

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday August 28, 2018

7:30 PM

Willis Point Community Centre Fire Annex

Present: Vern McConnell, Brent Kornelson, Ken Smith, Brian McCandless, Gary Howell, Joel Cotter, Ken Ilott

Absent: Director Mike Hicks,

Guests & Invitees: Aran Puritch, Darren Pine

Meeting called to order at 7:30 pm

1) Approval of Agenda

MOTION by Brian McCandless, **SECONDED** by Ken Ilott, that the Agenda be accepted as amended and presented. **CARRIED**

2) MOTION by Gary Howell, **seconded** by Brian McCandless that the minutes of **May 29/18** be accepted as amended and presented, **CARRIED**

3) Report from Chair: Peter Ensor is no longer working at the CRD

4) Hall Report: Brent read report, there continues to be several bookings per month with 3 wedding booked for 2019; the floors are scheduled for re waxing and upstairs carpet cleaning after Halloween.

5) Business Arising:

a) Brent provided an update on the ongoing cell tower contract renewal with Rogers. Our contact, Peter Breen is leaving the CRD and suggested we schedule a meeting for mid September with CRD staff to ensure everyone is updated and determine how to move the negotiations forward.

The Roger's contract has expired and we will be seeking clarification on cell tower revenue during the CRD negotiations with Rogers. Rogers has indicated they have no plans to upgrade their tower for 3 – 5 years. Freedom Mobile is preparing a formal offer to construct a new tower with sufficient room for Rogers to co locate.

b) Finance: Gary reported the CRD has moved the budget deadline date to Sept 2. Commission agreed to add the recommended 2% increase to the budget numbers and submit to CRD.

c) We reviewed the 4 year draft capital spending and maintenance plan for the community hall that was prepared by Brian and Ken Ilott. Gary will be submitted this plan together with our 2019 budget.

d) The CRD building department has been seeking the Fire Chiefs opinion for fire protection on new construction and major renovation permits. It has been suggested the

building department may be requiring sprinkler systems on all new homes over 3000 sq ft.

- e) Fire Department Emergency Deployment: The process around the decision to prepare for and accept an emergency deployment by the BC emergency services was discussed. Concerns were raised that the FD had readied for deployment having not yet submitted the Guidelines that list the procedure and requirements necessary for a remote deployment. The Fire Chief reviewed with the commission and then submitted the draft Procedural Guidelines for deployment. (See attached report and guidelines)

MOTION to maintain the Fire Department deployment readiness status, CARRIED

6) New Business:

- a) The FD has requested paving for the lot outside the station doors. Darren Pine will work with Ken Ilott to secure more detailed quotes that address the drainage issues.
- b) Next AGM is scheduled for Sept 30, 2018, Brian McCandless, Brent Kornelson, Vern McConnell and Ken Smith are up for re election and have agreed to stand; Ken Ilott will act as nominating Chair.
- c) Next meeting Sept 25/2018

MOTION to adjourn by Gary Howell, seconded Brent Kornelson, CARRIED: 10:00PM

Fire Chief Report with Deployment Procedures and Guidelines

Membership

Regular	24
Auxiliary	5
Recruits	1 (Jeff Moyes, Tim Wynans)
Special Role	3 (Radio Operator, Admin, Training)
Absentee	3 - members with under %50 attendance for any reason

Call Summary Since Last Report

Description	Date	Notes
Fire	Jul 31	Canoe on Mark Lane. Great response and fire suppressed before wildfire/house fire
Medical	Aug 16	
Fire	Aug 10	Propane fire - no issue. RCMP also responded to address noise complaint.
Medical	July 22	Call at Durance lake.
Public Assistance	July 4	Dog stuck in culvert on Mark Lane.
Medical	June 27	Assistance provided during practice night to a resident on Durance Close with broken arm and head injury sustained from firewood processing.
Medical	June 2	Rescue mountain biker who crashed on Lot A/B (Greg Forester). Highland fire was called for mutual aid to help with extrication. This was a life threatening incident where the patient sustained a head injury and was unconscious for the duration (20 mins) of the call.
MVI	April 4	Vehicle over bank. No injuries

Issues

- CRD FDM System. The FDM fire department records management system was migrated to Langford dispatch to be managed by Langford fire. This migration was not performed as expected and resulted in significant downtime and temporary loss of access to data. The new system is now operational however not all historical data (i.e. volunteer start dates) is readily available. There is no degradation to operations.

Training Highlights

- Advanced medical training attended by some members at Metchosin Fire
- Drills focused on wild land interface fires with emphasis on new ground and truck monitors

Projects

- Water cisterns. Fire department creating high-level plan for new community water sources
 - August 2018 - Two sites identified: 1) Second cistern at "the View"; 2) Cistern across the road from Scott's residence on Mark Lane. This is existing road allowance land.
- Pre-planning. Re-instating program to collect logistical information from residences. Britt Tregear has a form that can be filled out voluntarily. Gate codes will be maintained by the department,
 - August 2018 - No action taken due to lack of resources.
- Guidelines for wildfire deployment. A guideline is under development for the purposes of preparedness for wildfire deployment and deployment criteria.
 - August 2018 - Criteria is a provincial declared state of emergency and adequate number of fully trained auxiliary members.
- Sprinkler System Criteria. Guidelines for how to determine if a home should be sprinklered is under development. Some key factors are distance to water sources, fire rating, complexity of terrain, and value.
 - August 2018 - Rough criteria for sprinkler requirement is 3000 sq. feet OR difficult access for fire suppression OR 2km+ distance from water cistern

Other

- WPVFD confirmed with Office of the Fire Commissioner that a fully founded structure firefighting engine with crew of 4 would respond to wildfires as per provincial state of emergency.
- The annual fire department picnic was held at the lilot residence. There was a communication problem where past members who still live in the point were not formally invited.
- The fire department has submitted a request to have the fire department side parking lot paved. An initial quote has been obtained from Arrowhead paving at \$40,000. Funds could come from 2017 wildland response surplus.

Draft Fire Department Wild land Fire Emergency Response Criteria

August 28, 2018

8:55 PM

Response Criteria - All Conditions Must be Met

- There must be a Provincial State of Emergency
- Crew must have at least 2 auxiliary members
 - Fully trained with air brakes and NFPA 1001
- Crew must have team leader
- Department must possess 2 structure firefighting engines. One must always be in area
- Automatic-aid with Highlands Fire must be established through fire dispatch and with authorization from Highlands fire chief
- Responding apparatus must be fully equipped as per provincial guidelines (see document)
- CRD must agree to deployment including approval for trucks out of area and insurance
- Fire and Rec. to be informed.
- Finance must be in place. I.e. provincial agreement
- Remaining crew must be adequate. 15 fully trained crew must remain in area.

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Aran Puritch - Fire Chief
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