

SIFPS – Standing Committees 2010 – 2011 Activity Reports

SIFPS – BOARD STANDING COMMITTEES

2010 – 2011 – 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 Head

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 the SIR Head on the development and prudent application of the associated budgets, both operating and capital.

*Bernie Ziegler, Theresa Howard, Ted Syverson, Eva Hage

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

- negotiated road access to GINPR with Parks Canada during emergencies
- completed tanker truck chassis sale
- completed sale of container at old fire hall for \$4,200 worth of road crush for ESB #1
- established joint Occupational Health and Safety Committee with two members from the volunteer fire department (Linda Cunningham and Bill Schermbrucker) and two from the board (Ted Syverson & Bernie Ziegler)
- negotiated cleaning contract for new ESB's
- finalized equipment purchases for the new ESB's, not part of the actual construction of the buildings, such as furniture, washers, dryers, uniform shirts, turn-out gear, etc
- continue to work closely with both Chiefs to ensure the operational status of all equipment is properly maintained and inspected
- continue working on a complete computerized equipment inventory

2010 Page-outs SIVFD: Medical Assists-11/Chimney Fire-1/Vessel sinking in Lyall Harbour-1/Downed/live Hydro wire-7/Motor Vehicle Incidents-1/Alarm/false alarm-1/ Fuel leak from vessel-1/Storm Damage-

BUILDING PROJECT – STANDING COMMITTEE

Oversees all activities related to the preparation for, and building of, the two new emergency service buildings. Supervises the Project Manager and construction supervision, ensuring all activities are conducted in an effective manner, within the established budget and approving payments for same.

*John Money, Tom Koochin, Brian Haley, Ted Syverson, Ron Hall , Bernie Ziegler, Theresa Howard

The building project is now basically complete, with a few remaining outstanding issues in the process of being finalized (e.g. landscaping & signs, water catchment, blinds, flooring & painting at ESB#2, and antenna tuning). Simply put, although the project had its challenges, as any large project does – it was finished ‘on time & on budget’ – occupancy was effective February 15, 2011 and it appears that the Net Cost will be approximately \$20,000 (or 1.5%) below Budget.

The Building Project Committee undertook the management of the project, with different committee members stepping up at different times to shoulder large workloads. In addition, all of the project’s contractors, suppliers and consultants deserve great thanks for their good quality work, at a fair competitive price, as well as their consistent support of the project – including some making large donations to assist with the project’s cost.

Based on their design and construction, Saturna now has two new Emergency Services Buildings of a quality and scope that should serve the community’s needs for decades to come.

Upon the completion of the few remaining outstanding issues, this SIFPS committee will stand down.

FINANCE – STANDING COMMITTEE

Arranges appropriate financing for the building of the two new emergency service buildings; coordinates with the Building Project Committee to optimize cash flow.

*John Savage, Bernie Ziegler, John Money, Brian Haley, Ron Hall

1. Maintained up-to-date effective communication with the TD regarding the status of the building project.
2. Submitted and received required and timely draws on established construction loan.
3. Ensured payment of the \$30,000 lease amount from the Southern Gulf Island Emergency Management Commission (CRD).
4. Ensured payment of the \$110,000 lease amount from Parks Canada.
5. Established a Long-Term Mortgage with the TD Bank, based on: 5 Year Term – 10 year Amortization \$250,000 @ a fixed rate of 5.219% – annual 10% pre-payment allowed \$ 50,000 @ ¾% over prime – allows full pre-payment at any time
6. Construction Loan to be fully repaid upon SIFPS’ receipt of HST rebate.

With its work completed, this SIFPS committee will now stand down.

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 Insurances.

*Tom Johnstone, Eva Hage, Ron Hall

1. All insurances were renewed, including the provision of fire, earthquake and other named coverages 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. It is noted that the fire and earthquake insurance rate for the new ESB #1 is 60% less than was the rate on the 'old firehall'.
2. An investigation was begun into obtaining a properly secured system for retention of SIFPS corporate records. It is expected this will be finalized during the 2011-2012 year.
3. Activity has commenced to finalize the transfer of ownership of the ESB #1 site to SIFPS. Associated discussions have been held with the Saturna Recreation Centre Society and steps taken in readiness to apply for appropriate regulatory approvals.
4. Discussions have been held regarding SIFPS' relationship with the Capital Regional District.
5. The lease with Parks Canada for a section of ESB #1 has been finalized and payment received.
6. SIFPS was represented at a meeting of various Saturna organizations, with the aim being to lessen the collective cost of various insurances; the group determined no further action was warranted.
7. Further research will be conducted regarding establishment of a First Responders Agreement with the Emergency & Health Services Commission.

CURRENT HALL – SALE – STANDING COMMITTEE

Develop a sale process and upon approval implement it (incl. preparation of comprehensive information package to bona fide potential purchasers).

*Bernie Ziegler, Lorne Bolton, John Savage

1. A sales process that was open to the public and transparent was developed – an auction of qualified bidders. The process required that to become qualified, a bidder had to initially present a certified deposit in the amount of \$10,000 with his/her initial bid. All qualified bidders would then be able to bid in the auction. The successful qualified bidder would then have to increase his/her deposit to \$25,000 and the unsuccessful bidders would receive their money back.
2. A comprehensive information package was developed, including relevant data about the Old Fire Hall, such as appraisals, surveys, property descriptions, photos, legal documents, as well as information covering the bidding process, escrows, down payments, the closing and the auction itself.
3. The auction of the old Fire Hall was held on Saturday, August 14, 2010; it was attended by three qualified bidders and/or their representative, as well as some interested members of the community. The auction resulted in the Old Fire Hall being sold to the highest bidder, Money Family Projects Ltd., with their bid of \$206,000, \$51,000 over the appraised value.
4. The legal transfer of the Old Fire Hall to its new owners was managed through SIFPS attorney; with the closing and transfer effective February 15, 2011, as planned.

With its work completed, this SIFPS committee will now stand down.

MEMORANDUM OF UNDERSTANDING WITH SCC – STANDING COMMITTEE

Continue implementation of MOU, including final determination of SIR status (part of BCAS or SIFPS), as well as completion of applicable activities in Phases 1 and 2, following which Phase 3 to be commenced.

*John Savage, John Money, Bernie Ziegler, Tom Johnstone

Phases 1 and 2 are fully complete, with all assets and management transferred. Phase 3 has evolved into a broad based community committee established to identify and pursue support for improving the provision of community Health Services on Saturna.

With its work completed, this SIFPS committee will now stand down.

FINANCIAL REPORTING – STANDING COMMITTEE

Continue the finalizing of the Accounting System, developing and finalizing Financial Reporting, organizing material for Audit (if necessary), development and implementation of cost controls for Building Project, etc.

*Theresa Howard, Ron Hall, Lorne Bolton

1. Accounting Systems and Procedures

- incorporated SIR accounts into Quick Books
- with the Operations Committee and Fire Chief, set-up the Operations Budget for the Volunteer Firefighters
- with the Operations Committee and SIR Chief, set-up the Operations Budget for SIR · worked with Tom Hawker of Field & Company to prepare 2010 Financial Statements
- filed 2009 Charities Return with a copy of SIFPS 2009 Financial Statements
- filed SIFPS 5-Year Budget with CRD
- filed for GST rebate – January 1, 2010 to June 30, 2010 reporting period
- filed for HST rebate – July 1, 2010 to December 31, 2010 reporting period
- filed annual Society Report
- Operations – generated 232 cheques in 2010

2. Workers Compensation Board

- submitted assessments for coverage for volunteer firefighters and SIR attendants, as well as casual labour on construction project

3. Building Project

- Contractor Contracts – generated a contract for each contractor
- Construction Loan Draws – provided a copy of all invoices and updated Budget/Actual for each draw
- developed and implemented a standardized procedure for receiving, vetting, and authorizing invoices for payment
- updated Budget Cost Control Spreadsheet with each invoice paid
- Cheques – generated 149 cheques for payment of approved invoices

4. SIFPS Website

- provided periodic updates

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 that appropriate information regarding SIFPS is available and open to the community. The public contact point for SIFPS.

*Bernie Ziegler, John Savage, Tom Johnstone

1. Periodic Newsletters

- Published monthly newsletters in the Scribbler, on our website and at both stores regarding the progress and status of our two new Emergency Services Buildings throughout the construction phase, the sale of the Old Fire Hall, and our AGM, as well as other SIFPS matters over the past year.
- Ensured accurate information about the bidding process, the various construction contracts and financing was made available to the membership and the community-atlarge.

2. SIFPS Website

- Made available to the membership and the public-at-large monthly Directors Meeting Minutes and financial statements, by-laws, surveys, photos, updates of the construction progress, covenants and agreements to ensure timely updated information is provided.

3. Emergency Services Personnel Questionnaire

- Developed and distributed a questionnaire to firefighters and rescue crew to obtain their perspective on what is good and what is not good about the operation of the SIVFD and SIR to get a better understanding on what, if any, changes need to be made.

4. Landscaping at ESB #2

- Arranged meeting with neighbors and our local trustees at ESB #2 to discuss landscaping plans for Islands Trust review/approval as per the restrictive covenant on the permit for ESB #2.

5. Grand Opening of ESB #1 & #2

- Ensured the details of today's Grand Opening Ceremony were disseminated to the membership and the community in a timely fashion to ensure a maximum turnout to this important event.

6. Communications Protocol

- Established a communications protocol on all matters within the board of directors and between the board and the Fire and SIR Chiefs.

NOMINATION COMMITTEE – BOARD MEMBERS – STANDING COMMITTEE

Develop and maintain 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.

*John Savage, Brian Haley, Ron Hall

1. Hugh Grasswick resigned as a Director of SIFPS effective December 31, 2010. After some research, the Nomination Committee recommended Eva Hage be appointed by the Board of Directors for the remainder of Hugh's term; this was done.