

**SATURNA ISLAND FIRE PROTECTION SOCIETY (“SIFPS”)  
ANNUAL GENERAL MEETING  
AT SATURNA RECREATION CENTRE  
SATURDAY, JUNE 18, 2016 @ 1:15 p.m.**

**Directors Present:** Wayne Quinn, Ron Hall, Eva Hage, Ron Lewis, Jodi Gilmore, Debbie Fry, Ian Gaines, Priscilla Haggart, Harvey Janszen

**Regrets:** Ron Lewis, Jodi Gilmore, Ian Gaines

**Fire Chief:** regrets

**SIR Chief:** Amanda Money

**Recording Secretary:** Bev Lowsley

**1. Call to Order**

The meeting was called to order at 1: 15 pm by President Wayne Quinn

**2. Determination of a Quorum**

There was a quorum, with 20 members present at the beginning of the meeting.

**3. Approval of the Agenda**

**Motion:** Lorna Archer Quinn moved to approve the agenda. **Carried**

**4. Approval of the Minutes of the Annual General Meeting of June 27, 2015**

**Motion:** Deb Fry moved to approve the minutes of June 27, 2015 AGM. **Carried**

**5. Business Arising from the Minutes**

There was no business arising from the June 27, 2015 minutes.

**6. President's Report**

President Wayne Quinn presented his report (attached). Highlights of the 2015 -2016 term were reviewed. Acknowledgment of previous SIFPS Boards whose vision and oversight during construction of two new fire halls for Saturna Island was celebrated at the mortgage burning celebration which preceded this meeting. Also, representatives of the current SIFPS board have met with British Columbia Emergency Health Services Commission, BC Ambulance Services, Vancouver Island Health Authority, and the Capital Regional District to investigate/ discuss the long term sustainability of SIR. These groups were impressed with all that has been accomplished so far and advised that tax based funding for SIR should be available and implemented within the next 12 months.

**7. Corporate Secretary's Report**

Eva Hage presented her Corporate and Administration Committee report (attached).

**8. Treasurer's Report**

In Ron Lewis' absence due to a family emergency, Ron Hall presented the financial report (attached)

**9. Report from Field and Associates**

Ron Hall reviewed the Field and Company Financial Statements for year ending December 31, 2015, copies of which were available for members. He briefly presented the highlights of income and expenses for fire services and for SIR during 2015.

**Motion:** moved by Tom Johnstone to accept the Field and Company Financial Statements as provided. **Carried**

One question was raised in relation to the \$934 income from CRD (reported on p. 4 of the Field and Company Financial Statement ). Ron Hall explained that this related to property address number allocation which has been done by the Fire Chief on behalf of CRD. This function will no longer be done locally.

## **10. Operations and Asset Management Committee Report**

In Ian Gaines' absence due to a work commitment Wayne Quinn presented the report of this committee (attached),

## **11. Human Resources Committee Report**

Priscilla Hagggar presented her report (attached)

## **12. Question Period**

There were no questions from the floor. **13. New Business**

There was no new business.

## **14. Approval of Acts of Directors for the period from June 28, 2015 to June 17, 2016**

### **Motion:**

John Hutchinson moved approval of the acts of the current SIFPS Directors. **Carried.**

## **15. Report of the Nomination Committee**

Wayne Quinn presented the slate of officers for the following positions:

President - Wayne Quinn, Vice President - Ron Hall,

There is a vacancy for one Director.

## **16. Resignation of 2015 - 2016 Directors**

Prior to the election the current directors resigned their positions. Those members put forward by the Nominations Committee agreed to let their names stand.

## **17. Election of Directors for 2016-2017**

At this point, Tom Johnstone assumed the chair for election of directors for 2016 - 2017.

Tom Johnstone explained the process that would be followed then proceeded with the election of the SIFPS 2016 - 2017 Board.

**President/Director:** Nominated for the position of President was Wayne Quinn.

A call for further nominations was made three times with no further nominations.

Wayne Quinn was declared President by acclamation.

**Vice President/Director:** Nominated for the position of Vice President was Ron Hall. A call for further nominations was made three times with no further nominations.

Ron Hall was declared Vice President by acclamation.

**Corporate Secretary/Director:** Nominated for the position of Corporate Secretary was Eva Hage. A call for further nominations was made three times with no further nominations.

Eva Hage was declared Corporate Secretary by acclamation

**Treasurer/ Director:** Nominated for the position of Treasurer was Ron Lewis. A call for further nominations was made three times with no further nominations.

Ron Lewis was declared Treasurer by acclamation.

**Directors at Large:** Nominated as Directors at Large were Priscilla Hagggar, Debbie Fry, Ian Gaines, and Harvey Janszen. A call for further nominations was made three times with no further nominations.

Directors at Large for 2016 - 2017, elected by acclamation were Priscilla Hagggar, Debbie Fry, Ian Gaines, and Harvey Janszen. There is one vacant position still available to be filled.

Tom Johnstone congratulated the SIFPS Board for 2015 - 2016. He then returned the chair to President Wayne Quinn.

President Quinn assumed chair of the meeting, expressing thanks to Tom for conducting the election and to the membership for their support of the 2015-2016 SIFPS Board.

## **18. Adjournment**

The SIFPS 2016 Annual General Meeting was adjourned at 1:55 pm.

## **2016 SIFPS AGM REPORTS**

### **President's Report 2015-2016**

I would like to begin by acknowledging the commitment to excellence exhibited by the volunteers of the Saturna Fire Department and Saturna Island Rescue. This excellence has been achieved through training, education and practice drills. The Saturna resident and visitor community is exceedingly well served by these volunteers; ready to serve you 365 days a year. I would especially like to acknowledge the leadership provided by the three crew chiefs: to Brent Sohler for his responsibility as Chief of the volunteer Fire Service and to David Rees Thomas SIR crew chief July 2015 to March 2016 and to Amanda Money who assumed a new role as SIR crew chief in April of this past year.

Since we last met in 2015 the Board has been very active on a number of fronts to ensure the ongoing sustainability of the fire and rescue services for the years ahead. Providing them with appropriate equipment and the financial resources to execute growth and development has been a prime focus of the Board.

Historically, the fire service has had assured sustainability mostly due to the realty tax resource flowing to Saturna Island Fire Protection Society. Our tax supported budget has funded the day to day operations of the service and has allowed for the accumulation of capital funds to replace aging fleet resources. During this past year we were very fortunate to purchase a decommissioned fleet vehicle from Pender Island Fire Service. As a used vehicle it came to us in excellent shape and will act as a command vehicle for the fire service and a back up to the ambulance unit of Saturna Island Rescue.

The most significant achievement for SIFPS as we celebrated earlier today was the paying down in January of the mortgage associated with the construction and financing of our two emergency buildings. This achievement reflects an accomplishment of all of those who served as Board directors; from the early days when the vision was first cast to the last mortgage payment earlier this year. A formidable achievement by every single one of you who served on the SIFPS Board during that approximate 10 year period. As a result, the SIFPS annual operating budget has been reduced from approximately \$200,000 per year to \$150,000 per year.

The primary focus of our Board during the 2015 - 2016 term has been Saturna Island Rescue. In the fall of last year the Board initiated an action plan to investigate partnerships, agency support, and supplementary sources of funding for SIR. Currently SIR does not have the benefit of realty tax based funding and relies on an annual grant from Vancouver Island Health Authority, gifts from Saturna service clubs including the Saturna Woman's Club and the Saturna Lions Club, and from individual donations from the public. The Board engaged British Columbia Emergency Health Services Commission, BC Ambulance, Vancouver Island Health Authority, and the Capital Regional District. The purpose of meeting with all mentioned was to investigate/ discuss ways in which the respective agencies could contribute to the long term sustainability of SIR.

These meetings were productive and with a high degree of certainty we can advise that tax based funding support for Saturna Island Rescue should be available and implemented within the next 12 months. This funding would put SIR on a sustainable and secure financial footing as currently enjoyed by the volunteer fire service.

Other tasks undertaken by the Board this term include a mutual aid agreement with other Southern Gulf Island Fire Services and a mutual service agreement with Parks Canada (near completion) covering fire and rescue services in the Gulf Islands National Park.

In closing I would like to acknowledge and thank my fellow Board members for their dedicated service and support. To Ron Hall, Eva Hage, Ron Lewis, Ian Gaines Jodi Gilmore, Priscilla Haggart, Debbie Fry and Harvey Janszen, thank you for serving as a director of Saturna Island Fire Protection Society. You have served your community well!

Wayne Quinn, President  
Saturna Island Fire Protection Society

## **SIFPS – BOARD STANDING COMMITTEES**

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 Head

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

### **OPERATIONS/ASSET MANAGEMENT**

**REGARDING OPERATIONS:** *In coordination with the Fire Chief and Saturna Island Rescue (SIR) Chief, oversees the operational activities of the Fire Department and SIR, including the development and consistent application of an effective training program, as well as the proper maintenance of associated confidential records.*

*In coordination with the Fire Chief and SIR Chief, develops and submits annual Operations Budgets, both operating and capital, to full Board for review/approval.*

*Authorizes, in coordination with the Treasurer and Controller, all operations related 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.*

**REGARDING ASSET MANAGEMENT:** *In coordination with the Fire Chief and the SIR Chief, develops a listing of all of the physical assets of the society, including all equipment (large & small) and facilities used by both the Fire Department and Saturna Island Rescue.*

*In coordination with the Fire Chief and the SIR Chief, assesses the current condition of each asset, establishes and implements an appropriate repair and maintenance schedule for each – matches financial requirements to the existing Repair & Maintenance Expense lines of the Operating Budget.*

*In coordination with the Fire Chief and the SIR Chief, identifies the expected timeline for needed replacement of each major asset, submitting an associated 5 year Capital Budget for review/approval by the full Board.*

*In coordination with the Fire Chief and SIR Chief, develops and submits annual Asset Budgets, both operating and capital, to 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.*

\*Ian Gaines // Wayne Quinn

## **CORPORATE & ADMINISTRATION**

*Identifies issues requiring new or changed systems, procedures, and/or standards, developing and implementing solutions and/or recommendations for same.*

*Conducts renewal of all Insurances. Ensures the proper documentation of all agreements and/or contracts and the secure maintenance of same.*

*\*Eva Hage / Debbie Fry*

## **FINANCIAL REPORTING**

*Continues the finalizing of the Accounting System, developing and finalizing Financial Reporting, organizing material for Audit (if necessary).*

*Revises the Monthly Statements to fully integrate SIR, as well as being organized in accordance with the structure of the Standing Committees.*

*\*Ron Lewis / Ron Hall / Jodi Gilmore*

## **COMMUNICATIONS**

*Monitor and identify the community's need for information regarding SIFPS and its activities.*

*Develop and implement information processes designed to ensure that appropriate information regarding SIFPS is available and open to the community. Act as SIFPS' liaison and public contact point.*

*\*Debbie Fry / Eva Hage*

## **HUMAN RESOURCES**

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

*\*Priscilla Haggar, Jody Gilmore, Eva Hage*

## **NOMINATION 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 the attributes needed across the Director group to enhance its effectiveness. Throughout the year, develop and maintain 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.*

*\*Wayne Quinn / Ron Hall*

## **SIFPS 2015 - 2016 COMMITTEE REPORTS**

### **2015 - 2016 CORPORATE & ADMINISTRATION REPORT**

Together with the Human Resources Committee, the Corp & Admin Committee implemented a benefit program for all volunteers with SIVFD and SIR. The initial work looked at a full range of options which included several health benefit programs as well as pay for training and call outs (currently provided by other islands, but not by Saturna). The volunteers chose the Health Spending Account (HAS). Each volunteer gets \$900 per year towards medical and dental expenses approved by CRA. The administration cost is 10%. The Board has allocated \$20,000 towards this program. The total amount and the amount paid to each volunteer will be reviewed annually and is set by the Board.

All insurances were renewed in a timely manner, including the provision of fire, earthquake and other named coverage for all of SIFPS fixed assets, as well as provision of liability coverage for the operation of the fire department, rescue group, officers and directors; accidental death and dismemberment coverage for the volunteers was also renewed.

Thank you to John Hutchinson who donated a much needed filing cabinet for all our files.  
Eva Hage (chair), Debbie Fry

### **2015 - 2016 FINANCE COMMITTEE REPORT**

The following activities are carried out by the Finance Committee on an on-going basis: producing cheques for suppliers; entering income and expenditures into QuickBooks; travelling to Sidney to make deposits; handling paperwork for the government, banks and other agencies; processing donations; and of course creating financial reports for director meetings and posting to the SIFPS website.

In the past year, progress has been made in the following areas:

- 1) Donations to SIR fully integrated into the QuickBooks accounting system to allow production of reliable reports
- 2) Cleanup in QuickBooks of capital assets (trucks) and value
- 3) Developed a format for posting financial data to website that is relatively easy to produce, as well as for members to read and understand
- 4) Provided assistance to the Operations Committee in purchase of a new rescue vehicle SIFPS has a single outstanding mortgage related to construction of Emergency Services Buildings #1 and #2. As in prior years, a \$25,000 pre-payment has been paid in addition to the regular principal and interest payments. That leaves a current balance owing on the mortgage of \$21,500. It is expected that the balance owing will be paid out in early 2016, as the mortgage reaches the end of its five-year term. SIFPS at that time will be entirely free of debt.

In the near term, it is expected that annual operating costs will run at about \$140,000 per year in the absence of mortgage costs, and with that amount not including SIR operations. As such, the tax-funding request for the coming year has been reduced from \$200,000 to \$175,000 to cover operating costs, and to provide for a continued capital reserve buildup for vehicle replacement. Cash flow analysis shows that it may be possible to reduce the tax-funding request to \$150,000 next year, dependent on whether expenditure requirements, unforeseen at present, should emerge.

The Finance Committee has the following duties to perform each year:

- Develop an Operations Budget for the fire department, in consultation with the Operations Committee and Fire Chief
- Develop Operations Budget for Saturna Island Rescue, in consultation with the Operations Committee and SIR Chief

- File Charities return with a copy of Financial Statements
- File 5-year budget projection, including tax-funding request, with CRD
- File GST reports bi-annually to receive eligible rebate.
- File annual Society report
- File volunteer roster for WCB insurance coverage
- Produce T4 for fire chief's honorarium and T4 summary for Revenue Canada
- Make loan advance payments in accordance with SIFPS cash flow projections
- Work with Field & Company to prepare yearly Financial Report

Attached will be found:

- a summary of our 2014 yearly spending;
- an initial report from our accounting firm Field and Company; and
- a monthly report from May showing expenditures to date.

The Finance Committee is pleased to report to members that SIFPS remains in good financial shape, holding a strong cash balance as a contingency and asset replacement fund, and with full expectation of the Society being debt-free early in 2016.

Finance Committee

Ron Lewis (Chair), Ron Hall, Jody Gilmore

## **2015 - 2016 OPERATIONS AND ASSET MANAGEMENT REPORT**

The Operations committee had a busy year. Beside the normal day to day duties of working with the fire and ambulance chiefs was the purchase and installation of blinds for ESB 1 and ESB 2 which completed a process started by the previous board. The committee also brought forward a recommendation to the Board that SIFPS, when applicable, only purchase vehicles which although used have been built as fire-rated vehicles.

A motion was passed at the September 20th, 2014 board meeting to continue the search for a new rescue truck with a budget of \$50,000. For the next two months, many were investigated and ruled out. By the end of November a suitable truck was identified and an offer made which was accepted. While the successful purchase of our rescue van was challenging, it was well received by our hard-working volunteer fire fighters in the second week of February. The old rescue van was sold for \$250 less than we paid for it.

In recognition of their efforts as well as an incentive to not only join up but to continue as volunteers helping our community, we investigated and consulted with both our fire and rescue personnel and effective January 1, 2015, implemented a new health spending account to assist with medical costs.

In the Winter Cove area we have been looking at and in discussions about having a source of fresh water so we can quickly refill our tankers in the event of a fire.

The committee has been actively recruiting in the East Point area by talking with residents about signing up and training as a fire fighter. We have a tanker and pumper at ESB 2 ready to go (thanks to East Point locals who have been and continue to look after them) but could use more local help as a trained fire fighter able to respond to an emergency until reinforcements arrive from ESB 1.

Our next replacement will be the Suburban that transports the Fire Fighters, as well as acting as a backup ambulance, if needed, at a cost of \$12,000 to \$15,000 in 2017.

Having had an opportunity to work with both our Rescue and Fire Fighting volunteers has given us a close up look at the number of emergency call outs they respond to day and night. Considering their many days and hours of training as well, we are very well served as a community and owe them all a big "thank you".

Ian Gaines (Chair), John Hutchinson, Wayne Quinn

## **2015 - 2016 COMMUNICATION COMMITTEE REPORT**

As Chair of this committee it is my job to report on the meetings of the Saturna Island Fire Protection Society in an article submitted to the Scribbler Magazine after each meeting.

We believe that it is important for community members to know all that our Volunteer Fire and Rescue teams do to keep our community safe. It is important that our community be aware of the extensive training and regular practice sessions and the commitment of time and energy that our volunteers sign on for when joining the fire or rescue team. Our articles are also designed to keep the Saturna community aware of the activities of the Board including policy, financial, and other administrative issues.

We also want our Members in particular to be notified in advance of the meetings so that all interested people may attend. To this end, we have created a newer, updated Member's List with current information and e-mail addresses that will be used to circulate agendas and inform members of upcoming meetings.

We have also used our SIFPS web site to communicate to our membership and our meeting minutes and financial reports are posted when endorsed by the Board.

Debbie Fry (chair)

## **2015 - 2016 HUMAN RESOURCES REPORT**

The HR Committee spearheaded researching various alternatives to provide benefits to SIFPS Volunteers. The committee presented several programs to the Board and to the Volunteers. The Board and the Volunteers decided on a Health Spending Account, and it was implemented. It is now in place, working well, and 19 volunteers are receiving are receiving benefits from this program. Thank you volunteers, for all that you do!!

The HR committee also developed a list of criteria, posted for applicants, and conducted interviews for the positions of Bookkeeper and Recording secretary. Bev Lowsley was selected as Recording Secretary and Board Member in charge of Financial Reporting, Ron Lewis, is currently filling the Bookkeeping position. SIFPS also renewed a contract with Harbour View Maid Services for cleaning services.

Priscilla Zimmerman Haggar (chair), Jody Gilmore, Eva Hage

## **2016 SIFPS AGM NOMINATION COMMITTEE REPORT**

The Nomination Committee proposes the following as Director/Officer Candidates standing for election to the Saturna Island Fire Protection Society Board for the 2016- 2017 term of office.

President & Director – Wayne Quinn

Vice President & Director – Ron Hall

Corporate Secretary & Director – Eva Hage

Treasurer & Director – Ron Lewis

Director – Priscilla Haggar

Director – Debbie Fry

Director – Ian Gaines

Director – Harvey Janszen

Wayne Quinn (chair), and Ron Hall