

SATURNA ISLAND FIRE PROTECTION SOCIETY ANNUAL GENERAL MEETING (AGM) MINUTES

June 24, 2012 at Saturna Recreation & Cultural Centre

Directors: President Bernie Ziegler, Secretary Eva Hage, Treasurer Ron Hall, Controller Theresa Howard, John Savage, Dan Thachuk, Lee Middleton, Wayne Quinn, Ted Syverson

Fire Chief: Brent Sohler

Recording Secretary: Bev Lowsley

1. Call to Order

President Bernie Ziegler called the meeting to order at 11:10 am.

2. Determination of Quorum

Only three members are required to constitute a quorum. There were 20 members present.

3. Approval of the Agenda

Motion: Wayne Quinn moved acceptance of the agenda as circulated. **Carried.**

4. Approval of the June 18, 2011 AGM Minutes

Motion: Ted Syverson moved acceptance of the June 18, 2011 minutes as circulated. **Carried**

5. Business Arising from previous AGM

There was no business arising from the 2011 AGM.

6. President's Report (Attached)

President Bernie Ziegler presented his report with an overview of the year's activities. He also thanked John Savage and Robert Stuart who are leaving the Board.

7. Standing Committee Reports

7 a. Operations Committee

Report included in AGM package was presented by Ted Syverson

7b. Corporate and Administration Committee Report included in AGM package was presented by Eva Hage **SIFPS** July 24, 2012 AGM Minutes, Subject to approval at the 2013 AGM

7 c. Financial Reporting Committee

Report in AGM package was presented by Ron Hall. The Financial Statements prepared by Field and Company Accountants are also attached with these minutes. Jean Elwell asked for a description of the budgeting process. The Finance Committee meets with the Chiefs and committee chairs to draft a proposed budget, based on anticipated expenses as compared to the previous year's expenses. Once compiled the budget is fine tuned and approved by the Directors of SIFPS. Each year the approved budget for the coming year as well as a 5 year budget forecast is forwarded to CRD.

Keven O'Hara asked if any applications for grant money are being considered for equipment or training. Ted Syverson responded that none have been submitted at this time but possible sources of grant monies can be explored.

7 d. Asset Management Committee

Report submitted by committee chair, John Money, was presented by Wayne Quinn in John's absence.

7 e. Communications Committee

Report included in AGM package was presented by Lee Middleton. John Wiznuk offered commendation to Al Razutis for the professional standard of the SIFPS website.

7 f. Human Resources Committee

Report submitted by committee chair Tom Johnstone was presented by Bernie Ziegler in Tom's absence.

8. Financial Report

In the absence of the Field and Company Chartered Accountants representative, Ron Hall briefly highlighted the financial statement, which is a Notice to Reader level review.

Wes Foster asked about the budget for SIR. Theresa Howard noted that SIR funding of \$10,000 annually comes from VIHA. Any further funding for SIR comes from donations. On the monthly financial reports the SIR finances are separately identified as the VIHA fiscal year differs from that of the CRD. Dan Thachuk noted that the Board of Directors receives monthly reports on the budget status so adjustments can be made where indicated. **Motion:** Ron Hall moved that the financial statements be accepted as provided by Field & Company Chartered Accountants. **Carried. SIFPS July 24, 2012 AGM Minutes,**

9. Question and Answers

John Wiznuk asked for clarification regarding training and upgrading for SIR volunteers. John Savage responded that training specific to SIR volunteers must come from their budget allocations from VIHA or donations. Training of fire fighter volunteers in Occupational First Aid (OFA level 1 or OFA 3) can be covered by SIFPS tax roll funds.

10. New Business

10 a. Notice of Special Meeting on Saturday July 14, 2012

Bernie Ziegler explained that SIFPS has now effectively completed the necessary documentation for subdivision of the Emergency Services Building (ESB) #1, currently occupied under a lease from the Rec Centre Society. All the paperwork has been completed to meet the requirements of the change of title from the lease to the title of freehold. However, in order to complete this process a Special Resolution is required, authorizing SIFPS to complete transfer of the current mortgage held by Toronto Dominion bank.

A notice of motion will be distributed to all SIFPS members and will also be posted on the website within the next week.

11. Approval of the Acts of Directors for the period from June 19, 2011 to June 24, 2012.

Motion: Linda Cunningham moved approval of the acts of the current SIFPS Directors. **Carried**

12. Report of the Nominating Committee

Bernie Ziegler reported that two current Directors are stepping down. He thanked John Savage and Robert Stuart for their contributions to the SIFPS Board. The remaining Directors have agreed to let their names stand for another term.

13. Resignation of Directors

Resignation of the 2011 to 2012 Board of Directors was accepted with thanks.

14. Election of Directors for 2012 to 2013

The following members have agreed to let their names stand for positions on the new SIFPS Board of Directors. Listed alphabetically they are Eva Hage, Ron Hall Theresa Howard, Tom Johnstone, Lee Middleton, John Money, Wayne Quinn, Ted

Syverson, Dan Thachuk and Bernie Ziegler. Bernie Ziegler then asked three times for any further nominations from the floor. Hearing none, he declared the above slate elected by acclamation.

15. Thank you to Retiring Directors

Bernie Ziegler again thanked retiring directors John Savage and Robert Stuart for their service on the SIFPS Board of Directors. He then welcomed the members of the 2012 to 2013 Directors who will be continuing to administer fire and emergency support services on Saturna.

16. Adjournment

The meeting adjourned at 12:05 pm.

Bernie Ziegler, President
Eva Hage, Secretary

Bev Lowsley, Recording Secretary

SATURNA ISLAND FIRE PROTECTION SOCIETY

("SIFPS")

PRESIDENT'S REPORT

Presented at Annual General Meeting – June 24, 2012

Compared to last year, 2011 was relatively calm. The final minor touches on both new ESBs have been completed. That includes landscaping, the installation of water catchment capacity at both sites, as well the installation of tiling and base boards at ESB#2. Board member Eva Hage, in particular, worked very hard to complete the promised landscaping at ESB#2 to the satisfaction of our Island Trustees. With that out of the way, the emphasis of the volunteer SIFPS Board members shifted away from construction to the board's other important issues, such as SIFPS July 24, 2012 AGM Minutes, Subject to approval at the 2013 AGM 5

Finalizing the sub-division of the land on which our main Emergency Services Building (ESB) sits from the Recreation Centre.

Negotiating a new MOU between SIFPS and Recreation Centre Society, effective at the time of sub-division, to ensure access to the Recreation Centre sewerage system and the Centre's amenities for use by SIFPS and its current subsidiaries for training, exercise, meetings and special events.

Financing EMR training for SIVFD and SIR volunteers.

Negotiating a line of credit to ensure smooth cash flow throughout the year.

Purchasing of a new tanker truck for the main fire hall and a mini pumper for East Point.

Establishing a dedicated SIFPS website to allow members ready access to the society's financial reports, minutes, etc.

More detailed information on the above items will come later in this meeting in the various Standing Committee reports.

As last year, the SIFPS Board Standing Committees – Operations, Corporate & Administration, Financial Reporting, Asset Management, Communications, Human Resources and Nominations – have worked well for your society. As you may recall, each Director is a member of one or more committees. Each committee has a specific mandate, which has given the board clarity of direction. The head of each committee reports to the full board at each monthly board meeting on the committee's activities.

The SIFPS board accepted the early retirement of Fire Chief John Wizaak, effective April 30, 2012, and welcomed Brent Sohler as the new Chief. I'd like to take this opportunity to express the SIFPS board's thanks and appreciation to John for his 20 years of service and his six years as the Chief of the Saturna Island Volunteer Fire Department. John requested that a memorial bench be placed outside ESB#1. It is currently in production and should arrive by the end of June. Check it out the next time you pass by.

I'd also like to take this opportunity to thank all SIFPS board members for their dedication in conducting the board's duties this past year. There seemed to have been a never-ending demand on everyone's time and energies. Two of the directors elected last year are not seeking re-election this year.

John Savage – he has been a member of the SIFPS board since 2007 and led the board during the at times difficult construction period to its successful finish.

Robert Stuart –he has been a member of the SIFPS board since 2011 and served on the Corporate & Administration, Financial Reporting and Asset Management Committees.

John, Robert, thank you for a job well done.

And finally I'd like to thank all members of SIFPS, the citizens and taxpayers of Saturna, for their support and encouragement throughout the year, without whom none of this would be possible

Bernie Ziegler
President, SIFPS

SIFPS – BOARD STANDING COMMITTEES

2011-2012 ACTIVITY REPORTS

Each of the following committees is responsible for its assigned area(s), ensuring its operation in an effective manner, within the established budget. Each committee reports to the full Board of Directors at the monthly meeting of the Board, or sooner, if necessary, seeking full Board approval as warranted.

*denotes Committee Chair

Although not necessarily named, the President and Vice President are de facto members of all committees.

OPERATIONS-STANDING COMMITTEE

Oversees all activities related to the operations of the Fire Department and Saturna Island Rescue Services (SIR). Coordinates with the Fire Chief and SIR Chief on the development and prudent application of the associated budgets, both operating and capital.

*Ted Syverson Lee Middleton Theresa Howard Eva Hage Wayne Quinn

1. Operations Budget

In coordination with the Fire Chief and SIR Chief, prepared budget items that pertain to the overall physical operation of the two departments, including equipment maintenance, purchase of new equipment and training.

2. SIVFD & SIR

Finalized purchase of self-contained breathing apparatus with filling station, allowing fill-up of tanks rather than going off-island.

Finalized purchase of commercial washing machine to clean turn-out gear.

- Finalized purchase of stacked washer and dryer
- Negotiated purchase of new Mini-Pumper to replace the old one at ESB#2, to be operational by July 15.
- Negotiated purchase of new replacement Tanker Truck, which will be able to carry 2,000 gallons of water, to be operational by August 15.
- Initiated the establishment of rainwater tank farms at both ESB#1 and #2, work which is ongoing.

2011 Page-outs SIVFD:

Medical assists - 8 Downed/live Hydro wires - 4; Smoke report - 3; Smoke in house - 1; Bush fire - 1; Transformer fire - 1; Unattended fire - 1; Water main break - 1; Rescue of dog over cliff - 1. Total page-outs - 21.

2011 Page-outs SIR: 43

CORPORATE & ADMINISTRATION – STANDING COMMITTEE

Identifies issues requiring new or changed systems, procedures, and/or standards, developing and implementing solutions and/or recommendations for same. Conducts renewal of all insurance policies.

*Eva Hage Ron Hall Robert Stuart Dan Thachuck

- Ensured renewal of all insurance policies, including provision for fire, earthquake and other named coverages for all SIFPS fixed assets, as well s provision of liability coverage for the operation of the Fire Department, SIR, officers and directors, accidental death and dismemberment coverage for all volunteers.
- Transferred and stored all essential SIFPS records in a fire-proof cabinet in ESB#1. Documents are also stored electronically on an external hard drive.
- Completed the transfer of ownership of the ESB#1 site to SIFPS.
- Continued discussions with the new CRD Director regarding SIFPS' relationship to the Capital Regional District.
- Continued discussions with the Emergency & Health Services Commission to determine the merits of establishing a First Responders Agreement.
- Continued work to develop a "New Directors" binder and orientation session to quickly bring new directors up to speed on SIFPS Board issues.

FINANCIAL REPORTING – STANDING COMMITTEE

Develops monthly Financial Reports for presentation to the full board, works on development and implementation of cost controls and cooperates with the outside accountants to prepare the annual financial statements.

*Ron Hall Theresa Howard Robert Stuart

1. Accounting Systems and Procedures

- Set up Operations Budget with the Operations Committee and Fire Chief
- Set up Operations Budget with the Operations Committee and SIR Chief
- Filed 2010 Charities Return with a copy of 2010 financial statements
- Filed a 5-year budget plan with CRD
- Produced T4 for Fire Chief's honorarium and T4 summary as required by Revenue Canada
- Provided WorkSafe BC coverage for volunteers and contract construction workers

- Filed HST report for the 1/1/2011-12/31/2011 reporting period to receive the rebate
- Filed an annual Society report
- Produced 183 cheques as payments to vendors for operations goods and services
- Worked with Field & Co to prepare 2011 Financial Statements
- Transitioned from construction financing to operational mode in the new buildings
- Created 5-year cash flow projections incorporating options for potential for construction mortgage prepayments.

2. Loans

- Converted amounts remaining on the interim construction loan to a \$250,000 fixed mortgage and a \$50,000 variable mortgage with TD Canada Trust
- Made a \$25,000 pre-payment on the fixed mortgages
- Set up \$50,000 credit line facility to offset problem of taxation funding received once a year in August.

3. Provided the Board with monthly updates on income and expenditures.

ASSET MANAGEMENT – STANDING COMMITTEE

In coordination with the Fire Chief and SIR Chief, develops a listing used by both the Fire Department and SIR; assesses the current condition of each asset; establishes and implements an appropriate repair and maintenance schedule for each and matches financial requirements to the existing Repair & Maintenance Expense lines of the Operations Budget; identifies the expected timeline for needed replacement of each major asset and submitting an associated 5-year Capital Budget for review/approval of the full Board; develops and submits annual Asset Budgets, both operational and capital, to the full Board for review/approval.

Authorizes, in coordination with the Treasurer and Controller, all asset-related repair, maintenance and replacement expenditures in accordance with approved annual budgets – capital item purchases in excess of \$5,000 require full Board approval; obtains approval from the full Board prior to any expenditure not within the approved budget.

*John Money Ron Hall Wayne Quinn Robert Stuart

- Finished landscaping and signage at both ESBs, completed finishing touches at ESB#2
- Arranged to buy a new four-wheel-drive diesel Pumper Truck from Salt Spring Island
- Arranged for the purchase of the old Pumper Truck, acquired by Barry Crooks, who will take possession when the new truck arrives
- Arranged for the purchase and painting of a tanker truck, as well as the professional installation of the tank to replace the old ailing one at East Point

COMMUNICATIONS – STANDING COMMITTEE

The information conduit between SIFPS and the membership and the community-at-large. Monitors and identifies the community's need for information regarding SIFPS and its activities. The development and implementation arm of SIFPS for information processes designed to ensure the appropriate information regarding SIFPS is available and open to the community. The public contact point for SIFPS.

*Lee Middleton Dan Thachuck Tom Johnstone John Money

- Developed a new website for the delivery of emergency services information to the community. The website is found at www.sifps.ca and is moderated by Al Razutis
- Updated site to reflect leadership changes in the Volunteer Fire Department
- In the future, the site will feature profiles of firefighters and first responders, describing their training accomplishments and some details of the service they perform for the community
- Site will also include fire safety and first responder information of most pressing community concern

HUMAN RESOURCES – STANDING COMMITTEE

Provides leadership and expertise to ensure all other Standing Committees and/or the Fire Department and SIR consistently apply human resource standards and practices. Specific areas of involvement include coordinating and liaising with the Operations Committee, the Fire Chief and the SIR Chief in the areas of recruitment and performance enhancement.

*Tom Johnstone John Savage Ted Syverson Eva Hage

- Ensured proper training opportunities, adequate expense allowances, support of the two Chiefs.
- Initiated the expansion of the role of second-line volunteers to relieve firefighters and first responders of non-frontline functions, such as vehicle maintenance, asset management and administrative assistance to the Chiefs.
- Ensured the retirement of Fire Chief, John Wiznuk was communicated to the community and volunteer firefighters and recommended the volunteer firefighters choice of Brent Sohler as Chief and Hubertus Surm as Deputy Chief to the board. Their appointments were confirmed by the full Board.

NOMINATION – STANDING COMMITTEE

Develops and maintains an up-to-date list of typical responsibilities of Boards of Directors of Non-Profit, community based, organizations, as well as attributes needed across the Director group to enhance effectiveness. Develops and maintains a list of potential nominees for SIFPS Director positions by receiving and assessing interested individuals, as well as proactively seeking out other identified individuals to determine their interest. Nominate those interested individuals who, in the opinion of the committee, will work together most effectively for the betterment of the SIFPS and its constituent community.

*Bernie Ziegler Tom Johnstone John Savage

- Discussed with the current Board the number of new directors required for nomination at the next Annual General Meeting.
- Requested, in the *Scribbler* and on community bulleting boards and on the SIFPS website, interested individuals to be considered for a Director position to contact the Nomination Committee.
- Met and identified a number of potential candidates for the upcoming vacant Director positions.
- The Nomination Committee's slate of Directors will be presented at this meeting, for decision by the SIFPS membership.

**SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)
SPECIAL GENERAL MEETING**

July 14, 2012 at Saturna Recreation Centre

Directors Present: President Bernie Ziegler, Treasurer Ron Hall, Controller Theresa Howard, Tom Johnstone, Wayne Quinn, Dan Thachuk, Lee Middleton, John Money

Fire Chief: Brent Sohler

Recording Secretary: Bev Lowsley

1. Call to Order

President Bernie Ziegler called the meeting to order at 11:09 am and confirmed that there was a quorum . There were 13 SIFPS members present plus two non-member observers.

2. Approval of Agenda

Motion: Ron Hall moved approval of the agenda as circulated.

Carried.

3. Approval of the Special Resolution

President Bernie Ziegler reviewed the requirements for approval (70% of members present) then read the statement of the Special Resolution which had been circulated to all registered SIFPS members.

Motion: John Hutchison moved that he Special Resolution be approved.

Discussion: Tom Johnstone pointed out that the amounts noted in the resolution are less than what SIFPS is authorized under the tax rate and is 60% of what SIFPS was originally authorized to borrow.

Bernie Ziegler noted that part of the original mortgage has already been paid down. The original goal was to have the mortgage paid off within 8 years, which is still achievable. Dan Thachuk also stated that this will allow SIFPS to establish a line of credit if needed to manage cash flow as the CRD taxation monies only come in a single payment in August.

John Hutchison called for the **question**. The motion to approve the Special Resolution was **carried unanimously**.

4. Other: Member Jeanne Crerar questioned the low number (3) required for a quorum at a general meeting. This was originally decided when the society was established and there were few members. Keith Howard noted that a change would need to be ratified at an AGM. The issue of the number required for a quorum will be brought forward for further exploration at a future meeting of the Board.

5. Adjournment: The meeting was adjourned at 11:22 am.

Bernie Ziegler, President

Bev Lowsley, Recording Secretary