that the building will be for sale, with full disclosure of appraised value, and asking any parties interested in purchasing it to contact SIFPS.

**Motion:** Moved by John Money that the Secretary post this notice at the stores. **CARRIED**

#### 11. APPLICATION FOR FUNDING

- a. Disaster Mitigation Grant - John Money reported that it appears that SIFPS may be eligible for a Disaster Mitigation grant and that associated research was being conducted. Provision for emergency medical services facility could be included in the application, resulting in application for a larger grant amount. Any funding received would go toward construction of the two proposed Emergency Services buildings.

**Motion:** Moved by John Money: Be it resolved that the Saturna Island Fire Protection Society shall submit a grant application to the "Canada-British Columbia BUILDING CANADA FUND – Communities Component – Category Specific Supplement Disaster Mitigation" program for financial assistance in the construction of two new disaster/emergency services buildings, and that the President and two Directors be authorized to sign the grant application.

**CARRIED**

- b. Updated Cash Flow – Tabled to a later date.

#### 12. EMERGENCY SERVICES BUILDING #2 - UPDATE

Tom Koochin reported that the footprint for the hall is completed, and that a blueprint is ready to be made, and an application for a building permit shall be applied for. Tom submitted a budget for this project, and reported that he spoke to Barry Crooks regarding the potential of his clearing the site up to the value of trees that he would remove; Barry is expected to respond in a couple of weeks.

Tom Koochin noted that some revisions have been made to the original budget – engineering and mechanical engineering costs; as well as other costs not included: road entrance paving, landscaping, blueprint costs, draft costs, building permit and building costs.

**13. EMERGENCY SERVICES BUILDING #1 - PROJECT MANAGER'S REPORT**

Wayne Quinn submitted a two-page report to the board detailing his research on different companies and what they will offer for the building contracts. It was Wayne's recommendation that Permasteel be employed due to value and service, and our specific requirements. John Savage and Lorne Bolton left the room during these discussions and vote, to avoid any perceived conflict of interest.

**Motion:** Moved by Jim Bavis that Permasteel be identified as the supplier of choice to continue discussions regarding the design and construction to lock-up of Emergency Services Building #1.

**CARRIED**

**14. 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:

Les. Bomford  
Kevin Tweedy  
Brian Carpentier  
Joanna Bavis  
Dianne Robertson  
Susie Washington-Smyth  
Andree Fredette

David Rhees-Thomas  
Cathy Sim  
James Bavis  
Greg Robertson  
Murray Rankin  
Ian Smyth

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

**15. SIGN SALES**

Jim Bavis Reported that 49 orders have been placed. The Peninsula signs sell for \$19.70 each, final cost \$24. Delivery of the signs takes up to one week. He canvassed Parks Canada, the Women's Club, the Lions Club etc. Information regarding the signs will be put in the next Scribbler.

**16. CONSTITUTION AND BY-LAWS REVIEW**

Lorne Bolton reported that the previously formed committee, headed by Bernie Ziegler, that will be reviewing the Constitution and By-Laws with respect to potential changes required and in preparation for the next Annual General Meeting, will also prepare a draft Code of Conduct for Directors. This draft to be prepared for the next meeting of the Board. (also see: 6. Fire Chief's Report – request by Firefighters for SIFPS Board representation)

**17. NEW BUSINESS**

No new business.

**18. DATE OF NEXT MEETING**

Monday, May 11, 2009 – 1:00 pm at Fire Hall No. 1.

**19. ADJOURN**

**Motion:** Moved by Lorne Bolton to adjourn at 4:00 pm.

**CARRIED**

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Lorne Bolton, President

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John Savage, Secretary

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Chelsea Money, Recording Secretary