

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



1397 Coppermine Road, East Sooke BC, V9Z1B2; 250 642-4411  
esvfd@shaw.ca

---

**MINUTES OF THE COMMITTEE MEETING**

**HELD MONDAY, MAY 28, 2012**

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

**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 Brian White, **Seconded** by Chris Statham, that the agenda be adopted as presented.

**CARRIED**

**2. ADOPTION OF MINUTES OF APRIL 16, 2012**

**Moved** by Chris Statham, **Seconded** by George May, that the minutes of the April 16, 2012 meeting be adopted.

**CARRIED**

**3. PUBLIC PARTICIPATION ON AGENDA ITEMS**

Dick said fire fighters are welcome at the Commission meetings but any concerns regarding building or fire department issues should go to the Fire Chief first. The Commissioners agreed with this direction, and it was suggested that this also apply to them.

**4. BUSINESS ARISING FROM THE MINUTES - nil**

**5. REPORTS:**

(a) Chair's Report – The residents of E. Sooke need to be brought up to date regarding the new fire hall, including:

- We are working with the CRD.
- The CRD called for credentials and 9 companies responded.
- The Commission and the CRD have reviewed these 9 responses and the 3 preferred companies have been asked to respond to the RFP by June 4<sup>th</sup>. When received, these responses will be reviewed by the Commission as a whole.
- Now that this process is underway, Dick cautioned that more companies cannot be added to the list or contacted for information.

(b) Fire Chief's Report – Roger Beck

**A** Incidents.

We have had 11 call outs since my last report: 1 residential alarm for carbon monoxide, 1 chimney fire, 2 calls for MVIs: 1 single vehicle motor bike crash (no injuries) and 1 van that appeared to have lost control in loose gravel and hit a tree; the driver was taken to hospital by ambulance. Also 2 duty pages for dirty/smokey fires; home owners were educated on how to burn properly and exactly what fines were enforceable in regard to noncompliance. Both home owners chose to comply. And 5 medical first response calls: 1 for chest pains, 1 for breathing problems, 1 for loss of consciousness with a fall, 1 for a major burn and 1 for an ambulance assist.

**B** Roll Call.

We currently have 20 fire fighters: 4 new recruits, 1 administrative assistant and 15 regular firefighters.

**C** Training.

Thursday training has been attended by an average of 14 personnel. Saturday training was attended by 8 personnel.

Training has included Training and testing in the IFSTA modules that focus on MVIs and Automobile extrication and wild land fire fighting and First Responder training, again focused on injuries incurred in MVIs.

**D** Business.

1. The locks have been changed throughout the hall. The keys have 3 levels of security: level one keys open everything and are issued to Officers; level two keys open everything but the chief's office and front door, and level three keys open the downstairs entrance, showers, kitchen and storage space.  
The main entrance upstairs is now opened with an electronic Fob system. Fobs are programmed individually so if a fob goes missing it can get deprogrammed and becomes useless for unlocking the door. Spare Fobs are readily available and are about the same cost as getting a new key cut.  
The commissioners' storage room is currently opened with the tier one and two keys but will be changed to open only with tier one and commission keys.  
Fire fighters have been issued with one Fob and a new key as their entry requirements dictate. Some of the new keys have been issued to people currently using the hall. More keys are available for personnel who require entry to the hall on a short term basis.  
This change has been initiated to address the ongoing security problems we have had as a result of an unknown quantity of keys being out and about within the community.
2. An "Imprest" chequing account has been discovered through the good work of our administrative assistant Valerie Braunschweig. This account allows the commissioners to write cheques against budget lines, enabling more expeditious payment of firefighters

and suppliers. It will also allow advances to be paid out to firefighters going out of town on courses so they will no longer be required to pay "out of pocket" and await reimbursement when going away for training.

3. I will be away at the FCABC conference from Friday the 2<sup>nd</sup> of June until Thursday the 7<sup>th</sup> of June. Deputy Chief Bigelow will be acting Chief and Captain Hurst will be acting Deputy Chief during my absence.
4. Two new departmental P-cards have been issued for the Deputy Chief and Training officer in order for them to be able to make purchases for the fire department. The commission should have some discussion as to the maximum expenditure level of these cards in order to avoid the kinds of misunderstandings that have occurred in the past. An expenditures SOG will be made up and implemented that reflects the wishes of the commissioners.

**Moved** by Chris Statham, **Seconded** by John Corsiglia that a \$500 maximum be put on the P-cards, to be reviewed in 6 months.

**CARRIED**

5. We did our part in the annual Muscular Dystrophy Boot Drive where a dozen of our firefighters manned the corner of East Sooke and Gillespie road. We were there seeking donations to assist with research for the cure to this debilitating and sometimes fatal disease. We were successful in raising almost \$2500.00 and I'm confident that the brigade will donate whatever sum is required to meet that benchmark.
6. Deputy Chief Bigelow and I toured training towers from Lake Cowichan to Langford and gathered much valuable information and many pictures that will be of tremendous value when we design the training tower for the new fire hall. We found that many hard learned and expensive mistakes were made by other departments that we can now avoid repeating. We also discovered many features to training towers that can be built in at very low cost and will be of a high value to our training program.

Dick asked that this information be shared with Kevin Hearst.

**Moved** by Rick Lambert, **Seconded** by John Corsiglia, that the Fire Chief's report be adopted.

**CARRIED**

(c) Finance Report – Chris Statham

**Moved** by Chris Statham, **Seconded** by Brian White that the \$400 expense for the Appreciation Dinner musicians be transferred to the "Contract for Services" budget line.

**CARRIED**

Chris will contact Peggy Dayton to make this transfer.

The \$200/month hall cleaning was questioned, noting there are no invoices for the service. It was decided the cleaner will be asked to submit invoices, and that a checklist of her tasks be compiled. Best rates for utilities was questioned and Roger said that his

admin assistant regrouped the phone system, thus saving \$300-\$400 a year. Roger replaced toilet parts in the hall that were using excessive water.

A \$400 water bill for a Mt. Matheson address is being looked into by Peggy Dayton.

Roger said the thermostat in the room seems defective – George will check it.

**Moved** by George May, **Seconded** by Brian White that the Finance Report be adopted.

**CARRIED**

- (d) Communications – Brian offered kudos to John for composing the draft content for the website. Now site content will be worked on. We missed the deadline to include a new fire hall information letter to residents with tax notices; this was sent out April 19<sup>th</sup> by general mail.

Brian distributed copies of the website and reviewed it. It will be vetted with the CRD before finalized. A "site map" was suggested. Brian asked for feedback from the Commissioners before the end of the week as to any inaccuracies, omissions, general comments but not with regard to spelling or grammar at this point. Falk will be asked to send pictures he has to Brian for inclusion on the site. Valerie noted that they have an East Sooke Fire Department website now and would like to link it to the new one. Dion is working on a domain name – "East Sooke New Fire Hall" was suggested. Signs and articles in the Rural Observer will be needed to notify residents of the new website.

**Moved** by Chris Statham, **Seconded** by Rick Lambert that the Communications Report be adopted.

**CARRIED**

- (e) New Building report – covered in previous discussions

- (f) Policy/HR report – Rick distributed copies of the Appreciation Dinner expense statement. Valerie explained that the CRD takes the HST out so the figures would be less than noted. Rick expressed thanks for Parry Trowell's help and noted also that the bar manager was very good. He felt gas expenses should be included in the budget, and said there were no previous guidelines to assist them so he will keep his report to help with budgeting and arrangements for next year's event. Dick thanked Rick and Valerie, and expressed appreciation for the other volunteers.

**Moved** by George May, **Seconded** by John Corsiglia that the Policy/HR Report be adopted.

**CARRIED**

**6. OLD BUSINESS** – nil

- 7. NEW BUSINESS** – Roger noted that the gutters were cleaned, electrical wires on the deck removed, and a hole in the drywall by the door repaired.

Motion to adjourn 8:50 p.m.

**Next meeting: Monday, June 18, 2012 at 7 p.m.**