

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

ANNUAL GENERAL MEETING MINUTES

June 27, 2020 @ 1pm

1. The meeting was called to order at 1 pm by President John Hutchinson.
 2. John H. declared a quorum with more than 18 members present.
 3. **Moved** to accept the Agenda as posted on the SIFPS website and also emailed to members. **Carried.**
 4. **Moved** to adopt the minutes from the Annual General Meeting of June 15th, 2019, as posted on the SIFPS website. **Carried.**
 5. **Business Arising from Minutes:** None.
 6. **Moved** to accept the President's Report as posted on the SIFPS website. **Carried.**
 7. **Moved** to accept the Financial Report report as posted on the SIFPS website. **Carried.**
 8. **Moved** to adopt the 2019 Financial Statements from Field & Associates as posted on the SIFPS website. **Carried.**
 9. **Moved** to accept the Corporate & Administration Committee Report as reported and posted on the SIFPS website. **Carried.** John Hutchinson added that all insurance and contracts have been renewed.
 10. **Moved** to accept the Operations and Asset Management Report as posted on the SIFPS website. **Carried.** John Hutchinson added that the solar panels should be installed mid-July.
 11. **Moved** to accept the Human Resources Committee Report as posted on the SIFPS website. **Carried.**
 12. **New Business:** No new business.
 13. **Moved** to approve the acts of the SIFPS Directors for the period from June 15th, 2019 to June 26th 2020. **Carried.**
 14. **Review of the Report of the Nomination Committee** as posted and amended on the SIFPS website to reflect that Priscilla Zimmerman has stepped down as a Director and Wayne Quinn has accepted the nomination for President. **Moved** to accept the Nomination Committee Report as amended. **Carried.**
 15. **Resignation of 2019-2020 Directors** All members of the 2019-2020 Board of Directors resigned their positions.
 16. **Election of 2020-2021 Directors**
 - a. Nominated for **President:** Wayne Quinn. Call for an additional nomination was made three times and hearing none, Wayne Quinn was declared President.
 - b. No nominations for **Vice President.** The Vice President chair will remain empty.
 - c. Nominated for **Treasurer:** Eva Hage. Call for an additional nomination was made three times, and hearing none, Eva Hage was acclaimed as Treasurer.
 - d. Nominated for **Corporate Secretary:** Deb Simpson. Call for an additional nomination was made three times, and hearing none, Deb Simpson was acclaimed as Corporate Secretary.
 - e. The following have been nominated to the **Board of Directors:** John Wiznuk, Peter Stolting, Ian Gaines, Harvey Janszen, Ron Monk, Tony Marchigiano, and Melanie Watson. Call for an additional nomination was made three times, and hearing none, all 7 were declared elected as Directors at Large for a total of 10 Directors. **Moved** to increase the number of Directors to 10. **Carried.**
- John Wiznuk thanked John Hutchinson for his years of service to SIFPS.
17. **Adjournment – Moved** to adjourn the meeting. **Carried.** The meeting was adjourned at 1:16 pm.

PRESIDENT'S REPORT FOR SIFPS 2020 AGM – JOHN HUTCHINSON

Historically our volunteers have played a major role in keeping Saturna a safe and special community and this year they have risen to an even higher standard. While as residents, we have had to deal with social distancing, isolation, fear and concern, our volunteer Fire Fighters and SIR Medical Volunteers have put their concerns aside to be on call and ready to respond 365 days a year. A huge shout-out, recognition and thanks goes to them on behalf of us all.

I would like to thank recently retired (December 31st, 2019) SIR Chief Kate Vigneault for her service to Saturna Island Rescue and our community. Her dedication and tireless efforts saw us, for the first time, receive a new-to-us ambulance from British Columbia Emergency Health Services at no cost to Saturna taxpayers. Under her guidance, we are now closer than ever to a formal working relationship with BCEHS. While still on our own, a formal working agreement can and will give SIR an improved ability to better serve our Island. A special thanks and welcome to our new Chief, Vanessa Verbitsky.

This year saw Fire Chief Brent Sohier retire (May 30th, 2020) as Chief and move over to take on the duties of Deputy Chief. Brent served, taking over from retiring Chief, John Wiznuk in 2012. With a long history as a volunteer first responder and fire fighter, Brent was ideally skilled and experienced for the role as Chief. SIFPS and the crew are happy that Brent will continue as a well-respected member of the crew, serving in his role as Deputy Chief. Welcome to Peter Clark (former Deputy) to his new role as Chief.

Thank you to our minute taker, Sandy Nelson, for taking on this role. Her attention to this important function made my duties so much easier.

Fire Smart proved to be a very popular and well-received new program. (See attached report.)

Lastly, many thanks to Eva Hage, Deb Simpson, Ian Gaines, Harvey Janszen, Priscilla Zimmerman, Dan Thachuk, John Wiznuk and Peter Stolting for their service on the Board. SIFPS is a collective of Islanders, each willing to do their part to carry on the vision of those who came before us.

President, SIFPS
Respectfully submitted,
John Hutchinson, President, SIFPS

FINANCIAL REPORT FOR SIFPS 2020 AGM – EVA HAGE

As the Treasurer for the Saturna Island Fire Protection Society (SIFPS), I present the Financial Statements for the year ending December 31, 2019.

This report outlines the financials in broad strokes. The details are contained in the Financial Statements that has been provided to all members. I will not go through them line by line, but happy to answer any questions related to those statements.

But first, a quick overview: The operations of the Society ran smoothly in 2019 under the supervision of the Board and under guidance and leadership of Fire Chief Brent Sohier and SIR Chief Kate Vigneault.

The following notable events took place:

- The Society received a \$20,000 grant from the CRD for solar installation on ESB#1. The Board approved an additional \$7,000 to double the output of the solar system, which is estimated to result in a reduction of hydro usage by 40-45%. The installation, originally planned for early 2020, has been delayed, in large part due to Covid-19, and is now scheduled for early July 2020.
- In November 2019, BCEHS donated a new-to-us ambulance to replace BULA, our old ambulance. The donation was valued at \$3,000. BULA is currently kept at ESB#2 for a trial period and the new Board will make the final decision on whether it will be sold or kept.
- SIFPS sold a surplus vehicle - a Chevrolet Suburban. It had served as the Command vehicle and back-up ambulance until it was replaced by a Ford Excursion. The sale generated proceeds of \$3,200.
- \$7,000 were spent on new hoses to fully outfit Engine 11, the new-to-us pumper acquired in 2018.

In 2019, SIFPS received about \$195,000 in net revenues of which \$160,000 (82%) came from property taxes; \$11,500 (6%) from Island Health for SIR and \$24,500 (12%) from various other sources – donations, Parks Canada, FireSmart, sale of assets and interest income.

The operating expenses in 2019 were about \$140,000, which was a bit lower than in previous years, mostly due to no unexpected expenses and less training than normal.

Training is being ramped up in 2020, but due to Covid-19, it is delayed.

The operating costs break down as follows: \$30,000 for SIR; \$67,000 for fire; \$38,000 for the operation and maintenance of the two buildings and administration; and \$5,000 FireSmart.

The depreciation costs for vehicles, equipment and buildings totaled \$68,000.

Net loss of the year was about \$10,000, but the year-end cash balance improved by about \$43,000.

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Total assets at year-end totaled \$1.2 million of which \$265,000 was in cash and GICs. Liabilities were less than \$140,000, most of it reflecting the pre-paid long-term leases by Parks Canada and the CRD.

The Society's financial situation continues to be stable and strong. The mill rate for tax requisition in 2019 was 0.638, well below the maximum allowable mill rate of 0.85. The cash reserves are sufficient to ensure replacement of equipment in a timely manner while providing a buffer for any unforeseen expenses. The Society is also fully insured for any major disasters.

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 and safety of our community would be greatly diminished.

Thank you,

Eva Hage

SIFPS Treasurer

AGM OPERATIONS AND ASSET MANAGEMENT REPORT FOR SIFPS 2020 AGM

The SIFPS organizational document states that “develops and submits annual operation and asset budgets, both operating and capital, to full Board for review/approval. Authorizes, in coordination with the Treasurer, all operations and asset related expenditures in accordance with approved annual budgets. Obtains approval from the full Board prior to any expenditure not within the approved budget. Keeps an up to date listing of all the physical assets of the Society, including all equipment (large and small) and facilities used by both the Fire Department and Saturna Island Rescue. Manages repair and maintenance of assets and timeline for replacement or repairs.”

Providing these services to a small, rural community means that some of the issues change but many stay the same from year to year. Repair and replacement of all the equipment used to make a fire service safe and effective, from hoses to personal protective equipment and the tools of the trade, is expensive. The cost of new fire trucks and equipment is prohibitive, and finding good used vehicles takes additional time and often requires modifications and upgrades. Ensuring that all of the equipment meets Provincial motor certification and standards can require rotating vehicles off island, while at the same time, not depleting what is needed here. Another critical part is attracting volunteers who are able and prepared to train. And of course, the challenging topography of the Island doesn't change. The tax-based source of revenue provides predictability while maintaining local control and gives the opportunity to better plan for the long term future of emergency services.

Here are a few of the things that the Committee dealt with and/or contributed to during our last fiscal year – a mix of longer term and more immediate items:

- bringing into service a new to us SIR ambulance
- bringing into service a new to us full size pumper - Engine II
- creating a new budget line for the maintenance over 10 years of our two ESB locations
- arranging (with CRD Director David Howe) government financial assistance for the installation of solar power at ESB #1
- considering opportunities such as applying and being awarded a UBCM grant to assist with training costs
- considering appropriate on-island sites for training currently requiring off-island travel
- continuing to look for more sites for non-potable water storage with fire department connections to better supply firefighting needs in all locations of the Island under current consideration is the replacement of the water tanker (tender) at ESB #1. All in all, a typical year.

Submitted June 27, 2020

Ian Gaines, John Wiznuk, Peter Stolting, Dan Thachuk

President, John Hutchinson

Recording Secretary, Sandy Nelson
