

## East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

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*commissioners@eastsookefirecommission.ca*



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

**Absent:** Doug Thompson, Al Wickheim

**FD Present (video link):** Chief Nathan Pocock

**Public Present:** 1

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## COMMITTEE MEETING August 21, 2023 1900 hours

### 1. Adoption of Agenda

MOVED: Bruce      SECONDED: Wendy      CARRIED

### 2. Adoption of Treasurer's Report

MOVED: Mike      SECONDED: Bruce      CARRIED

### 3. Adoption of Minutes from July 17, 2023

MOVED: Bruce      SECONDED: Wendy      CARRIED

### 4. Public Participation on Agenda Items

None

### 5. Reports

#### a. Chair's Report

As Per Addendum.

MOVED: Bruce      SECONDED: Mike      CARRIED

#### b. Fire Chief's report

As Per Addendum.

MOVED: Bruce      SECONDED: Mike      CARRIED

c. Finance

As Per Addendum.

MOVED: Bruce      SECONDED: Mike      CARRIED

d. Community Hall

As Per Addendum.

MOVED: Wendy      SECONDED: Mike      CARRIED

A motion relating to costs for a heating system for the Hall was introduced by Falk and seconded by Wendy. The motion "to invest a maximum of \$15000 plus tax to upgrade the Community Hall bay heating to an efficient heat pump based system" was approved.

**6. Old Business**

None

**7. New Business**

None

**8. Adjournment**

MOVED: Bruce      SECONDED: Mike      CARRIED

Meeting adjourned at 2022 hours.

Meeting entered in-camera session, concluded at 2130 hours.

**Chair's Report  
East Sooke Fire Commission  
August 21, 2023**

**New fire chief**

Nathan delivers what he promised. After 6 weeks in office, he is the volunteer who has given the most hours of his private time to our fire department. He logged a total of 291 hours (of which 126 hours were paid).

**July 20**

Wendy, Nathan and myself attended a Q&A Budget Meeting held by CRD Finance

**August 01**

Kick off Budget 2024 meetings. Carl and I explained budget history and structure to the new Chief.

**August 09**

Meeting with Nathan to support him in his task to setup his budget proposal 2024

**August 16**

Meeting with Wendy and Nathan to discuss the fire department's budget proposal. Next step: Nathan will present his proposal to the commission.

**Budget 2024**

Our budget meeting will be at the.....

**Silverspray/Sooke Point Formula**

To check on the province's calculation for our fee (to protect Silverspray) I have requested the 2023 values for the variables in the formula:

V5 Tax Rate East Sooke	5.2695%
ES Assessed value	981 Mio.\$ (+11%)
Silver Spray Assessed value	139 Mio.\$ (+14.8%)

# East Sooke Volunteer Fire Department

## Fire Chief's Report

August 2023

### Membership

#### Roll Call

Interior FFs on pagers:	10
Exterior FFs on pager:	3
FR/Support on pagers:	5
FR/Support no on pager:	1
Recruits not on pager:	1

#### Hours

Membership hours as of August 21<sup>st</sup> 2023:

Calls: 442 hours

Training: approximately 696 hours

Anita hours as of August 21<sup>st</sup> 2023 =

Approximately 655 hours

My hours to as of 8am August 20<sup>th</sup> 2023;

Total: 305.5 hours

Recognition of untracked hours of Captain Bigelow, Firefighter Moffett and Captain England.

### Training

Mitch and Kelsi stepped down as of July 31<sup>st</sup> from East Sooke. Lt. Larkin and I will look to fill this role.

There is lots of loose ends and questions around the current/old training system and where people are at. Several members have expressed frustrations over some these gaps;

- Several members a year on and still not finished exterior,
- Short on wildfire training from the government on basic needs to work for BC forestry or what they expect of members when working with them.

- Members waiting on exams to finish interior
- Evo training and drivers
- FR licenses of members.
- Sooke and Metchosin have both let me know that they are uncomfortable with our memberships current level of training and abilities when responding with us to emergency incidents. They also do not feel we are pulling our weight in the regional efforts for things such as recruit training and response.

We are starting an inhouse EVO training August 29<sup>th</sup> with 7 of our members. This is a 40 hour program to complete and have them properly certified to what the province requires. I designed this program to meet and exceed NFPA 1002 standards and provide the necessary paperwork for each member.

Have booked wff-spp-1 wildfire course for October. I will be able to teach this in house.

We are hosting a Spp-115 course in November 2023

Working with the JIBC to create more department evaluators (Cpt. England only registered evaluator for the past several years). Still working with JIBC to get new training assistant accounts created.

Kyle Julia have completed ICS 100 and their exterior quizzes and are on pager.

Our Recruits have covered their exterior skills but have not yet been evaluated on them, we have ordered exterior examinations for the end of this month. They have both written and practical exams to complete. WE are searching for their live fire 1 training and will be looking to book them into their Hazmat Awareness course early September or October.

Creating a department standard is still a need and has very slowly started. Currently do not have the time to create this program fully. Been chipping away at different skills as they come up in our training schedule.

## Callouts

### Till July 11<sup>th</sup> 2023

Alarm Bells	5
Duty Calls	10
Hydro	8
Medical	51
MVI	6
Rescue	5
Structure Fire	16

Wildfire	4
Car/garbage/other fire	1
Smoke investigation	7
<b>Total</b>	<b>113</b>

- July 22<sup>nd</sup> and August 19<sup>th</sup> 2023 we could not meet requirements of our mutual aid agreement to send an apparatus.
- Working with Dispatch we have done a review of our callout system and have removed the call type “all call caution”

## **Miscellaneous Items**

### **Annual maintenance and tests:**

Cpt. Bigelow, Anita and myself have been working hard to keep on top of the annual maintenance; compressor, alarm system, extinguishers, pump testing and truck services testing are all complete.

Fit testing scheduled for August: purchasing hood and Bittrex for N95s these have not been getting annually tested up to this point. Borrowing fit test machine for week in August to do SCBA.

Pretrips of apparatus and equipment checks.

22 scba cylinders found to be out of date some have been getting used for up to 4 years since they expired.

### **Fire Ground Rental Possibilities:**

Have interest from private companies and their departments to rent our facilities. Looking to create rates for use of the grounds and certain pieces of equipment please see proposed rates attached.

### **Interhall Communications:**

We have started a Team Up calendar for department training and events for all members

Weekly briefs have been implemented with good feedback from all members.

### **Community Resiliency Plan**

Working my way through the document when I get a chance.

### **FireSmart**

Moving along with assessments and we have a Chipper day arranged September 16 and 17. Looking to have a meeting in September with the group.

### **ERF Projects for 2022 / 2023 / 2024**

Squad 1 replacements.

Squad committee formed.

- The list of things we wanted as a squad committee was compiled that was put into the appropriate forms and sent to CRD fleet to start the process of looking for vendors.

Vancouver fire recently bought 3 new F550 squad type trucks which cost 465,000 each this year they also purchased 13 new engines that came in at a price of 1.6 million each.

SPU Completion: waiting to arrange a time to get through the inventory with Cpt. Bigelow to get a true assessment of situation, hoping maybe in the fall. We will then look to selling this product. Currently at approximately 120,000 invested.

Still need to look to have an EVT or something of this nature we could plan to change over T2 as was previously discussed in members to be a rehab unit that would meet our EVT needs as well as take the place of both the trailers the department currently owns. I believe this would be a much better fit to the department and way easier to manage than trailers completing two tasks at once.

### **Records Management**

Training started July 20<sup>th</sup> on the product and will be almost weekly starting August 10<sup>th</sup> till September 28<sup>th</sup>.

Been two sessions so far an introduction and one other which unfortunately I didn't get much of due to a park rescue call.

### **Records Management**

#### **Mobile Terminals**

Waiting to see the First Due product come out and what terminals would then best suit this new system and our needs.

#### **Web Site & Social Media**

Currently running Facebook, have not had a chance to sit down with Carl on the website and its current situation.

#### **Financial report**

Been working with the Chair and FF. Neilson on a report.

### **Projects**

#### **Recruitment:**

**Status:** Started

Starting our recruit process. Applications to go out for Recruit drive. Information days will be August 22 and 23. Planning for assessment days September 16 & 17 along with interviews

September 25-27 with a November 4<sup>th</sup> start date for FR training. Recruits will go through straight to full service by July 4<sup>th</sup> 2024

### **Wildfire Grant funds 2023:**

**Status:** In process

Boots, helmets have started to come in. Nomex gear has been ordered for all members, with some spares for storage, still waiting on delivery. The original material for the shirts is no longer in stock and we have been upgraded to a nomex shirt now at no extra charge.

### **Grant funds 2024:**

**Status:** coming up

We have been testing 1 ¾" hose brands and type and looking for quotes to be ready for when the 2024 grant stream comes out we are told roughly will be October. We are planning to use this grant stream for upgrading our initial attack hose and nozzle packages along with money towards a regional fit testing machine.

### **Benefits for members:**

- Looking for a way to reward our members and talking with some benefits seems to be one of interest.
- I have one quote back of a projected benefits for members that give dental and extended health to each member. Current quote is \$1,063.31 monthly premiums to cover 21 members. \$12,759.72 yearly total.
- One way to bring this down and work to create incentive as well would be extended health only for members that have completed full service and held full service with the department for 1 year with good attendance. This would currently only apply to 5 members of the department. In 2025 this should then apply to 7 and the number should hopefully be able to increase with the qualifications of our membership, giving the budget time to grow to allow this. This means next year coverage would only be \$5,200.08.
- We could add off duty insurance with VFIS for everyone as well at a cost of \$1,533 a year. Currently we only have on duty insurance.

### **Time:**

The administration and organizational parts of the department have huge time constraints. Many members have expressed to me that they do not feel they have the time to do more for the department than the bare minimums. We have some weekend training and additional evenings that we will need to look at bringing in to get standards up in the department currently time constraints are limiting when these can be booked. To hire in third party trainers will be more expensive and not in our current training budget. Currently my own list is growing faster than I can work to archive it even with averaging over 20 hours of volunteering a week.

### **SOG Review:**

**Status:** Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project. I currently have not yet had time to start SOG reviews.



**Landscaping:**

**Status:** In progress

The bulk of the work has been done by Bensons which looks great. Some money left for plants and grass seed in the fall.

**Training Building:**

**Status:** Progress continues.

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower
- #2 Wooden frame roof section with attic access provisions
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.

**Pre-incident Planning:**

**Status:** Paused

I hope to get out and do a lot of pre incident planning but have found it difficult to get out of the office with the amount of work taking place in the station currently.

When we can we are working with CRD for different water sources in our non-hydranted area along with getting map coordinates form RCM SAR for possible landing sights along the park coast line.

EXPENSES	Budget			Year-to-date		
	2022	2023	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$57,143	\$57,143	0.00
Interest on loan	\$57,150	\$57,150	0.00	\$33,338	\$33,338	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80	\$60,295	\$60,295	0.00
<b>Operations</b>	<b>\$250,882</b>	<b>\$267,518</b>	<b>6.63</b>	<b>\$156,052</b>	<b>\$111,678</b>	<b>-28.44</b>
<b>TOTAL</b>	<b>\$500,991</b>	<b>\$525,989</b>	<b>5.0</b>	<b>\$306,827</b>	<b>\$262,453</b>	<b>-14.5</b>

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%	\$43,709	\$8,087	-81.5
Vehicles	\$33,160	\$35,150	6.0%	\$20,504	\$16,004	-21.9
Contract for Services	\$9,270	\$9,550	3.0%	\$5,571	\$9,889	77.5
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%	\$4,200	\$2,774	-34.0
Training	\$19,240	\$25,000	29.9%	\$14,583	\$10,631	-27.1
Electricity	\$9,410	\$9,600	2.0%	\$5,600	\$5,147	-8.1
Med. Supplies	\$5,210	\$5,630	8.1%	\$3,284	\$2,113	-35.7
Suppl. Operation	\$15,373	\$14,719	-4.3%	\$8,586	\$3,828	-55.4
Protective Clothing	\$6,260	\$6,763	8.0%	\$3,945	\$7,024	78.0
Contingency Fund	\$15,300	\$15,000	-2.0%	\$8,750	\$0	-100.0
	\$195,143	\$203,542		\$118,733	\$65,497	-44.8

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)**

<b>Equipment Replacement Fund (ERF)</b>	<b>Capital Reserve Fund (CRF)</b>	<b>General Capital Fund (GCF)</b>
<b>\$763,883</b>	<b>\$31,000</b>	<b>\$11,500</b>

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

earmarked for new projects

**Approved projects**  
 - Landscaping \$ 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
- ☑ Protective Clothing - expenditures exceed budget; some items were purchased this year that had been budgeted last year; some items have increased significantly in price since they were budgeted.
- ☑ To the best of my knowledge, all invoices have been coded and submitted for payment.
- ☑ Operational budget increase from 2022 has been continued for a half-time 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 minutes July 24 2023

Call to order at 7:05 pm.

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

Standard Agenda

Minutes of June 28 2023. Moved by Wendy L. to adopt, seconded by Bruce. Carried.

**Treasurer's report.** Leslie reviewed the monthly CRD. print out along with internal hall accounting. Noting a difference of less than \$9.00 between the accounting. Moved by Armin, seconded by Wendy L. to adopt the treasurer's report. Carried.

**Hall bookings.** Wendy H. reported a baby shower took place on July 15, August 13 booked for a birthday party, Dance classes to start in August on Mondays. A vintage cafe to start in the fall. A glass hot water kettle has been donated to the hall. Regular hall user groups ongoing.

**Old business.** SAR ( private) trailer has been removed by the owner. Roof repair over the hall is complete. Bruce has removed/recycled the excess damaged chairs from the hall. The tree trimming at the hall entrance driveway has been completed.

**New business.** Armin presented three quotes for heat pump systems to replace the suspended electric heaters upstairs in the SAR rental space. Envirotemp \$14163.00+tax, Red Blue \$17495.00+tax, Coastal \$25863.39+tax.

Armin moved to offer the work to Envirotemp and thank the other two companies for providing their quotes. Seconded by Bruce. Carried. Bruce will forward the pdf quotes to the fire commission chair.

There was discussion regarding a hall info sign which could be located at the East Sooke and Gillespie Rd. intersection. The Regional Director would be involved. The group agreed to explore the idea further.

Meeting adjourned at 7:55 pm.

Respectfully submitted. Armin Sielopp