

SATURNA ISLAND FIRE PROTECTION SOCIETY

ANNUAL GENERAL MEETING

NOTICE TO MEMBERS

Meeting Date: Saturday – June 15, 2024

Meeting Time: 1:00 p.m.

Location: Emergency Services Building #1

THE AGM AGENDA PACKAGE IS AVAILABLE FOR DOWNLOAD AT SIFPS.CA

YOU MUST BE A MEMBER OF SIFPS TO BE ELIGIBLE TO VOTE ON ISSUES DURING THIS MEETING.

MEMBERSHIP IS FREE AND OPEN TO RESIDENTS AND PROPERTY ELECTORS OF SATURNA ISLAND AS DEFINED BY THE CAPITAL REGIONAL DISTRICT, AS WELL AS OTHER INDIVIDUALS APPROVED BY THE SIFPS BOARD.

MEMBERSHIP APPLICATIONS CAN BE SUBMITTED UNTIL 12:45 PM, AT EMERGENCY SERVICES BUILDING #1 ON SATURDAY, JUNE 15, 2024 – AFTER THAT NO FURTHER MEMBERSHIP APPLICATIONS WILL BE ACCEPTED UNTIL AFTER THE MEETING.

NOMINATIONS TO THE SIFPS BOARD OF DIRECTORS FROM THE MEMBERSHIP ARE WELCOME, AND CAN BE RECEIVED BY THE NOMINATION COMMITTEE AT rmreservices@gmail.com. NOMINATIONS FROM THE FLOOR ON THE DAY OF THE MEETING ARE ALSO WELCOMED.

Dated: June 1, 2024



SATURNA ISLAND FIRE PROTECTION SOCIETY



ANNUAL GENERAL MEETING

Saturday June 15, 2024

AGENDA

1. CALL TO ORDER/CONFIRMATION OF QUORUM
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES OF ANNUAL GENERAL MEETING HELD ON JUNE 17, 2023
4. BUSINESS ARISING FROM PREVIOUS MINUTES
5. PRESIDENT'S REPORT
6. TREASURER'S REPORT AND APPROVAL OF FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023
7. CORPORATE AND ADMINISTRATION COMMITTEE REPORT
8. ASSET MANAGEMENT AND OPERATIONS REPORT
9. HUMAN RESOURCES COMMITTEE REPORT
10. OCCUPATIONAL HEALTH & SAFETY COMMITTEE REPORT
11. NEW BUSINESS
12. APPROVAL OF ACTS OF SIFPS DIRECTORS JUNE 17, 2023 TO JUNE 15, 2024
13. NOMINATIONS COMMITTEE REPORT
14. RESIGNATION OF 2023-2024 DIRECTORS
15. ELECTION OF 2024 - 2025 DIRECTORS
16. ADJOURNMENT

Following the formal meeting, you are invited to stay for an overview of the challenges facing the Society in the areas of volunteer recruitment and retention and governance. These are pivotal times for the Society, and the island should be aware of the implications for our volunteer fire and first responder units.

Paul Brent, Saturna EMR and Electoral Area Director for Southern Gulf Islands, will be on hand with the Directors to lead the discussion and answer questions.

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

ANNUAL GENERAL MEETING

JUNE 17, 2023

MINUTES

1. The meeting was called to order at 1:06 pm. 12 members were in attendance and quorum of at least 10 members present was confirmed.
2. A motion to approve the agenda by John Hutchinson, seconded by John Wiznuk. **Carried.**
3. Motion to approve the minutes of the Annual General Meeting held on June 4, 2022 by Tex McLeod, seconded by Stephen Hardy. **Carried.**
4. There was no business arising from the previous minutes.
5. Vice President Ron Monk acknowledged retired SIR members, Tony Simmonds and David Reese-Thomas, for their long-time service dedication. He also acknowledged the contributions of current and past volunteer firefighters. In particular, Captain Dave McCabe who passed last year, and Deputy Fire Chief Brent Sohier who reached a 25-year service milestone. Ron said that getting the patient transportation agreement with BCEHS was a big accomplishment, as was the work undertaken by the Board, with the assistance of Paul Brent, to amend CRD Bylaw No. 2165 to enable the CRD contribution to be utilized for medical patient transportation as part of its response services. SIR volunteers are now properly covered for the jobs they are performing. The board is also looking at alternate sources of funding for volunteer compensation. There are two large grants in the works, and a case is being put together to approach BCEHS for more funding. Motion to accept the (Vice) President's Report by Liz Gilliland, seconded by John Wiznuk. **Carried.**
6. Treasurer Stephen Hardy presented the SIFPS Annual Financial Statements for year ending December 31, 2022, compiled by Grant Thornton, Chartered Professional Accountants. Stephen started by thanking Ron for being the de facto president this year. He described how SIFPS maintains its own financial books and records, which are then provided to Grant Thornton to compile the financial statements as presented. Stephen explained that despite an increase in revenues in 2022, expenditures increased by a greater amount resulting in a larger loss than was reported in the prior year. Included in the loss was the usual non-cash depreciation expense on the buildings, trucks, equipment, etc., which was a significant number. The pandemic years of 2020 and 2021 resulted in lower expenditures due to the enforced restrictions which prevented lots of things happening. Last year was a catch-up year for equipment purchases and volunteer training which compounded the reported loss. The future expectation is that the Society's operating costs will continue to increase which will require increases in funding from property tax requisitions and other potential sources

which the board is diligently working on. Stephen also noted that funding requirements must be sufficient to cover necessary capital purchases when major equipment needs to be replaced. Motion to approve the Financial Statements by John Hutchinson, seconded by Keith Preston. **Carried.**

7. Corporate Secretary Melanie Watson presented the Corporate and Administration Committee Report. She explained how insurance in every area went up, and she hasn't been able to find another broker because nobody wants to take on fire or, if they do, the CGL premiums will go up by \$15,000. Therefore, SIFPS cannot change brokers. Melanie was able to save a small amount on vehicle insurance. Motion to accept the Corporate and Administration Committee Report by Ian Gaines, seconded by Tex McLeod. **Carried.**
8. John Wiznuk presented the Asset Management and Operations Report. Motion to accept the Asset Management and Operations Report by John Hutchinson, seconded by Liz Gilliland. **Carried.**
9. Keith Preston presented the Human Resources Committee Report. Tex McLeod asked if there were resources available for trauma counselling support for first responders should it be required. A counselling policy is in the works. John Hutchinson mentioned that the Lions Club has the means to fund up to five counselling visits. Motion to accept the Human Resources Committee Report by John Wiznuk, seconded by Tex McLeod. **Carried.**
10. There was no new business.
11. The acts of SIFPS directors between June 4, 2022 and June 17, 2023 were approved. Moved by John Hutchinson, seconded by Ian Gaines. **Carried.**
12. Ron thanked John Hutchinson for his hard work supporting the nomination committee.
13. John Hutchinson presented the nominees for election of the SIFPS Board for 2023-2024. The nominees were:

President:	Ron Monk
Vice-President:	Liz Gilliland
Treasurer:	Stephen Hardy
Corporate Secretary:	Melanie Watson
Directors at Large:	John Wiznuk
	Ian Gaines
	William (Tex) McLeod
	Keith Preston
	Doug Roy
	Byron Fritzler
	Don Rutherford

14. The 2022-2023 directors resigned. Moved by John Wiznuk, seconded by Melanie Watson.
Carried.

15. John Hutchinson led the election of the SIFPS officers and directors for the 2023-24 year. All nominees were acclaimed in the positions listed above.

16. Motion to adjourn the meeting at 1:38 pm by Ron Monk, seconded by Melanie Watson.
Carried.

DRAFT

President's Report May 30, 2024

I have a profound appreciation for all the volunteers that help keep our island safe and healthy. SIR and Fire volunteers train, practice and respond...each devoting hundreds of hours and acting when needed in what can often be excruciating circumstances. As a Board, we exist to support those volunteers and the services they provide through governance and financial management.

This past year the Board worked hard on a number of fronts, including (and certainly not limited to) a much-needed revamping of the web site, establishing a counselling program, implementing compensation for volunteers, managing the assets, grant writing, working on governance issues with the Capital Regional District and advocating for more tangible support from BCEHS.

Funding is always a huge challenge, with costs of everything soaring. Training, maintenance of vehicles and equipment, insurance and PPE eat up huge amounts from the budget. Standards for fire and medical first responders continue to become more stringent, whether professional or volunteer. Saturna's 31% increase in population demands more coverage.

Changing standards, mandatory oversight of our operations and keeping track of volunteer hours for benefits requires more time, effort and paperwork. Fire Chief Clark and SIR Chief Verbitsky are constantly under pressure to keep on top of it all. Yet, they do.

What are we doing to maintain Saturna's services under these challenges? An increased tax revenue requisition through the CRD was necessary. It doesn't cover everything, but it helps (see Dec. 2023 letter published in the Scribbler and now on the sifps.ca website.)

SIFPS is in active dialogue with BC Emergency Health Services to provide a more stable footing for Saturna Island Rescue. After all, if other communities in the province benefit from a BC Ambulance presence, why not fund what Saturna has been doing at a much lower cost?

One major focus this year is the governance of our emergency services, and it is one that should be monitored by all island residents. In October 2023, the Regional District published a report they had commissioned regarding fire services within the District. The CRD utilizes three methods to facilitate fire protection service delivery - contracting service delivery from a neighbouring local government's fire department (2 areas); contracting a stand-alone society to provide fire protection services (3 areas including Saturna); and most commonly, operating a fire department by way of a CRD-established commission (6 areas).

Frankly put, the CRD would prefer all areas to be governed by advisory Commissions, and they do have some compelling reasons. We are at a juncture where it becomes more difficult to continue to manage these vital services through a volunteer Board, yet there are compelling reasons to continue to do so. The incoming Board will be thoroughly assessing our options. We need to be in open communication with the whole community before any decisions are made. As a start, we are having a discussion at the AGM as to what is transpiring and how we are dealing with it.

Stepping down from the Board this year are John Wiznuk and Liz Gilliland. John was a former Fire Chief and is the resident historian on the Board. We will miss his expertise, but he deserves a break following many years of service. Liz was a huge asset this year with her governance and HR experience. We are pleased that she has offered to continue her assistance with various projects.

Respectfully submitted,

Ron Monk

Saturna Island Fire Protection Society (SIFPS)
Annual General Meeting
Treasurer's Report for the Year Ending December 31, 2023

Grant Thornton, Chartered Professional Accountants, were engaged to compile the 2023 annual financial statements based on information provided by SIFPS (the "Society"). This report should be read in conjunction with the information contained in the 2023 annual financial statements.

The following are the key financial highlights for the year ending December 31, 2023, and the comparative year.

An excess of revenues over expenditures amounted to \$26,612 in the current year which compared favourably to a deficiency of \$61,566 reported in 2022. The excess amount was driven by a planned increase in property tax assessments necessary to boost cash reserves, vital for funding anticipated increases in operating expenditures and capital purchases in subsequent years.

Revenues in 2023 were \$327,015 as compared to \$237,605 in 2022, an increase of \$89,410 or 37.6%. Property tax assessments increased by \$78,477 and donations increased by \$5,195. Other revenue changes were minor in nature. Property tax assessment revenue represented 78.4% of total reported revenues (74.8% in 2022).

Total expenditures in the current year amounted to \$300,403 as compared to expenditures of \$299,171 in 2022, a slight increase of \$1,232 or 0.4%. Although the increase was small, there were several expenditure categories which had more significant variances, as set out below. The increase/decrease figures stated are the net change amounts using the 2022 reported numbers as the base.

a) Training – A decrease of \$38,803

Emergency Medical Responder (EMR) certificate training expenditure was exceptionally high in 2022 as five new volunteers trained to become licensed EMRs whereas no EMR certificate training occurred in the current year. Also in the prior year, several firefighter training courses were completed with all associated costs fully covered by grant funding (reported as revenue).

b) Wages and Benefits – An increase of \$25,228

Following volunteer shortages for Saturna Island Rescue (SIR) in the fall of 2022, the directors approved a limited compensation policy, implemented in May 2023. The policy design encourages shift coverage and provides volunteers with sufficient annualized funds to help compensate for potential lost wages when responding to 911 calls during workdays. Compensation was paid to fire officers attending various upgrade training programs, mostly undertaken at weekends, with all costs fully covered by grant funding (reported as revenue). The successful compensation program is being expanded in 2024 to include limited payments to firefighters when responding to 911 dispatch calls.

c) Honorarium and HSA – An increase of \$22,574

In recognition of the increasing workloads of both the SIR and Fire Chiefs, annual honorarium awards were increased effective January 1, 2023. Health Savings Account (HSA) expenditures in 2023 were lower than in 2022, which helped offset honorarium increases. The stated year-over-year increase of \$22,574 was mostly attributed to recording an HSA accrual in the current year. The one-time accrual recognized a timing difference between when HSA credits are earned and when those credits are paid out, which represents a future liability for the Society.

d) Vehicle – An increase of \$13,628

Fuel, insurance, and repair and maintenance expenditures increased in the current year, the latter of which mostly correlates with the aging profile of the SIR and Fire equipment fleets.

e) Amortization – A decrease of \$11,467

Amortization is writing down the original recorded cost of individual property, plant and equipment assets on a straight-line basis over each individual asset's estimated useful life. Most of the Society's equipment and vehicle assets are now fully amortized and a plan for funding replacement vehicles is in progress.

Capital purchases are typically funded out of positive cash flows, and occasionally may be supplemented with funding received from successful capital grant applications. Accordingly, the prudent and disciplined management of operating revenues and expenditures is critically important to support the funding of necessary capital purchases.

I am pleased to report that In December 2023 the Society was awarded a Capital Gaming Grant in the amount of \$130,000 specifically to acquire a used replacement water tender for the fire department. The grant award has certain stringent conditions attached which includes requiring the Society to self-fund at least 50% of the total purchase price, and if any of the grant funding is not used for the intended purpose within certain timelines then it must be returned to the Gaming Corporation. Finding a suitable vehicle with the desired specifications at an acceptable price is by no means a slam dunk but we remain optimistic that a suitable opportunity will present itself.

The society reported an increase in cash and term deposits of \$225,204 in 2023 as compared to a decrease in cash and term deposits of \$24,031 reported in 2022. The overall increase included the \$130,000 Capital Gaming Grant, included as part of the restricted capital reserve account on the balance sheet. Cash held in term deposits represented short-term investments in redeemable Guaranteed Investment Certificates.

An amount of \$3,856 (\$22,348 in 2022) was spent on capital purchases in the current year.

The financial position of the Society remained strong at the end of 2023. Cash and term deposit balances are anticipated to be sufficient for funding the Society's planned operating expenditures and capital purchase plans in 2024. The annual property tax assessment request is typically submitted to the CRD in September each year, but funds are received in September of the following year which necessitates some careful planning.

Towards the end of 2023, the Board established a dialogue with BC Emergency Health Services to present and promote options for securing the future prosperity of Saturna Island Rescue's medical response and patient transportation services.

The Society's annual funding needs continue to grow as the regulatory environment becomes more onerous, supplies and equipment more expensive to replace, increases in annual insurance premiums, and the introduction of limited compensation directed at preserving volunteer interest. The dedicated pool of trained volunteers is the essential backbone of the emergency services provided by the Society.

Finally, I would like to thank every one of the Society's volunteers for their continued commitment and for sacrificing big chunks of their valuable personal time, especially the unit chiefs and their respective operational teams. They are all held in high esteem for their contributions!

Respectfully submitted,

Stephen Hardy
SIFPS Treasurer
May 27, 2024



Compiled Financial Information

Saturna Island Fire Protection Society

December 31, 2023

Saturna Island Fire Protection Society

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Compilation Engagement Report

To the Board of Directors of
Saturna Island Fire Protection Society

On the basis of information provided by Management, we have compiled the statement of financial position of Saturna Island Fire Protection Society as at December 31, 2023, the statements of operations, changes in net assets and cash flows for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Victoria, Canada
April 12, 2024

A stylized, handwritten signature of "Grant Thornton LLP" in black ink.

Chartered Professional Accountants

Saturna Island Fire Protection Society

Statement of Operations

Year ended December 31	2023	2022
Revenues		
Property tax assessments	\$ 256,273	\$ 177,796
Donations - VFD	6,000	4,450
Donations - SIR	10,095	6,450
Grant - VIHA	11,500	11,500
Grant - PILT	11,536	10,509
Grant - CRD	1,289	1,289
Grant - CEPF Fire	17,197	14,374
Lease	6,643	7,576
Interest and miscellaneous	<u>6,482</u>	<u>3,661</u>
	<u>327,015</u>	<u>237,605</u>
Expenditures		
Amortization	58,341	69,808
Facility service fee and rental	5,000	5,000
Honorarium and benefits	68,128	45,554
Insurance	26,267	23,617
Office	8,379	12,397
Professional fees	8,085	5,354
Protective gear and uniforms	13,410	17,515
Repairs and maintenance	22,999	29,806
Supplies	7,581	8,183
Tax collection	3,762	3,365
Training	19,632	58,435
Travel	1,339	-
Utilities	4,847	6,062
Vehicle	25,875	12,607
Wages and benefits	25,228	-
Worksafe BC	<u>1,530</u>	<u>1,468</u>
	<u>300,403</u>	<u>299,171</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 26,612</u>	<u>\$ (61,566)</u>

Saturna Island Fire Protection Society

Statement of Changes in Net Assets

Year ended December 31

	Net assets invested in property, plant and equipment	Unrestricted	Restricted capital reserve	Total 2023	Total 2022
Balance, beginning of year	\$ 719,678	\$ 104,362	\$ 100,000	\$ 924,040	\$ 985,606
Excess (deficiency) of revenues over expenditures	1,289	25,323	-	26,612	(61,566)
Purchase of property, plant and equipment (net of capital contribution)	3,856	(3,856)	-	-	-
Amortization on property, plant and equipment	(58,341)	58,341	-	-	-
Allocation to restricted capital reserve	<u>-</u>	<u>(130,000)</u>	<u>130,000</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 666,482</u>	<u>\$ 54,170</u>	<u>\$ 230,000</u>	<u>\$ 950,652</u>	<u>\$ 924,040</u>

Saturna Island Fire Protection Society

Statement of Financial Position

December 31	2023	2022
Assets		
Current		
Cash	\$ 152,810	\$ 19,913
Term deposits	348,960	256,653
Accounts receivable	2,358	-
Prepaid expenses	23,575	20,471
Goods and services tax receivable	<u>888</u>	<u>3,550</u>
	528,591	300,587
Long-term		
Property, plant and equipment (Note 4)	<u>701,247</u>	<u>755,732</u>
	<u>\$ 1,229,838</u>	<u>\$ 1,056,319</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 27,479	\$ 3,131
Salaries payable	1,384	-
Deferred income (Note 5)	82,665	87,308
Current portion of long-term debt (Note 6)	<u>2,893</u>	<u>2,893</u>
	<u>114,421</u>	<u>93,332</u>
Long-term debt (Note 6)	-	2,893
Deferred capital contribution	<u>164,765</u>	<u>36,054</u>
	<u>164,765</u>	<u>38,947</u>
	<u>279,186</u>	<u>132,279</u>
Net Assets		
Net assets invested in property, plant and equipment	666,482	719,678
Unrestricted	54,170	104,362
Restricted capital reserve	<u>230,000</u>	<u>100,000</u>
	<u>950,652</u>	<u>924,040</u>
	<u>\$ 1,229,838</u>	<u>\$ 1,056,319</u>

Saturna Island Fire Protection Society

Statement of Cash Flows

Year ended December 31	2023	2022
Increase (decrease) in cash		
Operating		
Excess (deficiency) of revenues over expenditures	\$ 26,612	\$ (61,566)
Item not affecting cash		
Amortization	<u>58,341</u>	<u>69,808</u>
	84,953	8,242
Change in non-cash working capital items		
Accounts receivable	(2,358)	-
Prepaid expenses	(3,104)	(1,952)
Goods and services tax	2,662	850
Accounts payable and accrued liabilities	24,348	3
Salaries payable	1,384	-
Deferred income	<u>(4,643)</u>	<u>(4,643)</u>
	<u>103,242</u>	<u>2,500</u>
Financing		
Repayment of long-term debt	(2,893)	(2,893)
Deferred capital contribution	<u>128,711</u>	<u>(1,290)</u>
	<u>125,818</u>	<u>(4,183)</u>
Investing		
Purchase of property, plant and equipment	<u>(3,856)</u>	<u>(22,348)</u>
Increase (decrease) in cash	225,204	(24,031)
Cash		
Beginning of year	<u>276,566</u>	<u>300,597</u>
End of year	<u>\$ 501,770</u>	<u>\$ 276,566</u>
Cash consists of:		
Cash	\$ 152,810	\$ 19,913
Term deposits	<u>348,960</u>	<u>256,653</u>
	<u>\$ 501,770</u>	<u>\$ 276,566</u>

Saturna Island Fire Protection Society

Notes to the Compiled Financial Information

December 31, 2023

1. General information

Saturna Island Fire Protection Society was incorporated under the Society Act of the Province of British Columbia on January 14, 1994. The purposes of the Society are to provide fire protection and emergency response services to the inhabitants of Saturna Island. The majority of the funds raised by the Society come from the taxation of real property on Saturna Island.

2. Basis of accounting

The basis of accounting applied in the preparation of the statement of financial position of Saturna Island Fire Protection Society as at December 31, 2023, the statements of operations, changes in net assets, and cash flows for the year then ended is on the cash basis of accounting with the addition of the following:

- (a) Accounts receivable are accrued as at the reporting date.
 - (b) Prepaid expenses are recorded based on the terms of the invoice.
 - (c) Property, plant and equipment are recorded at historical cost and are amortized over their expected useful life.
 - (d) Accounts payable and accrued liabilities are accrued as at the reporting date.
 - (e) Unrestricted contributions are recognized as revenue when received.
 - (f) Contributions that are restricted by third parties are recognized as revenue when the related expenses have been incurred. When the related expenses have not yet been incurred, contributions that are restricted by third parties are recorded as deferred revenue.
-

3. Significant accounting policy

Property, plant and equipment

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated amortization and impairment losses. Amortization is calculated on a straight-line basis.

The amortization rates used for each class of property, plant and equipment are:

Buildings	4%
Equipment	20%
Emergency transportation vehicle	20%
Fire and support vehicles	20%
Radios	20%
Solar equipment	30 years

Saturna Island Fire Protection Society

Notes to the Compiled Financial Information

December 31, 2023

4. Property, plant and equipment

			<u>2023</u>	<u>2022</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 115,651	\$ -	\$ 115,651	\$ 115,651
Buildings	1,116,410	575,889	540,521	585,177
Equipment	67,985	64,515	3,470	4,042
Emergency transportation vehicle	9,324	8,792	532	1,597
Fire and support vehicles	303,307	303,305	2	6,707
Radios	14,257	14,257	-	-
Solar equipment	45,055	3,984	41,071	42,558
	<u>\$ 1,671,989</u>	<u>\$ 970,742</u>	<u>\$ 701,247</u>	<u>\$ 755,732</u>

Saturna Island Fire Protection Society

Notes to the Compiled Financial Information

December 31, 2023

5. Deferred income	<u>2023</u>	<u>2022</u>
Grant - VIHA	\$ 2,875	\$ 2,875
Deferred lease - CRD	10,125	11,625
Deferred lease - Parks Canada	<u>69,665</u>	<u>72,808</u>
	<u>\$ 82,665</u>	<u>\$ 87,308</u>

The Society received a grant from the Vancouver Island Health Authority (VIHA) in support of Saturna Island Rescue of which \$2,875 is deferred.

The Society entered into a 20 year prepaid lease with the Southern Gulf Islands Emergency Management Commission (CRD) effective September 14, 2010 for the use of both Emergency Services Buildings. The prepaid deposit on the lease is amortized into income over the 20 year lease period.

The Society entered into a 35 year prepaid lease with Parks Canada effective February 29, 2011 for the use of a portion of Emergency Services Building #1. The prepaid deposit on the lease is amortized into income over the 35 year lease period.

6. Long-term debt	<u>2023</u>	<u>2022</u>
Financing arrangement with Crest for the purchase of 25 pagers and chargers at a total cost of \$20,250. Amount is non-interest bearing and is payable in equal annual payments over a 7 year term.	\$ 2,893	\$ 5,786
Less current portion	<u>2,893</u>	<u>2,893</u>
Due beyond one year	<u>\$ -</u>	<u>\$ 2,893</u>

CORPORATE SECRETARY REPORT FOR AGM June 15, 2024

Year end 2023

1. Vehicle Insurance. Gulf Islands Insurance 2022 \$3,783, 2023 \$3,752. Renewed Oct 31/23
2. The CGL policy was \$10,687 2022, 2023 \$13,242. This covers mishaps that occur by our volunteers. Unfortunately this continues to increase as insurers do not like to cover this type of loss and there are more claims by other departments each year. Broker Busie Mayes – AON; Tried to get other insurers but they do not want to insure fire departments. Tried CRD – answer No;
3. Directors' Liability Insurance \$1,975 2022, 2023 \$2,034. Broker Busie Mayes – AON;
4. Property Insurance \$6,701 2022, 2023 \$7,797; Broker Busie Mayes – AON;
5. Accidental Death and Dismemberment, Insurer Phoenix Solutions, 2022 \$4,102, 2023 \$4,029; This is adjusted depending on number of Volunteers;
6. Medical Malpractice Insurance \$1,865 2022; 2023 \$1,855
7. Island Health funding of \$11,500 2023, end of three year contract. Renewable in 2024;
8. Insurance for Non Fire Department Events covered by the CRD and is free. We were covered for two Pig Roast Events, Christmas, Disco Golf and Halloween;
9. Parks Canada renewed Dec. 31/2023 We receive \$2,000/SIR and Fire per year. Increase of \$1,000.00 per SIR and Fire; Contract to renew in Dec. 31/2025;
10. BCEHS Agreement - September renewed; Mostly incidentals; In serious negotiation to have BCEHS do more for Saturna; Ongoing;
11. Iridia Medical Oversight renewed \$700.00;
12. Landscaping and Cleaning contracts renewed 2023;

Respectfully submitted,

Melanie Watson

ASSET, OPERATIONS, MANAGEMENT COMMITTEE 2024 SIFPS, Annual General Meeting

The work of the Asset, Operations and Management Committee is, in concert with the Crew Chiefs and members of both emergency services, to take care of SIFPS permanent assets, buildings and grounds, rain water collection systems, solar arrays and other fixed assets, long term assets such as vehicles, fire hose, portable pumps, protective clothing, power and hand tools used in structural and wildland firefighting and short term expendable supplies. Also to liaise with SIVFD and SIR to support them with operational needs for vehicle inspections and maintenance and eventual replacements, as well as replacing protective clothing, specialized tools and necessary stores to comply with WorkSafe B.C. and National Fire Protection Agency standards.

Chief Clark in his report will touch on the many projects he has initiated over the year in concert with this committee. A high light list will include the pending replacement of the water tender ESB 1. Saturn firefighters often have to bring the water to fight a fire with them so a robust vehicle carrying about 2000 gallons of water at a time is necessary. A bonus for this work was the awarding of a matching grant, that the chief applied for, to SIVFD of \$130,000, to the \$130,000 already set aside for this vehicle purchase by SIFPS. Self Contained Breathing Apparatus, SCBA, enables firefighters to work safely in and around the toxic smoke and heated gases that are often the deadliest hazard at a fire. The SCBA currently in use has been around for a long time and needs an upgrade. Some careful budget massaging and scheduling into the future has been needed to make this work. This committee also oversees the contracts that SIFPS enters into for building cleaning, grounds maintenance and once yearly cleaning, such as roofs, gutters, and windows.

There is no excess storage space in our buildings, so out of date items, such as old protective clothing, must be disposed of in a timely way. As this is not reusable in a North American fire department it has no resale value, so I use the Firefighters Without Borders charitable organization as a way to move this equipment along to fire services in South America and the Pacific countries, such as the Philippines, where it can be of use. Otherwise SIFPS would have to pay to have it disposed of.

John Wiznuk

HR Committee Report For AGM to be held on June 15, 2024

The main goal for the 2023-2024 operating year was to establish a counselling service to support the emotional and mental wellness of volunteers who have been affected by their experience of engaging in medical response or fire related duties. SIFPS recognizes that our volunteers face on the job strains and stressors that may impact them personally. Professional counselling is an effective way to find healthy ways to cope with this type of stress. We also want to support general wellness for our volunteers and their families.

SIFPS has engaged with Homewood Solutions to provide a Member and Family Assistance Program for all volunteers and their families which can be accessed directly and confidentially by our members or their immediate family.

Services Include:

- Short term counselling on a wide range of issues.
- Trauma counselling - additional in-depth counselling with trauma experienced counsellors
- Life Smart coaching – providing general advisory services on issues including but not limited to parenting, personal well-being, financial advice, nutrition etc.
- Crises Management Services – providing support and a range of crises services to leadership and/or volunteers who have been impacted by an unexpected incident. These services can be provided in person should a group be involved or one on one via phone or video conference.

SIFPS will undertake an evaluation of this program following a full year to ensure that these services meet the needs of our volunteers.

Joint Occupational Health and Safety Committee Year-end Report
For the June 15, 2024 SIFPS AGM

The Joint Occupational Health and Safety Committee presently consists of Vanessa Verbitsky, Peter Clark, Linda Cunningham, Kyra Haworth and Keith Preston. It meets monthly to discuss workplace health and safety concerns as they arise, issues identified in our annual inspections of the two worksites, and progress in addressing workplace hazards.

The Committee members have: reviewed our Emergency Response Document, updated emergency contact lists, correctly labeled containers, installed first aid signs, replaced many batteries in many lights, placed MSDSs in ESB2, replaced non-working phones, arranged for the installation of emergency lighting in the SIR training room and safe lighting in the front stairwell, put an exposure plan in place.

That SIFPS has not had to submit an Employers Report of Injury or Occupational Disease attests to the priority given to health and safety by the Chiefs and to those Volunteers who have undertaken Health and Safety training. A healthy and safe workplace also depends on collegial respect and support. The Chiefs deserve recognition for establishing this.

As well as continuing to maintain a healthy and safe workplace, in the coming year the Committee would like to see more Volunteers undertake both introductory and higher level OHS training, and educate ourselves about newly recognized workplace hazards such as the use of PFAs in much of our equipment.

Keith Preston