

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach (Chair),
Ed Helm (Treasurer), Wendy Herring,
Mike Yeager, Al Wickheim (Director), Anita Preto

Absent: Vicki Graham, Bruce Manning

FD Present: Chief Nathan Pocock

Public Present: 2

COMMITTEE MEETING: July 24th, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Wendy

SECONDED: Ed

CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from June 2024

MOTION: To adopt the Minutes of the June 2024 meeting as prepared.

MOVED: Mike

SECONDED: Ed

CARRIED

4. Reports

a. Chair's report

As Per Addendum.

MOTION: To adopt the Chair's report as presented.

MOVED: Anita

SECONDED: Al

CARRIED

b. Fire Chief's report

As Per Addendum

MOTION: To adopt the Chief's report as presented.

MOVED: Al SECONDED: Mike CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department. We are half-way through the fiscal year and in good shape. The Fire Department is running below the half-year expected expenses.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Wendy SECONDED: Mike CARRIED

d. **Community Hall report**

As per Addendum.

The Community Hall Group is still searching for a hall janitor.

The Hall Group has received quotes to replace the two sets of exit doors. The old doors no longer meet security and safety standards.

MOTION: To authorize the East Sooke Community Hall group to spend not more than \$10,000 to purchase and install two sets of new double exterior doors at the Community Hall.

MOVED: Wendy SECONDED: Al CARRIED

MOTION: To adopt the Community Hall report as presented.

MOVED: Mike SECONDED: Ed CARRIED

5. Old Business

None.

6. New Business

- a. New Governance Model and By-Law 3654 (Ed Helm)

The new By-Law 3654 has now been enacted. It is a nice hybrid model.

Al Wickheim said all the Electoral Area Fire Department Chiefs are overburdened with forms and schedules. They would like clarification of the administration support role and level.

Ed Helm advised that CRD staff will be providing administrative support and also would be accountable in the future. The CRD Board and Management understand liabilities and risks.

Mike Yeager will ensure the Commission website reflects the new By-Law.

b. East Sooke Community Fire Service Survey (Falk Wagenbach)

A proposal was presented for a Community Fire Service survey of the East Sooke Community:

Administrative, organizational, training and equipment requirements for Fire Departments are increasing every year. Volunteers have limited time and we need their time to get properly trained and we need them for our call outs. In the past, volunteers did station work, maintenance of equipment, necessary administration and leadership duties (officers) beside their core duties. That concept doesn't work anymore. At least not to the extent that we have seen in the past.

This situation means that our budget will have to increase significantly and the proposed budget for 2025 reflects this increase. Additional costs must be funded by our community and feedback/input by our community should be considered prior to final adoption this fall.

Chris Vrable has obtained approval from CRD Communications to use staff resources to run a survey of residents of East Sooke regarding fire services. The survey would be open Sept 1 to Sept 30 and the results could inform the final 2025 and future year budgets. The survey results should indicate what service levels are desired by the Community. The survey will assist in determining the resources needed to maintain the desired service levels. For example, does the service area need a part time or full time chief, Full or interior level, Rope Rescue etc.?

The residents would be notified via Canada Post and then directed to a CRD webpage, or other resource, to complete the survey. No questions have been

developed yet, and the next step is to have the Commission resolve to request staff to run the survey and report back with the results.

MOTION: That CRD staff conduct a survey of East Sooke residents regarding Fire Services and report back to the Commission with the results prior to the 2024 Final Budget deadline.

MOVED: Falk SECONDED: Mike CARRIED

Mike Yeager and Wendy Herring will work with Chris Vrael to develop the survey questions. Chief Nathan Pocock will be able to provide information as required.

c. Proposed Provisional Budget 2025 (Presentation/Q&A Chief N. Pocock)

There was a review and discussion of the proposed provisional Operating budget for 2025.

MOTION: To endorse the 2025 **Provisional** Operating budget to include \$104,796 in new ongoing operating funds.

MOVED: Ed SECONDED: Mike CARRIED

There was a review and discussion of the proposed provisional Capital budget for 2025.

MOTION: To endorse the 2025 **Provisional** Capital expenditure plan in the amount of \$202,500.

MOVED: Ed SECONDED: Mike CARRIED

7. Adjournment of public meeting

Meeting adjourned at 21:40 hours.

MOVED: Mike SECONDED: Anita CARRIED

Next meeting: Wednesday, August 28th, 2024.

Chair's report – 2024 July 24

Chair's Report East Sooke Fire Commission July 24, 2024

SPU (Structure Protection Unit)

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

Status: Last week (June 19) I asked Eric Lavigueur, Fleet Services about the status of our trailer. His reply: *"Its still not posted. I've being trying to get a hold of the auction house manager last week, unfortunately no luck..."*

Update: I was unable to get an answer from Fleet and therefore asked Chris to take care of the matter. Chris was told that the manager fleet services (Eric) was on vacation until July 15. He has been back for a week now and still no answer from him... Chris has promised me to stay on the ball...

Budget 2025

Chris, Nathan and Ed had been working on a preliminary proposal for our next year's budget. Our Chief will present their proposal later this evening.

Extended Health and dental care for Volunteer FF

(from June staff report)

Extended Health and Dental Plans for Volunteer Firefighters

Providing extended health (accident and sickness) and dental benefits to volunteer firefighters are recognized as a positive contributor to the retention of volunteers.

Staff are currently discussing this opportunity internally and the objective is to obtain quotes for a single provider to the CRD for the establishment of a CRD EA Fire Services Benefits plan for all CRD volunteer firefighters. Staff intend to engage the commissions and provide costing information by this Fall toward identifying which service areas wish to opt-in and offer benefits to their volunteer firefighters.

Falk Wagenbach,

Chair East Sooke Fire Commission



East Sooke Volunteer Fire Department

Fire Chief's Report – July 2024

Membership Status – 21 total

- Interior FFs on pagers: 13
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 1

Note: 2 interior or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until July 18th 2024*

Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
<i>Calls</i>	Nov 1 st '23	481.5	16.6
<i>Training</i>	Jan 1 st '24	2,583	89.1
<i>Chief*</i>	Jan 1 st '24	1035	35.7
<i>Admin*</i>	Jan 1 st '24	586	20.2

Note: Chief completed 67.2 % of yearly contracted hours

- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – July 18th 2024*

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells													10
Duty Calls								2					10
Hydro									1				5
Medical								8	2				50
MVI													6
Rescue								2	2				9

Structure Fire								1					11*
Wildfire									1				4
Car/garbage/other fire								1					5
Smoke investigation									1				3
Overall Total								14	7				110

Notes:

- *9 Automatic mutual aid calls
- Calls without minimums since Nov'23
 - Structure fires: 5; Medical calls: 3; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- First responder scope upgrades underway for all members
- 2 more members completed air brakes training

Training Plan

ESFR Training Plan			
Training Level Completed	Target	Total Trained	Training Status
Recruits	3		Always Recruiting, but recruitment drive will start in summer
Full Service	15	6	
Interior	10	8	A 9 th member on leave of absence
Exterior	0	4	
Support	0	2	
Qualification training			
NFPA 1407 members	15	11	Hope to host another 2 weekends in 2025 for members to refresh and others to be certified.
NFPA 1002 Drivers	12	5	We are looking to start another 1002 class in the fall 2024
Roper Rescue	12	7	None in progress
FR license	25	15	1 in progress to get a new license
Leadership Training			
Officer Mentorship program	4	0	4 Members currently starting this process
Fire Officer 1 Qualification	2	1	2 members in mentorship program have enrolled in Fire Officer 1 training.
Fire Officer 2 Qualification	2	1	
Fire Officer 3 Qualification	1	0	
Fire Officer 4 Qualification	1	1	

Projects/Initiatives

Administration & Planning

2024 Grant/ 2025 Grant

Status: *In Progress*

Progress: 2024 Grant application approved. 2025 Grant has been opened with submission required by September 2024.

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has an estimated end of August delivery.
- 2025 Grant Chief will work with officers on assessing highest needs for grant funding to create a proposal

Records Management

Status: In progress

Progress: Firefighter Neilson is still working with operations members on creating an equipment check list for weekly checks with members.

Next Steps:

- There is new training on the First Due system being offered to users and East Sooke will look to have members in attendance where possible to learn the recent changes and upgrades.
- Mobiles have started being used for weekly truck checks.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications.

Recruitment and Retention

Benefits for Members

Status: *In progress*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment push with the open house, to date have had 3 enquiries.

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done with 11 additional assessments signed up for at the open house.

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately, East Sooke Completed this July 18th 2024

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: Looking into options for annual fit testing for all members for medical masks and self-contained breathing apparatus masks

SPU

Status: *In progress*

Progress: Currently with CRD at their other facility

Next steps: To be auctioned by CRD

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Required software needs to be downloaded onto the mobile terminals.
- Training and procedure around use of the terminals needs to be delivered.

Emergency Response Protocols

SOG Review

Status: *In progress*

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Joint CRD fire service OH&S committees first meeting to be September 5th
- Review, draft and update current standing operational policies within the department.

CDR Emergency Hazmat Team Review

Status: In progress

Progress: CRD Hazmat Review has been completed

Next Steps: RFP process is finished with District of Saanich being Sole responder. CRD intends to engage the District of Saanich to explore both short- and long-term service delivery options for regional emergency hazmat services

Treasurer's report – 2024 July 24

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
June 2024

REVENUES	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
Fees - Service	\$56,350	\$69,350	23.07%	\$69,350	\$77,166	11.3%
Interest Income	\$1,060	\$1,060	0.00%	\$530	\$0	-100.0%
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$190	\$0	-100.0%
Requisition - Electoral Area	\$468,579	\$477,950	2.00%	\$238,975	\$0	-100.0%
Total Revenues	\$526,369	\$548,740	4.25%	\$309,045	\$77,166	-75.0%
EXPENSES						
Principal for loan	\$97,959	\$97,959	0.0%	\$0	\$0	
Interest on loan	\$57,150	\$57,150	0.0%	\$28,575	\$28,575	0.0%
Transfer to Reserve - CRF	\$103,362	\$100,000	-3.3%	\$50,000	\$48,060	-3.9%
Operations	\$267,518	\$292,130	9.2%	\$146,065	\$135,515	-7.2%
Total Expenses	\$525,989	\$547,239	4.0%	\$224,640	\$212,150	-5.6%

Selection of significant OPERATIONS cost centers

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
Wages and Stipends	\$74,930	\$80,175	7.0%	\$40,088	\$32,651	-18.5%
Vehicles	\$35,150	\$37,611	7.0%	\$18,806	\$15,948	-15.2%
Contract for Services	\$9,550	\$11,019	15.4%	\$5,510	\$1,809	-67.2%
Purchase Maint. Buildings	\$7,200	\$7,704	7.0%	\$3,852	\$3,792	-1.6%
Training	\$25,000	\$26,750	7.0%	\$13,375	\$12,573	-6.0%
Electricity	\$9,600	\$10,272	7.0%	\$5,136	\$5,601	9.1%
Med. Supplies	\$5,630	\$6,024	7.0%	\$3,012	\$1,160	-61.5%
Supplies Operating	\$14,719	\$13,030	-11.5%	\$6,515	\$6,854	5.2%
Protective Clothing	\$6,763	\$8,236	21.8%	\$4,118	\$3,781	-8.2%
Contingency Fund	\$15,000	\$15,000	0.0%	\$7,500	\$0	-100.0%
All other expenses	\$63,976	\$76,309	19.3%	\$38,155	\$51,345	34.6%
Total Expenses - Operations	\$267,518	\$292,130	9.2%	\$146,065	\$135,515	-7.2%

Comments:

- (1) Fees - Service budget of \$69,350 estimated with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget
- (2) Interest on loan of \$28,575 represent 6 months.
- (3) Total expenses 7.1% under budget. However the Y-T-D budget is a simple 5/12ths of annual and expense management requires the Fire Chief to continue monitoring costs.
- (4) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to: (i) carry over of expense from late 2023; (ii) additional annual budget required.

Community Hall report – 2024 July 24

East Sooke Community Hall Report
24 July 2024

As is usual this time of year, activity is slow at the Hall. Summers renters have been two yoga classes and the Karate dojo.

No new users have been booked in the past month. Some regular users are starting to book for Fall/Winter 2024 sessions.

The Hall group presented a motion for approval for next double exterior doors for the Hall, subsequent to seeking and evaluating three quotes.

The Hall continues to look for a contracted cleaner for the Hall. The workload is about 2-3 hours per week.

Minutes of the July meeting of the ESCH group will be submitted when received and approved.
Respectfully submitted,

Wendy Herring