

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



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**MINUTES OF THE COMMITTEE MEETING
HELD MONDAY MAY 20, 2013**

Present: Dick Braunschweig, Brian White, Larry Oram, George May, Rick Moffet, Rick Lambert and Sharon Johnson, Recording Secretary

Fire Dept: Roger Beck, Fire Chief

Absent: Dave Bigelow, Deputy Chief

Public: 2

The Chair called the meeting to order at 7:08 pm

1. ADOPTION OF AGENDA

Moved by Rick Moffet, **Seconded** by George May, that the agenda be adopted with the following additions:

Old Business: Appreciation Dinner

New Business: Minutes & Agendas to post on CRD website.

CARRIED

2. ADOPTION OF MINUTES of March 18, 2013

Moved by Larry Oram, **Seconded** by Brian White that the minutes of the meeting on March 18, 2013 be adopted as presented.

CARRIED

3. PUBLIC PARTICIPATION ON AGENDA ITEMS

Rick Lambert introduced Ken Ebbs-Canavan, former Assistant Fire Chief for Saanich who has some experience with building Saanich's fire hall and could be a good resource. Ken's first bit of advice was to be well prepared at the outset with a plan and ensure that everyone is working toward the same goal. Ken requested contact info for all commissioners.

4. BUSINESS ARISING FROM THE MINUTES

5. Reports:

a) Chair's Report

- Met with CRD to discuss initial planning stages of new fire hall.
- June 17, 2013 meeting with the architect, commissioners, fire chief and deputy chief to review the plans

Moved by Brian White, **Seconded** by Larry Oram, that the Chair's report be adopted as presented.

CARRIED

b) Fire Chief's report

This report covers the period from 19 March 2013 to 20 May 2013.

The April reporting period was very busy politically to the point that the monthly commissioners meeting was cancelled. Fortunately we had only 4 calls in that time.

This was followed by one of our busiest reporting periods on record with 14 call outs and the final push to educate the residents of East Sooke in regard to the departments needs prior to going to vote.

A Incidents

We have had 18 call outs since the last chiefs report, 4 in April and 14 in May.

3 for MVIs.

2 for trees on hydro lines.

1 for a tree blocking East Sooke road.

1 complaint of an illegal open burn.

1 for public assist.

2 for brush fires.

1 for residential alarms.

3 house fires. (1 total loss, 1 chimney fire and 1 electrical fire.)

And 4 Medical first response calls.

B Roll Call

We currently have 29 fire fighters registered.

We now have 8 probationary fire fighters.

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

1 administrative assistant.

And 20 regular firefighters/officers.

C Training

1. Thursday training has been attended by an average of 19 personnel per week and has focused on driver training, power tools safety and operations, forestry firefighting equipment familiarization, forestry fire fighting techniques and medical first response.

2. 8 firefighters have earned their air brake endorsements and are now able to begin training on how to safely and effectively drive emergency vehicles.

3. 10 firefighters have taken the Red Cross FR upgrade or initial training package. 6 have passé examination and the remaining 4 are awaiting testing.

D Business.

1. The efforts of the firefighters in conjunction with the commissioners in order to reach as many people in the district with information about the new hall were very successful. In large part due to the efforts of Dick and Valerie Braunschweig we finished canvassing the district a day ahead of schedule and never required the 3 remaining crews to canvas on the day prior to the election. I would like to take this opportunity to formally thank all of the commissioners and firefighters who took part in the pre referendum push that resulted in such a good result for our community.

2. We now need to start planning for a new front line engine. With the size restrictions of the existing hall no longer an issue I would like to propose that investigation into an appropriate manufacturer and design begin immediately.

I will be going to the FCABC annual conference and trade show on Friday the 24th of May and will have an excellent opportunity to gather information in regard to said engine. I would like to propose that a Truck committee be formed to proceed with the design and equipping of the new engine.

3. The FCABC conference and trade show may have much information about equipment that will be required for the new hall. There are also some savings to be had by getting in on trade show specials. I will gather as much information as I can in regard to any hall fixtures or equipment that I see while there.

4. Condition of existing hall. For quite some time now I have been having concerns raised to me in regard to the condition of the existing hall and how that may reflect on the care and husbandry of the new hall.

I invite the chair to open a conversation in regard to this issue so that I may better address the concerns of the commission.

- Regarding current fire hall maintenance, there are structural and electrical concerns. An engineering study was done 4 years ago. Roger states that all regular maintenance is done in a timely manner but major repairs have not been done in anticipation of the new fire hall. Structural enhancements can be done but will require money. New owners can possibly apply for grants, as the fire dept was not eligible. The sidewalk needs to be addressed and the building committee should review.
- Question about recent house fire and should commissioners be present for support? There are services in place from the Sooke Critical Management Team and Social Services.
- Roger will be attending the FCABC conference and would like phone call approval to purchase needed equipment if there are some good deals.

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

CARRIED

c) Finance

Rick Moffet presented a report on the finances and expenses to date. Appreciation dinner expenses not all in yet. All expenses are within budget with the bulk of expenses yet to occur in the Sept/Oct. Error on last line of report, Rick will email correct version.

There is approximately \$350,000 in the Equipment Replacement fund for the new front line engine. Cost will be approximately \$450,000-\$500,000. Roger would like to order new truck in late 2013 if possible.

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

CARRIED

d) Communications/Public Relations

Brian advised that the communications campaign for the referendum was a great success; there were 3 mail outs, good signage, phone calls, word of mouth and newspaper advertising. The CRD should be thanked for their support as well as a letter to Mike Hicks for his support.

Motion: by Brian White and seconded by George May, To thank the CRD for all their professional work and support on the referendum.

CARRIED

Moved by George May, **Seconded** by Rick Moffett, that the Communications/Public Relations report be adopted as presented.

- e) **New Building** – (No report)
- f) **Human Resources & Policy** – (No report)
- g) **Emergency Preparedness Liaison** – (No report)

7. Old Business

- **Fire Fighters Appreciation Dinner** – Receipts have been sent to Peggy Dayton. Event was slightly under budget.

8. New Business

- **Minutes & Agendas to post on CRD website** – With recent transition in recording secretary the minutes have not been posted on the CRD website. Dick noted that no other fire department in the CRD posts their minutes but historically we have. It was decided we should continue to forward to CRD. Sharon will send past minutes which were not posted and all future minutes to CRD.

- 9. **Moved by** George May that the meeting be adjourned at 8:25 pm.

Next meeting: Monday, June 17, 2013