

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Bruce Manning, Wendy Herring, Al Wickheim

Absent: Doug Thompson, Mike Yeager

FD Present (video link): Chief Nathan Pocock

Public Present: 1

COMMITTEE MEETING September 18, 2023 1900 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Treasurer's Report

MOVED: Al SECONDED: Bruce CARRIED

3. Adoption of Minutes from August 21, 2023

MOVED: Bruce SECONDED: Wendy CARRIED

4. Public Participation on Agenda Items

None

5. Reports

- Chair's Report - As Per Addendum.

MOVED: Al SECONDED: Bruce CARRIED

- Fire Chief's report - As Per Addendum. Chair also presented some information on medical call outs in Sooke.

MOVED: Bruce SECONDED: Al CARRIED

- Finance - As Per Addendum.

MOVED: Al SECONDED: Bruce CARRIED

○ Community Hall - As Per Addendum.

MOVED: Wendy

SECONDED: AI

CARRIED

6. Old Business

None

7. New Business

- Falk moved "that we enter an in -camera meeting after this regular meeting adjourns." MOVED:: Falk SECONDED: AI CARRIED

- Given that the year end surplus is projected to exceed \$10,000, Wendy moved "that the year end surplus from the ESFVD 2023 operating funds be allocated as follows: \$10,000 to CRF, and the balance to ERF." MOVED: Wendy SECONDED: AI CARRIED

8. Adjournment

MOVED: Bruce

SECONDED: Wendy

CARRIED

Meeting adjourned at 2002 hours.

Meeting entered in -camera session, concluded at 2105 hours.

Chair's Report
East Sooke Fire Commission
September 18, 2023

August 29

Budget meeting with the commission. Budget 2024 passed.

August 30

Meeting with Chief Pocock. Discussion about the sale of our SPU, possibly to Yukon Forestry Service. We have to coordinate the project closely with CRD because the SPU is a CRD asset and there are certain procedures for selling high value assets (public disclosure (BC Bid) to provide equal opportunity for other potential buyers).

The commission asked the Fire Chief to continue the negotiation with Yukon Forestry. I discussed the strategy, initial asking price and possible range with the Chief. For the case that there is an agreement, we will consult again with CRD for guidance of the necessary steps to offload the asset.

A request to the CRD general manager (via. Chris Vrabel) was made to sign-off the possible disposal of a high value CRD asset.

September 4

Meeting with Wendy. Preparation of forms to submit our budget proposal to CRD Finance

Falk Wagenbach, Chair East Sooke Fire Commission

Chief's report



East Sooke Volunteer Fire Department Fire Chief's Report

August 2023

Membership

Roll Call

Interior FFs on pagers:	10
Exterior FFs on pager:	2
FR/Support on pagers:	5
FR/Support not on pager:	1
Recruits not on pager:	1

Hours

Membership hours as of September 16 2023:

Calls: 570 hours

Training: approximately 780 hours

Anita hours as of August 21st 2023 =

Approximately 655 hours

My hours to as of 10pm September 16th 2023;

Total: 452 hours

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

Training

We are started an inhouse EVO training August 29th with 7 of our members. This is a 40 hour program to complete and have them properly certified to what the province requires. Started and is underway with some members moving quickly through the training.

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

Both these wildfire sessions will be having East Sooke host a number of other departments which is great.

I have passed and completed my Evaluator exam waiting for confirmation from JIBC on when I can start evaluating our members. Still looking to have firefighter Hurst get signed up as an evaluator.

We have two members scheduled for Hazmat ops this month and one in Live fire 2.

Next month in October we now have 3 members signed up for Live fire 2.

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 have them booked into their Hazmat Awareness course for November. FF. Seibert is enrolled in his FR course in November also.

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 th 2023	
Alarm Bells	6
Duty Calls	11
Hydro	9
Medical	61
MVI	6
Rescue	5
Structure Fire	17
Wildfire	5
Car/garbage/other fire	2
Smoke investigation	10
Total	132

Miscellaneous Items

Annual maintenance and tests:

Hose testing on November 15th the 25th also will be done looking for dates \$250 a day will be given to members. We need to revamp the system. This has been received well with lots of sign up.

Interhall Communications:

Still seems to be operating well.

Community Resiliency Plan

No time to read it yet.

FireSmart

Moving along with assessments the Chipper day arranged September 16 and 17 was a big success. Had a meeting with the group and things are running well so far, the incentive of the money to do these inspections seems to be a large part of keeping this program running well. Have given additional driveway information to our LFRs so they can present some of that prevention knowledge as well when out doing inspections.

ERF Projects for 2022 / 2023 / 2024

Squad 1 replacements.

Squad committee formed.

- Sent two requests to Sunshine for an update no reply yet.

Consulted with CRD they have suggested we pursue a private deal with the Yukon to have the trailer sold and we can then go from there. Yukon has come back saying if they were to consider the trailer they don't want our Wicks pumps and would be interested for around 150,000.00

Records Management

Had a private session with Chris Vrabel first week of September to iron out a few things and are waiting for the launch to really get implementing this system. It will take allot more hours to build the system within the system once its up and running but will be good when that gets completed.

Records Management

Mobile Terminals

Be nice to get mobile terminals with sim cards which would mean monthly subscriptions for Car1, Squad 1 and Engine 1. This will allow maximum use of this system.

Web Site & Social Media

Carl has made me a link now to some instructions on how to change the fire rating on the website. I have not had time to go through these tutorials yet, but do have them.

Projects

Recruitment:

Status: Started

We had a approximately a dozen applications picked up and only one returned. It appears the member that returned it how ever lives in Spirit Bay meaning although closer to East Sooke fire hall this is Metchosin's fire district.

In discussions with Chief Dunlop of potentially allowing members to belong to both stations at the same time. We would have to sort out how attendance would work with this equipment and crew familiarity etc. this is not an easy as it sounds task.

Wildfire Grant funds 2023:

Status: In process

Still waiting on the other half of our helmet order, and our shirts and pants. Requested an ETA last week.

Grant funds 2024:

Status: coming up

The 2024 grant has come out and I have submitted it to CRD. They will now submit this forward to UBCM. We were given 23,000 cap to submit for This will allow us and I requested 56 lengths of 1.75" hose to help bring us up to industry standard and to be compatible with our mutual aid partners.

Radio Tower land use fund:

I have been approached by the group leasing land for a radio tower in East Sooke as they need to make a donation to the local community as part of their lease I am working with them to request funding for equipment mainly nozzles that we would require to go with the hose we are applying for with the UBCM grant stream.

They need to be able to write a cheque directly to us not the CRD so we would be looking at having an arrangement with our Brigade that they accept the cheque with the understanding this is spent on equipment.

Benefits for members:

- If we have the plan I got when I originally asked for the going standard for departments it had employees on family plans and paid on calls on single plans. If we went with this plan with the parameters of the members having Full Service for a minimum 1 year (5 members currently met this) with good attendance and under 65 years old (of the 5 with the appropriate training currently only 3 hold the attendance required). We are looking at \$5200.08 a year.
- If we look to get everyone family plans with the same parameters as above, we will be at 8,905.20 a year for premiums.
- If we go all single plans, we will be around \$3000.00

SOG Review:

Status: I currently have not yet had time to start SOG reviews.

Training Building:

Status: Progress continues.

Looking to add a sprinkler to the training building under the back porch for salvage and overhaul training. Looking to install a fire department standpipe on our hose tower to allow us to train on stand pipe evaluations both as part of our required 1001 (firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower (Cpt. England is looking to purchase some metal stringers to install in to complete this project)
- #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.

Mostly done through no official capacity through FireSmart assessments and some driveway inspections.

Time:

Currently still our largest hurdle in the department. Currently the average hours of work completed each week by our top four volunteers (including myself) is 84 hours a week, of that 84 hours approximately 66 of those hours are done by Anita and myself. Relying on this workload being split out even more, unfortunately each time creates more and more deficiencies in the work and ultimately expands the time required to complete a task.

I am currently needing to put in more hours volunteering than I work, and the pile is still growing. I regret and have trouble in doing it but need to be stepping back some of my volunteer time greatly in the new year and coming months to focus more on my other jobs to fill my income, my family and my renovations to be able to get my house to market.

EXPENSES	Budget			Year-to-date		
	2022	2023	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$65,306	\$65,306	0.00
Interest on loan	\$57,150	\$57,150	0.00	\$38,100	\$38,100	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80	\$68,908	\$68,908	0.00
Operations	\$250,882	\$267,518	6.63	\$178,345	\$136,542	-23.44
TOTAL	\$500,991	\$525,989	5.0	\$350,659	\$308,856	-11.9

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%	\$49,953	\$12,178	-75.6
Vehicles	\$33,160	\$35,150	6.0%	\$23,433	\$19,512	-16.7
Contract for Services	\$9,270	\$9,550	3.0%	\$6,367	\$9,912	55.7
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%	\$4,800	\$4,762	-0.8
Training	\$19,240	\$25,000	29.9%	\$16,667	\$16,052	-3.7
Electricity	\$9,410	\$9,600	2.0%	\$6,400	\$5,147	-19.6
Med. Supplies	\$5,210	\$5,630	8.1%	\$3,753	\$2,186	-41.8
Suppl. Operation	\$15,373	\$14,719	-4.3%	\$9,813	\$6,597	-32.8
Protective Clothing	\$6,260	\$6,763	8.0%	\$4,509	\$9,039	100.5
Contingency Fund	\$15,300	\$15,000	-2.0%	\$10,000	\$0	-100.0
	\$195,143	\$203,542		\$135,695	\$85,385	-37.1

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)	Capital Reserve Fund (CRF)	General Capital Fund (GCF)
\$772,496	\$31,000	\$2,635

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

— earmarked for **new** projects

— **Approved** projects
 - Landscaping \$ 1,135
 - 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.
- Ground work for the new landscaped garden is complete. Planting awaits cooler, wetter weather.

- 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.



East Sooke Community Hall Group Minutes

August 11 2023

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

Call to order 7.pm. Standard agenda.

Minutes of July 24 2023. Moved by Bruce to adopt, seconded by Wendy, carried.

Treasurer's report. Leslie presented the monthly statements. Moved by Bruce to adopt, seconded by Wendy. Carried. The 2024 hall budget was reviewed and will be sent to the Fire commission for their review and approval.

Bookings. Wendy reported a birthday party is booked for August 13th. September 13th is booked for an open hose regarding a proposed radio antennae.

Old business. Armin reported we are waiting for window repair quotes for the hall centre window north.

New business. Bruce is looking after having the defibrillator battery tested and charged.

Armin to look into the cost of replacing the baseboard heaters.

Meeting adjourned at 8.08 pm.

Respectfully submitted. Armin Sielopp