

AGENDA**Oil Spill Contingency Group Area #4
& #5 Annual Meeting****January 12, 2023****Time: 11:30 am – 2:30 p.m.****Place: Taylorton Room****Days Inn, Estevan, SK**

Meeting called by:	Executive Committee	Type of meeting:	Oil Spill Contingency Annual Meeting 2023
Chairperson:	Jonas Fenn	Note taker:	Sonja Bush (Secretary/Treasurer)

Agenda**11:30 am**

Welcome Members/Introductions Jonas Fenn:

Review Agenda

Review Old Business 2022**MINUTES**

Review Minutes/Annual Meeting 2022	Jonas Fenn	5
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Custodian Update/Trailers/Equipment	Peter McFadden	5
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Training Exercise Update 2022		5
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Review Meeting Minutes from Areas Chairperson Meeting	Jonas Fenn	5
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Membership 2022 Update	Sonja Bush	5
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New Business 2023

Web Site Review (Review Mandate)	Jonas Fenn	5
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Trailer Storage/Equipment Update	Peter McFadden	10
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Purchase of New Equipment for Trailer #2 Update	Peter McFadden/Chris Humphries	5
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Review Contract Positions	All	5
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Membership Dues for 2023	All	5
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Budget Review	Sonja Bush	15
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Volunteer Signing Authority – 3 Positions Required	All	5
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Break

Review Call-Out Sheet	All	5
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Answer Service Update	Sonja Bush	5
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Select Executive Committee	All	5
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Executive Members Emergency Guidelines	Jonas Fenn	5
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Training Exercise Dates	All	5
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Government Update – Regulatory Requirements	Randal Miiller	10
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Roundtable	All	5
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Closing Remarks	Jonas Fenn	5
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Attendance:

- Kevin Cooke, Whitecap Resources Inc.
- Charles Hignett, Cardinal Energy Ltd.
- Jon Hutt, Matrix Solutions
- Wade Ashworth, Ridgeback Resources
- Chris Humphries, Crescent Point Energy
- Sheldon Schlapkohl, Ridgeback
- Kris Malowski, Vermilion Energy
- Murray Renner, Secure Energy
- Brandy East, Saturn Oil & Gas
- Colin Martin, Whitecap Resources Inc.
- Peter McFadden, Custodian
- Jamie MacDonald, Whitecap Res Inc.
- Dale Schmidt, Plains Environmental.
- Sean Garagan, Whitecap Resources Inc.
- John Lay, Kingston Midstream
- Garth Hoffort, Dawn Energy
- Kyran Palmer, Kingston Midstream
- Parker Cameron, Steel Reef
- Cody Renz, Tundra Oil & Gas
- Trevor Sealy, Harvard Resources In.
- Grant Beahm, Burgess Creek
- Sonja Bush, Secretary Treasurer
- Randal Miiller, MER
- Jonas Fenn, Whitecap Resources Inc.

Jonas Fenn led the meeting in Laurel Mohl's absence.

Old Business:

Jonas Fenn reviewed the Minutes from January 12/2022 There were no questions

Custodian Update by Peter McFadden

There was no dispatch call for oil spill equipment in Area's # 4 & # 5 during the year 2022

All 3 trailers have been relocated to a new secure storage location at #207, 20th Avenue SE, Evanston Park, Weyburn.

Trailer # 1 – All equipment stocked in Trailer #1 as per current inventory listing and the trailer itself, was checked, serviced and test run in accordance with annual inspection/servicing standards as of May 14, 2022 in preparation for the 2022 training sessions to be held May 17 & 18 at Mainprise Park and May 24 & 25, 2022 at Moose Creek Park. As well trailer #1 was checked, cleaned, and reorganised after those dates and prior to set up for the Saskatchewan Oil Show held in Weyburn June 1st and 2nd. Currently the trailer and equipment is serviceable and ready for use should a member company call for dispatch to an oil spill location.

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Trailer #1 tires are beginning to show significant wear and weather checking, will need to consider purchase of new tires possibly this year (if not this year, 2024 for sure) I have and will keep a close watch on the tread wear and weather checking and report.

Trailer # 2 – Will remain in Weyburn until all procurement items have been received and inventoried to the trailer as well this trailer will need interior paint job done during annual inspection and inventory planned for early May of this year. When all is complete, will have trailer #2 demobilized to secure storage in Carlyle.

1. 6—PFD vest
2. 1—Flatbottom boat c/w oars
3. 1—Bushnell Rangefinder
4. 3—Envirotech Transition Boom Couplers

At the present all equipment stocked in Trailer #2 as per current inventory listing, is serviceable and ready for use.

Trailer # 3 – Inventory consists of mainly spare hand tools, spare parts, hardware, fittings, extra equipment such as lights, cords, Elastec pneumatic drum skimmers (2 complete units and pumps) and some obsolete and used lake booms (600' usable in an emergency situation). 2 Complete Pedco Weir type dual load line skimmers. 1 Container with water and black mold damaged manuals.

ANNUAL WORK CARRIED OUT:

Trailer # 1:

Had annual certs done on all 5 fire extinguishers. (re-certification due 2023) 2 First Aid Kits (due –August 2022. 2 – October 2022) will be replaced this year. Check license plates on 3 trailers (all current) Added fuel conditioner, checked sparkplugs and test ran all (9) engines 2 First Aid Kits (due 1 – August 2022, 2 – October 2022) Check License plates on 3 trailers all current Added Fuel conditioner, checked sparkplugs and test ran all (9) engines prior to training exercises and oil show. No Black mould issues were noticed.

Trailer # 2:

Boom storage was reconfigured, 300' of used lake boom was removed and re-stocked in Trailer #3. Three metal shelving units were installed for storage of new equipment and tooling up for the moving water spill etc.

Trailer #3

Configured this trailer with hanging system to accommodate the additional 300' of used lake boom that was taken out of trailer #2. This trailer is now completely full, there is little room for storage of any additional equipment.

Training Exercise 2022

Jonas Fenn reported that the training was successful 150 attended Moose Creek and 152 at Mainprize.

Chris and Jonas discussed water gate training which would possibly require a new location for this year.

Action Item: Laurel will call a meeting in April to discuss the training details.

Peter stated that after Moose Creek Trailer #1 was in total disarray. The equipment wasn't tied down securely. He asked for better attention in 2023 when equipment is put away. **Action Item: If Peter can**

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not make the training the executive committee will ensure that a specific person will be assigned the responsibility to ensure the equipment is put away properly and is secured.

Area Chairperson Meeting Minutes

Jonas gave a review of the Chairperson's meeting attended by Laurel held in Regina on November 24/2022. Cliff has stepped down as Chairperson and Laurel will be the intern Chairperson until someone else steps up. Details and minutes of the meeting can be viewed on our website: www.saskoilspill.com.

Membership 2022 Update:

Sonja reported that 99 companies were invoiced, 85 companies paid and that 14 companies are no longer in business. There are no outstanding invoices as of Dec. 31/22

• Income breakdown	83 x 600	\$49,800.00
▪	2 x 350 =	\$700.00
▪	2021	\$750.00
▪	Late fees	\$360.00
▪	Total Income	\$52,210.00

Sonja reported that 86 companies will be invoiced for 2023 with anticipated income of \$51,000.00

Web Site Review

Jonas was unable to hookup to the website thus everyone was informed to review it themselves. The groups mandate is to provide communication and training to minimize risks and environmental damage in the event of an oil spill. The executive committee in Areas #4 & #5 are responsible for spill activities in the following areas: 1. Selection and purchase of spill containment and recovery equipment. 2. Maintenance of oil spill equipment. 3. Conduct annual spill training exercises for all member companies.

Purchase of New Equipment for Trailer #2

A flat bottom boat c/w oars, Bushnell Range finder and Envirotech Transition Boom Couplers need to be purchased to complete Trailer #2. Sonja advised that she did not allocate these purchases in the budget; therefore, Kevin made a motion to purchase the items for \$2500. Chris M seconded the motion. Kevin Cooke made a motion to replace tires for \$1000. Trevor Sealey seconded the motion. AIF

Contract Positions

Brandy East made a motion to accept Peter McFadden's Custodian contract. Chuck Hignett seconded the motion. AIF.

Trevor Sealey made a motion to accept Laurel Mohl's Chairperson contract
Wade Ashworth seconded the motion. AIF.

Cody Renz made a motion to accept Sonja Bush's Secretary-Treasurer contract.
Brand East seconded the motion. AIF.

Membership Dues:

Chris Humphries made a motion to have the membership fees remain the same (\$600 + GST)

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Kevin Cooke seconded the motion. AIF

GST Information Update:

Sonja advised that she has had our accounting firm of Siever, Fonstad, Erdman complete an AUT-01 form with updated board members names. The following names are on the list Sonja Bush, Laurel Mohl, Sam Bakala, Tyler Sorenson. Should anyone resign that's on the list a new AUT-01 form has to be completed and submitted to Revenue Canada GST/HST. **Action Item: Post-Assessing Chris Humphries asked if Sonja has a manual of her duties which she stated she can do one up for future reference.**

GIC Investment

Sonja reported that the GIC is up for renewal on February 6/2023. She outlined the different types of investments with the best interest rates. Chris Humphries made a motion to purchase a Cashable Rate Rise for 3 years at 3.75% which is guaranteed rate of interest and is fully redeemable at any time.

Dale Schmidt seconded the motion.

Action Item: Sonja and another signing authority individual will attend BMO on Feb 6/2023 to complete the reinvestment.

Budget Review

Sonja presented the budget, discussion was held. Wade Ashworth made a motion to accept the budget as presented. Chuck Hignett seconded the motion. AIF

2023 Budget	
Accounting	\$1500.00
Advertising	\$1000.00
Answering Service	\$3500.00
Area Chair Meeting	Nil
Custodian	\$6,000.00
Custodian Out of Scope	\$1500.00
Custodian Mileage	\$ 2000.00
Chairperson/Technician	\$7000.00
Chairperson Mileage	\$ 500.00
Insurance	\$3200.00
License Registration	\$ 850.00
Meetings	
Office Supplies	\$ 500.00
Postage & Post Box Rental	\$ 350.00
Secretary Treasurer	\$7200.00
Telephone (634-6277)	\$ 525.00
Trailer Storage	\$2600.00
Training & Towing	\$5000.00
Trailer Expenses	\$2500.00
Website	\$ 250.00
Capital Expenses	<u>\$3500.00</u>
	\$49475.00

The bank balance on Dec 31/202 is \$ 27, 081.09. Plus the GST investment that matures Feb 6/2023 maturity value \$37,502.75

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Signing Authority

Kevin Cooke made a motion to have Sam, Tyler & Sonja remain as signors.

Sean Garagan seconded the motion. AIF

Resignation

Sonja read Doug Giroux's resignation letter. Chris Humphries made a motion to accept the resignation. Brandy East seconded the motion. AIF

Call Out Sheet

Jonas reviewed the call out sheet.

Action Item: Laurel Mohl to remove Doug Giroux and Chuck Hignett's information needs to be updated. Laurel will also update the contact list and update the web page. The Executive members guidebook will also need to be updated.

Answering Service Update:

Sonja advised that Estevan Telephone Answering Service has been sold to Amtrak Communications (2019) Inc., Regina. Business is as usual. All employees at the Estevan office are being retained. Transition is in the process.

Executive Committee

Chris Humphries made a motion to keep the executive committee with the correction of Doug Giroux resignation and Chuck Hignett's information to be corrected. Kris Malowski seconded the motion. AIF

Action Item

Laurel Mohl to update the executive committee list and update on the web page.

Pete mentioned he is not on the Executive Committee just on the Call out Sheet. **Action Item:** Laurel will follow up on this.

Training Exercise Dates

Mainprize Regional Park training will be May 16 & 17

Moose Creek Regional Park training will be May 23 & 24

Jon Hutt made a motion to accept these dates. Jonas Fenn seconded the motion. AIF

Government Update

Randal Miiller stated that there are 88 companies in the area. Spill reports are having an internal review and MER will be reaching out to companies. In January there was an increase in landowner complaints for gas odors. He stated that if a company reports it directly to MER the complaint will not end up on the Minster's desk. If there is more pressure from landowners, then the entire chain gets involved. In 2022 there were 495 spills, Estevan area had 191. Lloydminster area 90, Kindersley 74, Swift Current 140. Considering the Estevan area is much larger than the other areas the statistics are not too bad. Things are heading in the right direction due to electronics playing a big factor. There were 200 new pipelines installed in this area—we equal all 3 areas for pipeline construction. It's a busy area.

PNG 14 has been drawn back for internal review. The new regulations may be out mid summer or late fall.

Meeting adjourned at 1:45 pm.