

NORTH GALIANO FIRE PROTECTION COMMISSION
BOARD MEETING
Retreat Cove Fire hall
July 31, 2011

Minutes

Note technical requirement of 4 for quorum

Attending: Andy Beers, Julie Gardner, Roger Pettit, Susan Phillips

Regrets: Tom Darby, Ken Hancock

Absent: Rob Snape

Meeting commenced at 1:15 and adjourned at 2:15.

1 Adoption of Agenda and Past Minutes

Agenda and past minutes were adopted

2 Reports and Related Business

2.1 Executive: Susan, Andy, Julie, Rob, Roger

Board members received Mary Lou William's resignation from the board due to her current lack of time to dedicate to board activities. We all appreciate very much her time and contribution to the board over the years.

2.2 Treasurer Report – Andy:

Budget remaining at the end of June 2011 is \$90,551, or 70%.

2.3 Management Report – Tom was absent so Susan reported on Tom's behalf:

Board members decided to consider the possibility of combining training with the south end and will explore this idea with the fire chief.

This past month there were 3 first responder callouts and one beach fire (probably set by boater/kayakers).

At Retreat Cove Fire Hall the remaining renovations are the apron to gravel, some cabinetry work, painting the exterior, etc. Calen is leading on this.

An SGI wide working group for implementing the CWPP has been set up. Robin has the minutes and working group information. Some funding now available!

CREST training is still pending.

Basic firefighter training remains to be completed. Eileen will complete her First Responder training and is carrying out recurrent training.

Maintenance tasks to be completed are testing pressure hoses, testing ladders, and the annual check on the fire extinguishers.

No safety incidents were reported.

Meeting at CRD regarding the North End Fire Hall: Susan circulated minutes (See attached.)

Requests for changes to the Draft North End Fire Hall RFP agreed on at the July 31 NGFP Commission meeting were as follows:

Could the pre-referendum phase be separated out (Phase 1 conceptual design and costing), and a separate RFP be prepared for what would follow the referendum? We found it a bit confusing as to what kind of consultant was being sought – architect, engineer and builder in one? Is it necessary to bundle everything into a “design and build” RFP?

Make it clear in the RFP that the metal pre-fab “option” is the only one; remove reference to wood frame or non-metal building options (from page 30, about the building, on); ideally include mention of this in section 1.1.1.

We suggest that the RFP should be silent on matters of aesthetics due to the pressing need to keep costs down.

Re. ownership being “unresolved” – we assume this must mean that there is not yet a legal agreement with the NGCA. What steps are required to clarify this – given that there will have to be a long-term lease?

Re. Phase 6, demolition, our understanding is that the owner of the land might be comfortable with keeping the building. Is this a feasible option?

The target cost for construction should be around \$300,000, not \$500,000, if this refers only to phase 4 (rather than the total cost of the project). If it is the total project cost, the wording should be “less than” \$500,000.

Ask proponents to consider the Saturna Island example as part of the information to be considered.

Delete references to landscaping and moveable furniture. Do not include cost of a generator, as this might be obtained by donation.

September 1 is not a possible due date for proposals – this is an error, out of synch with the timeline.

3 *New/Other Business:* Next meeting

Tentative date is September 25

Attachment: Susan’s email from June 24 regarding meeting with the CRD about the fire hall

Greetings all -

I met with Michael Cole, Malcolm Cowley and Ken Hancock at the CRD offices in Victoria on June 23rd, 2011. Please note that Michael is leaving next week and Malcolm will be taking on our file. I would like to invite Ken to provide further clarification or details to the following.

The answers to the questions that I posed in my email are below:

1. can we put a fire hall on our site?

The answer is yes, there is room and the various reports indicate that it is allowable to put a fire hall on the lot.

2. is there a diagram depicting the footprint permitted on the site?

I have a detailed sketch which shows the area on which we can build.

3. did you get the plan for the small Saturna fire hall that is on their web site?

Again – yes, they did get the plan for the small Saturna fire hall – from what was said at the meeting, the plan on the web site is somewhat different from the actual hall we viewed. For example, the one on the web site does not have a second floor (I have not checked this - but this is what was said at the meeting).

Could this hall, or a slightly modified one, be built on our site?

The plan would need to be modified for the shape (road access) and slope of our lot.

4. may I get copies of the reports that have been completed to date?

I have hardcopies of the reports and they will also be sent as pdf files which I can forward to anyone who wants them.

Other important points to note:

1. The main reason for building in wood rather than a prefabricated metal building, is aesthetics.
2. Our biggest problem is the slope of the land. We will have to build into the hill – or put an incredible amount of fill on the lot. Building into the hill might be best as this provides advantages – the building is more stable in the case of an earthquake, fire hazard is less, etc.
3. the CRD used the specifications and draft plans sent to them to develop the PDS – if we go with a plan more similar to the Saturna plan, this would be a significant change – for example, the plan submitted was for a two-storey building with a training area, etc. (This and the fact that we thought we might build in wood are reasons that they suggested the cost could go as high as \$1M.)
4. we need to provide the CRD with new plans and a statement of our revised requirements.
5. we will probably need to get a variance as a septic field is considered a “structure” and it will be too close to the road. Getting a variance should not be an issue, but will cost (about \$1100 was the suggested cost although this amount has not been confirmed).
6. we will need some retaining walls/structures on the lot – their location will be dependant upon where the building is situated.
7. the funding issues are still somewhat unclear to me – as we are a Commission, we cannot borrow money as Saturna did. However, perhaps as a Society we could – Saturna needed just ½ of the society’s membership to borrow money but they also had a large amount of funds that had built up over the years.
8. we should be aware that if the owner of the land on which our fire hall is currently located, gives us notice by the end of March we may only have 6 months to move. CRD will look into the lease agreement more closely and get back to us on this point.

Please let me know if you have any questions on the above –

With thanks – Susan