

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



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MINUTES OF THE COMMITTEE MEETING

HELD MONDAY, JULY 18, 2011

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

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

Absent: Layton Engwer

Public: 2

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

1. ADOPTION OF AGENDA

Moved by Chris Statham, **Seconded** by John Corsiglia, that the agenda be adopted with the following items added to New Business:

- a) Cancer coverage for fire fighters
- b) Upcoming budget
- c) Table-top emergency program exercise
- d) Layton Engwer attendance

CARRIED

2. ADOPTION OF MINUTES OF MAY 16, 2011

Moved by Dick Braunschweig, **Seconded** by James Scott, that the minutes of the May 16, 2011 meeting be adopted.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS

Valerie Braunschweig said she sent a write-up to John re the new fire hall. She also recommended a cover for the downstairs thermostats so users of the hall can't adjust them.

4. BUSINESS ARISING FROM THE MINUTES - nil

5. REPORTS

(a) Fire Chief's Report – Roger Beck

A Incidents

We have had 7 call outs since my last report: 2 illegal burns, home owners extinguished fires and were informed of burning regulations; 1 MVI resulting in entrapment with hydro lines down; 1 fire in East Sooke park, and 3 calls for medical first response.

B Roll Call

We currently have 26 active fire fighters registered.

C Training

1. Thursday training has been attended by an average of 16 personnel.
2. Weekend training has been attended by an average of 9 personnel.

Training has included;

- a/ Continued training in IFSTA modules.
- b/ Forestry fire practice with equipment familiarization being the focus.
- c/ Forestry fire fighting certification.

D Budget meetings with the Chief and officers have been scheduled for the upcoming two weeks.

The initial impression is that the training and operational budgets should be increased by a percentage equal to the rate of inflation. There will need to be 2 new line items added to the budget to account for the gathering of funds for a new fire hall and the purchase of a new engine.

The options we have considered to fund the hall are;

1. A loan through the CRD.
2. A loan through the Municipal finance authority.
3. Collecting funds until we can pay outright.
4. A combination of the above.

Any suggestions or input from the commission or public that would help us fund the hall at minimum cost to the ratepayers is being actively considered.

The options to fund the new truck are the same as for the hall but would also include the option to lease the truck.

Moved by John Corsiglia, **Seconded** by James Scott, that the Fire Chief's Report for July 2011 be accepted as presented.

CARRIED

Further to the January motion regarding demolition permit applicants being referred to the fire department to see if the buildings can be used for fire demolition practices, Roger reported that meetings with CRD Building Inspection staff are scheduled. Roger will report back on this at the August meeting.

(b) Financial report - Chris Statham

On track; all costs are now in for the Appreciation dinner.

Erik asked Roger to provide his next year's budget items for discussion at the September meeting, after which the budget will be submitted to the CRD.

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

CARRIED

(c) Building report - Dick Braunschweig

Dick reported on a dismantled concrete building he had seen up-Island, purchased as a gym, with 32' high walls, trusses, roof, which the owner would move; asking \$45,000 but would take \$35,000. Erik said this will be passed on to CRD Engineering when they meet.

Heating controls are being bumped up by groups using the hall and Roger said the breakers could be turned off for the summer. This would not affect the security system.

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

CARRIED

(d) Policy / HR – nil.

6. OLD BUSINESS - nil.

7. NEW BUSINESS

- a) Cancer coverage for fire fighters – An article on extending cancer insurance coverage to fire fighters was discussed, noting that full time Alberta fire fighters are covered for certain cancers; paid/volunteer fire fighters are considered the same re presumptive cancers; announced last week that a few new cancer types have been added to “presumptive cancers”.
- b) Upcoming budget – Erik said this will be an agenda item for the next meeting. Roger and James will meet and bring back recommendations.
- c) Table-top emergency program exercise – Erik received an email from Jeri Grant regarding a table-top exercise being done by the Juan de Fuca Emergency Planning committee. Roger was asked to include “Emergency Preparedness” in his reports; it is not the commission’s responsibility but inter-weaves with fire fighters. It was felt that the commission should help to get an E. Sooke program running. Roger was asked to inform the J de F Emergency Planning committee that the commission would like to see progress in E. Sooke. George O’Brian would be the contact and Mike Hicks, Regional Director.

Roger is to report back after speaking to the J de F Emergency Program committee.

- d) Layton Engwer attendance – Erik read a letter from a resident that noted Layton’s lack of attendance to any commission meetings since January. Erik will contact Layton re his status, and noted that he does have an interest but his temporary work out of province prevents him from attending meetings during the week. The secretary was asked to find out if meetings can be attended via Skype or speaker phones.

Moved by Chris Statham, **Seconded** by James Scott, that the bylaw governing the commission be amended to either increase the number of commissioners to 7 or to make 3 be a quorum.

CARRIED

Erik will contact Mike Hicks to follow up on this motion.

Moved by Dick Braunschweig, **Seconded** by James Scott, that “Refurbished Vehicles” be added to New Business.

CARRIED

- e) Dick reported that Sooke fire department purchased a refurbished fire truck at less than half the cost of a new one. Dave Bigelow said they have looked at this option. Financing of a replacement fire truck was discussed.

8. Adjournment – Erik said Malcolm Cowley, CRD Engineering, will attend an information meeting with the commissioners next Monday to report on the new fire hall process.

Meeting adjourned at 8:35 p.m. to be reconvened at 7:00 p.m. on Monday, July 25th.

**MINUTES OF THE CONTINUED COMMITTEE MEETING
HELD MONDAY, JULY 25, 2011**

Present: Richard (Dick) Braunschweig; John Corsiglia; Erik Lund (Chair); James Scott; Lucille Barfield, secretary and Malcolm Cowley, CRD Engineering

Fire Dept.: Roger Beck (Chief)

Absent: Layton Engwer; Chris Statham

Public: 1

Erik called the continued July 18, 2011 meeting to order at 7:05 p.m.

Layton Engwer's absence from meetings was further discussed and Erik reported that Director Mike Hicks is prepared to have the bylaw amended to require 3 for a quorum.

Moved by James Scott, **Seconded** by John Corsiglia, that Layton Engwer's absence is excusable and the commission take no action at this time.

CARRIED

Lucille Barfield reported that it is not possible to link an absentee commissioner to meetings via speaker phone or Skype.

Erik introduced Malcolm Cowley, who was asked to attend the meeting to explain how to proceed with the replacement fire hall now that the property has been purchased.

Malcolm gave a brief review of the commission's role under the CRD and the new fire hall project, noting that the present hall, built in 1985, was deemed insufficient structurally and in long-term needs by KMP Architects in their July 2008 Needs Analysis study. Options were to renovate the hall, build a new hall on site or build a new hall on an adjacent site. In September 2010, Environmental Engineering was asked to do a feasibility study on purchasing property for a new hall. Consultants Westland Resource Group concurred with the proposed purchase of the 1 hectare site and in April 2011, at meetings with Simon Joslin, CRD consultant, the owners agreed to sell the site for \$200,000. This was approved by the Electoral Area Services committee and the CRD Board, and the application for rezoning was approved. A deposit of \$10,000 was made and conditions should be completed in a couple of months. A survey and a draft subdivision plan were done, plus a rough concept plan that showed ample room for the building and future expansion.

It was asked if the \$25,000 rezoning cost is accountable to the commission and Malcolm said it is a measurable cost, as are the subdivision application fee, land agent's time with the CRD Juan de Fuca Planning department, and extension of the water main study. JdeF Planner June Klassen and Regional Director Mike Hicks said in a meeting that their costs will be kept to a

minimum. Notices sent out to the pertinent agencies have come back positive but are not a determining factor – the rezoning process is the determiner.

Contract work done previously by KMP may be used but detailed work done by previous commissioner Rick Moffett would be better. A professional team of architects, mechanical and electrical engineers, etc. will be retained for the project.

A quote will be obtained from J.E. Anderson & Associates to complete the subdivision application.

Moved by John Corsiglia, **Seconded** by Dick Braunschweig, that up to \$2,000 be spent to complete the subdivision application and register the property with Land Titles.

CARRIED

Malcolm provided a draft referendum process and timeline; once the total amount needed is defined, it will be about 4 months till the referendum vote takes place and 6 months till the funds are received. The Alternative Approval process could be used instead of a referendum but this is not an advisable option. Malcolm will provide details on the Alternative Approval process.

A commissioner noted that prefabs have been looked at. The design coordinator (who could be a structural engineer vs. an architect) would have to agree that this would be workable. This will be included in the RFP as will future add-on planning. Dick handed out copies of designs that had been done.

Conceptual Design – an RFP will be drafted and issued when all information is received; it will not be awarded until the land is secured.

Malcolm will get the subdivision application to the Minister of Transportation by the end of August at the latest, and will continue working on the rezoning process with J de F Planning. Dick was asked to attend the APC meeting on August 10th, 7 pm in the E. Sooke fire hall; other commissioners could attend as well.

Communication with Ministry of Transportation, CRD Water, CREST and CRD Emergency Planning, BC Hydro, etc. will take place when site plan options are completed. Public consultation will take place in 2012 with public comments incorporated into the plans; costs would be updated as required. It was suggested that it would be good to have information for the 2012 AGM.

Malcolm summarized cost estimates for property acquisition, concept design, agency and referendum reviews, and reported \$24,000 spent to date. Total referendum budget is estimated at \$276,000.

Moved by John Corsiglia, **Seconded** by James Scott, that we proceed with the CRD managing the new fire hall project.

CARRIED

Malcolm displayed a site plan showing best location on the site for the building, proposed water lines, hydro, etc.

Next meeting: Monday, August 15th, 7 p.m.

Meeting adjourned at 8:52 p.m.

Malcolm emailed the following summary of action items:

1. Complete the Subdivision Application, finalize the Subdivision Plan, and obtain approval from MOTI.
2. Confirm the scope and tasks related to the \$25k subdivision and rezoning costs that were noted in the appraisal.
3. Confirm if any rezoning referral comments have been received. Deadline date to receive comments is August 2, 2011.
4. Can an Alternative Approval Process (AAP) be used instead of a Referendum? What is the timeline and cost of an AAP versus a Referendum?
5. The Commission indicated that they wanted to make sure that the land purchase was completed before we commence with any design.
6. Roger is to fill out the Requirements Assessment form and have it endorsed by the Commission before submitting it. Use a rating scale of 1 to 5 for each item. (1 = essential and 5 = nice to have but can do without).
7. Confirm what's on the August 10 APC agenda and if it is recommended that a Commission member attend.
8. Investigate if grants might be available for the Fire Hall beforehand or afterwards (through PEP, etc.) for adding stuff later.
9. Confirm with CRD Finance what Budget should be allocated in 2012 towards the Fire Hall project up to Referendum.
10. The Commission passed a motion to retain CRD Environmental Engineering to manage the project.
11. Check with CRD Water on the Anderson Cove watermain feasibility study and cost estimate (to compare with the watermain requirements for the firehall).
12. The Commission requested that the land purchase be finalized by December 31, 2011.
13. Inquire with JDF Planning as to what will happen if there is no quorum at the August 10 APC – can the rezoning proceed anyway given that APC is only an advisory committee?