

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
&
NORTH GALIANO FIRE PROTECTION SOCIETY**

JOINT ANNUAL GENERAL MEETING

1:00 pm Sunday, November 17, 2024
North Galiano Community Hall
22790 Porlier Pass Road, Galiano Island, BC V0N 1P0

Approved Minutes

In Attendance

In Person: Commission Co-Chair Kieran Kelleher, Wayne Bairstow, Society President Derek Lacroix, Sarah Knoebber, Commission Co-Chair Ray Chouinard, Idora Scott, AC Michael Clark, Lisa Pettit, Roger Pettit, Chief Harris, Chuck Garland, Judy Garland, Bowie Keefer

Regrets from the Boards: *Ken Kucille, Rob Snape*

Recording Secretary: *Cpt. Valerie Tessier*

Call to order: 10:10

1. Approval of Agenda (approved by consensus)
2. Approval of Minutes from November 19, 2023 Joint AGM (approved by consensus)
3. NGFP&ERSC Acting Chair's Report (Ray Chouinard/Kieran Kelleher)
Report read, attached, by Co-Chair Kieran Kelleher.
4. NGFPS President's Report (Derek LaCroix)
Report read, attached, by President Derek LaCroix
 - a. Similar points were raised through both reports about fundraising and outreach opportunities that would enable the community to understand the value of the fire department, and the service provided.
 - b. The BIOChar kiln has been ordered and will arrive in late November. This tool can be tied into firesmart efforts. This purchase by society will enable it to rent it out, for profit, to the community as a fundraising opportunity. It is environmentally friendly, and forest health forward.
5. NGFPS Financial Report
Presented, attached, by Treasurer Ray Chouinard, assisted by Chief Harris.
 - a. Judy Garland suggests a mail-out to encourage people to bequest and donate, similar to health care society, etc. Judy, as part of the ESS, meets with other local leaders and offers to get in touch through her vast tele-network to introduce more publicity and information about the functions and operations of the local fire department.
 - b. Chair Kelleher expands this idea by partnering with sister organizations to create meetings

and start the conversation based on mutual benefit.

6. Fire Chief's and NGVFD Financial Report (*Chief Karen Harris*)

Presented, attached, by Chief Harris

7. Assistant Fire Chief's Report (AC Michael Clark)

Presented, attached, by AC Michael Clark

- a. When discussing the emergency road access on the east side fores, Bowie Keefer stated that the forest is in neglect and seriously needs to be tended to. Creating an emergency road/egress and forest management plan manage concordantly would be best practice. Galiano Ecoforestry has been in talks with BC Parks about creating fire risk reductions efforts within crown land areas that would be funded by proposals through oragnizations with leadership, and a capable crew.
- b. A variation of a "door-to-door" approach of engagement for outreach where we could sell fire blanket, home sprinkler kits, maps, etc. A better public eduction program. Street and neighbourhood information Parties, like the firesmart neighrboughood initiatives.

8. Elections of Commissioners and Directors

a) Commission (*Four Commissioners to be elected*)

Terms ending on 31 December 2024:

- *Ray Chouinard (1 year term - 2025)*
- *Idora Scott (1 year term - 2025)*
- *Kieran Kelleher (1 year term - 2025)*

Terms ending on 31 December 2025 (*remaining on Commission*)

- *Ken Kucille*
- *Rob Snape*
- *Paul Brent (CRD Representative)*
- *Sarah Knoebber*

b) Society

Terms ending on 31 December 2024

- *Ken Kucille (2 year term - 2026)*
- *Ray Chouinard (2 year term - 2026)*

Terms ending on 31 December 2025

- *Derek LaCroix*
- *Wayne Bairstow*
- *Fire Chief Karen Harris*

9. New and other business

10. Adjournment 14:41

NGFP&ERSC Acting Chair's Report

Kieran Kelleher

Chairperson's report for the AGM of the North Galiano Volunteer Fire Department Commission
November 17, 2024.

Hello, allow me to introduce myself. My name is Kieran Kelleher and I am the current chairperson of the

N.G.V.F.D. Commission. It is my responsibility, and pleasure, to provide you with a report for your consideration regarding events and progress that has occurred this year.

But first, as the current chair of the commission, I cannot help but reflect on all the enormous amounts of effort, commitment, and work required by the previous members of the commission and N.G.F.P.S. to bring about the creation and function of the N.G.V.F.D. Such commitment requires our acknowledgement and profound thanks.

Voluntary doesn't mean unskilled.

This year has seen the introduction of two additional posts in the form of Assistant Fire Chief and a new Captain position. We extend our congratulations to the successful applicants and thank them for their commitment to both the work and training required to discharge their responsibilities. The details of the work and training undertaken so far are available in Chief Karen Harris's AGM report. This training has been enhanced by the emergent cooperative strategy, developed by Chief Harris and Chief Sugden of South Galiano fire.

Also notable is the 86 hours of training delivered by volunteer instructors to enable new firefighters to meet minimum training standards mandated by the fire commission. Thank you Deputy Chief John Hatch and Captain Potter for your time and dedication.

I hope as you read this brief report, you notice how some words reoccur. Words such as commitment, responsibilities, effort, and time. I would ask that you consider how such diligence adds to the safety and security of our community. If you have new neighbours please encourage them to take part. The least the rest of us can do is to ensure our membership is up to date and maybe make a small, or large, donation to the N.G.F.P.ERSC.

Thank you.

Kieran Kelleher.

NGFPS President's Report

1. New Slate of Officers were elected in January.
2. A GIC was opened to hold the funds that are not immediately needed in an interest-bearing account.
3. Work has been done on the water system at the North Hall to bring it up to potable standard.
4. Planning is underway on Upstairs Training Room Enclosure Project: at the North Hall. This will be a future expense.
5. Planning underway to repair the Apron at the Retreat firehall, we are hoping that most of the work can be done by volunteers with only minimal expense.
6. WE have begun discussions toward purchasing a new (used) command vehicle. a smaller SVU-type command vehicle to respond, with lights & sirens, in the cost estimate stage.
7. We have renewed the lease for the Retreat Hall

8. We have upgraded the sprinkler system at Retreat Hall.
9. We are in the process of purchasing a Biochar machine. This will incinerate small branches and forest debris. We plan to rent it out as a small fund-raising endeavour and it is consistent with and supportive of FireSmart. This burns the materials but contains the CO2 and is very environmentally friendly.
10. We are looking for ways to raise money. We had a booth at the Jamboree, at the Fiesta, we had a BBQ in August, and generally are looking for ways to ask for donations, including bequests. Ideas and support are welcome.

With thanks for all your support.

Derek LaCroix

2024 NGFPS/NGFPERSC AGM: NGVFD Chief's



Report

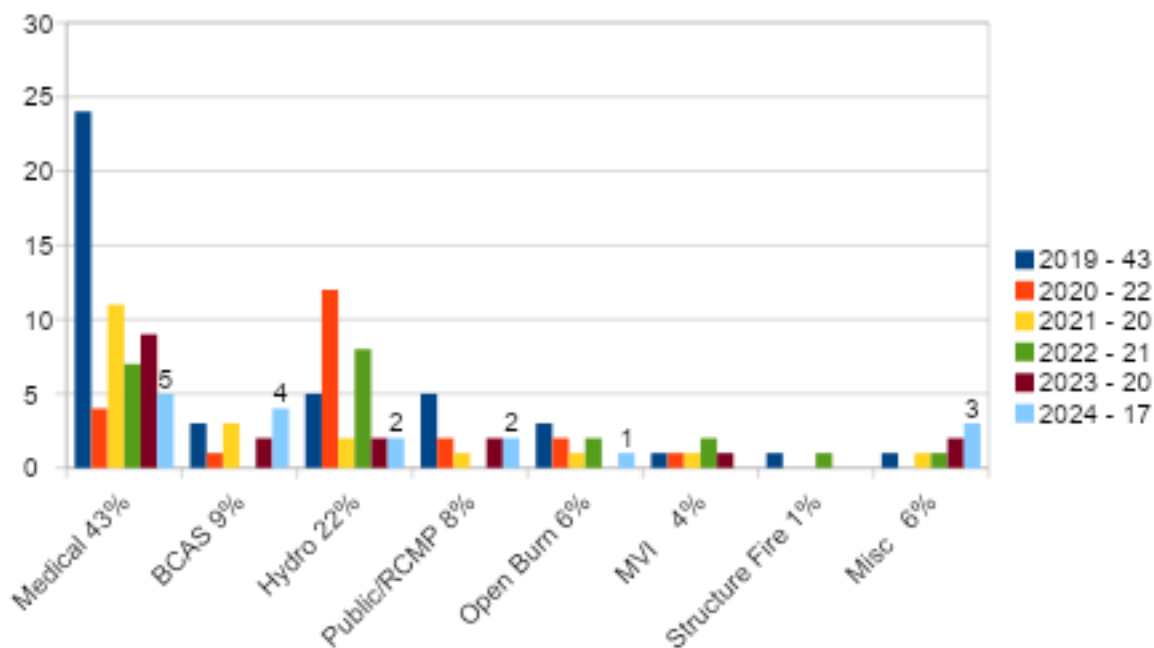
2024 has been a busy year as we have attempted to implement the new Office of the Fire Commissioner Minimum Training Standards and have been exploring how working more closely with the South Galiano Volunteer Fire Department could reduce our administrative and training burdens, two areas that are expanding and are difficult with limited personnel.

Michael Clark started on as Assistant Chief Operations in April, and has been instrumental in the completion of several projects, including fitting our Retreat Hall with exterior sprinklers to protect from wildfire, receiving our Global Medic Wildfire Skid, and most recently, arranging to have a stubborn leak in one of our engines fixed, a job that entailed removing all equipment from the truck and driving it up to Comox to have the tank removed and the plastic welded.

The Fire Underwriters Survey are currently analyzing our departments to determine how best to serve the changing needs of the island and ensure that our insurance rating accurately reflects the resources that we have in place. We expect to have that report by the end of the month.

Calls Out

Call volume remains low compared with pre-pandemic averages, despite increases in population in the Fire District. We hope that this “new normal” of fewer emergencies for our community continues into the future.



2024 has had 17 calls to 15 November: 5 Medical, 4 BCAS Assist, 2 Hydro, 2 Assist RCMP/Public, 1 Open Burn, 0 MVI, 0 Structure Fire, and 3 Misc. The Public Assists included 2 Search and Rescue. The Miscellaneous included a battery fire and 2 smoke smell reports from fires elsewhere. “Hydro Season” is just starting up; so, it is likely that we will be going out again for downed wires and trees on lines in the coming months.

For comparison, 2023 had 20 calls: 11 Medical, 2 BCAS, 2 Hydro, 2 Assist RCMP/Public, 0 Open Burn, 1 MVI, 0 Structure Fire, and 2 Misc.

Membership and Recruitment

Although we have had several new recruits, recruitment and retention remains a serious deficit. In an attempt to encourage recruitment, especially in the working-age demographic many of whom are parents and self-employed with little coverage, NGVFD has joined SGVFD in offering Medical and Dental Benefits to active members.

If you know of anyone who would be suitable for the department, please encourage them to join, either as an active member or in some other capacity. Besides Firefighting and Medical First Response, we could use assistance with governance and administration; project planning and grant proposals; small carpentry and plumbing jobs; and landscaping. As well as NGVFD/NGFPS, the Emergency Program and the FireSmart Program both are worthwhile public safety initiatives that need community members to function well.

Active Members:

Retreat Hall (E2, T2, M2)

1. David Grindlay – R-FF
2. Karen Harris – FC FR* FF*
3. John Hatch – DC FR FF*
4. Rolyn Potter – C FR* FF
5. Valerie Tessier – C Admin FR FF* 6.
- Thijs Vermeulen – Aux DO Maint 7. on
- leave: Ian Maday – FR DO Maint 8. on
- leave: Kate Pattison – FR* R-DO

Training

Cook Hall (E1, R1)

1. Ted Bentley – FR* FF
2. Wayne Bairstow – FF
3. Cassidy Brown – FF
4. Michael Clark – AC Operations FR
FF*
5. Tom Darby – FCE Maint
6. Rhea Evasco – R-FF/FR

7. Corrine Matheson – FF

8. Idora Scott – R-FR

9. *on leave*: Craig Dibble – R-FF/FR

We are proud to announce that 4 of our members slogged through the Office of the Fire Commission 2022 BC Structure Firefighter Minimum Training Standards for Exterior Operations Level, finishing up in June this year. We have continued with the skills for Interior Operations Level as well as Driver Operator training since then. In addition, they have undergone training in Wildfire Firefighting, Vehicle Extrication, Medical First Response, Hazmat Awareness, Driver Training, and Traffic, Hydro and Propane Safety. We held a very successful Exterior Live Fire on Pender, and have plans to attend yearly to keep our firefighting skills honed.



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FIRE & SAFETY
DIVISION

VIERA

COLUMBIA
LEARNING

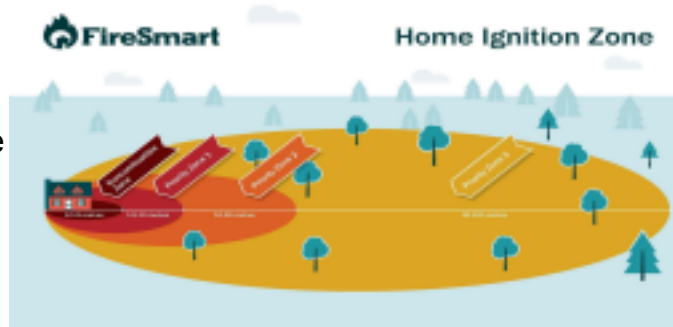
We are about to start a new medical First Responder certification program with the South Galiano members. Our training partner, VIERA has passed FR training on to a new provider, Columbia Learning. It's always a chore to figure out a new system, but we are excited to receive our training from a school that specialises in medical training.

Our officer development continued with Captain Tessier and Assistant Chief Clark training as Fire Officers. They plan to continue their officer studies in the spring.

FireSmart Activities

The Community FireSmart Committee, with coordination by NGVFD Capt. Valerie Tessier, has continued to increase public awareness regarding how community members can improve the chances of their homes and other infrastructure surviving a wildfire. The committee has resumed home inspection and mitigation advice for Galiano Residents. For more information on upcoming programs, please contact FireSmartGaliano@gmail.com.

AC Michael Clark has joined Galiano's team of Wildfire Mitigation Specialists, making us the only community in the CRD with 3 of these highly trained assessors. We are justifiably proud of Galiano's program, jump started by Shelley Smith in 2019. Over the past 5 years, we have had tremendous community participation, with many assessments, chipping days and mitigation efforts.



FF Ted Bentley has become an old hand at using FireSmart funding to organise FireSmart Day events in his neighbourhoods – for the past few years, he has gathered community members to improve the North Galiano Community Hall. After several of these events, the Hall is looking much better from a FireSmart perspective. Valerie and Michael have also made great progress at Retreat Firehall. Contact Ted, Michael, or Valerie if you would like more information or assistance in accessing funding to organise an event and community mitigation in your neighbourhood.

General information on FireSmart principles and how you can increase your home's resiliency to wildfire risk may be found at <https://firesmartbc.ca/>.

Fire Season/Open Burning/Smoke Regulations

After the devastation across the province in 2023, we are grateful that the 2024 Fire Season was much better in terms of wildfire. During the summer permit compliance was high, with only 1 unpermitted Open Burn reported. Remember that our local Fire Regulation Bylaw allows us to require permits throughout the summer, and shut down burning when we deem it too dangerous, even BC Wildfire Service hasn't issued a prohibition (conversely, we cannot allow fires when BCWS has prohibited them).

No permits will be needed for category 1 or 2 open burning before next spring. However, for larger fires, we must follow the Venting Index and setback regulations from the province in the Open Burning Smoke Control Regulation (OBSCR; *North Galiano is in the Medium Smoke Sensitivity Zone*), and for Category 3 fires (*larger than 3 m in diameter and 2 high, or burning 3 or more concurrent piles*) a BC Wildfire Service Registration number is required (*call 1 888 797-1717 or register online through the Open Fire Tracking System (OFTS)*).

For more information on our local CRD Fire Regulation Bylaw No. 2, see:

<https://www.crd.bc.ca/service/fire-and-emergency-programs/fire-protection/open-burning>

. For more information on OBSCR, see:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation>.

For more information on OFTS, see:

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/fire-bans-and-restrictions/ofts-burn-registration>.

Grants

We received a grant from the Southern Gulf Islands Emergency Program in 2023 to equip our vulnerable Retreat Cove Fire Hall with permanently mounted sprinklers, a pump and improved water supply to protect it in the event of a wildfire. This project has now been completed, with a bonus of rooftop collection of rainwater, and provision of (non-potable) water to the hall.




We have also applied for a third round of funding through the UBCM Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment & Training. We continue to look for opportunities for funding to improve equipment, training, and for special projects such as water supply improvements.

Finally, we applied for and received a donation of a Wildfire Firefighting Skid from Global Medic's program that donates these skids to small rural fire departments across Canada. The skid includes a pump and water tank that goes into the back of a pickup truck for quick response to wildfire while it is small.

Website

We have been using our new website at GVFD.ca with SGVFD for a year now. Expect the old NGVFD.ca site to shut down in coming months as we transfer all information and functions to the new site.

OPEN BURNING ALLOWED NOVEMBER TO MARCH



[FIRE PREVENTION & SAFETY](#) [BURNING & PERMITS](#) [DEPARTMENTS](#) [REPORTING](#) [CONTACT](#) [DONATIONS](#)

FIRE DANGER RATING

▼

Low Moderate High Extreme

LAST UPDATED: 2023/09/25

Budget

After our significant increases in 2024, our 2025 budget has no new initiatives, with only a 3% inflation adjustment to our expense line items.

1.359 NGVFD Budget

	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Budget	Budget	Budget	Budget	
GL	GL Name	2022	2023	October (Report date 1 Nov)	2024	Est	2025	2026	2027	2028	2029
100346 NGVFD Revenues											
429000	Interest Income	(863)	(1,501)	(525)	(260)	(525)	(270)	(280)	(290)	(300)	(310)
429040	MFA Debt RsrveFdEam	(75)	(219)		(120)	(120)	(120)	(120)	(120)	(120)	(120)
430000	Grant In Lieu- Fed	(507)	(495)	(608)	(608)	(608)	(630)	(640)	(650)	(660)	(670)
486000	Req Mun EA Other	(172,882)	(198,704)	(291,021)	(291,021)	(291,021)	(299,750)	(305,750)	(311,870)	(318,110)	(324,470)
486010	Req Parcel Tax	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)	(25,170)	(25,670)	(26,180)	(26,700)	(27,230)
490000	Surplus	(22,486)	(17,616)	(24,520)	(24,520)	(24,520)	(0)	-	-	-	-
	Subtotal	(221,253)	(242,975)	(341,114)	(340,969)	(341,234)	(325,940)	(332,460)	(339,110)	(345,890)	(352,800)
100347 NGVFD Expenses											
							3.00%	2.00%	2.00%	2.00%	2.00%
500090	Honoraria	74,976	90,350	100,055	164,190	122,388	169,120	172,500	175,950	179,470	183,060
500510	W.C.B. Benefits	171	191	158	230	190	240	240	240	240	240
501000	Travel Expenses CRD	1,762	2,478	1,065	3,260	2,000	3,360	3,430	3,500	3,570	3,640
501040	CRD Vehicles -ORDERS	18,389	13,034	16,818	16,230	16,818	16,720	17,050	17,390	17,740	18,090
502030	Telecomm All	5,184	5,800	4,242	5,290	5,290	5,450	5,560	5,670	5,780	5,900
503130	Contract for Svcs	1,758	853	1,445	1,370	1,370	1,410	1,440	1,470	1,500	1,530
506010	Insurance-PublicLiab	4,382	1,230	1,317	1,317	1,317	1,562	1,718	1,890	2,079	2,287
506030	Insurance- Fire	1,690	1,810	1,810	1,810	1,810	10	11	12	13	14
506050	Insurance-GroupAccid	60	3,322	2,687	13,420	7,687	60	66	73	80	88
506090	Insurance- SrvcContr	80	90	90	90	90	80	88	97	107	118
506260	Purch Mfce-Buildings	570	362	836	1,190	836	1,230	1,250	1,280	1,310	1,340
506270	Purch Mfce- Equip	1,477	2,717	3,006	3,480	3,106	3,580	3,650	3,720	3,790	3,870
514010	Postage & Freight	141	106	106	230	106	240	240	240	240	240
514030	Advertising	53	229	57	230	57	240	240	240	240	240
514090	Subscriptions	-	-	-	430	-	440	450	460	470	480
514230	VolunteerApptDinner	1,260	1,255	-	1,370	1,370	1,410	1,440	1,470	1,500	1,530
514400	StaffTraining&Develp	13,409	10,371	8,213	13,260	13,260	13,660	13,930	14,210	14,490	14,780
514420	Memberships & Profes	935	727	1,150	960	1,150	990	1,010	1,030	1,050	1,070
515110	LeaseholdImprovmnts	457	-	-	1,680	-	1,730	1,760	1,800	1,840	1,880
515150	Printing	69	-	-	100	185	100	100	100	100	100
530010	Alloc - Standard OH	7,503	8,022	7,490	8,988	8,988	13,615	14,023	14,303	14,590	14,881
535090	Electricity	4,060	4,913	4,010	4,870	4,870	5,000	5,100	5,200	5,300	5,410
538000	Supplies - Office	287	351	442	460	726	470	480	490	500	510
538130	Supplies-Operating	5,929	3,422	4,049	6,780	6,780	6,980	7,120	7,260	7,410	7,560
538360	Supplies-PrntCltg	-	7,583	17,404	19,937	17,404	7,590	7,740	7,890	8,050	8,210
570010	Interest - Internal	774	1,638	1,027	1,000	1,027	1,030	1,050	1,070	1,090	1,110
590200	Purchases-Equip	-	-	-	5,000	5,000	5,150	5,250	5,360	5,470	5,580
	Subtotal	145,376	160,854	177,478	277,172	223,824	261,467	266,936	272,415	278,019	283,758
100348 Transfer to Reserves											
547040	TrnsfrToCapResFund	5,000	3,000		-		-	-	-	-	-
547070	TrnsfrToEquipRepFund	4,315	5,000	8,391	10,069	63,682	10,370	10,580	10,790	11,010	11,230
	Subtotal	9,315	8,000	8,391	10,069	63,682	10,370	10,580	10,790	11,010	11,230
102110 Debt Servicing											
570050	MFA DebtReserveFund	75	730		120	120	120	120	120	120	120
570100	Principal Payment	28,466	28,466	13,984	29,552	29,552	29,552	30,599	30,599	30,599	30,599
570110	Interest Payment	20,405	20,405	11,174	24,056	24,056	24,056	25,764	25,764	25,764	25,764
	Subtotal	48,946	49,601	25,158	53,728	53,728	53,728	56,483	56,483	56,483	56,483
	Grand Total	(17,616)	(24,520)	(130,088)	-	(0)	(375)	1,539	578	(378)	(1,329)

Thank yous

As the year comes to a close, I would like to thank our Fire Fighters, Medical First Responders, and Driver/Operators. I would also to make a special thank you to those that have been active for a decade or more, including Michael Clark, Ken Kucille, and past Chief Tom Darby who continues to support us with his extensive knowledge and experience. It has

been a tremendous help to have the assistance of Assistant Chief Michael Clark in Operations, Captain Valerie Tessier in Administration and Training, and Deputy Chief John Hatch and Captain Rolyn Potter in Training.

I would also like to thank the people who volunteer their time to provide the department with oversight through the North Galiano Fire Protection and Emergency Response Service Commission or as board members for the North Galiano Fire Protection Society. I would also like to thank our community partners in the North Galiano Community Association, the Galiano Island Community Emergency Response Team, the BC Emergency Health Service (Ambulance) and the South Galiano Volunteer Fire Department. And of course, I would like to voice my appreciation for our remarkable community that continues to support us as we grow and transform to serve you during your emergencies.



2024 NGFPS/NGFPERSC AGM: NGVFD Assistant Chief's Report

I'd like to thank everyone for being here and supporting our fire department. I'd also like to thank Chiefs Harris and Sudgen, and Captain Tessier for all their help and coaching. I've really enjoyed my year - it's been very satisfying and fulfilling.

I started my new job in January, waited for the CRD to catch up and I started getting paid in March, a little bit behind schedule. The focus for the first part of the year was to get Retreat Hall organized and cleaned up. I put in the water tank and sprinkler system and added running water and a water collection to the hall. I power-washed the hall and FireSmarted the grounds and made a list of future projects for Retreat Hall, e.g. pouring concrete to replace our degrading front apron.

I attended the Chief's Conference in the Interior for a week and learned a lot. Many things came from the conference - knowledge and awareness - such as the importance of community preparedness. One of the things was us attaining our wildfire skid, Global Medic manufactured and distributed wildfire skids and we managed to get one for free by going to Campbell River and picking it up.

We've been working with South Galiano Fire Dept to unify our training and work closer with the south. We've done a number of co-training such as a rope rescue weekend and the first responder training that is running as I write this.

I'm turning my focus now to Cook Hall to complete a number of tasks, mainly developing organizational systems to streamline our operations and make our logistics easier to manage.

I will continue my training. I just finished the FireSmart Wildfire Mitigation Specialist course on Vancouver Island, which opened my eyes to the possibilities here on Galiano, specifically using a BioChar kiln as a way to safely and environmentally deal with FireSmart debris. Our kiln is on order and should be here within a few weeks. I plan to organize workshops to explain the science, and demonstrate the abilities and benefits and hope to have this as a fundraiser for the department by renting it out to locals.

I'd like to thank all the volunteers, the Commission and Society members for all their efforts and hard work. It's a team effort and a team is necessary to support our population through these years to come and support me in my endeavours in the future. I am looking forward with gratitude and excitement for what is to come.

