

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 10 JANUARY 2024**

**Members Present:**

Ms. J. Hemphill – Chair	Ms. D. Morton – Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. D. Gollmer – Vice Chair	Mr. A. Wickheim – Trustee and Dir JDF
Mr. S. Hemphill – Trustee & FFs Rep	

**Members Absent:**

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief  
Mr. R. Fiset – Public attendee

**Call to Order:**

Meeting called to order at 1932 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the December 12th, 2023 meeting. Gibbons/Gollmer.  
All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2023 – preliminary year-end report should be ready next week, with the final report at the end of the month. Anticipating a small surplus which will be moved to the Equipment Replacement Fund.

**Firefighter's Rep. Report:**

- 21 Dec 2023 - Firefighters Get Together In lieu of Levy Night, good turnout and good food.
- 01 Jan 2024 - Annual Polar Bear Swim at Whiffen Spit. Quite possibly a record year for participation. Many swimmers did not sign in and will consider setting up the Registration table earlier next year and possibly having two sign-in books. A lunch was provided afterwards at the Firehall for members and event supporters.

**Old Business:**

Budget 2024.

RE: The relationship between the OPVFD Fire Chief / Assistant Fire Chief and the CRD To ensure that they have the benefit of the protections embedded in section 738 of the Local Government Act (and compliance with CRA), their role with the CRD should be confirmed and the recommendation is that they proceed with contracting with the CRD as “dependent” contractors as an interim step to becoming direct employees of the CRD (which would not be in place until 2025).

MOTION to amend the 2024 Operating Budget by an increase of \$101,430 to provide for the Fire Chief position at \$120,000 plus 26% (benefits), and for the Assistant Chief position at \$110,000 plus 26% (benefits). Gibbons/White. Opposed: Wickheim. Motion carried.

**New Business:**

MOTION that J. Hemphill continue as Chair and D. Gollmer as Vice Chair. Gibbons/Gollmer. Motion carried. The Treasurer remains as B. Gibbons.

**Meeting Adjournment:**

MOTION to adjourn at 2144 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 14 Feb 2024, 1930 hrs.