

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), Bruce Manning,
Anita Preto

Absent: Vicki Graham
FD Present: Chief Nathan Pocock
Public Present: 2

COMMITTEE MEETING: August 28th, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Ed SECONDED: Wendy CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from July 2024

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

MOVED: Mike SECONDED: Bruce CARRIED

4. Reports

a. Chair's report

As Per Addendum.

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

MOVED: Bruce SECONDED: Mike CARRIED

Director Wickheim advised that he received an update on the status of the sale. There are about ten parties interested in the trailer. A silent auction is open for bids for two months. It is expected that the trailer will sell for over the reserve bid and will finalize in October.

BC Auction had been concerned about the optics of selling during fire season, and the size of the trailer (16 ft vs. 20 ft), but some Municipalities and Fire Departments might be interested even if the trailer is not acceptable for BC Wildfire deployment.

b. Fire Chief's report

As Per Addendum.

In addition:

Chief Pocock advised that the Fire Department is still trying to obtain a signed Agreement with Red Cross to enable training to the upgraded Scope of Practice for First Responders.

The Brigade Executive have some quotes for Extended health benefits for the members to assist with recruitment and retention, but this is now on hold.

One recruit applicant is being interviewed in September.

A FireSmart Chipper Day will be held in the spring of 2025.

ESVFD currently has two Wildfire Mitigation Specialists, which designation is recognized by Insurance Companies. One of the Local FireSmart Representatives will be attending training next month, which will bring the number of WMS's to three.

Fit testing is scheduled for October 3rd.

For the First Due Records Management system, the tablet mounts still need to be installed in the trucks.

For the Squad 1 replacement, CRD has gone back to the Vendors.

There were no requests by BC Wildfire for deployment of Tender 2 or East Sooke firefighters.

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

MOVED: AI

SECONDED: Ed

CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department.

The Fire Department continues to run below the half-year budget level. Propane is way over budget and is running ahead of past normal propane consumption.

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

MOVED: Mike SECONDED: Al CARRIED

d. **Community Hall report**

As per Addendum.

In addition:

The hall is self funded and the finances are under control.

Armin Sielopp will take on the work of painting the baseboards as no interest from outside painters could be found.

A cleaner has not been found so a commercial cleaning business is being considered.

The hall rental fee is \$10 for four hours for East Sooke residents for events that benefit the public.

There is a problem with the new CRD Insurance model. Some renters are objecting to paying for the insurance with a \$1,500 deductible. Director Wickheim suggested consideration should be given to setting aside \$1,500 in a fund to pay the deductible in the event of a problem.

ACTION: Wendy Herring will put together a proposal for consideration at the next Commission meeting to put aside some money towards payment of deductibles.

MOTION: To adopt the Community Hall report as presented.

MOVED: Bruce SECONDED: Ed CARRIED

5. Old Business

a. East Sooke Community Fire Service Survey

Wendy Herring and Mike Yeager worked with CRD staff for potential survey questions. Some staff at CRD on leave at the time the survey was being developed. Wendy and Mike have had difficulty obtaining accurate numbers for the impact on taxes. It is important to concentrate on the required service level.

Wendy and Mike were requested to put the survey on hold while waiting to add some financial figures. They will continue to work with CRD staff to try to get the survey prepared as soon as possible.

ACTION: Wendy and Mike will prepare an Information Sheet (FAQ) to be available to the public at the AGM.

b. Staffing Plan to accomplish/maintain Interior Service level

Today, the ESVFD service level is “Interior” but with the new “Structure Firefighter training standards”, that replaced the playbook, we are not in compliance for this level.

Changing the ESVFD service level?

To **reduce** East Sooke to “Exterior level” is in my view not suitable because interior level is required for our Service contract for Silverspray (as a major source of revenue for ESVFD).

The next service-level **above** “interior” would be “Full Service”. Full service is not a requirement for our mutual aid agreement (e.g. Shirley is exterior only) and would require even more resources than “Interior”.

Is non-compliance with the training standards for interior service level a problem?

Yes, it is!

Our non-compliance is causing concern among our mutual aid partners (at least for the automatic mutual aid portion of our contract):

- Unsafe driving practices while responding into neighboring jurisdictions

- Incomplete or unqualified crews arriving at incidents
- Unqualified Incident Commanders operating at incidents in East Sooke

This situation, if not addressed in an acceptable timeframe, can lead to liability issues and, even worse, can lead to an increased operational risk for our fire fighters.

Priorities:

In my mind, and Chris Vrabel agrees, our focus should be on establishing a sustainable qualified fire force (firefighters, drivers and officers) **to the Interior Level**. Nathan is already working on this (driver training, officer training etc.) but it will take time and probably more funding to accomplish this goal.

Suggestion:

Since the commission does not have the expertise to develop a long-term plan to achieve this goal, I propose that our Fire Chief work with CRD staff to develop a staffing plan (including funding requests for 2025 and beyond) by September 25 that ensures East Sooke Fire can achieve and maintain interior service level standards in a reasonable amount of time.

August 2024

Falk Wagenbach

Chair East Sooke Fire Commission

MOTION: That the Fire Chief together with the CRD staff develop a staffing plan, including funding request for 2025 and beyond, by September 26th, so that East Sooke Fire can achieve and maintain Interior Service Level standards within a reasonable amount of time.

MOVED: Falk SECONDED: Ed CARRIED

6. New Business

a. Bay Heaters

One contributor to the high cost of propane consumption is having the bay doors left open during a callout. This could be mitigated by linking the bay doors to the propane heaters such that the heaters shut down automatically if a bay door is opened. One estimate of the cost is \$5,103.00.

ACTION: Chief Pocock will seek a second quote.

ACTION: Director Wickheim will enquire with staff at SeaPark Recreation centre to see if there are any other actions that can be taken to help with heat retention.

ACTION: After review of any additional quote/estimate, and the findings from SeaPark Recreation, Chief Pocock will proceed to have the bay doors linked to the propane heaters.

7. Adjournment of public meeting

Meeting adjourned at 21:20 hours.

MOVED: Bruce

SECONDED: Mike

CARRIED

Next meeting: Wednesday, September 25th, 2024.

Chair's report – 2024 August 28

Chair's Report East Sooke Fire Commission August 28, 2024

SPU (Structure Protection Unit). -update-

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.

Update 2: CRD Fleet were reluctant to put our trailer on BCBid due to the optics and PR issues with disposing of Firefighting Equipment during Fire Season. Because of the trailer length (16' vs 20' trailer), WFBC and larger departments are not interested. Furthermore, Guardian brand hose is apparently no longer acceptable for WF firefighting.

- So far, about 10 smaller municipalities as well as Provincial First Nations FF groups had shown interest on our trailer. CRD Fleet are collecting bids in a '60-day silent auction' process and expect to sell the trailer by the end of October above retainer.

Community survey

Wendy, Mike and Chris worked on questions to survey our residents for feedback on service levels and associated costs. The project seems to be more complex than we thought. We will get an update on the status under "Old Business"

Budget 2025

A preliminary budget for 2025 was agreed on last month. The final budget proposal has to be adopted October 23. For this, the commission needs more information. We will address this request under "Old Business"

Mutual aid agreement with Metchosin, Sooke, Otter Point, Shirley

Our current agreement ran out at the end of last year but will continue to be honored until a new agreement is signed. Right now, Chris Vrabel is working with the involved Fire Chiefs on a new contract.

Falk Wagenbach,

Chair East Sooke Fire Commission

Chief's report – 2024 August 28



East Sooke Volunteer Fire Department Fire Chief's Report – August 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 fire officer level 2 or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until august 27th 2024*

Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
Calls	Nov 1 st '23	598.5	17.1
Training	Jan 1 st '24	2,828.5	80.8
Chief*	Jan 1 st '24	1165.5	33.3
Admin*	Jan 1 st '24	707.5	20.2

- Note:** Chief completed 88.3% of yearly contracted hours
- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – August 27th 2024*

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells													10
Duty Calls								2	2	2			14
Hydro									1				5
Medical								8	5	8			61
MVI													6
Rescue								2	3	1			12
Structure Fire								1					11*
Wildfire									3				6
Car/garbage/other fire								1		1			6
Smoke investigation									2	4			8
Overall Total								14	10	16			135

- 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)
- 1 more member completed and received FR license
- First responder scope upgrades underway for all members

Training Plan

ESFR Training Plan			
Training Level Completed	Target	Total Trained	Training Status
Service Level	Target	Total Trained	Training Status
Recruits	3		
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 have planned dates for a class in Fall 2024
Roper Rescue	12	7	None in progress
FR license	25	16	
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: First due is in operations in a trial and familiarization stage for truck checks, incident reports and training reports.

Next Steps:

- Continue to familiarize crews on the new forms and format.
- Continue to work with East Sooke members, IT support and CRD to work out bugs in the system.

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 for hopeful January 2025 start.

Recruitment

Status: Ongoing

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment

- Handed out 6 application packages to date and received one completed and handed back in
- Interview stage planned for completed application packages and if successful enrollment in regional training program

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done
- Another chipper day is being planned at this time for spring

- Sending another member to receive their wild fire mitigation specialist training

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
- Another regional JDF chiefs meeting is being held September 5th and this will be discussed further

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: date has been booked for October 3rd fit testing for all members.

SPU

Status: In progress

Progress: Currently with CRD at their other facility

Next steps: To collect bids from interested parties.

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.
- Working to implement use into the firefighters daily checks.

- Fire chief nor operations has had time to install the mounting brackets yet to allow in truck use.

Squad replacement

Status: In progress

Progress: Has gone back to vendors to look for an option within the approved budget

Next Steps:

- Waiting to hear back from vendors on options before being able to move forward
- Have acquired a wildland skid unit free from CRD to help lower costs of new squad while increasing its capacity to service the community

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.

Treasurer's report – 2024 July 24

East Sooke Fire Commission			Monthly Report			
Ed Helm, Treasurer			July 2024			
	Budget - Annual			Year-to-date		
REVENUES	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%	\$618	\$0	-100.0%
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$222	\$0	-100.0%
Requisition - Electoral Area	\$468,579	\$477,950	2.00%	\$278,804	\$0	-100.0%
Total Revenues	\$526,369	\$548,740	4.25%	\$348,994	\$77,166	-77.9%
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%	\$58,333	\$56,071	-3.9%
Operations	\$267,518	\$292,130	9.2%	\$170,409	\$147,752	-13.3%
Total Expenses	\$525,989	\$547,239	4.0%	\$257,318	\$232,397	-9.7%
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%	\$46,769	\$35,214	-24.7%
Vehicles	\$35,150	\$37,611	7.0%	\$21,940	\$16,649	-24.1%
Contract for Services	\$9,550	\$11,019	15.4%	\$6,428	\$1,838	-71.4%
Purchase Maint. Buildings	\$7,200	\$7,704	7.0%	\$4,494	\$3,792	-15.6%
Training	\$25,000	\$26,750	7.0%	\$15,604	\$16,684	6.9%
Propane	\$2,500	\$2,675	7.0%	\$1,560	\$6,702	329.5%
Electricity	\$9,600	\$10,272	7.0%	\$5,992	\$5,601	-6.5%
Med. Supplies	\$5,630	\$6,024	7.0%	\$3,514	\$1,205	-65.7%
Supplies Operating	\$14,719	\$13,030	-11.5%	\$7,601	\$8,472	11.5%
Protective Clothing	\$6,763	\$8,236	21.8%	\$4,804	\$3,949	-17.8%
Contingency Fund	\$15,000	\$15,000	0.0%	\$8,750	\$0	-100.0%
All other expenses	\$61,476	\$73,634	19.8%	\$42,953	\$47,647	10.9%
Total Expenses - Operations	\$267,518	\$292,130	9.2%	\$170,409	\$147,752	-13.3%
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. Budget also reflects 6 months not 7 months (end of July)						
(3) Total expenses 13.3% under budget. However the Y-T-D budget is a simple 7/12ths 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 carry over of expense from late 2023. The 2025 budget will need to reflect correct annual costs. Conversion from electrical to propane occurred in late 2021. Electrical savings annually since 2022 equal to increased annual propane costs.						

East Sooke Community Hall Report to ESVFD Commissioner Meeting, August 2024

East Sooke Community Hall Group Minutes - July 15 2024

Call to order at 7.03pm.

Present: Bruce Manning, Leslie Leus, Armin Sielopp. Regrets: Wendy Lane, Wendy Herring.

Minutes of May 10 2024. Moved by Bruce to adopt. Seconded by Leslie. Carried.

Treasurer's Report. Leslie reported that the CRD financial statement was not current and therefore did not show which account Dupuis Energy was paid from for the installation of the heat pump. Moved by Bruce, seconded by Armin to adopt the treasurer's report as presented. Carried.

Hall rentals. Update at next meeting.

Old business.

1. Painter/baseboard installer has failed to complete the work. Armin to seek completion.
2. Double door project. Two written quotes presented along with verbal expressions of no interest. Motion by Bruce to offer the work to Orca Doors, subject to Fire Commission approval. Seconded by Leslie. Quotes attached.
3. Hall cleaner. We are still searching for a cleaner.

New business

July 31 is the day scheduled for the annual fire protection system inspection. (Ed: Armin to attend.)

Meeting adjourned at 7.45pm.

Respectfully submitted. Armin Sielopp