

# SATURNA ISLAND FIRE PROTECTION SOCIETY (“SIFPS”) ANNUAL GENERAL MEETING

SATURDAY JUNE 17, 2017 at 1:00 pm  
in the Saturna Rec Centre Lounge

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

**Regrets:** Ian Gaines

**Crew Chiefs - Fire:** Brent Sohler; **SIR:** Kate Vignneault

**Recording Secretary:** Bev Lowsley

**1. Call to Order**

The meeting was called to order at 1:10 pm by President Wayne Quinn.

**2. Determination of Quorum**

There was a quorum with 24 members present.

**3. Approval of the Agenda**

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

**4. Approval of the Minutes of Annual General Meeting of June 18, 2016**

**Motion:** John Hutchinson moved adoption of the minutes. **Carried**

**5. Business Arising from Minutes**

There was no business arising from the June 18, 2016 AGM minutes.

**6. President’s Report**

President Wayne Quinn presented his report (attached) noting that having served for 10 years on the SIFPS Board he will not be seeking re-election this year. He then reviewed the highlights of the 2016 -2017 term, offering thanks and recognition of the work by Board members, volunteer fire fighters, SIR volunteers and the retiring recording secretary.

**7. Operations and Asset Management Committee Report**

In Ian Gaines' absence due to work commitments, Wayne Quinn presented a brief verbal update on the status of the fleet vehicles including approval of all inspection certificates. Also a reserve fund for building maintenance was established this year.

**8. Corporate Secretary’s Report**

Eva Hage presented the Corporate and Administration committee report on the status of all insurances and an update on the Health Spending program (attached).

9. **Treasurer's Financial Report** Ron Lewis presented the Financial Report highlights for Fiscal year 2016, which included a cash reserve for anticipated replacement of a fire pumper truck as well as ambulance. He noted that SIR financials are tracked separately from those for Fire services. Details of the Treasurer's Report are attached.
10. **Report from Field and Associates**  
Ron Lewis presented the Field and Associates report on the SIFPS Financial Statements to year-end December 31, 2016 (provided as a separate document). Copies of the report will be submitted to Canada Revenue Agency and to the CRD and will also be posted on the SIFPS website.

**Motion:** Deb Fry moved to accept the Field and Associates report. **Carried**

11. **Human Resources Committee Report**  
Priscilla Haggart presented her report (attached) highlighting status of the Health Spending Account and personnel retirements, as well as changes in leadership of the SIR Crew Chief position. Volunteers of both SIVFD and SIR are being profiled in the Scribbler in recognition of their service.

12. **Question Period**  
There were no questions from the floor.

13. **New Business**

**Proposed Special Resolution: Revision of the Society's Bylaws**

Eva Hage presented background (attached) on the new BC Society Act which led to the proposed changes to the SIFPS bylaws being brought forward to this meeting. Changes to the bylaws require a two-thirds majority to pass.

Therefore it was resolved as a Special Resolution that specific changes be made to the Society's Bylaws #36, #58 and #59.

- 13.1. Bylaw #36 relates to notification by a Director of temporary absence. This proposed amendment is to bring the bylaw in line with current communication practices.

**Motion:** John Hutchinson moved that wording of Bylaw #36 be amended to read A DIRECTOR WHO MAY BE ABSENT TEMPORARILY FROM BRITISH COLUMBIA MAY SEND OR DELIVER TO THE ADDRESS OF THE SOCIETY A WAIVER OF NOTICE, WHICH MAY BE BY LETTER OR ELECTRONIC MAIL, OF ANY MEETING OF THE DIRECTORS AND MAY AT ANY TIME WITHDRAW THE WAIVER. **Carried**

- 13.2. Bylaw #58 revision was previously approved at an AGM and has been current practice since that time although the change was not recorded in the Bylaws.

**Motion:** John Hutchinson moved that wording of Bylaw #58 be amended to read UNLESS OTHERWISE ORDERED BY THE BOARD OF DIRECTORS THE FISCAL YEAR END OF THE SOCIETY SHALL BE *DECEMBER 31*. **Carried**

13.3. Bylaw #59 relates to notification of members.

**Motion:** John Hutchinson moved that wording of Bylaw #59 be amended to read A NOTICE MAY BE GIVEN TO A MEMBER, EITHER PERSONALLY OR BY MAIL TO *THEM AT THEIR REGISTERED ADDRESS OR BY ELECTRONIC MAIL AT THE EMAIL ADDRESS ON FILE WITH MEMBERSHIP*. **Carried**

13.4. In discussion it was noted that Bylaw #16.3 was changed at the 2014 AGM to increase the quorum to 10. Although that change was not incorporated into the bylaws it has been the practice since.

**Motion:** John Hutchinson moved that wording of Bylaw #16.3 be amended to read A QUORUM IS *10 MEMBERS PRESENT OR A GREATER NUMBER THAT THE MEMBERS MAY DETERMINE AT A GENERAL MEETING*. **Carried**

**14. Approval of the Acts of Directors for the period June 18, 2016 to June 17, 2017**

**Motion:** Jody Gilmore moved to approve the acts of the 2016-2017 SIFPS Directors. **Carried**

**15. Report of the Nomination Committee**

Normally the board consists of President, Vice President, Treasurer, Corporate Secretary and five Directors at Large. President Wayne Quinn and VP Ron Hall will not be standing for re-election. There will be one vacancy on the Board at this time.

**16. Resignation of 2016 - 2017 Directors**

The members of the 2016-2017 Board of Directors all resigned their positions. Past President Wayne Quinn agreed to conduct the election for the 2017-2018 Directors.

**17. Election of 2017 – 2018 Directors**

Nominated for President was Ron Lewis. Call for further nominations was made three times. Hearing none, Ron Lewis was declared as President of SIFPS.

Nominated for Vice President was John Hutchinson. Call for further nominations was made three times. Hearing none, John Hutchinson was declared as Vice President of SIFPS.

Nominated for Treasurer was Eva Hage. Call for further nominations was made three times. Hearing none, Eva Hage was declared as Treasurer of SIFPS.

Nominated for Corporate Secretary was Debbie Fry. Call for further nominations was made three times. Hearing none, Debbie Fry was declared as Corporate Secretary of SIFPS.

For Directors –at-large there were four nominees - Ian Gaines, Harvey Janszen, Bill Schermbrucker and Priscilla Haggar. Call was made three times for any further nominations. Hearing none, Ian Gaines, Harvey Janszen, Bill Schermbrucker and Priscilla Haggar were declared elected as Directors at Large.

Following the election, Wayne passed the meeting over to new President Ron Lewis.

Ron thanked retiring directors Ron Hall and Wayne Quinn for their years of service to SIFPS and welcomed new directors John Hutchinson and Bill Schermbrucker to the Board. He also invited members who had any questions or concerns to contact him at any time to discuss SIFPS issues.

18. **Adjournment** - As there was no further business, the meeting was adjourned at 2:15 pm.

## **2017 SATURNA ISLAND FIRE PROTECTION SOCIETY ANNUAL GENERAL MEETING REPORTS**

### **PRESIDENT'S REPORT – WAYNE QUINN**

This AGM brings to a close my tenure as President of the Saturna Island Fire Protection Society (SIFPS). I will not be seeking re election for the next term. In completing an approximate 10 years participation as a Board member and the last three years as President I look back proudly on the Board's accomplishments during that period. Excellent members achieving excellent results. Previous AGM's have provided the opportunity to focus on achievements over those 10 years so I will only reference the Boards accomplishments during the last term.

The 2016-2017 term of the Board can be characterized as a term where stability and progress prevailed. Many of the initiatives introduced by previous Boards have matured including; a fire fighter and emergency service volunteer participant health benefits program, a reliable and more transparent accounting process, building of a cash reserve for future capital expenditures (fleet replacement), contract documentation for SIFPS service providers including landscape maintenance, cleaning services and minute taking at Board meetings.

Other accomplishments of the Board during the last term include renewal of the Wildfire Services Agreement with Parks Canada regarding the provision of fire fighting services in the Gulf Islands National Park. A new Agreement was also signed with Parks Canada regarding provision of emergency services in the National Park area on Saturna. Parks Canada agreed to make an annual contribution of \$1000 to Saturna Island Rescue (SIR) and the Board will continue its effort to enhance this contribution. The Board was also supportive of a broader community initiative to restore a greater operational presence by Parks Canada on Saturna and as President of SIFPS I cosigned a letter to the Federal Minister.

One of the Board's more notable accomplishments during this past term was getting an acknowledgement from the Capital Regional District that Saturna Island Rescue being an emergency service as defined by the Service Bylaw is eligible for property tax revenue funding. While Vancouver Island Health Authority and private donations comprise the main source of revenue for SIR, budgetary needs of SIR can be topped up by tax-based revenue coming to SIFPS. To ensure full disclosure of SIR related activities, SIFPS keeps a separate accounting of all SIR revenue sources and expenditures.

The year was not without a few challenges. In October 2016 the incumbent SIR Crew Chief left the position causing the Board to find a suitable replacement. The Board was very fortunate to have Tony Simmonds fill the role in the interim until Kate Vigneault stepped forward and assumed the Crew Chief position in January 2017. Kate has demonstrated a take-charge approach and the community is very fortunate to have her on board.

Since our incorporation as a Society in 1994, SIFPS has had a somewhat undefined relationship with the CRD. While the CRD is the tax collector for SIFPS revenue, SIFPS has operated on the basis of full in house authority and decision making exercised by an elected Board. The Board has had full control over its expenditures and has provided the CRD with annual budgets and five year financial plans. Recent attempts to execute a Funding Agreement with the CRD (they as tax collector and SIFPS as service provider) have been slow and negotiations are ongoing. As a work in progress the exercise to finalize a Funding Agreement will continue into the next term but it can be stated that there are some differing view points by the parties particularly regarding the ownership of the Society's assets.

Finally, my message would not be complete without thanking my fellow Board members who have provided me much appreciated support in my role as your President. I would also like to acknowledge the fantastic service provided by the ladies and gentlemen of our volunteer fire service and our emergency service. My thanks to Fire Chief Brent Sohier for his dedicated service and leadership in developing his team as an accredited exterior attack service as per the provincial fire fighting standards. During the past term, Chief Sohier and Captain Grant Dickey received Distinguished Service medals from the Office of the Governor General for 20 years service as Saturna fire fighters. The recent retirement of volunteer firefighter Bill Schermbrucker also merits recognition as Bill dedicated many many years of service to the Saturna community. I also want to thank Kate Vigneault our SIR Crew Chief for her leadership and dedication to training SIR volunteers. In closing sincere thanks to Bev Lowsley who supported me administratively by helping with agendas and taking minutes. Our community is most fortunate to be served by these volunteers and as President of SIFPS, I thank you for your elective support during this past term and for my ten years as a Board member of SIFPS.

Wayne Quinn, President  
Saturna Island Fire Protection Society

## **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 and Deb Fry

All insurances were renewed in a timely manner, 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 and the accidental death and illness coverage for the volunteers.

The Health Spending Program continues to be well received. At the end of 2016 the program

had 19 members - 11 fire fighters and 8 SIR – with a total cost of \$13,568. The 2016 Annual Report HSA outlines the details of the program over the past two years and can be found on SIFPS website.

Prepared material to file, including the special resolution to amend the Society's bylaws, the transition to the *New Societies Act*, which took effect on November 28, 2016.

## **Financial Report for SIFPS AGM covering Fiscal 2016**

**by Ron Lewis, Treasurer, on June 17, 2017**

The Financial Committee consists of Ron Hall, Eva Hage, and myself as your treasurer, completing my third year in this position, as elected by you, the members of the Society.

Here are the financial highlights for the Fire Protection Society including Saturna Island Rescue, provided through the fiscal year end of Dec 31, 2016.

The mortgage was officially paid off, and all TD Bank accounts: checking and line of credit were all closed in 2016.

A LOC with Coast Capital Savings, our primary bank, was explored but not given due to nature of the society.

Financial highlights for the year, which are posted on the web site SIFPS.CA and the accounting report from Field and Company which is to be posted separately.

Our income for 2016 consisted of;

- \$10,500 from VIHA for SIR expenses
- \$292 in interest income
- \$10,494 in donations for both SIR & Fire department (THANK-YOU!)

and of course \$150,000 in tax proceeds from Saturna property owners plus dollars from Parks Canada payment in lieu of property taxes.

This provides for total of \$182,463 in revenue for the year.

The tax proceeds for 2014 were \$200,000, with a 25% reduction to \$150,00 for 2016 and this year, 2017.

Our expenses for last year were approximately \$127,000 net not including amortization & CRD collection fees of \$71K (\$197,155).

Our cash balances at end of FY2016; \$216,500. As of end of May 2017 our cash accounts are at \$176,317.

We have cash on hand for unexpected repairs (reserve fund) and also savings for purchasing of two trucks planned in 2019, a replacement Pumper truck (100K) & ambulance (25K).

In early 2016 we did purchase for \$12,000 a Ford Excursion truck from the Pender Island Fire department to replace the aging Suburban per our capitol replacement purchase program. This was a great deal for a 4x4 truck pre-equipped and already painted red with emergency lights. Pender has been a great source of used equipment for us, at a great price.

I have to call out many thanks to my finance committee members, especially Eva who was a really big help this year with reconciling work in Quickbooks, helping with budget discussions with both fire and SIR, and in general spending time getting to know how our book-keeping works and where dollars are spent. Even with all this time spent, Eva has decided to stand for SIFPS treasure, which is just great as after 3 years I am ready to pass this to another board member.

SIR financials report;

2016 was a high expense year for SIR, over \$31,000, as we did begin paying honorarium to our SIR crew chief, Amanda in 2016, for all the hours planning and executing training sessions, purchasing gear and supplies, and all the other tasks in keeping our medical first responders ready to serve the island at any time. The ambulance also needed repairs and PPE gear including new boots for the crew, which was long over-due.

This leaves SIR ambulance replacement funds at \$10,765. It is the SIFPS board intention to keep investing in SIR training and supplies, using tax payer money beyond what we receive from VIHA & Donations as it is required to maintain minimum service to the island.

Firefighting expenses including training was over \$49,000 including getting two through the new exterior (FF) certifications with monthly training on Pender.

Kate Vigneault became new SIR crew chief in Jan of this year and the finance committee meet and discussed CY2017 budget with Kate for SIR and Brent for Fire, including training, supplies and major purchases planned. A good multi-year training program has been developed by both crew chiefs and the Fiscal 2017 budget was approved by the board a short time ago. Details on this are on the SIFPS website.

In 2016, the HAS benefits program we paid out ~\$3600 for SIR medical responders and ~\$10,000 for firefighters. The volunteer has to meet necessary minimum hours of

participation for training and on-call (SIR) or responding to call-outs (Fire), this policy is well documented for the volunteers. This is a good program helping the volunteers who give many hours per month in training or being on-call waiting for the device they wear to go beep.



The finance committee met a few times to discuss budgets for 2017-19 with cash flow analyst to meet our yearly expenses, training costs, the current capital replacement program, and self-contingency fund. At this time, we believe we should leave the tax collection at \$150,000 (this year) and for next year and into 2019 at a minimum till at least the pumper truck and ambulance is purchased (currently scheduled for 2019). All-in expenses of 135-145K a year means collecting 150K a year is about right.

All of you in the room, all land owners in-fact of Saturna, make this possible with your tax dollars for funding fire and medical first responders who protect us all on the island. You never know when you might need help.....

If you live in town or elsewhere you will pay tax dollars for first responders, Saturna is no different. You should also know that all tax payers in Capitol Regional District are also now contributing to a new radio communications system being implemented in this region including Victoria. Our teams and trucks will be receiving new radios paid for by these tax dollars.

As Treasure for SIFPS fiscal 2016 I can certify the following;

The money we collected from the tax payers, plus donations is well spent. We have good controls and watch all expenses. Your money is spent wisely. Compare to other islands we spend pennies compared.

Our budget reflects the reality of equipping and training part timer volunteers to handle all the types of emergencies that can affect anyone on the island, resident or visitor, with a fire, medical evacuation, or search & rescue emergency from anywhere on the island.

We also have good cash position protecting the society and covering planned expenses this year and next.

As Treasure I thank you, the tax payers, for entrusting the board to this cause.

This concludes the treasures report for fiscal year 2016, submitted for your approval and will be posted online.



Ron Lewis  
SIFPS Treasurer for 2016

## SIFPS Human Resources Subcommittee Report 2016-2017

1. HSA benefits- The Health Spending Account continues to be very popular with our volunteers. As of Dec 31, 2016 we had 19 volunteers signed up - 11 fire fighters and 9 SIR members with a total cost of \$13,568.00. The HSA amount continues to be \$900 per volunteer per year.
2. Bev Lowsley retired as Recording Secretary. A notice for the position of Recording Secretary has been posted. She will be missed. Thank you to Bev for all of her hard work.
3. Bill Schermbrucker retired as a longtime volunteer firefighter. He was a respected member of the team and will be missed. Thank you to Bill Schermbrucker for his service.
4. Kate Vignault was welcomed as the new SIR Chief. Thank you to outgoing Chief Amanda Money, who moved off-island.
5. Members of the VFD and SIR have been profiled in the Scribbler, outlining their contributions, and thanking them for their service to the community.

Priscilla Zimmerman Haggar

### Special Resolution – Revised Bylaws

As of November 28, 2016 the new *Society Act* came into effect. Societies have two years to file the transition documents. The new *Act* allows societies more flexibility in some areas, and it requires all documents to be electronically filed.

In conducting the transition, societies are allowed to make updates or changes to its bylaws without paying the normal fee.

The new *Society Act* requires a Special Resolution in order to change the bylaws. The vote on this Special Resolution needs to pass with a 2/3 majority of the members who vote. A person must be a registered member of the SIFPS and be present at the meeting in order to vote on the resolution.

The recommended changes to the bylaws include allow use of email as a means of communication and to correct the date of the financial year-end, currently December 31.

The Board of Directors recommends the passing of the following resolution, which will be presented at the Annual General Meeting on June 17, 2017:

NOW THEREFORE BE IT RESOLVED AS A SPECIAL RESOLUTION THAT THE FOLLOWING CHANGES BE MADE TO THE SOCIETY'S BY LAWS:

1. BY LAW #36. A DIRECTOR WHO MAY BE ABSENT TEMPORARILY FROM BRITISH COLUMBIA MAY SEND OR DELIVER TO THE ADDRESS OF THE SOCIETY A WAIVER OF NOTICE, WHICH MAY BE BY LETTER, ~~TELEGRAM,~~ ~~TELEX OR CABLE~~ OR ELECTRONIC MAIL, OF ANY MEETING OF THE

DIRECTORS AND MAY AT ANY TIME WITHDRAW THE WAIVER, AND UNTIL THE WAIVER IS WITHDRAWN.

2. BY LAW #58. UNLESS OTHERWISE ORDERED BY THE BOARD OF DIRECTORS THE FISCAL YEAR END OF THE SOCIETY SHALL BE MARCH ~~MARCH~~ **DECEMBER** 31.
3. BY LAW #59. A NOTICE MAY BE GIVEN TO A MEMBER, EITHER PERSONALLY OR BY MAIL TO HIM AT HIS REGISTERED ADDRESS **OR BY ELECTRONIC MAIL AT THE EMAIL ADDRESS ON FILE WITH MEMBERSHIP APPLICATION.**