

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



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MINUTES OF THE COMMITTEE MEETING

HELD MONDAY, MARCH 19, 2012

Present: Dick Braunschweig, Chair; John Corsiglia; Rick Lambert; Chris Statham; Brian White and Lucille Barfield, Secretary

Absent: George May

Fire Dept.: Roger Beck, Fire Chief and Dave Bigelow, Deputy Chief

Public: 2

Dick called the meeting to order at 7:05 p.m.

1. ADOPTION OF AGENDA

Moved by Chris Statham, **Seconded** by John Corsiglia, that the agenda be adopted with the following additions:

- Letter sent to Minister Ida Chong
- Thank you letter to the Broadbents

CARRIED

2. ADOPTION OF MINUTES OF FEBRUARY 20, 2012

Moved by John Corsiglia, **Seconded** by Rick Lambert, that the minutes of the February 20, 2012 meeting be adopted.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS

Kevin Hurst, VP of the E. Sooke Fire Brigade, spoke on the Brigade's vote last year to put \$10,000 of its money towards a training facility. They would now like to see it incorporated into the new fire hall and would like to work with the commission on planning the new building. He said they have considered purchasing shipping containers to use for training but prefer a facility in the new building.

Items brought up in the ensuing general discussion included:

- (a) Support the idea of containers to keep "dirty training" out of the regular rooms;
- (b) Containers would be good for smoke/heat training;
- (c) The Brigade shouldn't have to fund a new training centre;

- (d) A container could be set over a gravel base vs. concrete pad and moved to the new site when the property is finalized;
- (e) The detailed design phase will set out what can be done;
- (f) Time line – May/June design phase; July cost estimate; September to CRD Board; November referendum; February 2013 tender and June begin construction.

Dick asked Kevin to have 3 scenarios drafted up, with cost requirements, for the next meeting.

Valerie Braunschweig had a letter from Central Saanich outlining the steps they took for their new fire hall

4. BUSINESS ARISING FROM THE MINUTES - Nil.

5. REPORTS

Chair's Report – A copy of the letter of thanks sent to Minister Ida Chong was circulated.

- Dick reported on the issue of email security and said the CRD had been using an old email address. This has now been rectified.

Moved by Brian White, **Seconded** by Chris Statham, that the Chair's report be accepted as presented.

CARRIED

(a) Fire Chief's Report – Roger Beck

A Incidents.

We have had 9 call outs since my last report: 1 duty page for “various complaints” on Seagirt road, 1 chimney fire, and 7 medical first response calls.

B Roll Call.

We currently have 22 fire fighters: 4 new recruits, 1 administrative assistant, and 17 regular firefighters.

C Training.

Thursday training has been attended by an average of 14 personnel. Saturday training was attended by an average of 4 personnel. Training has included training and testing in IFSTA modules #1, 2 and 5, and first responder training focusing on bandaging and control of bleeding.

D Business.

1/ Our administrative assistant (Valerie Braunschweig) has re-tallied all of the firefighters hours of service and found that one more fire fighter has qualified for the non refundable volunteer firefighters tax credit, bringing the total to 15 firefighters who gave 200 hours or more to their community last year.

2/ Earlier this year Valerie had created a flyer to advise the general public about plans to build a new fire hall. She requested any changes be forwarded to her so she can adjust the flyer to better represent the wishes of the commission. As yet she has received no amendments. I am of the opinion that a flyer is a good idea and Valerie's submission is a great starting point. I understand that the Commission considers her submission to be worth pursuing so I would request that we get any changes to her soon so that the flyer can be produced and mailed out in preparation for a referendum. The date of mail out is of concern as it should be timed to coincide with preparations for the referendum but an agreed upon flyer must first be produced.

3/ The "Friends of Coppermine Park" society has been formed and is now assisting with the public use of our training room. We currently have the room being used by the Fire department, Fire brigade, Yoga class, Exercise class, Karate club and Ball room dancers, among other groups. The public use of the hall will undoubtedly show the value of this structure as an operational community hall.

4/ Some security problems have arisen within the department. E-mail security has been changed to allow correspondence to reach only the Chief. It should be noted that e-mail is not a particularly secure method of transmitting information. Department SOGs disallow the use of e-mail for transmitting sensitive material but we have no control of what people choose to send to us. This change was needed to create confidentiality between the senders of mail and the Chief.

The sum of \$340.00 cash was stolen from the office out of the locked cashbox in a filing cabinet. The cashbox holds the Brigade's float. It is always disturbing when a "Not for profit organization" is robbed. An RCMP file is open and investigation shows that the office door and cashbox were forced open. There is no evidence of the main door of the hall being forced and no alarm was set off. This means the thief had a key to enter the hall, a code to disarm the alarm system but may not have had an office key or the code for the cashbox. As a result of the break-in I have changed the codes of all of the firefighters and contacted locksmiths to have the locks changed for the entire building. At least 15 years has passed since the building has been re-keyed so a lock update is far overdue.

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

CARRIED

(b) Finance Report - Chris Statham

The CRD is finalizing our budget. Noted that if Training reaches the maximum budgeted, funds could be transferred from the Contingency fund on a motion by the commissioners.

Sooke has been billed for Silver Spray services.

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

CARRIED

(c) Communications – John referred to the previous report on E. Sooke residents' fire insurance costs, saying that this puts an obligation to the residents to get the new hall completed. The proposed flyer would serve to introduce this fact to the public. He distributed a sample of a report for the flyer and asked that it be reviewed and comments sent to him in the next week.

A proper website for the commission was discussed; Valerie has been looking into this and she showed a sample home page she drafted up.

Moved by Rick Lambert, **Seconded** by Chris Statham, that Brian and John be allocated \$1,000 to arrange for an E. Sooke Fire Prevention Commission website.

CARRIED

Moved by Chris Statham, **Seconded** by Brian White, that the Communications report be accepted as presented.

CARRIED

(d) Building Report – Dick said they met with Malcolm Cowley, CRD, before tonight's meeting. Areas that need to be addressed to move forward were outlined and finances presented in a previous Progress Report were acknowledged. Dick will deliver the reports to the commissioners tomorrow for their input by next Monday and will then contact Malcolm for their next meeting. A committee to meet with Malcolm Cowley would comprise George, Dick and Roger; it was agreed that Dave Bigelow and Kevin Hurst would also be on the committee.

Kevin told the meeting that he is a licensed plumber and would be willing to work on the project.

Moved by John Corsiglia, **Seconded** by Rick Lambert, that the Building report be accepted as presented.

CARRIED

(e) Policy / HR – Rick said the March 24th appreciation dinner is a go. "No Smoking" signs will be posted on the doors as per CRD policy.

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

CARRIED

6. OLD BUSINESS - A copy of the letter sent to Minister Ida Chong was circulated.

7. NEW BUSINESS

Moved by Chris Statham, **Seconded** by Brian White, that Chris send a letter of thanks from the Commissioners to the Broadbents for offering their property for sale.

CARRIED

Valerie Braunschweig suggested that note cards with the Commission's logo be made up for thank-you notes.

Valerie clarified that *Friends of Copper Mine Park* is not part of the Commission. Her later email stated further:

The newly formed Friends of Coppermine Park Society will liason with the East Sooke Volunteer Fire Department for use of the downstairs meeting room for recreation programmes that require to be indoors; and

The booking of the Fire Department's downstairs meeting room will be handled by Valerie Braunschweig, Administrative Assistant of the Deptment.

8. Meeting adjourned at 8:40 p.m. on a motion by Brian White/Chris Statham.

Next meeting: Monday, April 16, 2012 at 7 p.m.