

East Sooke Fire Commission
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Commissioners Present: Falk Wagenbach, Bruce Manning,
Wendy Herring, Al Wickheim, Mike Yeager

Absent: Doug Thompson

FD Present: Chief Neilson

Public Present: One

COMMITTEE MEETING - May 15, 2023 1904 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Minutes from April 17, 2023 (without Community Hall report)

MOVED: Mike SECONDED: Al CARRIED

3. Public Participation on Agenda Items

4. Reports

a. Chair's Report

As Per Addendum.

MOVED: Bruce SECONDED: Al CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

c. Finance

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

d. Community Hall

No report was available for this meeting.

5. Old Business

Appreciation dinner - discussion and planning

MOVED: Bruce

SECONDED: AI

CARRIED

6. New Business

Director's report - Discussion around access to water supply for Mount Matheson and other areas of the community for firefighting purposes

7. Adjournment at 2104 hours

MOVED: Mike

SECONDED: Wendy

CARRIED

Next meeting: June 19, 2023

Chair's Report

East Sooke Fire Commission May 15, 2023

Recruiting new chief

On April 20, we advertised that we are looking for a new part time fire chief

So far, we have 11 applications

On May 08 the Expert group (Carl, Jason, Chris and Falk) had a meeting where we discussed and rated each candidate

We decided to go forward with 2 candidates for an initial interview

I requested input from the commission. I thank those who responded.

We picked a "fit-panel" consisting of 1 Fire Fighter and our Admin Assistant

Chris advised that the recruiting process has to be different than the ones conducted by private companies. We are only allowed to scripted questions, same for each candidate and the process has to be identical, measurable and defensible for each candidate.

The group developed a process that is legally defensible.

I talked to the two candidates that we had picked for the 1st interview and invited them for their initial interview for tomorrow (May 16) and Thursday (May 18)

Next steps:

The expert group will assess the two candidates

I will send all the information about the candidates (and our assessment) to the commission for input

We will make a decision of a second interview (that will include the fit panel)

I will invite the commissioners as observers to this second interview

I will present our results to the commission in a separate meeting.

The commission will decide how and with whom to move forward to negotiations and finally... hiring.

Cooperation with Metchosin

April 26: Carl and I met with the Fire Chief of Metchosin. We talked about intensifying our cooperation and how we can better align our processes. The meeting was very constructive and there will be a follow-up meeting. Carl and I will make sure that the new East Sooke Chief is aware of the importance of our mutual aid partners and specifically makes the collaboration with Metchosin a priority.

Reaching out to our fellow Commissioner (on sick leave since February 2022)

May 02: I sent an email to Doug, but didn't get a reply

Mt. Matheson static water source/

AI is negotiation with the owner of the reservoir that is available as a source of water for firefighting.

Vacation

I will be in Europe from June 12 to August 4. (3 weeks)

Falk Wagenbach

Chair

East Sooke Fire Commission

EXPENSES	Budget		
	2022	2023	%change
Principal for loan	\$97,959	\$97,959	0.00
Interest on loan	\$57,150	\$57,150	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80
Operations	\$250,882	\$267,518	6.63
TOTAL	\$500,991	\$525,989	5.0

dept service budget fixed until 2029

EXPENSES	Year-to-date		
	budget	actual	%diff.
Principal for loan	\$32,653	\$32,653	0.00
Interest on loan	\$19,050	\$19,050	0.00
Transfer to Reserve	\$34,454	\$34,454	0.00
Operations	\$89,173	\$57,979	-34.98
TOTAL	\$175,330	\$144,136	-17.8

ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

	Budget		
	2022	2023	%change
Wages and Stipends	\$74,930	\$74,930	0.00%
Vehicles	\$33,160	\$35,150	6.0%
Contract for Services	\$9,270	\$9,550	3.0%
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%
Training	\$19,240	\$25,000	29.9%
Electricity	\$9,410	\$9,600	2.0%
Med. Supplies	\$5,210	\$5,630	8.1%
Suppl. Operation	\$15,373	\$14,719	-4.3%
Protective Clothing	\$6,260	\$6,763	8.0%
Contingency Fund	\$15,300	\$15,000	-2.0%

	Year-to-date		
	budget	spent	%diff
Wages and Stipends	\$24,977	\$4,895	-80.4
Vehicles	\$11,717	\$11,911	1.7
Contract for Services	\$3,183	\$9,092	185.6
Purchase Mtn. Buildings	\$2,400	\$614	-74.4
Training	\$8,333	\$3,365	-59.6
Electricity	\$3,200	\$1,996	-37.6
Med. Supplies	\$1,877	\$1,990	6.0
Suppl. Operation	\$4,906	\$3,362	-31.5
Protective Clothing	\$2,254	\$5,009	122.2
Contingency Fund	\$5,000	\$0	-100.0

\$195,143 \$203,542 \$67,847 \$42,233 **-37.8**

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:

Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

Equipment Replacement Fund (ERF)
\$738,044

to purchase trucks and other depreciating equipment
(allocation: \$8613 per month)

Capital Reserve Fund (CRF)
\$31,000

earmarked for **new** projects

General Capital Fund (GCF)
\$11,500

Approved projects
- Landscaping (not activated) \$ 10,000
- Completion of SPU \$ 1,500

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
- Contract for Services - expenditures greatly exceed budget; this has been addressed
- Vehicles - annual ICBC premiums have been paid in April
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- **Operational budget increase from 2022 has been continued in anticipation of a possible necessary paid position**

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall Report

East Sooke Community Hall Group Minutes April 30 2023

Call to order 6.55pm. Present; Bruce Manning, Wendy Lane, Wendy Herring, Leslie Leus, Armin Sielopp.

Standard Agenda.

Minutes of March 17 2023. Moved by Bruce, seconded by Leslie. Carried.

Treasurer's Report. Leslie presented the monthly financial statements. Moved by Armin, seconded by Wendy H. Carried.

Bookings. Wendy H. reported May 6th a pre wedding review, May 28 is the firefighters Appreciation dinner. Baby shower in July.

Old business. Front (upper) roof repairs complete. Doors ordered to replace hall bifolds. We will review the chair inventory and retain the main 75 chairs plus a few spares. The rest will be recycled/donated to habitat for humanity.

New business.

Armin informed the group that the field (JDF Parks) sprinklers are being activated . The electricity comes from the hall. Not a concern at this time.

Meeting adjourned at 7.40pm. Respectfully submitted.
Armin Sielopp