

**SATURNA ISLAND FIRE PROTECTION SOCIETY
("SIFPS")
ANNUAL GENERAL MEETING MINUTES**

AT SATURNA ISLAND RECREATION CENTRE

SATURDAY, JUNE 22, 2013 @ 2:00 p.m.

Directors Present: Bernie Ziegler, Eva Hage, Ron Hall, Theresa Howard, Wayne Quinn, Tom Johnstone
Fire Chief: Brent Sohier
SIR Chief: David Rees-Thomas
Recording Secretary: Bev Lowsley

1. Call to Order

The meeting was called to order at 2 pm.

2. Determination of a Quorum

There was a quorum of 19 SIFPS members present at the beginning of the meeting.

3. Approval of Minutes of the Annual General Meeting of June 24, 2012

All individuals present were given an AGM information package which included the minutes of the 2012 AGM, minutes of the July 14, 2012 Special General Meeting and various reports for presentation at this Annual General Meeting.

Motion: Tom Johnstone moved approval of minutes of the June 24, 2012 Annual General Meeting. **Carried**

4. Business Arising from Minutes of the 2012 AGM

4.1 Quorum: When the Saturna Island Fire Protection Society was established there were few members so a quorum was established as 3 members. At the 2012 AGM it was suggested that a larger quorum would be more democratic. After discussion of several suggestions President Bernie Ziegler noted that any change would require a change of the constitution and advance notice to all members.

Motion: Tom Johnstone moved that the SIFPS Directors prepare a notice of motion for the next meeting of this body to increase the quorum to 10 members. **Carried**

5. Approval of Minutes of the Special General Meeting of July 14, 2012

This was a meeting called to seek approval for financing loans relating to the subdivision of the Emergency Services Building #1 site from the Saturna Recreation and Cultural Centre property.

Motion: Wayne Quinn moved that minutes of the Special General Meeting of July 14, 2012 be approved. **Carried**

6. Business Arising from the Minutes of the Special General Meeting

There was no business arising from the minutes of the July 14, 2012 Special General Meeting.

President's Report

Bernie Ziegler presented his report (attached). He thanked all SIFPS Directors for their commitment throughout this year. He also acknowledged the three Directors who will be leaving the Board - Theresa Howard, Tom Johnstone and Ted Syverson, all of whom have been directors throughout the building project period and to the present time.

8. Standing Committees Reports

8.1 Operations Committee

Committee Chair Ted Syverson was not able to attend this meeting so Wayne Quinn presented this report (attached). Wayne Quinn also recognized and thanked Derm Carberry for the volunteer work he has done on the various vehicles so they are ready to roll when needed. This was volunteer time, above and beyond his paid work for SIFPS. A letter of appreciation will be sent to Derm recognizing his contributions.

8.2 Corporate & Administration Committee

Committee Chair Eva Hage presented this report (attached). She also discussed some of the issues being addressed with Parks Canada relating to the Memorandum of Agreement which needs to be renewed.

8.3 Financial Reporting Committee

Treasurer Ron Hall presented this report (attached). He acknowledged the amount of work done by Theresa Howard in handling all invoices, issuing cheques, tracking expenses and producing financial statements for the regular Board meetings.

8.4 Asset Management Committee

Chair John Money was not able to attend so Wayne Quinn presented his report (attached). He also reported that the old tanker truck has been sold as it is no longer needed. A search has been initiated for a replacement Fire Rescue vehicle as the current one which will need to be replaced in 2015.

8.5 Communications Committee

Chair Lee Middleton is away so not able to attend. Ron Hall presented his report (attached).

8.6 Human Resources Committee

Chair Ron Hall presented this report (attached). He noted that a photo and plaque has been prepared in recognition of John Savage for his leadership during the construction of the both new fire halls. As John was not able to attend the plaque will be forwarded to him

8.7 Nomination Committee

Chair Bernie Ziegler presented this report (attached). The Nomination Committee slate of nominees for election for 2013 - 14 will be presented later in this meeting.

9. Financial Report

Treasurer Ron Hall presented the financial statement from Field and Company, Chartered Accountants which was included in the members information package. This was a Notice to Reader statement. Ron briefly reviewed the highlights of this financial statement. He also pointed out that the SIFPS short term loan will be paid off this August 2013 and the Mortgage on the buildings will be paid off within 5 years.

There was explanation and general discussion regarding the process used by CRD in relation to their handling of taxes for SIFPS and the amount withheld for contingency.

Motion: Ron Hall moved acceptance of the Chartered Accountants' Financial Statement.

Carried

10. Question & Answer Period

There was discussion of the pros and cons of operating as an independent fire department under the responsibility of a local board or as a CRD operated fire department. The current process authorizing the tax assessment for operation of the Saturna Island Fire Protection services was established following a referendum passed by local Saturna residents. It was also pointed out that even once the mortgage is paid off SIFPS will need to build a contingency for replacement of current assets.

11. New Business

There was no new business.

12. Approval of Acts of Directors for the period from June 25, 2012 to June 21, 2013

Motion: Al Sewell moved to approve the acts of the current SIFPS Directors.

Carried

13. Report of the Nomination Committee

Tom Johnstone determined that at the time of this election there were 23 members present who are eligible to vote.

The list of nominees was read. Each of those who was not able to be present had submitted written confirmation that they were willing to let their name stand as a Director on the SIFPS Board.

14. Election of Directors for 2013 - 2014

Tom Johnstone proceeded with the election of the SIFPS 2013 - 2014 Board of Directors.

Nominated for the position of President was Bernie Ziegler . A call for further nominations was made three times. There being no further nominations Bernie Ziegler was declared elected as President of SIFPS for 2013 - 2014.

Nominated for the position of Vice President was Wayne Quinn. Call for further nominations was made three times. There being no further nominations Wayne Quinn was declared elected as Vice President.

Nominated for position of Secretary was Eva Hage. Call for further nominations was made three times. There being no further nominations Eva Hage was declared elected as Secretary.

Nominated for position of Treasurer was Ron Hall. Call for further nominations was made three times. There being no further nominations Ron Hall was declared elected as Treasurer.

Nominees for the remaining positions as Directors were Debra Simpson, John Robertson, John Money, Dan Thachuk and Lee Middleton. Call for further nominations for directors was made three times. There being no further nominations the five nominees declared elected as Directors were Debra Simpson, John Robertson, John Money, Dan Thachuk and Lee Middleton.

15. Resignation of the 2012 -2013 Directors

Resignation of the 2012 -2013 Board of Directors was accepted with thanks and the new 2013 -2014 SIFPS Board was welcomed.

16. Thank you to Retiring Directors

The retiring directors, Theresa Howard, Ted Syverson and Tom Johnstone, were again thanked for their contributions to SIFPS. Ron Hall presented a bouquet of flowers to Theresa Howard who will be leaving Saturna. It was also suggested that a letter of thanks be sent from the Board to the volunteers, the Fire Chief, the SIR Chief thanking them for all the time they put in so they will be ready to respond when needed by their community.

17. Adjournment

The meeting was adjourned at 3:06 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 22, 2013

2012 was a relatively calm year. No major issues came before your board. I am happy to say that we were able to concentrate on the routine matter of making sure that the training and equipment of the Saturna Island Volunteer Fire Department and SIR were properly funded and that the taxpayers' dollars were spent wisely and within budget.

Your board has tried to run the Fire Protection Society as openly as possible, with all financial reports, meeting minutes and all other pertinent documents published on the SIFPS website (www.sifps.ca) in a timely manner. Special thanks are due to Al Razutis, who has been maintaining our site.

Matters which came before your board in 2012 included:

- Completion of the sub-division of the land on which our main Emergency Services Building (ESB#1) sits from the Recreation Centre.
- Completion of a new MOU between SIFPS and Recreation Centre Society, effective at the time of sub-division, to ensure access to the Recreation Centre sewage system and the Centre's amenities for use by SIFPS and its current subsidiaries for training, exercise, meetings and special events.
- Establishment of a bank line of credit to manage cash flow.
- Installation of additional water catchment capacity at ESB#2.
- Purchase of a new tanker truck for the main fire hall and a mini pumper for East Point.
- Approval of a SIFPS Board of Directors Code of Conduct and Ethics.
- Renewal of the agreement between VIHA and SIR for continued funding for a further three years.
- Renewal of the MOU with Parks Canada and the CRD

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

As in past years, 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.

I'd like to take this opportunity to thank all SIFPS board members for their dedication in conducting the board's business this past year. They deserve your support. Three of the directors elected last year are not seeking re-election this year:

Theresa Howard – she has been a member of the SIFPS board since 2009 and served on the Financial Reporting, Operations and Building Project Committees. Theresa has been handling SIFPS financial reporting chores most ably for the past four years.

Tom Johnstone – he has been a member of the SIFPS board since 2007 and served on the Corporate & Administration, Human Resources, Communication and Nomination Committees.

Ted Syverson - he has been a member of the SIFPS board since 2008 and served on the Buildings Project and Operations Committees, as well as the Construction Supervisor during the building process.

Theresa, Tom, Ted, 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

2012 – 2013 – 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.

*Ted Syverson Theresa Howard John Money Wayne Quinn

- 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.
- Facilitated the purchase of a new tender with a 2000 gallon capacity and the capability to service Saturna Beach.
- Facilitated the purchase of a new mini pumper with a capacity to pump up to 500 Gallons per minute.
- Installed new mini-chargers in all of the department's trucks
- Arranged for driver training for Class 3 license with air endorsement.
- Made sure firefighters are trained in all firefighting fields.
- Made sure all SIR responders are trained up to EMR.
- Accepted delivery of a 4000 gallon water storage tank at ESB#2 and are working on acquiring two for water catchment tanks for ESB#2.
- 2012-2013 Page-outs: Chief pages -6/ Brush fires – 4/ Ambulance assists – 4/ Hydro – 2/ Commercial alarms – 2/ / MVIs– 2/ Wildfires -1/Search & Rescue – 1/ Chimney fire –1/ Kitchen fire -1. Total 2012-2013 SIVFD page outs -24.
- 2012-2013 Page-outs SIR: 53

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.

*Eva Hage Ron Hall Dan Thachuck

- Ensured all insurance policies were renewed in a timely fashion, including 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.
- Completed the transfer of title for the property of ESB#1 from the Saturna Recreational Society to SIFPS.
- Developed and approved Conflict of Interest, Code of Conduct and Code of Ethics for the SIFPS board.
- Continued negotiating a new and expanded Parks Canada wildfire agreement to replace the expired one.

FINANCIAL REPORTING –STANDING COMMITTEE

Develops and finalizes Financial Reporting, organizes 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 Hall Eva Hage Theresa Howard

- Set up Operations Budget for the fire department, with the Operations Committee and Fire Chief
- Set up Operations Budget for Saturna Island Rescue, with the Operations Committee and SIR chief
- Filed Charities Return with a copy of Financial Statements
- Filed a 5-year budget with CRD
- Filed HST reports to receive eligible rebate.
- Filed an annual Society report
- Filed volunteer roster for WCB insurance coverage
- Produced T4 for fire chief's honorarium and T4 summary for Revenue Canada
- Made loan advance payments totalling \$40,000 in accordance with SIFPS cash flow projections
- Set up contract for installation of additional water storage at ESB #2
- Worked with Field & Company to prepare 2012 Financial Statements

ASSET MANAGEMENT – STANDING COMMITTEE

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.

*John Money Ron Hall Wayne Quinn Dan Thachuck

- With the building of our two Fire Halls completed, the Asset Management Committee is now focused on maintaining the new buildings, and along with the Operations Committee and our Fire Chief, we have catalogued and evaluated our equipment and are creating Maintenance and Replacement Schedules.
- This year we replaced our oldest pumper truck with a newer low mileage diesel four wheel drive pumper truck with higher output. We also replaced our old 800 gallon tanker truck from East Point with a newer 2000 gallon tanker truck in excellent condition. The retiring trucks have been sold, with the money to be used for the purchase of new equipment.
- Careful shopping and vigilance helped us to stay well under budget in the replacement of the pumper truck and tanker truck, allowing us enough money to replace both in one year and ahead of schedule. This will give us more time to search for a good buy for an equipment van to suit our needs, as that is our next scheduled replacement. We will be looking for a four wheel drive vehicle with more seating for fire men along with a tool van body.
- We have added 8000 gallons of storage at Fire Hall #1 and 4000 gallons more storage at Fire Hall #2 giving Fire Hall #2 a total of 8000 gallons of storage capacity. Both storage systems are filled with rain water from the Fire Hall's roofs.
- We have also purchased landscaping equipment and negotiated with Saturna Recreation Centre to share half the landscaping costs with Saturna Island Fire Protection Society. We have also negotiated contractors in partnership with Saturna Recreation Centre for grounds maintenance.

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.

*Lee Middleton Eva Hage Ron Hall Dan Thachuck

- Submitted two articles on fire safety for publication in the Scribbler this past year. Continued to update the website as the main communications vehicle to islanders and other interested stakeholders.
- Financial reporting documents, such as monthly statements and year end material are posted as available to the web site, as are training announcements and relevant announcements regarding staffing in the Fire Department and Saturna Island Rescue.
- We wish to make the website a place where the dedication of our volunteers can be recognized and will be working to that end in the upcoming fiscal year.

HUMAN RESOURCES – STANDING COMMITTEE

Provide 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.

* Ron Hall Tom Johnstone Lee Middleton Eva Hage

- renewed SIFPS agreement with Volunteer Firefighters Association (extended to Dec 2015)
- arranged session conducted by Toby Snelgrove (PhD) on post-traumatic-incident stress management. Attended by 25 Volunteer Firefighters Association, Saturna Island Rescue and Emergency Social Services volunteers.
- produced commemorative framed photo for presentation to John Savage, president of SIFPS, during construction of ESB #1 and ESB #2 (photo credit: John Wiznuk)

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.

*Bernie Ziegler Ron Hall Tom Johnstone

- Discussed with the current Directors the number of new directors required for nomination at the next Annual General Meeting.
- Request was made in SIFPS' *Scribbler* articles, asking any parties interested in being considered for a Director position to contact the Nomination Committee.
- The Nomination Committee met and identified a number of potential candidates for the upcoming vacant Director positions. Potential candidates were then approached, with some of them agreeing to be nominated as a Director.
- The Nomination Committee's slate of Directors will be presented at this meeting, for decision by the SIFPS membership.