

NORTH GALIANO FIRE PROTECTION COMMISSION
BOARD MEETING
Retreat Cove Fire hall
September 25, 2011

Minutes

Attending: Andy Beers, Julie Gardner, Roger Pettit, Tom Darby, Susan Phillips, Robin Gregory, Ken Hancock

Regrets: Rob Snape

Note technical requirement of 4 for quorum

Meeting commenced at 6:30 and adjourned at 8:00.

1 Adoption of Agenda and Past Minutes

Carried forward to next meeting

2 Reports and Related Business

2.1 Treasurer Report – Andy:

Operating budget remaining at end of August 2011: \$74,487.76

We are on track for spending our budget, at 58.21%, anticipating a small surplus as usual.

Financial issues – prior to the referendum:

Depending on when the referendum is held, we may have to budget for one year's interest, funding it through a bridge loan from private sources.

2.2 Management:

Report – Tom: Carried forward to next meeting

CWPP – Robin/Tom – proposal

The Advisory Commission meeting went over the CWPP for the SGI. An education program led by Saturna was implemented, with funding left over that could be used for a pilot project on Galiano. Robin has set up a meeting with people interested in the project. Tom has started to explore accessing the funding with the CRD and has obtained a copy of the grant application form. For a fuel mitigation project we need to provide 25% of a budget that will be matched with the other 75%. Clear links will be made with Galiano's CWPP. At this week's meeting a person to write the proposal will be identified.

2.3 North End Fire Hall

Review of Status Report provided by CRD

Board members appreciated the clarity of the up-date, which explained spending to date, differences between estimated and actual costs to date, and reasons for delays which have extended the time frame.

The up-front, pre-referendum costs budgeted compared to “cost to date” and “revised estimated costs” were discussed. Some board members were concerned at the large sum being spent at this stage of the project, but it was agreed that explanations were sufficient.

Level of detail that the Board pursues in reviewing drafts and communicating with the CRD about the Fire Hall

Board members discussed at length the pros and cons of providing feedback to the CRD on draft materials such as the RFP at varying levels of detail.

The benefits of paying close attention and, if necessary, working through multiple drafts, are that the Board attends very carefully to the community’s interests in all materials, and that the content of the materials is improved.

The costs of paying close attention and working through multiple drafts are that it absorbs volunteer time of board members; it runs up administrative costs (as we are charged for CRD staff time); and it can slow the project down.

It was agreed that the Board must continue to perform due diligence and that ways of lessening communications costs and delays will be sought where possible.

Review draft RFP – Changes

The following changes were agreed on, and later communicated by Susan to the CRD as follows:

1. please remove the sketches dated 2001/02 which are attached to the RFP. Chief Tom Darby will fax you a list of the rooms/space requirements for the new Fire Hall. He will also fax you a copy of the floor plan of the Saturna fire hall, which could be used as a point of reference for the designers.
2. please remove reference to “training facilities” in 1.1.2.
3. please change 3200 square feet to 2800 square feet in 1.1.4.3.
4. 2.6 is titled Post Construction Phase but there are only three phases and this is not one of them. Could this section be renamed?

List of requirements for fire hall:

Tom has a list – e.g. chief’s office, dispatch room, washrooms, etc., which the Fire Dept Operations Committee generated as representing the bare minimum

Next steps

Newsletter:

Roger will draft a newsletter next week (week of Oct. 2nd) to be mailed the following week. It could state that the referendum is planned for fall 2012. It will

include a report on progress made about the new fire hall over the past year (work completed to date).

Property ownership:

The Community Association is interested in a long-term lease agreement, to keep the property owned in the long term by the Galiano community. Ken will make sure that the CRD gets in touch with the NGCA.

3 *New/Other Business: Next meeting*

Board meeting November 6 3:00

AGM November 20 1:00 p.m.