

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



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**MINUTES OF THE ANNUAL GENERAL MEETING
HELD MONDAY, NOVEMBER 19, 2012**

Present: Dick Braunschweig, Chair; John Corsiglia; Rick Lambert; George May; Chris Statham; Brian White; Mike Hicks, Regional Director, and Lucille Barfield, recording secretary

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

Public: 26

Meeting called to order at 7 pm.

1. ADOPTION OF AGENDA

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

CARRIED

2. ADOPTION OF THE MINUTES OF NOVEMBER 21, 2011 AGM

The minutes were read by the recording secretary.

Moved by Ute Schnarr, **Seconded** by Armin Sielopp, that the minutes of the November 21, 2011 annual general meeting be adopted.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES - nil.

4. REPORTS

(a) Chair's Report

Dick thanked the public for attending the meeting. He introduced the commissioners, the Regional Director and the Fire Chief and Deputy Fire Chief.

He gave the following update for the year:

- Completed a budget review for the coming year as well as a 5-year plan
- Continued to focus on a new fire hall as the present one is too small and is seismically unsafe
- Purchased a 1 hectare parcel of land on East Sooke Road for the construction of a new fire hall. This was passed and approved by the Ministry of Transportation and adopted January 11, 2012.
- Completed an initial outline of minimum requirements for the new building with Malcolm Cowley, our CRD project manager

- Call for credentials was completed in April, 3 submissions short listed, and David Nairn Architects of Vancouver was chosen
- Public open house was held November 3rd
- CRD website created (www.crd.bc.ca/jdf/emergency/esooke_firedept.htm) to provide project information to E. Sooke residents and request input from them
- Financial advice/support received from Peggy Dayton, CRD Senior Financial Analyst
- Referendum for a tax increase to support the new fire hall to be held tentatively April 27, 2013.

Dick gave a brief history that led up to the new fire hall project. In 1994 the Office of the Fire Commissioner of BC outlined concerns over the current fire hall structure and equipment. In 2008 the Commission asked for a survey and report on the current hall's condition by KMP Architecture Inc. of Victoria. This summer the Fire Underwriters inspected the premises and expressed concern over the lack of compliance to recommendations in the 1994 report and subsequent reports. He said these recommendations must now be taken seriously and it must be realized that the current building does not meet today's structural standards as a safe fire hall to provide proper community service.

Dick thanked the commissioners for a very productive year, and commended the volunteer firefighters and their medical emergency response personnel, noting that in order for them to provide community protection and involvement the residents of East Sooke must give them the tools to provide such service, ie. support our need for a new fire hall.

Moved by Roger Beck, **Seconded** by George May, that the Chair's report be accepted as presented.

CARRIED

(b) Fire Chief's report - Roger Beck, Fire Chief

1. Monthly Summary

A. Call-outs

3 call-outs: 2 duty pages regarding tsunami hazards from a quake off the Queen Charlotte Islands, and 1 medical first responder that involved a fatality. After such an incident we have an agreement with the Sooke fire department that enables us to use the support of their Critical Incident Stress Management (CISM) system. Families and friends of firefighters are encouraged to remind them that the CISM team is there for them and to use it.

B. Roll Call

Currently 23 firefighters: 4 new recruits (Firefighters are considered new recruits until they have earned their pager), 1 Administrative assistant and 18 regular firefighters/officers.

C. Training

Thursday training, which included IFSTA module work and first responder training, has been attended by an average of 12 personnel per week. On average 5 personnel attended Saturday training. Four firefighters attended an incident safety officers course at the Justice Institute in New Westminster.

D. Business

The fire brigade's annual Halloween party with a bonfire, fireworks and refreshments was well

attended. The fireworks display suffered a technical glitch but no one was hurt. Lindsay Trowell's "Eerie Acres" was visited by approximately 300 people over its 3-day run and raised about \$900 to help a local disabled person, and \$800 worth of food for the Sooke food bank.

2. Annual Report

A. Call outs

To date we have had 73 call outs:

- Power lines down - 3
- Hydro line fire - 1
- Brush Fires - 5
- Chimney Fires - 2
- Structure fire - 1
- Car fire - 1
- Kitchen fire - 1
- Duty Pages - 11
- Motor Vehicle Incidents (MVI's) - 7
- Medical First Response - 27
- False alarms - 3 (2 CO₂ detectors)
- Smoke sightings - 5
- Abandoned vehicle - 1
- Mutual Agreement with Metchosin - 1
- Illegal open burns - 4

B. Special events

- The annual soap box derby was better attended this year. The Brigade closed off part of Coppermine road for the event.
- Fun Fest, in conjunction with the Friends of Coppermine Park Society, included a garage sale, barbecue, fire hall truck display, karate demonstration, slip & slide, petting zoo, fitness display and other displays. It was very well attended.
- The Halloween celebration was well attended despite poor weather.
- The annual Santa run is coming up in December followed the next day by the fire truck light parade hosted by the Langford chamber of commerce. East Sooke enters at least one truck every year and has placed in the top 3 on several occasions.

C. Accomplished Training.

In the past eleven months we have continued with training to International Fire Safety Training Association (IFSTA) firefighter 1 and 2. This is an internationally recognized program where firefighters complete 9 separate training modules in order to attain a standard firefighter certification. This standard is required to enable firefighters to carry out all basic firefighter duties.

In the past year:

- 2 firefighters completed modules 1, 2 and 3 enabling them to get pagers and respond to calls
- 1 firefighter attended Live Fire 1

- 5 firefighters attended Live Fire 2
- 2 firefighters have completed all 9 modules of the program
- 11 firefighters completed the Hazardous Materials Awareness course.

In addition to the basic fire courses, our team has advanced in other areas:

- 1 firefighter attended the Hazardous Materials Operations course
- 11 firefighters completed the S100 and S185 Forestry Firefighting courses
- 2 Firefighters completed their Fire Service Instructor 1 course
- 1 firefighter completed a radio communications seminar
- 1 firefighter completed a communications systems infrastructure seminar
- 2 firefighters attended a Pumps and Pumping course
- 4 firefighters completed an Incident Safety Officers course
- 3 firefighters have been trained as Red Cross first responder instructors

All of these courses had a 100% success rate.

In-house training included hose lays, medical first responder, radio communications, master streams, SCBA drills, pumps and pumping, ropes and ladders, drafting operations, auto extrication, emergency vehicle operation, and hose handling work.

Saturday Drills - A total of 8 practices lasting an average of 4 hours each were attended by an average of 5 firefighters. These practices, covering routine training drills and vehicle familiarization work and a live vehicle burn, were above and beyond the 2.5 hour Thursday night regular practices.

Over all, the East Sooke Volunteer Fire department had a very successful year. Five firefighters are trained in extensive fire fighting skills from basic chimney fires to complex interior attacks within structures. Two more firefighters have completed their NFPA 1001; these are two of only four in the East Sooke Fire Department's history to complete the entire package. Three of these four are still active in the department making this group of firefighters the most qualified in the department's history.

Future training goals - As a volunteer fire department, we intend to maintain all of our skills as well as learn and develop many more through our training. We hope to have 2 more firefighters certified to the NFPA 1001 by the end of next year and intend to continue developing all other firefighters working towards the same goal. All of our officers are currently working towards their Fire Officer 1 program certification. Once this certification is achieved we will start accounting training achievements as being attained by a "Firefighter" or an "Officer".

D. Hours.

Volunteer hours so far this year total 5,211.8, with 5,956 hours expected by year end. These figures do not include time volunteered for special events nor help from friends and relatives. East Sooke has never been better protected from everyday disasters. Our volunteers' dedication and professionalism has never been higher. It is my opinion that East Sooke taxpayers have never received better value for their tax dollars, and a round of applause for their volunteers is well deserved.

Moved by George May, **Seconded** by Brian White, that the Fire Chief's report be accepted as presented.

CARRIED

Public Questions/Comments:

Q: Regarding the tsunami action, are certain areas susceptible to tsunami, ie. low bank waterfront properties?

Roger: It depends on the severity of a tsunami. The recent warning was for higher currents which would affect anything down on the beach, eg. Silver Spray area and boat damage at Becher Bay. Should there be another incident they would receive information on the severity and would contact all relevant households.

Q: Is that possible to do?

Roger: Yes, usually within an hour. They have lots of vehicles and people so they would warn everyone.

Q: Siren?

Roger: There used to be a siren but it didn't work on our electrical system so was given to Port Renfrew. It is not being used there either. The problem is that people would not all hear a siren, plus people close to it may sabotage it as it would be too loud. Modern technology has systems; E.Sooke Fire Department's Twitter page and Facebook page would be used to relay emergency information.

Roger noted the cost of cell phones for firefighters was prohibitive; however firefighters are encouraged to use their own cell phones and would be reimbursed for costs for usage or damage repairs.

Q: Erik Lund thanked Roger for his report and expressed his appreciation to the fire department. He asked what the plan would be if emergency trucks were demobilized in a big tsunami.

Roger: We could get the trucks out of the bay but the structure wouldn't take an earthquake. Saws are kept aboard to clear roadways.

Q: Impressed and grateful for the fire department. Will First Aid training be offered to the public?

Roger: Lindsay has CPR books and public training will be offered.

(c) Financial report - Chris Statham

I am pleased to report that the 2012 operating year budget has been successfully adhered to with no expenditures over and above the allocated amounts. We project a year-end surplus of some \$127,000. In short we enter the 2013 operating year with a healthy addition to our Capital Reserves.

On behalf of the Commission, I would like to commend Chief Beck for his handling of his budget.

In terms of our Capital Reserves, we have at present a total of \$245,569.00 in our Equipment Replacement Fund. Our Capital General Fund is presently at \$73,000. It is also likely we will be able to transfer a further \$20,000 into that Fund.

This year saw a requirement by the CRD to provide budget estimates for a 5-year period rather

than 3 years.

In consultation with Chief Beck and Peggy Dayton we were able to draw up a budget for 2013, 2014 and 2015 that provided a 2% increase in the operating budget, as well as a deposit of \$85,000 each year towards the purchase of the new equipment. \$50,000 of that figure is allocated toward the new pumper truck. In addition, in 2013 we will be able to add nearly \$40,000 to the General Capital Fund. In 2015 and 2016 funds in the amount of \$20,000 each year have been designated for the purchase of a Forestry First Response Vehicle. All of this will be accomplished without asking for an increase in the tax levy for the Fire Protection and Emergency Response budget.

In closing I would like to add a note of personal thanks for the work done by Val Braunschweig . Her efforts and eye for detail have made possible some significant savings in the operating budget. Thank-you Val.

Moved by Ute Schnarr, **Seconded** by Jane Hutchins, that the Financial Report be accepted as presented.

CARRIED

Roger commented that whereas most fire departments borrow money to purchase new trucks, by putting aside the money each year into the Equipment Renewal Fund we save a lot of money. A 20-year time limit is set on our front line fire truck which is now 14 years old; when replaced it will go as a back-line engine.

Q. Where will you put the new fire truck?

A. Roger: We have 3 bays but 4 trucks, so there is nowhere for it to go.

5. COMMENTS FROM THE PUBLIC – nil

6. ELECTION OF COMMISSIONERS

Commissioners with expiring terms are John Corsiglia, Chris Statham and Brian White.

Larry Oram was nominated from the floor and Brian White agreed to stand for another term. They were elected by acclamation for 2-year terms which take effect on January 1, 2013.

Armin Sielopp noted that a sign-in sheet should be circulated; Valerie saw to this.

Roger announced that there will be a public pancake breakfast here on Sunday, December 16 from 9 to 11:30 am; food bank donations will be accepted.

7. ADJOURNMENT

Meeting adjourned at 8:20 p.m.