

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
ANNUAL GENERAL MEETING MINUTES
June 15, 2019 @ 1pm

Directors Present: Wayne Quinn, Priscilla Zimmerman, Harvey Janszen, John Hutchinson, Bill Schermbrucker, Deb Simpson, John Wiznuk

SIR Crew Chief: Kate Vigneault

1. **Call to order:** The meeting was called to order at 1:05 p.m. by President John Hutchinson.
2. **Quorum** John declared a quorum with more than 10 members present. John Hutchinson welcomed Sandy Nelson as minute-taker and stated that the meeting will follow Robert's Rules of Order.
3. **Approval of the Agenda** (as circulated). **Motion** to accept. **Carried.**
4. **Approval of Minutes** of the Annual General Meeting of June 16th, 2018. **Motion** to adopt the minutes (as circulated). **Carried.**
5. **Business Arising from Minutes** John reported that the board has passed a policy that no active volunteer can stand as a member of the SIFPS Board of Directors.
6. **President's Report** John Hutchinson's report as attached. **Motion** to accept. **Carried.**
7. **Financial Report** Eva Hage's report as attached. **Motion** to accept. **Carried.**
8. **2018 Financial Statements** from Field & Associates were presented and circulated. Copies of the report will be posted on the SIFPS website. Bill Schermbrucker noted the spelling of 'honorarium' should be 'honoraria'. This will be amended going forward. **Motion** to adopt the year-end (Dec 31st 2018) statements as presented. **Carried.**
9. **Corporate & Administration Committee Report.** All insurance and contracts have been renewed. **Motion** to accept as reported. **Carried.**
10. **Operations and Asset Management Report** as attached. Wayne reported that he made a grant application for solar panel installation, and expects to hear the result by end of summer. Kate commented on the need for improvements to ESB2 for SIR. John H. mentioned the issue of permanent water storage at the FAB building at East Pt., and temporary water storage at Mt. Warburton. **Motion** to accept the Operations and Asset Management Report as circulated and discussed. **Carried.**
11. **Human Resources Committee Report** No report.
12. **New Business** No new business.
13. **Acts of Directors** for the period from June 17th, 2018 to June 14th 2019. **Motion** to approve the acts of the SIFPS Directors. **Carried.**
14. **Report of the Nomination Committee** All 9 current directors will stand and nominations from the floor will be accepted.
15. **Resignation of 2018-2019 Directors** All members of the 2018-2019 Board of Directors resigned their positions.
16. **Election of 2019-2020 Directors** Nominated for President: John Hutchinson. Call for further nominations was made three times. Hearing none, John Hutchinson was declared

President. Kate Vigneault nominated Wayne Quinn as Vice President and he accepted. Call for additional nominations was made three times. Hearing none, Wayne was declared Vice President. Nominated for Treasurer: Eva Hage. Call for additional nominations was made three times. Hearing none, Eva Hage was acclaimed as Treasurer. Nominated for Corporate Secretary: Deb Simpson. Call for additional nominations was made three times. Hearing none, Deb Simpson was acclaimed as Corporate Secretary. For Directors at Large, there were five nominees – Ian Gaines, Harvey Janszen, Bill Schermbrucker, Priscilla Zimmerman, and John Wiznuk. Call for further nominations was made three times. Hearing none, all five were declared elected as Directors at Large. (Ian Gaines had given written acceptance prior to the meeting, as he could not attend).

19. Adjournment – Motion to adjourn the meeting. **Carried.** The meeting was adjourned at 1:35 pm.

AGM PRESIDENT’S REPORT – JOHN HUTCHINSON

Again this year, training has been a focus as our Volunteer Fire Department (VFD) and Saturna Island Rescue (SIR) crews continue to hone their skills through regular training sessions plus taking further courses to better equip their ability to handle all emergencies. Day and night, 365 days a year, they are prepared and ready to help all those in need. On behalf of the Board, our community, and myself we acknowledge and thank all our past, present and new volunteers for their service.

On a sad note, the Board would like to recognize Debbie Fry, who served our community as a passionate Board member until her passing last year.

This past year saw SIFPS join with SIRRA to bring the FireSmart Program to Saturna, which was well received by the community. This proved to be an excellent educational program and we thank Parks Canada for their contribution.

We have renewed our two agreements (Wild Fire & SIR) with Parks Canada for another year and I’m pleased to report they agreed to an improvement, adding \$1000/year to the SIR Agreement. Our relationship with Parks Canada continues to be good with lots of positive discussion about future firefighting needs on the Island.

A few years ago, the Board discussed the possibility of a fire truck located at Saturna Beach. With only one steep road into this area, the concern raised was if the road was blocked by a major event. With the purchase of our full pumper truck the immediate plan (this summer/fall) is to locate our older mini pumper in a temporary shelter until Sea Star Winery and Saturna Beach Strata are able to come up with a building for the winter and into the future.

We are planning that this term we begin formal discussions with First Nations for fire and medical protection/service on IR7.

With the government decision for an all new Crest Emergency Communications System now taking place, once fully implemented, it will render all our radios, chargers, communications, etc. useless. With our equipment, which is good and paid for, will no longer work and the current position from CRD (Crest) is that we must fully pay out of our local tax base to replace all our communication equipment. They say the Crest System, towers, headquarters, technical, etc. is paid for equally by all users through a general tax levy and they are not responsible for the communications system used in each community. Any small community required to pay for replacement of good and operational equipment by themselves is nothing more than dumping a major part of CRD's responsibility to others and while it makes their budget look good, your Board is strongly opposed. The full cost of the Crest System needs to be paid for equally by all users through the General Tax levy, not off loaded onto small communities. Stay tuned, as when fully implemented it will be a huge cost factor to our local budget.

We are currently in discussions with British Columbia Emergency Health Services with the purpose of having a better and stronger working relationship as local health providers to the Emergency Care Facilities in Victoria. One major improvement will be a new to us NO COST upgraded ambulance. From January 1st to April 30th, 2019 SIR has responded to 13 calls. For examples are motor vehicle incidents, chest pain and allergic reactions. Last years 12 months total was 66 calls.

In conclusion, a BIG THANKS to all Board members and Chiefs Kate & Brent for their ongoing dedication and work.

Respectfully submitted,
John Hutchinson, President, SIFPS

FINANCIAL REPORT FOR SIFPS AGM – EVA HAGE

As the Treasurer for the Saturna Fire Protection Society (SIFPS) I present this financial report for the year ending December 31, 2018.

This past year has been a calm one and VFD and SIR continue to be in very good hands under the direction of Fire Chief Brent Sohier and SIR Chief Kate Vigneault. They are doing an outstanding job.

We had a few unplanned expenses. CREST, the emergency communication system, is rolling out its new P25 emergency system and SIFPS was advised, early on, that all expenses associated with replacing pagers and radios would be paid for by CREST through a levy on the tax roll and would not be charged to the individual fire departments. It turned out not to be correct. CREST, via the CRD, charged SIFPS for the new pagers we ordered in early 2018. We are disputing this charge and hope to have a resolution this year.

We also had a couple of unplanned maintenance expenses for ESB#1; a leaky water tank and repairs to the septic field.

On the positive side of the ledger, SIFPS bought a new-to-us pumper from North Vancouver on BC Auction for less than a quarter of the cost we had budgeted. Many thanks to director Ian Gaines for finding the pumper and stickhandling the bidding. The current pumper at ESB#1 will go to ESB#2 and the mini-pumper at ESB#2 is being moved down to the Saturna Beach area to help with quick response.

We made a few notable changes to the financial statements:

- A restricted capital reserve of \$100,000 was set up. This will allow SIFPS to apply for gaming funds to help pay for future assets.
- A FireSmart committee was established (consisting of David Osborne, Eva Hage, Bill Schermbrucker, John Wiznuk, Brent Sohler and Katie Dentry). The committee received a grant of \$10,000 (administered by the CRD) which has to be used up by April 30, 2019. In the Financial Statements the FireSmart revenues and expenses cancel each other out.

Short Recap of the Numbers

SIFPS revenues are stable. For the third year in a row SIFPS has received a net of \$150,000 in tax revenues, \$10,500 in an annual grant from Island Health and \$4,600 in lease payments from Parks Canada. Donations, interest and other miscellaneous revenues added a further \$7,000.

Total expenses were \$53,000 higher than in 2017, which was primarily driven by the CREST pagers, ESB#1 unplanned repairs and higher honorarium and draw on HSA benefits. See table below for more detail.

Expenses ('000)			
	2018	2017	Difference
SIR	\$30,000	\$24,000	+\$6,000
VFD	\$94,000	\$73,000	+\$21,000
Buildings & Administration	\$49,000	\$33,000	+\$16,000
Amortization	\$63,000	\$58,000	+\$5,000
FireSmart	\$5,000	---	+\$5,000
TOTAL	\$241,000	\$188,000	+\$53,000

At December 31, 2018 assets totaled \$1,170,990 with a cash balance of \$221,621 some \$34,000 lower than previous year due to the purchase of the new-to-us pumper.

Long-term debt is \$14,464 and represents the remaining 5 years to pay off the new pagers.

The Future

SIFPS is in very good financial health. We have a robust capital and contingency reserve, however, we are seeing an increased need to maintain the buildings and to training, so we can expect operating expenses to increase over the next few years.

On the flip side, the money set aside to replace the ambulance may not be needed. We are hopeful to reach a new agreement with BCEHS, which would get us a new-to-us ambulance, and some financial help with supplies for SIR.

I want to thank Saturna property owners and those who have made donations for their continued financial support for this vital community service. And to the SIFPS members for the trust they have put in the Board over this past year.

Last, but certainly not least, I want to thank our volunteers and my fellow board directors for their ongoing commitment and enthusiasm to keeping residents and visitors to Saturna Island safe. Without them, the quality of our community would be greatly diminished.

Thank you.

Eva Hage, SIFPS Treasurer

AGM OPERATIONS AND ASSET MANAGEMENT REPORT – WAYNE QUINN Wayne Quinn, Chair; Ian Gaines; John Wiznuk; Bill Shermbrucker

Since our last AGM, in June 2018, the management of operations and assets was undertaken according to budget and program needs. As might be expected with any organization, a few unexpected challenges were addressed. Repairs and the inclusion of an alarm system were undertaken on our septic system at ESB#1. The tank was pumped out for the first time since it was installed in 2011. Another unexpected expense item was the Board's requirement to enter into a lease arrangement for the new digital pagers associated with the new Crest emergency communications system. The annual charge to the Board's budget is about \$3000.

On a very positive note the Board was able to acquire a new pumper truck (Engine 11) for ESB#1. The Board was building reserves for purchase on the basis that about \$200,000 would be required. By good fortune North Vancouver Fire department listed a pumper on the BC Auction site and we were able to acquire this vehicle for \$27,000. The Board spent another \$22,000 for hoses and accessories and the truck was put into service in January. The Board also retired the Chev Suburban command vehicle through BC Auction and realized a return of \$3200. Vehicle repairs were undertaken on Engine #1 (new fuel injectors) and on Engine #2 (new water pump). With the acquisition of Engine #11, Engine #1 will be moved to ESB#2 and Engine #2 will be moved to a location at Sea Star Winery. A garage tent was purchased by the Board to shelter the vehicle at this location. You may have also noticed some new Fire Danger rating signs around the island. These were provided by the Fire Smart Program and the Board is grateful for their contribution.

During the period the Board renewed a contract for building cleaning and signed new contracts for landscape maintenance and minute taking.

More recently, the Board has commenced a process to install solar panels on the roof of ESB#1. Gas tax rebate funding will secure approximately \$20,000 to support the project. When installed it is expected that ESB#1 hydro costs can be reduced 20 to 25%.

Looking ahead, the Board will be focusing on ramping up water storage and water access by adding storage tanks and dry hydrants at strategic locations around Saturna. If you have a pond or an elevated spot for gravity flow storage, the Board is interested in talking to you.

Submitted this day

June 15, 2019

Wayne Quinn, Committee Chair

President, John Hutchinson

Recording Secretary, Sandy Nelson

—