

**OTTER POINT VOLUNTER FIRE DEPARTMENT  
COMMISSION MINUTES OF MEETING  
WEDNESDAY 12 DECEMBER 2023**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & Firefighter’s Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief  
Mr. R. Fiset – Public attendee

**Call to Order:**

Meeting called to order at 1929 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

Motion to accept the minutes of the October 18th, 2023 meeting. Gollmer/Gibbons. All in favour. Motion carried.

**Fire Chief’s Report:**

Attached.

**Treasurer’s Report:**

Budget 2023 – still on track.

**Firefighter’s Rep. Report:**

- 09 Dec 2023 – Santa and the Annual Candy Cane Run. Was a massive success with over \$4280 collected in cash and cheques as well as some donations for the Food Bank.
- 10 Dec 2023 – Participation in the Sooke Santa Parade.
- 21 Dec 2023 - Firefighters Get Together In lieu of Levy Night.
- 01 Jan 2024 - Annual Polar Bear Swim at Whiffen Spit.

**Old Business:**

CRD Fire Services Governance Review. Reviewed the notes from the Special Commission meeting on 01 Nov 2023 and will forward to Tim Pley and Chris Vrael.

**New Business:**

Budget 2024.

RE: The relationship between the OPVFD Fire Chief / Assistant Fire Chief and the CRD To ensure that they have the benefit of the protections embedded in section 738 of the Local Government Act (and compliance with CRA), their role with the CRD should be confirmed and the recommendation is that they proceed with contracting with the CRD as “dependent” contractors as an interim step to becoming direct employees of the CRD (which would not be in place until 2025).

Chris Vrabel (CRD Manager, Fire Services) is working to facilitate this transition for all of the Fire Departments within the CRD. A template contract was provided but requires updates and revision which Chris is working on.

Comparable positions/salaries were reviewed in anticipation of moving forward with the above recommendation which could require a Motion to increase the budget for 2024. This must be done by the end of January 2024.

Further discussion at our next meeting in January.

**Meeting Adjournment:**

Motion to adjourn at 2037 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 10 Jan 2024, 1930 hrs.