

AGENDA

Oil Spill Contingency Group Area #4 & #5 Annual Meeting

January 5, 2018
Time: 12:00 noon – 3:00 p.m.
Place: Taylorton Room
Days Inns
Esterwan, Saskatchewan

Meeting called by:	Executive Committee	Type of meeting:	Oil Spill Contingency Annual Meeting
Chairperson:	Laurel Mohl	Note taker:	Sonja Bush

Agenda

12:00 Noon Lunch

Welcome Members/Introductions Laurel Mohl
Add any other agenda items:

Review Old Business 2017

		<u>MINUTES</u>
Review Minutes/Annual Meeting 17	Laurel Mohl	5
Custodian Update/Trailers/Equipment	Daryl McFadden	5
Training Exercise Update	Daryl McFadden	5
All Areas Chairperson Meeting Update	Laurel Mohl	5
Membership Update	Sonja Bush	5

New Business 2018

Web Site Review	Laurel Mohl	5
Trailer Storage/Equipment	Daryl McFadden	10
Review Contract Positions	All	5
Membership Dues for 2018	All	5
Budget Review	Sonja Bush	10

Break

Review Call-Out Sheet	All	5
Select Executive Committee	All	5
Signing Authority – 3 Positions Reviewed	All	5
Training Exercise Dates	Laurel Mohl	5
Redvers Oil Show Dates	Laurel Mohl	5
Government Update - Regulatory Requirements	Dean Pylypuk	10
Roundtable	All	5
Closing Remarks	Laurel Mohl	5

Minutes of the Annual Meeting for the Oil Spill Contingency Groups #4 & #5 held January 5, 2018 at the Taylorton Room, Days Inn, Estevan, Sask.

Attendees:

1. Chris Humphries, Crescent Point
2. Jim Weber, Gibson Energy
3. Warren Heisler, Rife Resources
4. David Rider, Rife Resources
5. Kelly Kater, NAL
6. Glenn Wiens, Gibson Energy
7. Jay Longman, Gibson Energy
8. Dean White, Tundra Oil & Gas
9. Gary Radtke, Enbridge Pipelines
10. Ron Perkins, Silver Bay
11. Kevin Cooke, Whitecap Resources
12. Ron Bartlett, Whitecap Resources
13. Jonas Fenn, Matrix Solutions
14. Brad Healey, Secure Energy
15. Dave Burnett, Crescent Point
16. Sam Bakala, Spartan Energy
17. Randy VanKennel, Spartan Energy
18. Colin Martin, Torc Oil & Gas
19. Sean Garagan, Torc Oil & Gas
20. Jamie MacDonald, Torc Oil & Gas
21. Colin Martin, Steel Reef
22. Kevin Frith, CNRL
23. Kevin Wallewein, Capital Energy
24. Jason Bill, Ridgeback Resources
25. Kyran Palmer, TEML
26. Dean Lemieux, NAL Resources
27. Chuck Hignett, Enerplus Corporation
28. Laurel Mohl, COR Safety Solutions
29. Sonja Bush, Secretary Treasurer

Annual Meeting Minutes

January 5, 2019

Review Old Business 2017:

Kyran Palmer from TEML reported that the Mutual Aid Agreement between Enbridge and the Oil Spill Contingency Group is a verbal agreement. If any other member company requires (for emergency use) to use TEML's equipment they are to talk to TEML with the understanding that if TEML's equipment was going to be used TEML personnel would operate said equipment.

Laurel Mohl requested an inventory list from TEML which Kyran would Provide.

Custodian Update/Trailers/Equipment:

Jonas Fenn read Daryl McFadden's report as follows:

The training went very well again with a large attendance at all sessions for the four days of training. The 2-day 4 session exercise was attended by a total of 128 at the Mainprize location and a total of 156 at the 2-day four session Alameda exercise. Jonas Fenn was the commander and did a very good job. It was reported 43 companies out of 82 for 53% attended.

The trailer roof was leaking and seems to be fixed quite nicely with an acrylic spray of a product called "Leak Seal" by Rustoleum. We will keep tabs on this and fix as necessary.

After the training the trailer was washed out, cleaned up, touched up with paint and the equipment was removed from the trailer. The trailer was pressure washed before it was mobbed to the Weyburn Oil Show. A display was set up showing some of our assets, what we are about and how we do it. Lots of questions where answered by the volunteers and a giant thank you to all who volunteered or attended.

A new air blower was purchased for blowing the boats up so now we have a back up if one should fail.

Custodian Update/Trailers/Equipment (Con't)

We also purchased 2 new watt Yamaha gen sets that can be daisy chained to produce roughly 3500 watts. The old gen sets will be sold when we are sure we can make do with the new purchases.

We did not purchase any new lake booms due to a request from one of our oil companies suggesting we look into purchasing more River Booms. This is something that could be discussed.

The trailers did not go out this year except for the training and the oil show so that is a good thing.

Many calls were fielded about our ERP and met with favourable comments as well as 4 mock exercises. There were also a few calls from Oil Companies updating their ERP.

The trailers are stored at Top Notch Towing locked compound in Weyburn Saskatchewan at 106 Evanston Park. This gives us 24/7 access with one phone call which can be found on our website.

Area Chairperson Meeting Report:

Laurel Mohl provided the highlights from the Area Chairperson meeting held Nov 21/17 in Regina. The area boundaries map was reviewed and will remain the same. David Smith from Sask 911 would like to attend the Oil Spill trainings with the Coops to view the equipment. Full report can be seen on the Oil Spill website: www.saskoilspill.com

Membership Update:

Laurel reported we have 82 paid members for 2017. All members are paid in full.

Annual Meeting Minutes
January 5, 2019

Website Review:

Laurel reviewed the website at www.saskoilspill.com and provided the attendees with the Oil Spill Contingency Groups #4 & #5 mandate.

Trailer Storage/Equipment:

Jonas Fenn gave an update of the river and lake booms. Last year a budget was set for \$12,000 to purchase lake booms which were not purchased. Discussion was held.

Ron Bartlett rescinded last year's motion.

Chris Humphries made a motion to spend \$12,000 this year to purchase river booms. Dean White seconded the notion. AIF

Review Contract Positions:

The Custodian contract attracted a discussion resulting in Dean Lemieux making a motion for the Executive Committee to make modifications to the duties. Kevin Cooke seconded the motion. AIF

Kevin Cooke made a motion to accept the Secretary-Treasurer's contract as presented. Chuck Hignett seconded the motion. AIF

Sean Garagan made a motion to accept the Chairperson/Technician's contract as presented. Kevin Cooke seconded the motion AIF.

Annual Meeting Minutes
January 5, 2019

Budget Review:

Sonja Bush provided the following:

2017 budget was 74,420 with actual expenses of 49,074.96.

Cliff Terry did not conduct the training in 2017 resulting in savings for training plus due to the hold off on the booms another \$12,000 was not spent. In the 3-year Plan for Resources the Coop should have \$45,000; with the Dec 31/2017 bank balance was 36,194.72 showing a deficit for the year. There is also a GIC that matures on January 29, 2018 at the value of \$36,042.67. The projected 2018 budget is \$62,325.00 with a probable income of \$41,000.

Dean Lemieux made a motion to reinvest the GIC.

Ron Bartlett seconded the motion. AIF.

Dave Burnett made a motion to accept the 2018 budget of \$62,235.00 as proposed. Chris Humphries seconded the motion. AIF

Chris Humphries brought up the discussion to possibly relocate some of the equipment to Area 5. The Executive Committee will meet on January 12, 2018 to further pursue this option.

Membership Fees:

Discussion was held regarding membership fees. Ron Bartlett made a motion that due to the number of declining members and inflation costs, the membership fees be increased to \$600 plus GST, Sam Bakala seconded the motion. AIF

Annual Meeting Minutes
January 5, 2019

Call-out Sheet:

To remain the same as follows: Daryl McFadden (Custodian), Dean Lemieux (NAL Resources), Jonas Fenn (Matrix Solutions), Laurel Mohl (Chairperson), Doug Giroux (Cardinal Resources), Chuck Hignett (Enerplus Corporation), Kevin Cooke (Whitecap Resources), Sonja Bush (Secretary Treasurer) and Jon Hutt (Matrix Solutions).

2018 Executive Committee:

Will be as follows: Kevin Cooke (Whitecap Resources), Dean Lemieux (NAL Resources), Doug Giroux (Cardinal Resources), Chuck Hignett (Enerplus Corporation), Glen Wiens (Gibson Energy), Jay Longman (Gibson Energy), Jonas Fenn and Jon Hutt (Matrix Solutions).

Signing Authority:

To remain the same as follows: Sonja Bush, Dean Lemieux and Kevin Firth.

2018 Training Exercises:

Mainprize Park	May 16 & 17, 2018
Moose Creek	May 23 & 24, 2018

Redvers Oil Show:

May 30 & 31, 2018. The Oil Spill Trailer will be taken to the Oil Show. Volunteers are needed to work at the booth. Laurel will send out a request for volunteers when it gets closer to the date.

Government Update:

No one was present from the Ministry.

Meeting adjourned at 2:35 pm.

2017/2018 BUDGET

2017 Approved Budget	<u>Budget 17</u>	<u>Actual</u> <u>Expenditure</u>	<u>Budget 18</u>	NOTES
THE ACTUAL EXPENDITURES DO NOT INCLUDE GST PAYMENTS				
Accounting	\$ 1,500.00	\$ 1,312.50	\$ 1,500.00	
Advertising	\$ 2,500.00	\$ 3,135.64	\$ 2,500.00	
Answering Service	\$ 3,500.00	\$ 3,423.60	\$ 3,500.00	
Area Chair Meetings (Budget for 2019 will be area 4&5 turn to pay)				
Contingency	\$ 5,000.00		\$ 2,000.00	
Custodian	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
Custodian out of Scope	\$ 3,000.00	\$ 2,640.00	\$ 3,000.00	
Custodian Mileage	\$ 1,500.00	\$ -	\$ 500.00	
Chairperson/Technician	\$ 7,000.00	\$ 6,920.00	\$ 7,000.00	
Chairperson Mileage	\$ 800.00	\$ 320.00	\$ 500.00	
Insurance	\$ 2,500.00	\$ 2,256.00	\$ 2,500.00	
License Registration	\$ 775.00	\$ 725.00	\$ 775.00	
Meetings	\$ 1,000.00	\$ 897.25	\$ 1,000.00	
Minister of Finance (This is under office supplies)	\$ 15.00			
Office Supplies	\$ 550.00	\$ 269.90	\$ 550.00	
Postage & Box Rental	\$ 500.00	\$ 492.86	\$ 550.00	
Secretary Treasurer	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
Telephone (634-6277)	\$ 500.00	\$ 458.05	\$ 500.00	
Trailer Storage 2016 Invoice	\$ 2,500.00	\$ 2,250.00	\$ 2,250.00	
Trailer Storage 2017 Invoice		\$ 2,250.00		
Training	\$ 7,500.00	\$ 2,993.05	\$ 7,500.00	
*(Cliff Terry was unable to conduct the training 2017, but will assist in 2018)				
Trailer Expenses	\$ 2,000.00	\$ 2,478.33	\$ 2,000.00	
Towing Charges (included in Training Expenses)	\$ 2,000.00			
Website Maintenance	\$ 280.00	\$ 385.95	\$ 200.00	
Capital Expenses	\$ 17,500.00	\$ 3,866.83		????
*2 YAMAHA MOTORS & AIR BLOWER				
*BOOMS WERE NOT PURCHASED				
TOTAL	\$ 74,420.00	\$ 49,074.96	\$ 50,325.00	
2017 Resources for 3 yr Plan	15,000	15,000		
OVERVIEW FROM ACCOUNTS PAYABLE/RECEIVABLE				
Jan. 1/17	Balance Fwd 2017	\$ 45,058.18		
	Debits	\$ 43,371.94		
	Credits	\$ (52,235.40)		
Dec 31/17	Balance	\$ 36,194.72		