

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, OCTOBER 15, 2012

Present: Dick Braunschweig, Chair; George May; Rick Lambert; Chris Statham;
John Corsiglia; and Valerie Braunschweig, acting recording secretary

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

Absent: Brian White

Public: 1

Dick called the meeting to order at 7:03 pm.

1. ADOPTION OF AGENDA

Dick requested to add the following items to the Agenda:

- AGM - November 18
- Open House - November 3
- Imprest Account cheque for Helen Shippett regarding cleaning supplies.

Moved by Rick Lambert, **Seconded** by George May, that the agenda be adopted as amended.

CARRIED

2. ADOPTION OF MINUTES OF SEPTEMBER 17, 2012

Moved by Chris Statham, **Seconded** by John Corsiglia, that the minutes of the September 17, 2012 meeting be adopted.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS - None

4. BUSINESS ARISING FROM THE MINUTES - None

5. REPORTS:

(a) Chair's Report

Dick reported that a meeting was held on October 1 with the Fire Commission, Malcolm Cowley and DNA architect David MacIntyre, for a second presentation of the Fire Hall blueprints. The blueprints were shared with the fire fighters at their last practice to garner further input. It was noted that the blueprints will be in camera until finalized for the open house.

Photos have been forwarded to Malcolm Cowley from Valerie Braunschweig, and Roger Beck for the revision of the CRD website regarding the proposed new fire hall project. Question from Kevin Hurst about the time of some of the meetings with DNA, as members were unable to attend due to work obligations. Dick responded that the appointments were to enable the architect to come from Vancouver to make his presentation, and that the Open House scheduled November 3rd will be on a Saturday afternoon to enable attendance from the fire fighters and the residents. Dick noted that the architect and Malcolm will record the department's needs at the Open House. John stated the architect's planning process was for public input, however before then input must come from the fire department.

Insurance company is under the gun, and a nice functional design was needed. As November 3 is the Open House, all changes need to be sent in as quickly as possible. Dick said the next step was Malcolm and DNA getting figures for the proposed new Fire Hall building, which would be made available before the Open House.

Moved by Chris Statham, **Seconded** by George May, that the chair's report be adopted as presented.

CARRIED

(b) Fire Chief's Report

A Incidents.

We have had 12 call outs since the last report: 2 duty pages for smoke sightings; 1 brush fire; 1 call for a strong smell of smoke; 1 MVI; 3 illegal open burns, and 4 medical first response calls.

B Roll Call.

We currently have 23 fire fighters: 6 new recruits (Fire fighters are considered new recruits until they have earned their pager); 1 administrative assistant and 16 regular firefighters.

C Training.

Thursday training has been attended by an average of 14 personnel. Weekend training was attended by an average of 5 personnel. Thursday training focused on IFSTA module work at various levels and first responder training. First responder training focused on policy and procedure. Weekend training consisted of 5 fire fighters attending the "Live Fire 2" course.

D Business.

Many electrical upgrades throughout the fire hall have been carried out. Many faults were discovered and most have been corrected. It turns out that there were more problems than first suspected so there were some cost over runs. The over runs won't entirely deplete our building maintenance budget but will make it necessary to put off until next year some planned repair work. Thank you to Dave for overseeing that the work got done.

Our copier and a rash of pagers have all failed. We are looking into inexpensive ways to replace our equipment but may be faced with costs that were unplanned for. As a result we may need to shuffle line items to account for the expenses. An actual accounting will be available next month. Recommended pay more for a laser jet copier, however more printing of copies per ink cartridge. George offered to look into the choices available.

Questions: Dick questioned the need for the use of quads in East Sooke park. Discussion followed. Roger noted that the park trails and roadways are growing in and used to take a full tanker but now a pickup truck can only go on the roadways and trails, often getting scraped. It won't be long as the smaller brush is growing that it will be difficult to get to a fire. Roger said that the CRD has quads. Was it critical to have them? - no, however for recruitment retention and getting to the scene - yes, able to do the job safely.

Dick asked who responded to a lake call and discussed the need of a small boat. Kevin said that the support trailer is now fully equipped with forestry gear and is a good unit now; it worked perfect for the recent fire call to East Sooke Park.

Moved by George May, **Seconded** by Rick Lambert, that the Fire Chief's report be adopted as presented.

CARRIED

(c) Finance Report

Chris reported that both the Capital Expenditures and Operating Budget had been submitted to the CRD with a 2% increase. The budget was submitted and approved with all additions and Fire Chief's concerns.

Insurance package - Valerie to provide a list of fire fighters for insurance.

Dick noted that Chris should get a financial report for year end to make available for the public at the AGM.

Question: Roger asked if the 2% operating budget Capital Expense included radio equipment. Yes

Money is being accrued for fire truck replacement.

Peggy Dayton will be at the AGM.

Moved by George May, **Seconded** by Rick Lambert, that the Finance report be adopted as presented.

CARRIED

(d) Communications Report

John said that they were working with a person on the website, and have closed the contract as the bid exceeded the budget. Noted that Brian and Valerie were working on a website - Valerie is building a web site for the fire department and Malcolm Cowley is updating the CRD web page from the former fire hall information.

Discussion followed regarding the proposed new fire hall and use of the old building. The CRD will oversee these matters in an open public process.

An article has been placed in the Rural Observer.

Kevin offered assistance from the Brigade for the open house setup.

Moved by Chris Statham, **Seconded** by Rick Lambert, that the Communication report be adopted as presented.

CARRIED

(e) New Building Report – George said that most of the discussion regarding the new building was already discussed in the Chair's report; he had nothing further.

(f) Policy/HR Report – No report.

Dick asked Rick if he would be interested in doing the Appreciation Dinner for next year.

6. OLD BUSINESS

Open House ads and flyers are being handled by the CRD.

7. NEW BUSINESS

The AGM was discussed; date to be Monday, November 19th. Dick asked that each Commissioner prepare their annual reports for the meeting. Peggy Dayton will attend to answer financial questions. He said we have to send a notice in writing within 30 days, so only a couple days to get it out. He will ask Lucille as everything must be in mailbox. Up for election are three seats: John Corsiglia, Brian White and Chris Statham.

The Open House for the proposed new fire hall will be Saturday, November 3 from 1:00 pm to 4:00 pm. Attending will be the Fire Commissioners; Malcolm Cowley, CRD; David MacIntyre, DNA architect; members of the Fire Department, and the Community.

Imprest Account requests - Cheque requested by Helen Shippett for \$200 for cleaning supplies.

Memorial - It was decided that in lieu of flowers, the Fire Commission donate \$100 towards the purchase of a park bench to be located in East Sooke Park in memory of Falk Wagenbach's wife, Antje.

Moved by Chris Statham, **Seconded** by George May, that the meeting be adjourned at 8:35 p.m.

CARRIED

Next meeting: Monday, November 19, 2012 at 7 p.m.