

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

(250) 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Wendy Herring, Bruce Manning, Mike Yeager

Absent: Doug Thompson, Al Wickheim

FD Present: Chief Carl Neilson

Public Present: 2

COMMITTEE MEETING: March 20, 2023 1902 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Community Hall report - February

MOVED: Bruce SECONDED: Mike CARRIED

3. Adoption of Finance report

MOVED: Mike SECONDED: Bruce CARRIED

4. Adoption of Minutes from February 20, 2023

MOVED: Wendy SECONDED: Bruce CARRIED

5. Public Participation on Agenda Items

None

6. Reports

a. Chair's report

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

c. *Finance report*

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

d. *Community Hall report*

As Per Addendum.

MOVED: Mike SECONDED: Wendy CARRIED

7. Old Business

No old business

8. New Business

Appreciation dinner - discussion and planning

9. Adjournment to In Camera meeting 2021 hours

Next meeting: April 17, 2023

Chair's Report

East Sooke Fire Commission March 20, 2023

Appreciation Dinner for the Fire Fighters

For the first time since the pandemic, we will host an appreciation dinner for our fire fighters. Mike stepped up to spearhead the project. He attended practice night on March 16 to discuss a date and FF preferences.

Community Hall Lease

The contract, signed by the SAR management and myself, was approved by the CRD's General manager

Governance Review

As presented last month, the CRD has hired a firm to conduct a Governance Review for the fire departments of Willis Point East Sooke, Otter Point, Shirley and Port Renfrew. This review is to discuss and improve service sustainability including communication, reporting, bylaws, administration, asset management etc.).

REMINDER> Carl and I will meet the consultants on April 04.

Sooke Silverspray Contract

Sooke contacted CRD for an appointment to negotiate a new Silverspray/Sooke Point Fire Protection Contract/agreement. Chief and Chair will meet with the Sooke Fire Chief, one council member and J. Reimer (Manager CRD Emergency Services). For 2022 Sooke paid \$68,000 for our Service and they aim to reduce those costs significantly.

Landscaping Project

The FD made a decision on what they want to do with the area right and left from the property entrance and will inform the commission about the expected cost. For 2023, we have a (capital)budget of \$10,000 for this project.

Falk Wagenbach
Chair East Sooke Fire Commission

Chief's report

East Sooke Volunteer Fire Department Fire Chief's Report

March 2023



Membership

Roll Call

FFs on pagers: 17 (4 are Exterior only, 1 on extended leave)
FR/Support on pagers: 4
Recruits not on pager: 4

Training

Two recruits completed the requirements for pager and passed their exterior FF exams earlier this month.

Started inhouse training of the 4 new recruits. In addition, our FR lead has joined in making it 5 in the recruit class.

Callouts

Mar 2023		Mar 2022	
Alarm Bells	0	Alarm Bells	1
	3		
Duty Calls	*	Duty Calls	1
Hydro	1	Hydro	0
Medical	2	Medical	5
MVI	0	MVI	2
Rescue	1	Rescue	0
Structure	1	Structure Fire	3 (3 m/a)
Fire	1 (1 m/a)		
Total	6		

Miscellaneous Items

Budget Issues

We have effectively used up all of the Contract for Services budget line item. This is mainly due to:

- the need to test all SCBA bottles
- a year-over-year doubling in costs for ladder testing
- an unexpectedly high salting cost

Community Resiliency Plan

The CRD distributed their updated community resiliency plan to Fire Depts and will have a public webinar on the report in late May.

Open Burning Bylaw

The new CRD open burning bylaw comes into effect April 1.

We expect new fire permits from the CRD soon, but until then will continue to use the existing ones. Once the RMS is up and running, it should include an online permitting system.

The fire dept web site now includes information on the provinces venting index. The information will be improved in the coming weeks.

FireSmart

It has been difficult to get our FireSmart volunteers together to plan upcoming events; they are very busy with recruit training, work, or having babies. Life. It gets in the way.

We will be receiving a WASP home sprinkler kit to use for demonstrations and can offer a significant discount on WASP kits for resale to our community. We will be offering WASP kits during our open house and our FireSmart events throughout the year.

ERF Projects for 2022 / 2023 / 2024

Tender 2 replacement: waiting for responses (or so I thought)

SPU Completion: most product is now in-house and the organizing is to begin.

Turnout Gear: 2023 purchase will be organized soon. Waiting for feedback on 2022 gear.

Landscaping: see below.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

Records Management

CRD has pushed off completion until end of Q2 2023.

They are starting the planning for the training up of fire dept personnel.

Mobile Terminals

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

Web Site & Social Media

A basic design is done, now we need to update the content.

We have new images for the site, and expect more in the next few weeks.

Projects

Apparatus Replacement Plan:

Status: Starting

With Squad 1 due for replacement, and Tender 2 being considered for conversion, the chiefs will be developing a plan for future apparatus.

SOG Review:

Status: Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project.

Landscaping:

Status: Time to start getting dirty.

A plan has been developed to clean up the property and to develop small gardens on each side of the driveway at the entrance.

Looking for someone to organize the volunteers.

Training Prop:

Status: Progress continues.

Pre-incident Planning:

Status: Paused

Interested firefighters will be working together to do a survey of the park with respect to access, turn arounds and possible staging areas. This initial info gathering phase will take a few months to complete.

Treasurer's report

EXPENSES	Budget			Year-to-date		
	2022	2023	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$16,327	\$16,327	0.00
Interest on loan	\$57,150	\$57,150	0.00	\$9,525	\$9,525	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80	\$17,227	\$17,227	0.00
Operations	\$250,882	\$267,518	6.63	\$44,586	\$31,676	-28.96
TOTAL	\$500,991	\$525,989	5.0	\$87,665	\$74,755	-14.7

dept service budget fixed until 2029

ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

	Budget			Year-to-date		
	2022	2023	%change	budget	spent	%diff
Wages and Stipends	\$74,930	\$74,930	0.00%	\$12,488	\$2,426	-80.6
Vehicles	\$33,160	\$35,150	6.0%	\$5,858	\$4,958	-15.4
Contract for Services	\$9,270	\$9,550	3.0%	\$1,592	\$8,939	461.6
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%	\$1,200	\$0	-100.0
Training	\$19,240	\$25,000	29.9%	\$4,167	\$1,571	-62.3
Electricity	\$9,410	\$9,600	2.0%	\$1,600	\$0	-100.0
Med. Supplies	\$5,210	\$5,630	8.1%	\$938	\$1,990	112.0
Suppl. Operation	\$15,373	\$14,719	-4.3%	\$2,453	\$671	-72.7
Protective Clothing	\$6,260	\$6,763	8.0%	\$1,127	\$555	-50.7
Contingency Fund	\$15,300	\$15,000	-2.0%	\$2,500	\$0	-100.0
	\$195,143	\$203,542		\$33,924	\$21,109	-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)	\$720,819
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to purchase trucks and other depreciating equipment (allocations: \$8613 per month)

Capital Reserve Fund (CRF)	\$31,000
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earmarked for new projects

General Capital Fund (GCF)	\$27,300
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Approved projects
 - Landscaping (not activated) \$ 10,000
 - Completion of SPU \$ 17,300

Comments:

- > All cost centers have been reviewed and one irregularity has been found:
- > Contract for Services - expenditures greatly exceed budget. This topic will be discussed with the FD leadership.
- > 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

March 17 2023

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

Regrets: Wendy Herring.

Meeting called to order at 7 pm. Standard agenda.

Minutes of Feb. 10 moved by Bruce to adopt, seconded by Leslie. Carried.

Treasurer's Report.

Moved by Armin to adopt, Seconded by Bruce. Carried.

Bookings.

Wendy Herring had sent out an email update prior to the meeting.

Old business.

Roof fastener/repair well underway on the west side. Lavender plants to be planted in the septic tank area.

New business.

The hall group went upstairs to the S.A.R. space to look over chairs which have been offered to the community hall. Chairs in nice condition. Offer accepted (21 chairs). A discussion was held regarding the status of the recreational trailer being stored u nder the "carport roof" by S.A.R. An email will be sent to Brian Webb of S.A.R. for clarification of its storage and safety.

Meeting adjourned at 7:50 pm.

Respectfully submitted. Armin Sielopp