

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



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MINUTES OF THE COMMITTEE MEETING

HELD MONDAY, MARCH 21, 2011

Present: Richard (Dick) Braunschweig; Erik Lund (Chair); James Scott, Chris Statham,
and Lucille Barfield, secretary

Fire Dept.: Roger Beck (Chief)

Absent: John Corsiglia; Layton Engwer

Public: 2

Erik called the meeting to order at 7:07 p.m.

1. ADOPTION OF AGENDA

Moved by James Scott, **Seconded** by Chris Statham, that the agenda be adopted
with the addition of "Chair's Remarks" as Item 3.

CARRIED

2. ADOPTION OF MINUTES OF FEBRUARY 21, 2011

Moved by Dick Braunschweig, **Seconded** by James Scott, that the minutes of the
February 21, 2011 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

Erik welcomed the public and said there will be an in camera meeting following the
regular meeting.

4. PUBLIC PARTICIPATION ON AGENDA ITEMS - nil

5. BUSINESS ARISING FROM THE MINUTES - nil

6. REPORTS

(a) Fire Chief's Report – Roger Beck

A Incidents

We have had 6 call outs since my last report:

- 1 illegal open burn on Silver Spray lands, 2 MVIs, 1 tree blocking road, 1 duty page to remove snow from hall and prepare trucks for slippery conditions, and 1 suspected structure fire. That brings our total for the year to 15 call outs.

B Roll Call

We currently have 28 active fire fighters registered one of whom is a junior fire fighter.

C Training

Thursday training has been attended by an average of 19 personnel per week. This training has included progression in IFSTA modules, driver training and apparatus familiarization work.

Saturday practices have been attended by 10 personnel who have been teaching, recertifying and doing initial certification in the First Responder program.

D Business

1. The Fire Brigade has held their AGM and some new executive members have been elected: Falk Wagenbach is the new president, David Baines is the new vice president, and Valerie Braunschweig is the new secretary.
2. Deputy Chief Bigelow has informed me that the washer and dryer are now both in working order. There is still work outstanding as far as dry walling, shelf installation and other finishing touches but the machines are usable.
3. The firefighter's appreciation dinner was a success, enjoyed by all who attended. I must apologize to the commissioners, especially James, for my failure to acknowledge their hard work and dedication throughout the year and in preparing the event. You have gained the gratitude of the firefighters and they do appreciate your efforts.
4. As many have noticed the firefighters have been fitted with uniforms. The effect on group morale has been outstanding and the general public seems to share in the enthusiasm.
5. I have been in contact with CRD Water to investigate the installation of Stortz fittings on the district's fire hydrants. In lieu of a new hydrant installation this year it will probably be possible to fit out all of our hydrants with the fittings that allow us to hook up to the hydrant without first having to attach an adapter. The funds for this retrofit will not come out of our fire budget.

James questioned whether proper fittings on fire hydrants could be specified in new developments. Roger said we can only request as new ones are installed.

Roger was asked to ensure that all fire fighters have their new hoodies; if any changes are needed, contact James.

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

CARRIED

(b) Financial report - Chris Statham

Chris noted that the referendum budget was included in the March breakdown after a request that it not be.

Roger's latest expenditures are not in the report yet.

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

CARRIED

(c) Present Building - Dick Braunschweig

The gravel is done and nails cleaned up from around the building. A large wall tv was installed by the Fire Brigade and a couch brought in. A protective cover for the tv was suggested but not considered necessary. The fridge and stove have been replaced with donated ones.

Moved by Chris Statham, **Seconded** by James Scott, that the present building report be accepted as presented.

CARRIED

(d) Policy / HR – James Scott

The appreciation dinner on March 12th was a success, with approximately 50 attending. Too many no-shows so catering costs incurred. Total cost was approximately \$3,600 with invoices still to come from Valerie.

Kudos to Roger for the fire fighters' boosted morale.

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

CARRIED

7. OLD BUSINESS

(a) Policies in place for use of present fire hall

Erik said clarification is needed if fire hall policies change, and asked where the public go for information. Roger said there is a note on the door to contact him for hall bookings. 75-person maximum capacity, and no charge for the hall, just clean-up required. Users can donate to the Fire Brigade. There are no specific policies regarding hall usage.

Event insurance is essential, and can be obtained through Nancy Moore, CRD, for approx. \$60.

Some SEAPARC programs are held in the hall, and Carl Nielson explained that residents are not taxed for specific programs or events, but their taxes go into SEAPARC's budget. He said the free hall is a real benefit.

Valerie Braunschweig said property taxes are split between SEAPARC (CRD) and recreation; she is researching how monies can go back to our programs.

Erik suggested if anyone wanted to know where the recreation dollars are spent, they could attend a Juan de Fuca Parks & Recreation meeting and ask.

Temperature in the hall was discussed; Chris will check the budget figure for electrical expenses. Installation of programmable thermostats was recommended.

(b) Budget submission process

Erik gave a review of the E. Sooke Fire Department budgeting process, including:

- 5-year plan
- Start budget process in August each year
- Submit budget to CRD in September / October
- Budget approved by CRD each April
- Tax requisition arrives in August each year
- Other JDF fire commissions borrow money from the CRD to cover operating costs from January to August each year. In the past the ESFD has had a carry forward surplus and has not needed to borrow from the CRD.

8. NEW BUSINESS

(a) John Corsiglia researched the Hazmat program; Erik presented his report to Roger.

(b) George O'Briain, Juan de Fuca Emergency Preparedness group, has been invited to do a public presentation following the April 18th ESFPC meeting. Mr. O'Briain is notifying the public.

Next meeting: Monday, April 18, 2011 at 7 p.m.

Meeting adjourned at 7:55 p.m.