

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), Al Wickheim (Director), Ed Helm (Treasurer), Wendy Herring, Mike Yeager, Vicki Graham, Anita Preto

FD Present: Chief Nathan Pocock
Guest: Chris Vrabel, Manager, CRD Fire Services
Public Present: 3

COMMITTEE MEETING: October 23rd, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Ed SECONDED: Mike CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from September 2024

MOTION: To adopt the Minutes of the September 25th, 2024 meeting as prepared.

MOVED: Mike SECONDED: Wendy CARRIED

4. Reports

a. Chair's report

There was no Chair's report.

b. Fire Chief's report

As Per Addendum.

In addition:

Training Plan – Service Level: There is possibly one more recruit soon, for a total of three recruits.

Records Management: Operations will mount the tablet holders into the trucks. It is now possible to print the reports for a paper back-up copy.

Benefits for Members: Chris Vrabel advised that a CRD benefits package for firefighters is still in the investigative stage. The target year for implementation is 2026. The Brigade President advised that the criteria for coverage is training to the 1001 level plus a high level of attendance. The Chair suggested that for the insurance coverage, the Brigade need not wait for the 2026 CRD report but to try for a 2025 coverage start date as the funding has been cleared. If the coverage is satisfactory, then the funds will be transferred to the Brigade for that purpose.

JdF Automatic Mutual Aid: Chris Vrabel has been in discussions with the Fire Departments.

JdF Search and Rescue: The goal for the combined training is to have JdF SAR and the ESVFD using matching systems for rope rescue.

Additional Fire Hydrants: The CRD has now taken on marking the new hydrants with the flow ratings.

SOG Review: Chris Vrabel advised that the CRD has almost completed its SOG review and compilation. The Standard Operating Guidelines will be in a searchable PDF format and the individual Fire Departments will be able to select the most appropriate version for incorporating into the Department.

MOTION: To adopt the Chief's report as presented.

MOVED: Mike SECONDED: AI CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department. It is running approximately 8.4% under the 9-months budget as of the end of September.

The Chair suggested that if the Labour Consumption expenses were to be subtracted from the current All Other Expenses report line and added to the Vehicle Expenses line, then the vehicle expenses would reflect more clearly the cost of maintaining the vehicles.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Wendy SECONDED: Mike CARRIED

d. **Community Hall report**

As per Addendum.

In addition:

The new outer doors are still on order.

New cleaners have started on a trial basis.

The rental for the Provincial Election went well.

Two new one-day rentals have been booked.

Liability Insurance:

The CRD has moved liability insurance coverage for public events at the Community Hall to Instant Risk. Instant Risk is the insurer and CRD is the insured. Instant Risk assesses risk, calculates the premium and collects payment before issuing coverage. All policies have a minimum coverage of \$2 million as required by CRD and comply with any other conditions set by CRD. On receipt of payment of the premium, copies of the Policy are provided to the renter, the CRD, and the East Sooke Community Hall Group. The Insurance coverage has a deductible of \$1,500 and some hosts/organizers of community events find this unacceptable.

MOTION: That in the event of a claim for liability against an insured event at the East Sooke Community Hall, the East Sooke Volunteer Fire Department would refund to the renter the paid deductible portion of the insurance claim, upon proof of payment and to a maximum of \$1,500. This reimbursement would ONLY apply to rentals meeting the following:

1. The renter was a resident of East Sooke at the time of the rental;
2. The function was a not-for-profit event for members of the public;
3. The event was insured through Instant Risk Coverage Inc., using the CRD portal.

MOVED: Anita SECONDED: Mike CARRIED

MOTION: To adopt the Community Hall report as presented.

MOVED: Ed SECONDED: Al CARRIED

5. Old Business

a. **Annual General Meeting – 2024 November 27**

The Notice has been posted on the website, and in the Sooke News Mirror. The 30-days' notice requirement has been met.

An Information Sheet has been prepared and will be sent out for a final review prior to printing.

6. New Business

There was no new business to discuss.

7. Request for an In Camera Meeting

MOVED: Mike SECONDED: Al CARRIED

8. Adjournment of public meeting

Meeting adjourned at 18:00 hours.

MOVED: Wendy SECONDED: Mike CARRIED

Next meeting: Wednesday, October 23rd, 2024.

Chair's report – 2024 October

There was no Chair's Report for this month.

Chief's report – 2024 October



East Soke Volunteer Fire Department Fire Chief's Report – October 2024

Membership Status – 23 total

- Interior FFs on pagers: 14
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 2

Note: 2 fire officer level 2 or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until October 20th 2024 at 16:30*

Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
Calls	Nov 1 st '23	695	15.7
Training	Jan 1 st '24	3,457	82.3
Chief*	Jan 1 st '24	1449	34.5
Admin*	Jan 1 st '24	851	20.3

Note: Chief completed 105.5% of yearly contracted hours

- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – October 20th 2024 16:30.*

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells												3	13
Duty Calls								2	2	2	2	1	17
Hydro									1		1		6
Medical								8	5	9	7	5	74
MVI													6
Rescue								2	3	1			12
Structure Fire								1			2	1	14*
Wildfire									3				6
Car/garbage/other fire								1		1		1	7
Smoke investigation									2	4	3		11
Overall Total								14	10	17	15	11	166

Notes:

- *12 Automatic mutual aid calls
- Calls without minimums since Nov'23 = Structure fires: 5; Medical calls: 4; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- 1 more member completed and received FR license
- 4 more members have started their required NFPA 1002 pump operator and driver training programs
- First responder scope upgrade; Schedules December 7-8

Training Plan ESFR Training Plan

Training Level Completed

Service Level	Target	Total Trained	Training Status
Recruits	3	2	One new recruit has started FR training other starts November FR
Full Service	15	6	
Interior	10	8	A 9 th member on leave of absence
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	A new class of 4 has started their 1002 training
Roper Rescue	12	7	None in progress
FR license	25	16	
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/ 2025 Grant

Status: *In Progress*

Progress: 2024 Grant application approved. 2025 Grant has been submitted to CRD

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has been delayed to a January 2025 delivery. We will need invoicing before January 2025 to apply to the grant.
- 2025 Grant Fire Chief has put in a grant proposal for additional hose and equipment to bring our flows up to industry and NFPA standards. \$5000.00 of this grant proposal will go to a joint CRD fund towards a contracted CRD training coordinator position.

Records Management

Status: *In progress*

Progress: First due is in operations in a trial and familiarization stage for truck checks, incident reports and training reports.

Next Steps:

- Continue to familiarize crews on the new forms and format.
- Continue to work with East Sooke members, IT support and CRD to work out bugs in the system.

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, looking to construct propane fire props for NFPA 1001 training.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications. Project currently limited by hours available for volunteers to work and budget for cost of materials.

Recruitment and Retention

Benefits for Members

Status: *Paused*

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

Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor for hopeful January 2025 start. Brigade is waiting for approval of 2025 budget to be able to go ahead with benefits.

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment

- One recruit has started FR training as of October 11th.
- Second recruit starting FR training as of November

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done
- Another chipper day is being planned at this time for spring

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, East Sooke Completed this July 18th 2024
- Another regional JDF chiefs meeting held September 5th lead to further discussion of auto aid needs being a minimum 4 interior, along the understanding and emphasis that for commercial structures and multifamily buildings command needs to be aware interior members are not signed off to operate interior at these structures.
- Currently this has been now left for the municipalities to take back to the CRD for discussion.

Juan De Fuca Search and Rescue

Status: In progress

Progress: Meeting held with JDF SAR manager August 28th to work on areas of collaboration

Next Steps:

- JDF search manager and JDF lead manager attended training session on September 3rd, and documentation was shared to support a driver program being created for Juan De Fuca SAR.
- Looking to create the ability to have JDF SAR support East Sooke Fire Rescue's rope rescue training and standards along with joint incident command training opportunities.

Juan De Fuca Emergency Management Lead

Status: In progress

Progress: Meeting held on September 11th 2024

Next Steps:

- Hosting joint community outreach education event at the Fire Hall November 30th 2024
- Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: In Progress

Progress: Operations team has purchased needed equipment and is going to install it themselves when they have time.

Annual Maintenance and Tests: Bay heaters

Status: in progress

Progress: Electrician has all wires in place and is wait for required rely switches to ship in the mail to finish the job.

Tender 2's Tank

Status: *In Progress*

Progress: An engineer from Sealift engineering LTD came out and inspected the tank with the Fire Chief. There was no concern for immediate or catastrophic collapse but concerns or wear in 3 locations.

Next steps:

- the only concerns were at this point the blistering side sections near the forward end of the tank on both sides and a small blister further back on the passenger side. The engineer would like to see NDE conducted on all three areas. The Engineer would like to see the paint removed, without removing any of the steel beneath
- Need to apply steel patches to effected areas and have them welded into place.
- Waiting to hear more from engineer and CRD fleet to move forward.

Truck Repairs

Status: *In Progress*

Progress: Tender 1 and Car 1 have had emergency light failures that have caused a need for replacement of the lights.

Next steps:

- Tender 1 has had both rotary lights on the rear of the apparatus replaced with LEDs
- Car 1's light bar has stopped working on one half of the light bar. Currently waiting for a worker to come out to replace a electrical relay to fix the problem.

Garage Doors

Status: Complete

Progress: We had to bring in Harbour door to repair Tender 2 bay door which had frayed exposed wires and was not opening fully, we also had frayed and exposed wire on Squad 1's bay door.

Next steps: monitor doors for more wear and tear

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.
- Fire Chief and operations has had time to install the mounting brackets yet to allow in truck use.

Squad replacement

Status: In progress

Progress: Has gone back to vendors to look for an option within the approved budget

Next Steps:

- Waiting to hear back from vendors on options before being able to move forward bidding closes October 28th.
- Have acquired a wildland skid unit free from CRD to help lower costs of new squad while increasing its capacity to service the community. Currently working to find a way to deliver this unit to the fire hall.
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Additional Fire Hydrants

Status: In progress

Progress: CRD has installed all hydrants on Seagirt road and two of the three additional hydrants requested on existing water mains. (1500 wood cock and Coppermine and Brecon)

Next Steps:

- Still waiting for CRD water works to get us the flow testing numbers for all hydrants new and affected with the water valve change so we can update hydrant flow markings.

[Emergency Response Protocols](#)

SOG Review

Status: Paused

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Joint CRD fire service OH&S committees first meeting to be September 5th
- Review, draft and update current standard operational policies within the department.
- **Hoping OH&S committee members can help lead this for the department.**

Treasurer's report – 2024 October meeting

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
Year-to-Date ending September 2024

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
REVENUES						
Service Fee to Sooke for Silver Spray	\$56,350	\$69,350	23.07%	\$69,350	\$77,166	11.3%
Interest Income	\$1,060	\$1,060	0.00%	\$1,060	\$1,374	29.6%
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$285	\$0	-100.0%
Requisition - Electoral Area	\$468,579	\$477,950	2.00%	\$477,950	\$477,950	0.0%
Total Revenues	\$526,369	\$548,740	4.25%	\$548,645	\$556,490	1.4%
EXPENSES						
Principal for loan	\$97,959	\$97,959	0.0%	\$0	\$0	
Interest on loan	\$57,150	\$57,150	0.0%	\$28,575	\$28,575	0.0%
Transfer to Reserve - CRF	\$103,362	\$100,000	-3.3%	\$75,000	\$72,091	-3.9%
Operations	\$267,518	\$292,130	9.2%	\$219,098	\$181,296	-17.3%
Total Expenses	\$525,989	\$547,239	4.0%	\$322,673	\$281,962	-12.6%

Selection of significant OPERATIONS cost centers

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
Wages and Stipends	\$74,930	\$80,175	7.0%	\$90,109	\$48,534	-3.1%
Vehicles	\$35,150	\$37,611	7.0%	\$28,208	\$20,317	-28.0%
Contract for Services	\$9,550	\$11,019	15.4%	\$8,264	\$3,558	-56.9%
Purchase Maint. Buildings	\$7,200	\$7,704	7.0%	\$5,778	\$5,663	-2.0%
Training	\$25,000	\$26,750	7.0%	\$20,063	\$18,879	-5.9%
Propane	\$2,500	\$2,675	7.0%	\$2,006	\$6,702	234.1%
Electricity	\$9,600	\$10,272	7.0%	\$7,704	\$6,484	-15.8%
Med. Supplies	\$5,630	\$6,024	7.0%	\$4,518	\$1,683	-62.7%
Supplies Operating	\$14,719	\$13,030	-11.5%	\$9,773	\$9,829	0.6%
Protective Clothing	\$6,763	\$8,236	21.8%	\$6,177	\$6,519	5.5%
Contingency Fund	\$15,000	\$15,000	0.0%	\$0	\$0	#DIV/0!
All other expenses	\$61,476	\$73,634	19.8%	\$55,226	\$53,128	-3.8%
Total Expenses - Operations	\$267,518	\$292,130	9.2%	\$197,826	\$181,296	-8.4%

Comments:

- (1) Fees - Service Silver Spray budget of \$69,350 with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget.
- (2) Wages & Stipends actual amounts are to the end of September. Budget amount however is 7.5 months to reflect capacity to year-end
- (3) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to carry over of expense from late 2023. The 2025 budget will reflect correct annual costs. Conversion from electrical to propane occurred in late 2021. Electrical savings annually since 2022 equal to increased annual propane costs.
- (4) Contingency Fund has a budget of \$15,000 not reported year-to-date. This budget amount allows for any unanticipated expenditures by year-end not otherwise budgeted.
- (5) Total expenses 8.4% under budget. Y-T-D budget reflects 9/12ths of annual budget except Wages & Stipend and Contingency fund. Expense management requires the Fire Chief to continue monitoring costs.

Community Hall report – 2024 October meeting

East Sooke Community Hall Group – report to ESVFD meeting, 20 October 2024

East Sooke Community Hall Group Minutes 16 August 2024

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

Call to order at 6.54pm.

Minutes of July 15, 2024. Moved by Bruce, seconded by Leslie. Carried.

Treasurers Report: Leslie presented the monthly financial statements.
Moved by Wendy L to adopt the treasurer report. Seconded by Wendy H. Carried.

Hall Rentals: Wendy H. reported that the Rough Voice singers are returning in October. Karate and yoga are ongoing. Provincial election on October 19th.

Old business:

1. Double entrance/exit door job has been awarded to Orca door installations. Doors have been ordered.
2. Hall cleaning. Ongoing cleaning by users and thanks to Bruce and Wendy H. Armin to meet with Whiskey Jack Cleaning Services for a review.

New business:

1. The hall tray lights will have new tubes and ballasts to replace the burnt out ones. Red Shed Electric to do the work.
2. Armin to purchase a shovel, rake and weed poker for the hall. Will be kept in the "file" room. A thank you to Petra Sielopp for weeding the hall entrance.

The meeting adjourned at 7.43 pm.
Respectfully submitted. Armin Sielopp

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