



East Sooke Fire Protection and Emergency Response Service Commission
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MINUTES OF THE COMMITTEE MEETING

HELD MONDAY, January 21, 2013

Present: Dick Braunschweig, Chair, Rick Lambert, George May, Larry Oram, and
Valerie Braunschweig acting Recording Secretary.
Fire Dept.: Roger Beck, David Bigelow
Absent: Brian White
Public: 2

Dick called the meeting to order at 7:07 PM

1. Election of Chair and Vice-Chair

Dick Braunschweig elected Chair by acclamation
Rick Lambert elected Vice-chair by acclamation

2. ADOPTION OF THE AGENDA

Changes to the Agenda:

Minutes for addition to October 15, 2012, and not the Nov. 19, 2012 which was the AGM

Addition - Special Committee Meeting, October 22, 2012

Addition - Special Committee Meeting, January 10, 2013

Moved by George May, **Seconded** by Rick Lambert, that the agenda be adopted and presented with the noted changes.

CARRIED

3. ADOPTION OF MINUTES OF OCTOBER 15, 2012

Moved by Rick Lambert, **Seconded** by Larry Oram that the minutes of the October 15, 2012 meeting be adopted.

CARRIED

Special Meeting, October 22, 2012

Remove the word all from the following paragraph " Malcolm Cowley, CRD, had presented some cuts but was asked that they be put back as they are all needed."

Moved: by George May, **Seconded:** by Rick Lambert that the minutes of the Special Meeting of October 22, 2012, with the above noted change, be adopted as presented.

CARRIED

Special Emergency Meeting, January 10, 2013

Correction to Minutes of the Special Emergency Meeting of January 10, 2013, from Fire Chief's department 1997 Jeep to East Sooke Volunteer Fire Department's Command Vehicle.

Moved: by Larry Oram, **Seconded:** by George May that the minutes be adopted with the noted change.

CARRIED

Chair, Dick Braunschweig noted that the minutes regarding the vehicle he was the recorder, and the minutes for the secretarial position was recorded by Rick Lambert.

4. PUBLIC PARTICIPATION ON AGENDA ITEMS

There was a question from Lindsay Trowell & Kevin Hurst about the Recording Secretary as they were unaware it was a paid position.

Commissioner Rick Lambert explained that there has been a previous history experience by the Fire Committee in the past and it became an issue. Years ago a created paid position had to be posted, because at the time volunteers were not showing up to take the minutes as promised. Furthermore, minutes were not only adequate, they were actually missing. This was found totally unacceptable to the Fire Commission. The posting for the paid position has been in place for years.

In the recent past paid recording secretaries worked out well. It was suggested the same rate of pay or more, and to put something in the minutes. Commissioner Lambert stated that the Recording Secretary had resigned last October, the position was vacant, and that the position was posted in the paper. In the meantime Valerie Braunschweig had offered to take the minutes. To date only Valerie has applied for the position.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Reports:

a) Chair's Report

Dick stated that Malcolm Cowley had contacted him to set a date for the next Open House. The date of Saturday, April 6th, 2013 has been selected. Paperwork and notices are being prepared. Discussion on the time of the Open House, it was noted the Open House on Saturday, November 3rd was from 1:00 PM to 4:00 PM. Information will be sent to the Dick Braunschweig, Chair and Brian White, Communications.

Kevin Hurst offered assistance from the Fire Brigade for the Open House.

Motion: by George May, **Seconded:** by Larry Oram to accept the Chair's Report.

CARRIED

Fire Chief's Report

A Incidents

We have had 15 call outs since my last report.

8 in the December reporting period bringing our 2012 call volume to 83 calls

7 in the January reporting period.

2 Duty page.

3 For trees on the road.

3 Residential alarms 1 for a fire 2 for false alarms.

1 Tsunami advisory.

1 Chimney fire.

1 MVI.

And 4 Medical first response calls.

B Roll Call

We currently have 27 fire fighters registered.

We now have 7 new recruits with an 8th expected to start this Thursday.

(Fire fighters are considered new recruits until they have earned their pager.)

1 fire fighter that had stepped down has re-enlisted.

1 administrative assistant.

And 18 regular firefighters/officers.

C Training

1. Thursday training has been attended by an average of 16 personnel per week.

2. Saturday training was attended by an average of 10 personnel.

3. Training has consisted of live fire training in a house in the 6600 block of East Sooke rd that was donated to the department.

D Business.

1. As all the Commissioners are aware 766 was involved in an accident and was considered a write off. A replacement vehicle has been purchased and is currently being fitted out with all of the emergency gear, decals and cabinetry that is required.

2. Some recent calls have shown the practicality of our department purchasing an off road vehicle (quad) for our calls to large properties or into the park. Where nothing of this sort has been budgeted for specifically we should have enough money budgeted to make the purchase. In addition to the quad we would need a utility trailer or two. One if we can use the same trailer to haul the quad as we use behind the quad. Two if we need a separate trailer to carry the quad to scenes and a different one to mount behind the quad to carry gear to scenes.

. Discussion followed by the Commissioners regarding the need for a possible off road quad due to recent and future needs when responding to incidents in East Sooke Park. Could there be any grant funding or a fee for service. Small plow blade should be considered as the need may come at the present hall and possible new hall for plowing.

The quad and a small equipment trailer would be helpful for first responder calls, forest fires for handling gear.

Kevin noted that substantial money was invested in the forestry trailer and first responder truck and these vehicles are being temporarily stored outside for several years and the equipment is rotting because it is sitting outside.

The Chief agreed, should the new fire hall referendum fail, they will have to build something more secure and indoors, to make it secure, anti-theft, and not in the cold and wet. Unfortunately they cannot put a roof over the forestry trailer as the compound area encroaches on the neighbours property. The first responder vehicle is stored outside for six years as a temporary measure, and this is not acceptable.

The Commission asked for further study and not to make a decision at this time.

E-mail chain for the Open House was successful for View Royal & Nanoose Fire departments when they went to the community for a new fire hall.

3. Burn house neighbor complaint. Present suggestion on how to deal with complainant and request further input.

. Burn House: It was noted, that a resident at 6600 East Sooke Road, had offered to donate his house for the fire fighters to burn. Discussion followed regarding the applicant's neighbour who expressed concerns about the burn. It was suggested that the issue was between the two neighbours and the CRD. That the neighbours should settle the issue and check with the CRD. It was noted that the necessary safety checks had completed regarding site safety.

Conflict resolution was suggested for the neighbours to resolve their differences regarding the proposed burning of the house.

Motion: by Rick Lambert, **Seconded:** by George, May, That a signed document be required before the burn proceeded with an agreement from the property owner (applicant) and his neighbour to accept the process and that the owner of 6600 East Sooke Road, would be responsible for any compensation to his neighbour should he offer neighbour stay in a hotel during the burn.

CARRIED

- c) Finance - no report
- d) Communications - no report
- e) New Building - no report

7. Old Business

Fire Commissioners Office, Valerie to clean out.

Fire Chief has reported this coming week, the new Command Vehicle will be ready.

CRD Fleet Services, David Goddard, is handling the necessary equipment and signage for the Command Vehicle. The canopy was only a difference of \$200 from fiberglass to metal. The light bar would be placed on the vehicle roof, radio to be installed, in the back bed a slide tray for equipment, in the canopy windows on the side with locking doors, and barn doors, all costs coming in less than budget.

8. New Business

Rick Lambert stated the cost for advertising the recording secretary position would be about \$100.

Dick Braunschweig has requested a review be done of the Required Maintenance of Fire Department equipment and to go over the reporting system to make sure the correct information is being collected. He noted that this was no reflection in a negative way regarding the present process, but it would be prudent that a Review be undertaken and that all was in order.

It was noted that the three paved entrances to the Fire Hall building need to be maintained due to a recent fall. Chief Beck noted he bought algae killer for the back sidewalk.

The downstairs meeting room requires some repairs, and so does the upstairs building.

Discussion followed regarding the Fire Departments responsibility to keep their building maintained, that things needed to be done, and that if they do not keep it up themselves that someone be hired to do so, and those costs would come from the budget. It may have to be a Commission decision, because the repairs and maintenance must be done as some things have remained in a state of need of repair for some time.

Discussion of usage of the downstairs meeting room. The community paid for the room and the cost of maintenance is part of the Fire Departments budget. George proposed that those using the space pay to clean up. It was noted that no fees are allowed to be charged as the Fire Department is not permitted to collect funds for the use of the hall.

It was suggested an inventory be done of the repairs needed. The Commission to review and a contract for service be discussed with fire fighters having an opportunity to provide the service for a fee, and/or for hiring of a full time firefighter who would be responsible for the building and vehicle maintenance.

Chief Beck noted we were losing site of the basic issues (a) users of the meeting room can cleanup after themselves (b) policing is done by Valerie and others on volunteer hours (c) that the fire hall is not a community hall (d) decisions have to be made.

Valerie noted that the Community applied for a grant to build the building that was for a Community Hall, and that they build both the Fire Hall & Community Hall with the funds from the grant and money raised in the community.

Larry Oram asked if Court ordered community service time, be used for labour for repairs. The Commissioners stated that previous experience in making the building found that work was not necessarily up to standard.

George May filed an expense for the purchase of a printer for the office, and had not received a cheque as yet. He asked the Commission to make payment from the Imprest Account. The payment was made accordingly.

Dick Braunschweig, Chair stated he would take on the responsibility for the Fire Fighters Appreciation dinner. The date to be Saturday, March 23rd. The theme: Mardi Gras.

Assignment of Areas of Responsibility to Commissioners

- a) Finance - to be decided
- b) Communications & Public Relations - Brian White
- c) New Proposed Building & Existing Building: Dick Braunschweig & George May
- d) Human Resources & Policy - Larry Oram & Dick Braunschweig
- e) Emergency Preparedness- Liaison- Rick Lambert

Subcommittee: for new Fire hall for Referendum - Brian White to Chair committee.

While Brian White was absent Dick Braunschweig assigned some responsibilities to have ready for the Sub Committee meeting to be held two weeks from today, on Monday, February 4th at 7:00 PM. It was requested that a Training Night be done, before going out to the community.

Duties delegated:

Rick: quote prices for signs to advertise for referendum

Roger: break community into areas to do door to door

fire fighters in uniform to assist, they will be required to help to go door to door to obtain supporters for the new fire hall.

Malcolm: will prepare the brochures

Motion by Larry Oram , Seconded by Rick Lambert, to adjourn the meeting.

Meeting adjourned at 9:01 PM.

Next Meeting: Monday, February 18, 2013