

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca

Commissioners Present: Falk Wagenbach (Chair), Vicki Graham, Ed Helm (Treasurer), Wendy Herring, Bruce Manning, Mike Yeager, Al Wickheim (Director), Anita Preto



Absent:

FD Present: Chief Nathan Pocock

Public Present: 9

COMMITTEE MEETING June 26th, 2024, 1900 hours

1. Public Participation on Agenda Items

No participation was requested.

2. Adoption of Agenda

MOTION to adopt the Agenda as presented.

MOVED: Ed SECONDED: Mike CARRIED

3. Adoption of Minutes from May 2024

MOTION to adopt the Minutes of the May 2024 meeting as prepared.

MOVED: Mike SECONDED: Wendy CARRIED

4. Reports

a. Chair's report

As Per Addendum.

Chair Wagenbach expressed thanks and appreciation to FF Rick Moffet and Captain Phil England for all their work on the training centre.

MOTION to adopt the Chair's report as presented.

MOVED: Anita SECONDED: Bruce CARRIED

b. Fire Chief's report

As Per Addendum

MOTION to adopt the Chief's report as presented.

MOVED: Mike SECONDED: Al CARRIED

c. Finance report

Ed Helm reviewed the finances of the Fire Department and reports that they are in good shape.

MOTION to adopt the Treasurer's report as presented.

MOVED: Mike SECONDED: Vicki CARRIED

d. Community Hall report

As per Addendum.

Quotes are being obtained to replace the outside doors.

MOTION to adopt the Community Hall report as presented.

MOVED: Vicki SECONDED: Al CARRIED

5. Old Business

None.

6. New Business

a. Operating Guidelines

Chief Pocock presented a new Operating Guideline - #1.03.04 Reimbursement and Purchasing of Prescriptive Items; and two revised Operating Guidelines - #5.01.03 Conduct of Members, and #5.01.04 Attendance Requirements.

MOTION to approve the Operating Guidelines - #1.03.04, #5.01.03, and #5.01.04.

MOVED: Mike SECONDED: Vicki CARRIED

b. Fire Protection Plan including Service Levels for East Sooke Regional Park

Ed Helm addressed the need for a Fire Protection Plan in view of the decreased scope of service of CRD Parks and BC Wildfire.

MOTION to request that CRD Staff, together with the Fire Chief and the Manager, CRD Fire Services, prepare a Fire Protection Plan including Service Levels for the East Sooke Regional Park.

MOVED: Ed SECONDED: Mike CARRIED

c. Vehicle Replacement Plan

Ed Helm addressed the need for a Vehicle Replacement Plan (Business Plan) in view of the quickly escalating costs of replacement.

MOTION to request that CRD Staff, together with the Fire Chief and the Manager, CRD Fire Services, prepare an asset replacement plan for East Sooke Fire Service.

MOVED: Ed SECONDED: Bruce CARRIED

7. Request for an in camera meeting

MOTION to hold an in camera meeting to discuss labour relations in accordance with Section (90)(1)(c) of the *Community Charter*.

MOVED: Mike SECONDED: Ed CARRIED

8. Adjournment of public meeting

Meeting adjourned at 20:05 hours.

MOVED: Bruce SECONDED: Mike CARRIED

Next meeting: Wednesday, July 24th, 2024.

Chair's report – 2024 June 26

Chair's Report East Sooke Fire Commission June 26, 2024

SPU (Structure Protection Unit)

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

Status: Last week (June 19) I asked Eric Lavigueur, Fleet Services about the status of our trailer. His reply: *"Its still not posted. I've being trying to get a hold of the auction house manager last week, unfortunately no luck... I will try again this week and get back to you as soon as we get an answer."*

When I have more information about why the trailer is still not posted, I'll let you know.

Budget 2025

We now have all the information necessary to work on the budget proposal 2025. This year the Fire Chief in cooperation with the manager protective service will come up with a proposal that will for further discussion and preliminary approval presented to the commission (Final approval by CRD Finance and the board of directors).

Falk Wagenbach,
Chair East Sooke Fire Commission

Chief's report – 2024 June 26

**East Sooke Volunteer Fire Department
Fire Chief's Report
June 2024**



Membership Status – 21 total

- Interior FFs on pagers: 14
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

Note: 3 interior or higher qualified firefighters live outside of the district

Hours of members

<i>Category</i>	Period starting	Cumulative Hours	Weekly Average
<i>Calls</i>	Nov 1 st '23	423	(calculated)
<i>Training</i>	Jan 1 st '24	2,263.5	(calculated)
<i>Chief*</i>	Jan 1 st '24	758.5	(calculated)
<i>Admin*</i>	Jan 1 st '24	407	(calculated)

Note: Chief % of yearly contracted hours

Callouts

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells													10
Duty Calls								1					9
Hydro													4
Medical								4					44
MVI													6
Rescue								2					7
Structure Fire								1					11*
Wildfire													3
Car/garbage/other fire								1					5
Smoke investigation													2
Overall Total													98

Notes:

- *9 Automatic mutual aid calls
- Calls without minimums since Nov'23
 - Structure fires: 5; Medical calls: 2; Other: 0

Training

Highlights

- 6 members traffic control certified
- 1 more member on pager
- 2 members completed their NFPA 1001 firefighter 1 &2 training.
- 2 more members completed internal NFPA 1002 Driver operator training.
- 1 new member on pager
- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- First responder scope upgrades underway for all members
- BC Fire Chiefs Conference (June 2-6): No representative from East Sooke

Training Plan

ESFR Training Plan			
Training Level Completed			
Service Level	Target	Total Trained	Training Status
Recruits	3		Always Recruiting, but recruitment drive will start in summer
Full Service	15	6	
Interior	10	9	
Exterior	0	4	
Support	0	2	
Qualification training			
NFPA 1407 members	15	11	Hope to host another 2 weekends in 2025 for members to refresh and others to be certified.
NFPA 1002 Drivers	12	5	We have 2 members currently finishing the program and are looking to start another 1002 class in the fall 2024
Roper Rescue	12	7	None in progress
FR license	25	15	1 in progress to get a new license
Leadership Training			
Officer Mentorship program	4	0	4 Members currently starting this process
Fire Officer 1 Qualification	2	1	2 members in mentorship program have enrolled in Fire Officer 1 training.
Fire Officer 2 Qualification	2	1	
Fire Officer 3 Qualification	1	0	
Fire Officer 4 Qualification	1	1	

Projects/Initiatives

Administration & Planning

2024 Grant

Status: *In Progress*

Progress: Grant application approved.

Next Steps:

- Waiting for ordered equipment to put into service which has an estimated end of August delivery.

Records Management

Status: In progress

Progress: Firefighter Neilson is still working with operations members on creating an equipment check list for weekly checks with members.

Next Steps:

- First Due is working on the software still to fully bring the system across.
- Much work needs to be put into building up the system for training and incident record keeping.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications.

Recruitment and Retention

Benefits for Members

Status: *In progress*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a budget proposal then present it to the Fire Chief

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Planning a recruitment video.

Next Steps: Launch the recruitment video and ramp up efforts over the summer and into the fall for the regional recruitment drive.

Community Engagement

FireSmart: Chipper days completed

- Chipper days continue to be an extremely successful event in East Sooke with overwhelming community engagement.

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately.

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: Looking into options for annual fit testing for all members for medical masks and self contained breathing apparatus masks

SPU

Status: In progress

Progress: Currently with CRD at their other facility

Next steps: To be auctioned by CRD

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Required software needs to be downloaded onto the mobile terminals.
- Training and procedure around use of the terminals needs to be delivered.

Emergency Response Protocols

SOG Review

Status: *In progress*

Progress: Ongoing discussions and document exchanges with the CRD Consultant. The initial review has revealed that substantial work is necessary.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Review, draft and update current standing operational policies within the department.

CDR Emergency Hazmat Team Review

Status: In progress

Progress: Awaiting the report from the third-party assessment.

Next Steps: Review the report once received and determine necessary actions.

Community Hall report – 2024 June 26

East Sooke Hall Group Minutes May 10 2024

Present: Bruce Manning, Wendy Lane, Wendy Herring, Leslie Leus, Armin Sielopp

Call to order at 7.pm.

Minutes of April 24, 2024. Moved by Wendy L. to adopt, seconded by Bruce, Carried.

Treasurers report: Leslie presented the monthly financial statement. Further review of the surplus amount to be confirmed by CRD finance.

Moved by Bruce, seconded by Wendy H. to adopt the report as presented. Carried.

Hall Bookings. Wendy H. reported no new bookings. Hall booked for the October Provincial election. Regular users ongoing.

Old business.

1. The heat pump has been installed. An enclosure for " protection " of the unit was also provided for an additional cost of \$ 760.00.
2. The dishwasher was inspected to ensure that the unit is functioning properly. This was done by Colins plumber for no charge. A thank you to Colins Plumbing.
3. We are looking to fill the weekly cleaners position. A big thank you to Dawn Solski for her work.

New Business. A new flag has been installed on the building. Connie Rose will be asked for input on what plants to use to replace the dead lavender by the hall entrance.

Meeting adjourned at 7.44pm.

Respectfully submitted. Armin Sielopp