

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



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MINUTES OF THE COMMITTEE MEETING

HELD MONDAY, JANUARY 16, 2012

Present: Richard (Dick) Braunschweig (Acting Chair); John Corsiglia; Rick Lambert;
George May; Chris Statham; Brian White, and Lucille Barfield, Secretary

Fire Dept.: Roger Beck (Fire Chief)

Public: 3

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

1. ADOPTION OF AGENDA

Moved by Chris Statham, **Seconded** by George May, that the agenda be adopted with the following additions under #6, Old Business:

- Appreciation Dinner Budget
- Director Hicks' / Minister Ida Chong's comfort letter

CARRIED

2. ADOPTION OF MINUTES OF NOVEMBER 21, 2011

Moved by John Corsiglia, **Seconded** by George May, that the minutes of the November 21, 2011 meeting be adopted.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS

Erik Lund expressed congratulations to the new commissioners and noted that if the Commission had not requested and received the comfort letter from the Minister, it could have had an effect on the referendum. He said he is available to answer any procedural questions. The Commissioners unanimously thanked Erik for his work.

Valerie Braunschweig distributed her draft brochure entitled "East Sooke – Why a New Fire Hall". She also handed out a background information report re the new fire hall that she compiled from Fire Commission minutes; she brought attention to the January 5/09 item on gaming grants.

4. BUSINESS ARISING FROM THE MINUTES - nil

5. REPORTS

(a) Fire Chief's Report – Roger Beck

A Incidents.

We have had 11 call outs since my last report:

- 2 false alarms
- 1 for a tree across the road
- 1 for hydro lines down
- 1 large illegal open burn. Rules regarding permits and reasons for rules were explained to property owner.
- 6 First Response calls.

B Roll Call.

We currently have 22 fire fighters*

- 4 new recruits
- 1 administrative assistant
- 17 regular firefighters.

* 2 of our fire fighters who have stepped down to go to University have been moved to the "On extended leave" list.

C Training.

Thursday training has been attended by an average of 16 personnel.
Saturday training has been attended by an average of 10 personnel.

Training has included IFSTA modules #1, 2 and 5, and First Responder training.

D Business.

The Government of Canada has established a \$3,000 non refundable tax credit for any firefighter who puts in 200 or more hours of qualified service to the community. Our administrative assistant has tabulated the hours served by each firefighter. The result of the tabulation is that 14 of our firefighters qualify for the tax credit.

On Friday the 16th of December the fire brigade held a pancake breakfast at the fire hall. The event was well attended and enjoyed by all who attended. The event was thrown in order to gather food and funds for the Sooke food bank.

Tender 765 was decorated for the Langford Chamber of Commerce fire truck parade of lights held on Saturday the 17th of December. The annual event is attended by one or two trucks from halls in most of the districts surrounding Langford. Our truck

placed third for best decorated, winning a \$100 prize. The funds will be used to purchase more lights for next year's parade. Our highly decorated tender toured the district of East Sooke the night before the parade with Santa on board. Santa handed out candy canes and seasonal cheer (Hugs) while accepting more donations for the Sooke food bank. All told we donated a pickup truck load to the food bank.

Our annual Christmas levy was held in December. It was a highly enjoyable night that was the highlight of the year for many of our volunteers. The weather kept attendance from other halls low but the enthusiasm of our attendees made for a night to remember.

The fire brigade had a pot luck New Years Eve party at the hall that was attended by 65 people. The evening proved to be a good use of the hall and will be open to a wider array of people next year. A small fireworks display, live band, food, refreshments and good company had everyone going home with a great start to 2012.

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

CARRIED

(b) Financial Report - Chris Statham

There is a balance in the bank. There was a question about the \$30,000 budget figure for Protective Clothing, with \$19,000 left. Roger explained that the budget figure was increased to \$30K, mostly from the training budget. The next budget will show the monies reallocated to training.

"FM Association Allowance" figure of \$7,650 was questioned and Roger said that the fire fighters had been receiving a stipend but it was decided to average out the amount and give it to the Fire Brigade for community events and other expenses.

Roger said that most of the \$87,000 surplus is earmarked for a new fire truck, which would be about \$300,000 so would have to be financed over 5 years.

The value of items was questioned and it was noted that the CRD has these figures.

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

CARRIED

(c) Present Building – Dick asked when the outstanding repairs will be done on the hall. Roger is meeting with Irwin Industries to set up work on the gutters and drain lines. By the end of January work will be getting done on gutters, doors and drywall; the fireplace needs to be fixed and the doors are drafty. The mouldy smell in the hall is gone because the carpet was cleaned and dried.

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

CARRIED

- (d) Policy / HR – Report forthcoming at the next meeting. Roger reported that the missing fire fighters' pins have turned up and are now in the office.

6. OLD BUSINESS

- a) Dick gave George, Rick and Brian reports on the replacement Fire Hall, and gave copies of CRD Bylaw 3790, "A Bylaw to Amend Bylaw No. 2040, the "Sooke Land Use Bylaw, 1992", to everyone. This bylaw was passed December 14th, approved by the MOT and adopted January 11th, 2012. J. Anderson Surveyors are completing their work. Roger noted that the road frontage will be ours to do as we please; the Broadbents (previous owners) want input on this frontage property. Westland's survey is in place and the paperwork will be done in two weeks. CRD's Simon Joslin is completing the land purchase – subjects to be removed by January 31st and completion by February 15th at the latest.

John handed out a draft report on "East Sooke Fire Protection" that he compiled from the old reports they were given, including the 1994 report done by a Fire Commissioner and one done by KMP. He asked the commissioners to read through his report and forward their comments to him

- b) Appreciation Dinner – Dick explained that this event is put on for the fire fighters to thank them for their services. James Scott has made up an instruction manual, and Valerie Braunschweig helps with the dinner. The budget allocation of \$4,650 was discussed and it was

Moved by George May, **Seconded** by John Corsiglia, that the budget figure for the Appreciation Dinner be increased to \$4,850.

CARRIED

- c) Letter to Director Hicks requesting "comfort letter" from Ministry – Ida Chong's reply to Director Hicks was discussed and it was decided that further clarification is needed.

Moved by Rick Lambert, **Seconded** by John Corsiglia, that a letter be drafted to Director Mike Hicks requesting further clarification from Minister Ida Chong that should an East Sooke land owner or groups of land owners petition a neighboring municipality for inclusion or annexation, the obligation to pay the annual fire hall construction levy will remain attached to the property and the annual payment will be levied by the attaching or annexing municipality and will be remitted annually to the CRD and applied towards paying off the East Sooke fire hall debt until that debt is retired.

CARRIED

7. NEW BUSINESS

- (a) Dick introduced the new commissioners.

(b) On a motion by George May, seconded by Chris Statham, Dick Braunschweig was elected as Chair. Rick Lambert was appointed as Vice Chair.

(c) Assignment of Areas of Responsibility:

- Finance – Chris Statham
- Communications – Brian White and John Corsiglia
- New Building – George May and Dick Braunschweig
- Policy and HR – Rick Lambert

The new building was discussed, with the next step being building features and getting bids. Dick said they have met with the fire fighters regarding their needs and have a basic design. They will meet with Malcolm Cowley, CRD Engineer. George said the requirement for a new building should be finalized by next month's meeting, then go to the CRD for their agreement and thence to tender. He noted that his lab is constructed of steel which he recommends for the new hall.

Dick will get copies of the December 2010 CRD referendum information for the commissioners, and will also arrange for their keys and alarm codes.

Meeting adjourned at 8:25 p.m. on a motion by Chris Statham/Rick Lambert.

Next meeting: Monday, February 20, 2012 at 7 p.m.