



APSSCA BOARD OF DIRECTORS MEETING

Meeting Minutes

Meeting Held by Web Conference Call

17 March 2022

1. Call to Order

Marcus Cormier called the meeting to order on 17th of March at 1:00 PM.

Roll Call

The following members were present: Marcus Cormier, Howard Heal, Kim Hansen, Jason Eaton, Salman Mohiuddin, Joe Murphy. Also: Don Edgecombe
Regrets: Al Lemoine, Ewen Campbell, Brad Egeland

2. Approval of Meeting Agenda

Motion by Jason Eaton and seconded by Salman Mohiuddin that the proposed agenda for meeting of 17 March 2022 be approved. Motion carried.

3. Approval of Minutes from Last Meeting

Motion by Joe Murphy, seconded by Jason Eaton. The minutes of the Directors Meeting held on 16 December 2021 were accepted.

4. Business Arising from the Minutes

None.

5. Treasurer's Report

Joe Murphy advised the Board that the Association holds approximately \$47,000 in funds. A 50% reduction in membership fees was offset somewhat by savings not hosting a golf tournament. The Treasurer then provided the draft financial statements for the year ending December 31, 2021. A couple adjustments were suggested. We might want to consider changing the account, "Professional Fees" to something like "Accounting and Administration" to better reflect the expenditure. Also, the Executive Director pointed out that admin fees for the final four months of 2021 were not invoiced. **ACTION:** Don Edgecombe will provide Treasurer with the missing invoice and the expenditure will be considered in the 2021 statements. **ACTION:** When

the statements are adjusted Don will forward same to the Audit Committee (Ewan Campbell and Kim Hansen) for their review prior to approval by the Board.

6. Correspondence

No written communications require consideration by the Board at this time. There have been discussions between CPCA and APSSCA regarding new training possibilities (discussed below).

7. Executive Director's Report

Don Edgecombe reported that there have been discussions between himself, Marcus Cormier and Michelle Rae from the CPCA around their planned training of contractors in the maintenance and inspection of standby generator systems. CPCA has shared their draft manual with APSSCA with hope that Alberta will adopt the training. Don explained that there are some regulatory issues that must be cleared up with the Alberta Government that would recognize use of the document. The current regulation is that only approved individuals install storage tanks and the only certification recognized is what is offered by the CPCA. All parties recognize that PM3 does not adequately cover this application so it would be important for the Alberta Government to differentiate between the disciplines. It is hoped that a meeting can be struck between APSSCA, Municipal Affairs, CPCA and, perhaps, the City of Calgary Fire Department around the time of the APSSCA AGM.

Don advised that he sits on the National Fire Code committee, CSA and ULC technical committees and wants to get input from APSSCA members on experience with products to influence updates to the standards for petroleum equipment. He also hopes that he can facilitate harmonization between CSA B139, Installation Code for Oil Burning Equipment, and the Fire Code by contributing to both committees.

There are currently 72 member companies of APSSCA. During the past two years we've lost about 15 members and added approximately 7.

8. POST Update

Howard Heal reminded the Board of a POST forum April 1st where the focus will be on Job Safety Analysis. **ACTION:** Don to distribute registration information to our members.

9. Annual Golf Tournament

Howard attempted to reach the contact on record of the Sirocco Golf Club about securing the June 9th date for the APSSCA tournament but has received no response. Howard, Jason and Marcus will meet to share information about the tournament organization and additional golf course contacts.

10. New Business

It was asked what we had planned for the coming AGM. One of the suggestions was a panel to discuss B139 training OPCA is about to implement. It is hoped that Michelle Rae, Mike Baker from Alberta Municipal Affairs, Ken Jamieson (member of OPCA), Matthew Smith from the Calgary Fire Department and Don Edgecombe can contribute on the panel. It was also hoped that

ASCA (Alberta Safety Codes Authority) would provide an update on their activities. **ACTION:** Howard will speak with Cory at ASCA about their contribution.

11. Next Meeting Date

The next meeting date was not set.

12. Adjournment

The meeting was adjourned at 2:00 PM.