

**SATURNA ISLAND FIRE PROTECTION SOCIETY  
("SIFPS")**

**ANNUAL GENERAL MEETING**

**AT SATURNA ISLAND EMERGENCY SERVICES BLDG. #1  
SATURDAY, JUNE 27, 2015 @ 1:00 p.m.**

**Directors Present:** Wayne Quinn, Ron Hall, Eva Hage, Ron Lewis, Jodi Gilmore, Debbie Fry, John Hutchinson, Ian Gaines, Priscilla Haggar

**Fire Chief:** Brent Sohier

**SIR Chief:** David Rees-Thomas

**Recording Secretary:** Bev Lowsley

**1. Call to Order**

The meeting was called to order at 1: 00 pm by President Wayne Quinn

**2. Determination of a Quorum**

There was a quorum, with 50 members present at the beginning of the meeting.

**3. Approval of the Agenda**

**Motion:** Paul Brent moved to approve the agenda. **Carried**

**4. Approval of the Minutes of the Annual General Meeting of June 28, 2014**

**Motion:** Paul Brent moved to approve the minutes of June 28, 2014 AGM. **Carried**

**5. Business Arising from the Minutes**

There was no business arising from the June 28, 2014 minutes.

Applications for membership in SIFPS were received from Davie Obade, Jude White, and Joanne Monk. As local residents they all met the criteria for membership.

**Motion:** Dawn Wood moved to approve membership of David Obade, Jude White and Joanne Monk. **Carried**

**6. President's Report**

President Wayne Quinn presented his report (attached), reviewing the 2014 - 2015

term. As introduction to his report he shared an anecdote with the theme *we're all in this together* and *integrity is everything*.

## **7. Corporate Secretary's Report**

Eva Hage presented her Corporate and Administration Committee report (attached) with particular emphasis on implementation of the volunteer benefits program.

## **8. Treasurer's Report**

Ron Lewis presented the financial report (attached). He described the challenges involved in managing and tracking the organizations income and expenses without the assistance of a bookkeeper. He is currently exploring hiring of a bookkeeper.

## **9. Report from Field and Associates**

Treasurer Ron Lewis reviewed the Field and Company Financial Statements for year ending December 31, 2014, copies of which were available for members. He briefly presented the highlights of income and expenses for fire services and for SIR during 2014.

Following the report of Field & Associates 2014 review, Lewis presented the 2015 report of income and expenses to the end of May.

Dawn Wood expressed appreciation for the detail presented in these reports.

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

John Hutchinson presented the report of this committee (attached), making one correction in the report. The old rescue van was sold for \$650 less than SIFPS paid for it. For its years of service he still saw that as a bargain.

John shared his own learning related to firefighting equipment as well as observing training exercises, praising the volunteer firefighters and SIR volunteers for their commitment.

## **11. Communications Committee Report**

Deb Fry presented her report (attached). She also recognized and commended volunteers on their commitment to training and being available when needed.

## **12. Human Resources Committee Report**

Priscilla Haggart presented her report(attached) and thanked the volunteers for all they do to keep us safe. She also acknowledged the collaborative working relationship of

the board members. Even when they did not agree on all issues she noted discussions were fulsome and respectful.

### **13. Question Period**

There were no questions from the floor.

### **14. New Business**

There was no new business.

### **15. Approval of Acts of Directors for the period from June 29, 2014 to June 26, 2015**

**Motion:** Pam Janszen/Tom Johnstone moved approval of the acts of the current SIFPS Directors.

**Carried.**

Request to record opposing votes by Bernie Zigler and Al Razutis.

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

Wayne Quinn presented the slate of officers for the following positions: President & Director, Wayne Quinn; Vice President & Director, Ron Hall; Corporate Secretary & Director, Eva Hage; Treasurer & Director, Ron Lewis. Five other nominees for positions as Directors of the 2015 - 2016 SIFPS Board are Patricia Hagger, Deb Fry, Ian Gaines, Jodi Gilmore and Harvey Janszen.

John Hutchinson reported that as he has a deadline for permanent occupancy permit, he is stepping aside and hopes to return to the board next year.

At this point, Ron Monk assumed the chair for election of directors for 2015 - 2016.

### **17. Resignation of 2014 - 2015 Directors**

Prior to the election the current directors resigned their positions.

### **18. Election of Directors for 2015-2016**

Ron Monk explained the process that would be followed then proceeded with the election of the SIFPS 2015 - 2016 Board.

**President:** 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:** 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:** 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:** 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 Haggar, Debbie Fry, Ian Gaines, Jodi Gilmore and Harvey Janszen. A call for further nominations was made three times with no further nominations.

Directors for 2015 - 2016, by acclamation will be Priscilla Haggar, Debbie Fry, Ian Gaines, Jodi Gilmore and Harvey Janszen.

Ron Monk 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 Ron Monk for conducting the election and to the membership for their support of the 2014-2015 board. For the 2015 -2016 term he expressed a commitment to work for more secure funding for SIR, by exploring various options including a possible referendum to go on the tax roll. Discussion related to:

- possible changes to SIFPS constitution which may be required
- whether this would jeopardize the VIHA contribution to SIR
- process for handling donations specifically noted for SIR
- issues relate to responder safety and equipment needs

## **16. Adjournment**

The SIFPS Annual General Meeting was adjourned at 2:07 pm.

## **2015 SIFPS AGM REPORTS**

### **PRESIDENT'S REPORT**

Ladies and gentlemen of Saturna Island. Welcome to the 2015 Annual General Meeting of the Saturna Island Fire Protection Society. This AGM is held in accordance with the

requirement of our Constitution and is the 20<sup>th</sup> AGM of the Society since our incorporation in 1994. For those of you who remember or participated during that era, we are grateful for your vision as it was that seed that has allowed the Society to grow into what we now see today; a dedicated group of volunteers, housed in modern facilities and supported by a good equipment package of attack vehicles and fire fighting apparatus. I also want to acknowledge that Saturna Island Rescue has been a partner in our new ESB#1 facility for four years and SIFPS will continue to work with and support SIR so that their future as an emergency medical response team is assured and funded. More about that later.

I, on behalf of the Board want to extend a sincere thank you to the men and women who have stepped to the plate as volunteers for both our fire fighting and emergency medical teams. Some of you do double duty. We would be an island at risk without your dedication and service. To Brent Sohler and the fire fighting team: we have observed your commitment to excellence in the field and your participation in several quality training exercises including vehicle extraction and wild fire fighting. For David Rees-Thomas and the emergency medical team: you have expanded your ranks and have a quality team of EMR level trained personnel and support volunteers. You too have exposed your team to some excellent training programs including pediatric emergency response and we thank you for that.

In addition, there are some folks out there who work behind the scenes quietly supporting our volunteers. The Board would like to thank Ted Syverson for keeping an eye on ESB#2; making sure the water tanks are filling during winter rains and making sure the lights go off and on when needed. The Board would also like to acknowledge the services of Dwight Carson, Bob Searle and Keith Rodgers who keep a regular eye on the vehicles and equipment out at ESB#2. Dwight, Bob and Keith run the vehicles and test the pumps to make sure they are go ready if needed.

Finally, I would on behalf of the Board like to thank another group of people who by their sincere passion and support for our volunteers have found the means to make private donations to both our fire and SIR operations. So as to not breach any privacy concerns you may have as a private donor I will not identify sources. However, the Board would particularly like to thank Jody Bavis and the Saturna Saturday Market group for donating significant proceeds from their market sales.

There is a theory in governance that when one is publically elected to office one should strive to hold oneself to the highest of standards. Bringing a new group of people together to govern and expecting them to gel from the get go can be short sighted. I can tell you with a high degree of confidence and certainty that your 2014-2015 Board of Directors performed respectfully and diligently in conducting the business of the Society and SIR. With diverse backgrounds and experience, your nine member Board worked to achieve a number of objectives including: identifying and implementing a medical and dental benefits program for the volunteers; acquiring a replacement rescue vehicle for our 35 year old and very tired van; adopting a five year budget expenditure program that recognized the full retirement of mortgages on ESB#1 and ESB#1 (Winter

2016) and included a future tax reduction to Saturna ratepayers. The Board's approach to financial reporting was also overhauled with the implementation of a new Quickbooks accounting system. The Board also assisted the volunteer fire fighters with the purchase of a new washer dryer unit for ESB#1.

Late in the term, the Board was approached by a delegation of SIR volunteers. The volunteers provided the Board with insight into the future growth and service objectives for SIR and asked for the Board's assistance to accomplish these objectives. The volunteers also outlined the magnitude of financial support needed to grow the volunteer medical response team. Since 2010 when SIR became housed in our new ESB#1 facility, they have survived and operated with minimal and risk related financial support. They are not eligible to be funded from the tax role and operate on an annual \$10,500 grant from VIHA and donations from the public as previously acknowledged. Both the SIFPS Board and SIR volunteers concur that to continue operating with risky financial footing is not sustainable. The SIFPS Board responded by resolution that they would work with SIR to investigate options for the volunteer emergency medical team to grow into a better equipped and funded organization that could be sustained well into the future. As President I support this initiative as a priority initiative of the new Board going into the 2015-2016 term.

Finally, I would like to express my sincere gratitude for the participation and commitment by my fellow Board members. To Ron Hall who served as Vice President, to Eva Hage who served as our Corporate Secretary, to Ron Lewis our Treasurer and to Director's John Hutchinson, Jodi Gilmore, Priscilla Haggar, Ian Gaines and Debbie Fry who participated on our various committees to research and implement our objectives. We had a very successful run and proved that a team who works together can achieve together. Thank you for coming this afternoon.

Wayne Quinn, President

### **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 / John Hutchinson / 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 Haggart, 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

## **2014 - 2015 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

## **2014 - 2015 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

## **2014 - 2015 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

## **2014 - 2015 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)

## **2014 - 2015 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

## **2015 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 2015-2016 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 – Jodi Gilmore

Director – Harvey Janszen

Wayne Quinn (chair), Ron Hall

