

SATURNA ISLAND FIRE PROTECTION SOCIETY

("SIFPS")

ANNUAL GENERAL MEETING

NOTICE TO MEMBERS

Meeting Date: **Saturday – June 14, 2025**

Meeting Time: **1:00 p.m.**

Location: **Emergency Services Building #1**

**THE AGM AGENDA PACKAGE IS AVAILABLE FOR DOWNLOAD AT
saturnafirerescue.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 14, 2025 – 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: May 21, 2025



SATURNA ISLAND FIRE PROTECTION SOCIETY



ANNUAL GENERAL MEETING

Saturday June 14, 2025

AGENDA

1. CALL TO ORDER/CONFIRMATION OF QUORUM
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES OF ANNUAL GENERAL MEETING HELD ON JUNE 15, 2024
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, 2024
7. CORPORATE AND ADMINISTRATION COMMITTEE REPORT
8. ASSET MANAGEMENT AND OPERATIONS REPORT
9. HUMAN RESOURCES COMMITTEE REPORT
10. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPORT
11. NEW BUSINESS
12. APPROVAL OF ACTS OF SIFPS DIRECTORS JUNE 15, 2024 TO JUNE 14, 2025
13. NOMINATIONS COMMITTEE REPORT
14. RESIGNATION OF 2024-2025 DIRECTORS
15. ELECTION OF 2025 - 2026 DIRECTORS
16. ADJOURNMENT

Following the formal meeting, you are invited to stay for a brief overview of the challenges facing the Society regarding governance, particularly in terms of our relationship with the CRD. Island residents should be aware of the implications for our volunteer fire and first responder units.

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

ANNUAL GENERAL MEETING

JUNE 15, 2024

MINUTES

1. The meeting was called to order at 1:00 pm. 17 members were in attendance and a quorum was confirmed.
2. SIFPS new website was proposed as an agenda item under "10. New Business." Motion to approve the agenda by Elizabeth Gilliland, seconded by Paul Brent. **Carried.**
3. Motion to approve the minutes of the Annual General Meeting held on June 17, 2023 by Tex McLeod, seconded by Melanie Watson. **Carried.**
4. There was no business arising from the previous minutes.
5. President Ron Monk acknowledged all the volunteers from both SIR and Fire that help to keep our island safe and healthy. He also acknowledged Hubertus Surm who reached a 25-year service milestone, and the SIFPS Board for working so diligently on a number of fronts.

Referring to his Report, Ron noted the new website for SIFPS, the establishment of a counseling program, the implementation of compensation programs, the work on governance issues with the CRD as well as dialogue with BC Emergency Health Services to provide more tangible support for SIR.

Outgoing Board members John Wiznuk and Liz Gilliland were also thanked for their service.

President Monk's report and all other reports are included in the meeting materials package which can be found at www.saturnafirerescue.ca.

Motion to accept the President's Report by Elizabeth Gilliland, seconded by Paul Brent. **Carried.**

6. Treasurer Stephen Hardy presented the SIFPS Annual Financial Statements for the year ending December 31, 2023, compiled by Grant Thornton, Chartered Professional Accountants.

Revenues of \$327,015 in 2023 provided an excess over expenditures of \$26,612 as compared to a deficiency of \$61,566 reported in the prior year. The turnaround was mainly

due to an increase in property tax revenues as total expenditures in 2023 were almost identical to those in 2022.

New in 2023 was the introduction of a modest compensation program for SIR volunteers to help encourage 24/7 shift coverage on a consistent basis and to cover potential lost wages when dispatched on daytime calls during the work week.

In late 2023, the Society was awarded a Capital Gaming Grant in the amount of \$130,000 as part funding towards the acquisition of a replacement water tender for the fire department.

The receipt of the grant money helped increase the end of year cash balance by \$277,000 as compared to a decrease in cash of \$24,000 in 2022.

Motion to approve the Financial Statements by Elizabeth Gilliland, seconded by Ian Gaines. **Carried.**

7. Corporate Secretary Melanie Watson presented the Corporate and Administration Committee Report. She noted that the biggest issue was securing the Commercial General Liability policy as it is hard to find insurers for fire and ambulance services. She also was pleased to announce that Parks Canada's annual contribution to our SIR/Fire services agreements with them was raised by \$1,000 on each agreement.

Motion to accept the Corporate and Administration Committee Report by Stephen Hardy, seconded by Don Rutherford. **Carried.**

8. John Wiznuk presented the Asset Management and Operations Report.

Motion to accept the Asset Management and Operations Report by Don Rutherford, seconded by Vanessa Verbitsky. **Carried.**

9. (a) Elizabeth Gilliland commented on the counseling policy indicated in the Human Resources Committee Report.

Motion to accept the Human Resources Committee Report by Paul Brent, seconded by Vanessa Verbitsky. **Carried.**

(b) The Joint Occupational Health and Safety Committee Year-end Report was referred to. The full report can be found at Saturnafirerescue.ca.

Motion to accept the Joint Occupational Health and Safety Committee Report by Elizabeth Gilliland, seconded by Don Rutherford. **Carried.**

10. New Business: An announcement of the new SIFPS (saturnafirerescue.ca) website was made by Don Rutherford. Don was commended for his work on producing the site.
11. The acts of SIFPS directors between June 17, 2023 and June 15, 2024 were approved. Moved by John Savage, seconded by Paul Brent. **Carried.**

12. Ron acknowledged Melanie Watson's work for the nomination committee. There was no report.
13. The 2023-2024 directors resigned. Moved by Paul Brent, seconded by Vanessa Verbitsky. **Carried**
14. Paul Brent presented the nominees for election of the SIFPS Board for 2024 - 2025. The nominees were:

President:	Ron Monk
Vice-President:	Don Rutherford
Treasurer:	Stephen Hardy
Corporate Secretary:	Melanie Watson

Directors at Large:

Byron Fritzler
Ian Gaines
Chaya Katrensky
William (Tex) McLeod
Lyndal Michaud
Keith Preston

Paul Brent led the election of the SIFPS officers and directors for the 2024-2025 year. All nominees were acclaimed in the positions listed above.

15. Motion to adjourn the meeting at 1:30 pm by Melanie Watson, seconded by Chaya Katrensky. **Carried.**

Recorded by Tex McLeod

Ron Monk, President

Melanie Watson, Corporate Secretary

President's Report May 20, 2025

2024 was certainly a dynamic year for the Fire Protection Society Board. Managing an organization of this size, with responsibility for stewardship of tax funds, acquisition and maintenance of equipment worth hundreds of thousands of dollars, ensuring compliance with government and workplace regulations, providing support, training and equipment funds so that the volunteers can do their jobs, ensuring everything has adequate liability and property insurance coverage and all the myriad things that require attention is a huge job. In addition to my gratitude for the training, practicing and emergency response that our medical and fire volunteers undertake, I am humbled by the dedication and countless hours of service the Directors of SIFPS provide to the organization.

Initiatives this past year include a compensation plan for Firefighters, obtaining some tangible support from BC Emergency Health Services in the form of supplies and other direct benefits, incentives for volunteers to obtain Class 4 driver's licenses, purchasing a new (to us) water tender vehicle as well as self-contained breathing apparatus (SCBA) tanks and compressor, initiating a survey of our constituents to help guide our planning and celebrating Hubertus Surm's 25 years of service as a volunteer fire fighter!

Ongoing projects include working on more tangible support from the Ministry of Health, Island Health and BCEHS to ensure long-term ambulance coverage for Saturna. 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? Or help us transition to a BCEHS ambulance service?

In tandem with those efforts, SIFPS is working toward a renewed service agreement with the CRD who is authorized under the Local Government Act to oversee local fire protection, including oversight and guidance regarding Occupational Health & Safety obligations. The landscape of fire protection is changing, and SIFPS is working proactively to meet these challenges. We will keep Saturna residents informed of developments over the coming year.

In November, SIFPS Corporate Secretary Melanie Watson resigned after providing her expertise in the role for some time. Elizabeth Keay was appointed to the position and is handily managing contracts and agreements, revising and writing policies as needed and has even offered to keep our meeting minutes, a role taken on by Tex McLeod in the absence of a recording secretary.

Tex will be stepping down from the Board as of the AGM. The rest of the Board will continue (if re-elected), with one change of position. I will be stepping down as President but wish to stay on the Board to continue working on governance issues. I'm very grateful for the diligence of the Directors and Chiefs over this past year as we plowed through the extensive agendas required to manage the operation. And I'm excited about the slate of Executive officers and Board members up for (re)election. We look forward to working closely with Chief Clark, Chief Estable and Deputy Chief Battle. Quite a team!

Respectfully submitted,

Ron Monk

Saturna Island Fire Protection Society (SIFPS)
Annual General Meeting
Treasurer's Report for the Year Ended December 31, 2024

Doane Grant Thornton, Chartered Professional Accountants, were engaged to compile the 2024 annual financial statements based on information provided by SIFPS (the "Society"). This report should be read in conjunction with the information contained in the accompanying 2024 annual financial statements.

The following commentary provides information on some of the financial highlights in the year and in relation to the comparative year (2023).

An excess of revenues over expenditures amounted to \$64,406 in the current year which compared favourably to an excess of \$26,612 reported in 2023. The excess amount was driven by a planned increase in property tax assessments to bolster cash reserves in anticipation of funding increases in operating and capital expenditures in subsequent years.

Total revenues in 2024 were \$365,884 as compared to \$327,015 in 2023, an increase of \$38,869 or 11.9%. Property tax assessments increased by \$46,188 with relatively small increases/decreases in other revenue items. The property tax assessment revenue represented 82.7% of total reported revenues (78.4% in 2023).

Total expenditures in the current year amounted to \$301,478, virtually unchanged from expenditures of \$300,403 in 2023. Although the overall increase in 2024 was relatively minor, several expenditure categories had more significant variances which are highlighted below:

a) Training – An increase of \$19,457

Increased training costs in 2024 were attributed to both Saturna Island Rescue (SIR) and the firefighting operations. That said, training costs in the current year were not unusually high but, by contrast, training costs reported in 2023 were much lower than normal. Fluctuations in annual training costs can be caused by several factors including the timing of when new volunteers embark on their initial training, which is typically an expensive proposition.

b) Honorariums, Wages and Benefits – A decrease of \$13,023

Actual compensation costs in 2024 show a decrease when compared to comparative costs reported in 2023. However, costs in the prior year included a large, one-time health savings account (HSA) accrual of \$23,579 which distorts the comparison. The large accrual in 2023 resolved a previously unrecognized liability for HSA credits earned by volunteers but not utilized in the same year. As would typically be expected, actual paid compensation in 2024 increased (see below).

Following the successful introduction of a modest volunteer compensation plan for SIR volunteers in 2023, a similar plan for firefighters attending calls was introduced in 2024. Also, in recognition of the Fire and SIR Chiefs' high workloads, and their dedication and commitment to managing their respective emergency services operations, annual honorariums were increased effective January 1, 2024.

Amortization – A decrease of \$6,580

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. The Society's total equipment and vehicle assets are mostly fully amortized.

As reported in last year's report, the Society was awarded a Capital Gaming Grant of \$130,000 in December 2023 to match equivalent funds the Society had reserved for replacing the fire department's main water tender. In the fall of 2024, the fire chief identified a suitable tender located in Ontario that met the required specification and budget. A downpayment of \$10,000 was paid to the seller to secure the truck and trigger some minor modifications. Delivery of the truck occurred in March 2025, and associated operational equipment was scheduled for delivery in May 2025. Total cost of the project is expected to be close to the \$260,000 combined budget.

Purchases of property, plant and equipment in 2024 amounted to \$53,140 as compared to \$3,856 in 2023 and consisted of the \$10,000 down payment for the tender, \$40,103 for replacement self-contained breathing apparatus items including a Cascade fill system and cylinders and valves, and other minor purchases of \$3,037. Certain fire department equipment is required to be routinely replaced once a certain age limit is reached to remain compliant with Fire Underwriters Survey guidelines.

The Society reported an increase in cash and term deposits of \$65,318 in 2024 which was significantly less than an increase of \$276,566 reported in 2023. The larger increase in 2023 included the receipt of the \$130,000 Capital Gaming Grant funds along with the lesser amount spent on purchases of property, plant and equipment. A financing agreement for pagers was fully repaid in the prior year, so the Society had no long-term debt in 2024.

The restricted capital reserve account of \$260,000 was increased by \$30,000 in 2024 and earmarked for the acquisition of a replacement water tender. Cash held in term deposits represents cash invested in redeemable Guaranteed Investment Certificates.

The Society's end of year financial position remained solid and closely aligned with the financial plan approved by the board. It is worth noting that the annual property tax assessment is currently sitting in the 90-95% range of the maximum amount allowed requisition under the current CRD financing bylaw and the Society's financial plans over the next several years takes this limitation into account.

Finally, a special thank you goes out to the Fire and SIR Chiefs and all the SIR and firefighting volunteers who are the lifeblood of the Society. Their ongoing dedication and commitment to training and being available on demand to deliver emergency services is invaluable to the Saturna Island community.

Respectfully submitted,

Stephen Hardy
SIFPS Treasurer
May 19, 2025



Compiled Financial Information

Saturna Island Fire Protection Society

December 31, 2024

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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, 2024, 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
March 26, 2025

Doane Grant Thornton LLP

Chartered Professional Accountants

Saturna Island Fire Protection Society

Statement of Operations

Year ended December 31	2024	2023
Revenues		
Property tax assessments	\$ 302,461	\$ 256,273
Donations - VFD	2,255	6,000
Donations - SIR	8,073	10,095
Grant - VIHA	12,075	11,500
Grant - PILT	12,376	11,536
Grant - CRD	1,289	1,289
Grant - CEPF Fire	2,496	17,197
Lease	11,518	6,643
Interest and miscellaneous	13,341	6,482
	<u>365,884</u>	<u>327,015</u>
Expenditures		
Amortization	51,761	58,341
Facility service fee and rental	5,000	5,000
Honorariums, wages and benefits	80,333	93,356
Insurance	28,610	26,267
Office	11,184	8,379
Professional fees	5,586	8,085
Protective gear and uniforms	11,809	13,410
Repairs and maintenance	23,035	22,999
Supplies	8,368	7,581
Tax collection	5,356	3,762
Training	39,089	19,632
Travel	-	1,339
Utilities	5,724	4,847
Vehicle	23,161	25,875
Worksafe BC	2,462	1,530
	<u>301,478</u>	<u>300,403</u>
Excess of revenues over expenditures	<u>\$ 64,406</u>	<u>\$ 26,612</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 2024	Total 2023
Balance, beginning of year	\$ 666,482	\$ 54,170	\$ 230,000	\$ 950,652	\$ 924,040
Excess of revenues over expenditures	1,269	63,137	-	64,406	26,612
Purchase of property, plant and equipment (net of capital contribution)	53,140	(53,140)	-	-	-
Amortization on property, plant and equipment	(51,761)	51,761	-	-	-
Allocation to restricted capital reserve	-	(30,000)	30,000	-	-
Balance, end of year	<u>\$ 669,130</u>	<u>\$ 85,928</u>	<u>\$ 260,000</u>	<u>\$ 1,015,058</u>	<u>\$ 950,652</u>

Saturna Island Fire Protection Society

Statement of Financial Position

December 31	2024	2023
Assets		
Current		
Cash	\$ 133,172	\$ 152,810
Term deposits	433,916	348,960
Accounts receivable	4,000	2,358
Prepaid expenses	15,736	23,575
Goods and services tax receivable	<u>3,411</u>	<u>888</u>
	590,235	528,591
Long-term		
Property, plant and equipment (Note 4)	<u>702,627</u>	<u>701,247</u>
	<u>\$ 1,292,862</u>	<u>\$ 1,229,838</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 29,196	\$ 27,479
Salaries payable	-	1,384
Deferred income (Note 5)	75,147	82,665
Current portion of long-term debt (Note 6)	<u>-</u>	<u>2,893</u>
	104,343	114,421
Deferred capital contribution	<u>173,461</u>	<u>164,765</u>
	<u>277,804</u>	<u>279,186</u>
Net Assets		
Net assets invested in property, plant and equipment	669,130	666,482
Unrestricted	85,928	54,170
Restricted capital reserve	<u>260,000</u>	<u>230,000</u>
	<u>1,015,058</u>	<u>950,652</u>
	<u>\$ 1,292,862</u>	<u>\$ 1,229,838</u>

Saturna Island Fire Protection Society

Statement of Cash Flows

Year ended December 31	2024	2023
Increase (decrease) in cash		
Operating		
Excess of revenues over expenditures	\$ 64,406	\$ 26,612
Item not affecting cash		
Amortization	<u>51,761</u>	<u>58,341</u>
	116,167	84,953
Change in non-cash working capital items		
Accounts receivable	(1,642)	(2,358)
Prepaid expenses	7,839	(3,104)
Goods and services tax	(2,523)	2,662
Accounts payable and accrued liabilities	1,716	24,348
Salaries payable	(1,384)	1,384
Deferred income	<u>(7,518)</u>	<u>(4,643)</u>
	<u>112,655</u>	<u>103,242</u>
Financing		
Repayment of long-term debt	(2,893)	(2,893)
Deferred capital contribution	<u>8,696</u>	<u>128,711</u>
	<u>5,803</u>	<u>125,818</u>
Investing		
Purchase of property, plant and equipment	<u>(53,140)</u>	<u>(3,856)</u>
Increase in cash	65,318	225,204
Cash		
Beginning of year	<u>501,770</u>	<u>276,566</u>
End of year	<u>\$ 567,088</u>	<u>\$ 501,770</u>
Cash consists of:		
Cash	\$ 133,172	\$ 152,810
Term deposits	<u>433,916</u>	<u>348,960</u>
	<u>\$ 567,088</u>	<u>\$ 501,770</u>

Saturna Island Fire Protection Society
Notes to the Compiled Financial Information
December 31, 2024

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, 2024, 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) Goods and services tax recoverable are accrued as at the reporting date.
- (c) Prepaid expenses are recorded based on the terms of the invoice.
- (d) Property, plant and equipment are recorded at historical cost and are amortized over their expected useful life.
- (e) Accounts payable and accrued liabilities are accrued as at the reporting date.
- (f) Unrestricted contributions are recognized as revenue when received.
- (g) 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, 2024

4. Property, plant and equipment

			<u>2024</u>	<u>2023</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	620,545	495,865	540,521
Equipment	111,125	69,600	41,525	3,470
Emergency transportation vehicle	9,324	9,324	-	532
Fire and support vehicles	313,307	303,305	10,002	2
Radios	14,257	14,257	-	-
Solar equipment	45,055	5,471	39,584	41,071
	<u>\$ 1,725,129</u>	<u>\$ 1,022,502</u>	<u>\$ 702,627</u>	<u>\$ 701,247</u>

Saturna Island Fire Protection Society

Notes to the Compiled Financial Information

December 31, 2024

5. Deferred income	2024	2023
Grant - VIHA	\$ -	\$ 2,875
Deferred lease - CRD	8,625	10,125
Deferred lease - Parks Canada	<u>66,522</u>	<u>69,665</u>
	<u>\$ 75,147</u>	<u>\$ 82,665</u>

The Society received a grant from the Vancouver Island Health Authority (VIHA) in support of Saturna Island Rescue which has been fully recognized as at December 31, 2024.

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	2024	2023
Financing arrangement with Crest for the purchase of 25 pagers and chargers at a total cost of \$20,250. Repaid during the year.	\$ -	\$ 2,893
Less current portion	<u>-</u>	<u>2,893</u>
Due beyond one year	<u>\$ -</u>	<u>\$ -</u>

7. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

CORPORATE SECRETARY REPORT FOR AGM

June 14, 2025 for Year End 2024

1. Vehicle Insurance for October 2023 [\$3,752.00] reduced in October 2024 [\$3639.00] because of vehicle depreciation.
2. The Comprehensive General Liability (CGL) change Brokers from AON [\$13600.00] to Acera November 2024 [\$4731.00] a saving of \$9229.00.
3. Directors' and Officers' Liability Insurance AON:
 - renew August 2023 {\$2034.00}
 - renew August 2024 [\$2034.00]
4. Property Insurance change Brokers from AON [\$12046.00] to Acera November 2024 [\$7682.00] a saving of \$4364.00.
5. Accident and Sickness Insurance Phoenix Benefit Solutions
 - renew April 2023 [\$4029.00 (includes SIR and Fire)
 - renew April 2024 [\$4,394.00] (includes SIR and Fire).
 - Increase because of more members
6. Medical Malpractice Insurance Professional Liability AON
 - renew April 2023 [\$1995.00]
 - renew April 2024 [\$2930.00]
 - an increase of \$935.00
7. VIHA (Vancouver Island Health Authority) service Contract with SIFPS for SIR. Contract amendment 001 April 2024 amount \$12,075.00 [5% inflation lift over base amount of \$11,500.00]. Has annual renewal.
8. Iridia medical oversight [\$700.00/year] renew January 2024.
9. Insurance for Fire Department Events is covered by the CRD and is free. We just have to notify them when we have an event.
10. Parks Canada. SIFPS sent contact information to Parks Canada (due May 1 each year) Emergency Response MOU. Parks Canada contract pay \$4000.00 [\$2000.00 to SIR and \$2000.00 to Fire] increase as of November 2024. Contract expires Dec 31, 2025.
11. SIFPS signed MOU with Community Pantry and SCC for operation of food bank [May 2024].
12. Landscaping and Harbour View Maid Services contracts renewed January 2024.
13. Reduction of tax income because of donation to Nature Trust of \$2000.00 [Mount Fisher Bluffs].

14. Policy updates ongoing.

Submitted by:

Elizabeth Keay, Corporate Secretary, on behalf of Melanie Watson

May 19, 2025

Asset, Operations, Management Committee

2025 SIPFS, Annual General Meeting

The Asset, Operations and Management Committee, in concert with the Chiefs and members of both Emergency Services (SIPFS and SIR), is responsible for taking care of SIPFS permanent assets, including buildings, grounds, rainwater collection, solar arrays, generators, and other fixed building assets. The same can be said for all longer-term fire and ambulance assets such as vehicles, pumps, hose, protective clothing, breathing apparatus, power and hand tools used for both structural and wildland fires and medical responses. The committee also liaises with our Saturna Island Volunteer Fire Department and SIR to support their operational needs such as vehicle replacements, specialized tools and expendable stores so that we can comply with WorkSafe B,C, and National Fire Protection Agency standards. Additionally, the committee has oversight and management of three contracts necessary to maintain our Fire Buildings. These three contracts are: 1) Groundskeeping, 2) Maintenance, and 3) Building Cleaning.

In Chief Clark's report you will find mention of various replacement projects for old or outdated equipment. These include replacement of the water tender vehicle at ESB1 and new SCBA (self-contained breathing apparatus) tanks that are capable of higher pressures in conjunction with a new air compressor to fill the new tanks. Additionally, we faced added expenses this past year to repair and replace significant components of Engine 1, which resides at ESB1.

Another initiative this year was a successful grant application from Emergency Preparedness BC, which allowed us to properly wire in the standby diesel generator at ESB2. This will now permit transfer of the fire hall electrical system directly to the generator during our frequent power outages. In addition, the board approved the purchase of an outdoor metal shelter to house our second ambulance which resides at ESB2. We also undertook to properly evaluate the current replacement cost of our two fire halls by way of an outside assessment.

Much volunteer effort goes into the maintenance of our buildings and equipment. And because of this we can be proud of the cost-effective nature of our fire and rescue services.

Respectfully submitted:

Lyn Michaud, Chair of the Assets, Operation and Management Committee.

SIFPS HUMAN RESOURCES COMMITTEE AGM REPORT

Over the 2024-2025 operating year, the HR committee continued its work in supporting volunteer wellness, acknowledging service contributions, and maintaining readiness to respond to emerging personnel needs.

1. Ongoing Support and Mental Health Services

This past year marked the first full year of the Member and Family Assistance Program provided through Homewood Health Solutions. This initiative offers short-term counselling, trauma support, life coaching, and crisis management for all volunteers and their immediate family members. The HR Committee will work with the department Chiefs to conduct a formal evaluation of the program's effectiveness in the coming months to ensure it is meeting the needs of our volunteers.

2. Recognition and Appreciation

We closed out 2024 by recognizing the essential contributions of our volunteer drivers with personalized appreciation baskets and cards. The feedback was overwhelmingly positive, small gestures like these clearly make a big difference in morale.

We also submitted an article recognizing the outstanding efforts of SIR for the April 2025 issue of The Scribbler. Publicly acknowledging our teams helps reinforce the value of their contributions to the wider community.

3. Leadership Transitions

This year saw a major leadership transition at SIR. We extend deep appreciation to Vanessa Verbitsky, the outgoing SIR Chief, her leadership during the Covid-19 pandemic was a steady force. We also commend Chak Estable-Duquette for his smooth transition into the Chief role and his proactive work in updating the SIR Membership Confidentiality Agreement, reflecting his commitment to governance and high standards.

4. Recruitment and Retention

Thanks to the efforts of both Chiefs, there is strong recruitment underway in both Fire and Rescue.

Fire Chief Clark reports that all seven new recruits are attending training regularly and showing great enthusiasm. However, the PPE budget is under pressure, as four of the recruits need new gear—double the two sets originally budgeted for. The growing team has also led to locker shortages at ESB1. There is space to add more, and pricing will be explored when Ron Wilson returns. Many thanks to Chief Clark for recognizing that every member deserves their own space and for initiating this improvement.

Rescue Chief Estable-Duquette has six new SIR recruits. Two of them, already holding Class 4 licenses, are actively volunteering as drivers. Class 4 licensing is being encouraged prior to medical training—a solid practice moving forward.

The HR committee will continue to support recruitment efforts and contribute to volunteer retention through ongoing engagement and support.

Submitted by:

Chaya Katrensky, Chair of Human Resources Committee

Joint Occupational Health and Safety Committee Year-end Report
For the June 14, 2025 SIFPS AGM

The Joint Occupational Health and Safety Committee presently consists of Chak Estable-Duquette, Keith Preston, Kyra Haworth, Linda Cunningham, Peter Clark and Tyler Battle. 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.

This past year the Committee members have conducted workplace safety surveys, requested new outdoor lighting, fire extinguishers and smoke/CO alarms for ESB2, and installed anti-slip treads there. We have requested heavy duty hand trucks for each worksite. We continue to ensure our worksites and procedures are compliant with relevant legislation and regulatory requirements - for example regarding how we run our meetings and the need for worksites to have qualified Occupational First Aid attendants.

Ensuring ongoing Occupational Health and Safety depends on the training provided to our Volunteers and the conscientious manner in which they, and in particular the Chiefs, carry out their work. The Committee thanks them all.

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.

Keith Preston