

**East Sooke Fire Protection and Emergency Response
Service Commission**



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**MINUTES OF THE COMMITTEE MEETING
HELD MONDAY, FEBRUARY 21, 2011**

Present: Richard (Dick) Braunschweig; John Corsiglia; Erik Lund (Chair); James Scott, Chris Statham, and Marian Brown, secretary

Fire Dept.: Roger Beck (Chief), Dave Bigelow (Deputy Chief)

Absent: Layton Engwer

Public: 3

Erik called the meeting to order at 7:00 p.m.

1. ADOPTION OF AGENDA

Moved by Chris Statham, **Seconded** by James Scott, that the agenda be amended to include the following: (1) an email from Layton Engwer under Old Business, and (2) an email from Peggy Dayton. The agenda, as amended, was adopted.

CARRIED

2. ADOPTION OF MINUTES OF JANUARY 17, 2011

Moved by James Scott, **Seconded** by John Corsiglia, that the minutes of the January 17, 2011 meeting be amended to include the following statement in item 6D(b): "Chris Statham volunteered to present the financial reports at each meeting for this year." The minutes, as amended, were adopted.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS

Carl Neilson requested an update on the status of the new building. The Chair gave a brief update of the project and noted the striking of a fire hall committee to be chaired by Dick Braunschweig.

Kevin Hurst asked for information on in camera meetings. Erik Lund advised that the Commission meetings follow CRD procedures and move to in camera meetings when dealing with land, legal and labour issues.

Valerie Braunschweig made the following comments:

- (a) requested that copies of the meeting's agenda be made available for the public. Roger Beck volunteered to bring copies to the meeting;
- (b) Valerie thanked the Commission for the opportunity to have dialogue at the meetings; and
- (c) questioned the interest rate for the loan when building a new fire hall. The Chair advised that any required loan would be made through the CRD and the Municipal Finance Authority.

4. BUSINESS ARISING FROM THE MINUTES - nil

5. REPORTS

- (a) Fire Chiefs Report – Roger Beck

A Incidents

We have had 6 call outs since my last report which included a rollover, chimney fire and requests for medical assistance.

B Roll Call

We currently have 28 active firefighters registered which includes one junior firefighter.

C Training

- 1/ Thursday training has been attended by an average of 17 personnel.
- 2/ Training included various training procedures which were practiced on a donated house that will be burned.

D Business

- 1/ Wild Fire Protection Report

The wild fire protection report to address the district's shortfalls has been underway for some time and a draft copy should soon be available. Roger further noted the need for an evacuation plan for the area if there should be a major wild fire.

- 2/ Building Committee

Five firefighters volunteered to sit on the fire hall building committee.

- 3/ Uniforms

The new uniforms have been purchased for the fire department. Valerie noted that this project was a team effort.

- 4/ House Numbers re Lots with 4 on 10

It was noted that the applicable bylaw was located but there are ambiguities with the wording. CRD Bylaw Enforcement has requested photos of the subject lot(s) and will take steps to have the bylaw amended. Dave stated that the goal is to have residents ensure that their house number is visible in both directions from the public road.

5/ Fire Hall Alarm System

Victoria Alarms installed a new system of alarms in the fire hall. The work was done free of charge for the first year.

Moved by James Scott, **Seconded** by Dick Braunschweig, that the Fire Chief's Report be accepted as presented.

CARRIED

(b) Financial report - Chris Statham

Chris stated that there was nothing new to report. The Fire Chief requested that a copy of the monthly financial statement be emailed to him. Roger stated the fire department had made some large purchases which have not yet appeared on the financial report. Roger further stated that the fire hall had obtained Hazmat and spill response gear through a CRD program at no cost to the firehall.

Moved by John Corsiglia, **Seconded** by James Scott, that the financial report be accepted as presented.

CARRIED

(c) Present Building - Dave Bigelow noted earlier in the meeting that most of the washer/dryer system is installed. Quotes received for upkeep of the current fire hall go beyond the current building's budget. There is a need to talk about getting these costs addressed.

(d) Policy / HR

The Chair requested that commission members give some thought to policies in place for community use of this building. *Agenda Item*

James Scott reported that the appreciation dinner plans are proceeding for Saturday, March 12, 2011. James requires a list of names of those attending and whether or not there are any special diet requirements. Valerie Braunschweig and Chris Statham are to send the invitations. The Chair advised James to contact Peggy Dayton, CRD Finance, with regard to any large expenditure for the dinner.

Moved by John Corsiglia, **Seconded** by Dick Braunschweig, that the Policy/HR report be accepted as presented.

CARRIED

6. OLD BUSINESS

The Chair read an email from Layton Engwer re the commission's mandate to make significant purchases and also that the merits of a new fire hall need to stand on their own.

Discussion ensued and the Chair read excerpts from CRD Bylaw No. 3654 and noted the required process to be followed for expenditures in order to provide fire service. The process must proceed via the Regional Director and CRD Regional Board.

Upon request, Erik further noted the budget submission process and stated that monies can be moved around within the budget. Peggy Dayton, CRD Finance, is the initial contact person for any budget inquiries. *Agenda Item*

7. NEW BUSINESS

The Chair read an email from Peggy Dayton requesting an update on bank signatures.

Moved by James Scott, **Seconded** by Dick Braunschweig, that CRD Finance be advised of the following changes for bank signatures:

- (a) that George May and Rick Moffit are no longer on the East Sooke Fire Protection and Emergency Response Service Commission and are to be removed; and
- (b) that the names of John Corsiglia, Chris Statham and Layton Engwer are to be added as bank signatures.

CARRIED

Next meeting: Monday, March 21, 2011 at 7 p.m.

Meeting adjourned at 8:04 p.m.