

**East Sooke Fire Commission**  
6071 East Sooke Road, East Sooke BC, V9Z1B2  
250 642 -4411

*commissioners@eastsookefirecommission.c a  
eastsookefirecommission.ca*



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

**Absent:** Doug Thompson, Al Wickheim, Mike Yeager

**FD Present:** Chief Pocock

**Public Present:** One

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## **COMMITTEE MEETING - July 18, 2023 1903 hours**

### **1. Adoption of Agenda**

MOVED: Bruce      SECONDED: Wendy      CARRIED

### **2. Adoption of Minutes from June 19, 2023**

MOVED: Bruce      SECONDED: Wendy      CARRIED

### **3. Public Participation on Agenda Items**

#### **4. Reports**

##### a. Chair's Report

As Per Addendum.

MOVED: Wendy      SECONDED: Bruce      CARRIED

##### b. Fire Chief's report

As Per Addendum.

MOVED: Wendy      SECONDED: Bruce      CARRIED

##### c. Finance report

Deferred pending receipt of R&E reports from CRD.

##### d. Community Hall report

**5. As Per Addendum.**

MOVED: Wendy

SECONDED: Falk

CARRIED

**6. Old Business**

**7. New Business**

**8. Adjournment at 2022 hours**

MOVED: Bruce

SECONDED: Wendy

CARRIED

Next meeting: 21 August 2023

# Chair's Report

## East Sooke Fire Commission July 17, 2023

### New fire chief

Nathan Pocock has finished his first two weeks as fire chief

He was very well received by his fire fighters

Carl, Anita, Dave and I are in the process of getting him up to speed with the specifics of our department

In his first 2 weeks, Nathan **volunteered** already 108-42 = 66 hours hours

### July 05

Jonathan Reimer, Chris Vrabel and the CRD Fleet Manager came to East Sooke to meet and greet our new Fire Chief. We discussed actual challenges. CRD Emergency service promised full support for Chief Pocock and his team.

### CRD Fire Departments: Financial Analysis/comparison

CRD has conducted a study to determine and compare the fire departments within JdF

Key results:

- East Sooke residents save \$3.85 for each \$ they spent on fire service (Estimated Insurance Discount 64.5%)
- ESVFD Spendings per resident. 11% below average (of the 29 Fire Departments of the region)
- ESVFD Spendings per call out. 34% below average (of the 29 Fire Departments of the region)

### Silverspray Agreement with Sooke. Status 2023

You may recall that my goal was to fully understand the complicated formula by which the annual payments for our Fire protection for Silverspray are calculated by the province and to adjust our budget structure accordingly so that we receive a fair contribution from Sooke. Result: revenue from Sooke:

2020 = \$47,400

**2021= \$46,800** and then.... after the transition:

2022 = \$68,700

**2023 = \$73,200.**

**Today, we receive 56% more for our service than in 2021.** Sooke covers about 30% of our operational budget (without the ERF contribution!).

### Silverspray Agreement with Sooke. 2024 - 2026

30.05.: Sooke approached and invited us to negotiate a new agreement for 2024-2026

Last year's agreement provided East Sooke Fire with revenues of \$68,700 from Sooke (41% of our 2022 operational expenditure!). About 1 year ago Sooke claimed a substantial lower fee for our Sooke Point/Silverspray coverage (**they informed us that they are willing to pay only \$5,000 to a maximum of \$15,000**).

**My goal** is it to keep our revenues from Sooke on the same level + inflationary adjustments). Should I be successful with this, then I have certainly earned my salary ☺

**Update:** we discussed the topic with Sooke and they actually agreed to renew our agreement for the next 3 years under the same conditions!! This is a big deal and will secure us revenues of more than \$200,000 until 2026. The only change we had to agree to is that the passus "The East Sooke IC can redirect recourses from a Silverspray call out if there was a second call for ES" was removed from the contract. From 2024 on, Silverspray will be treated equal to East Sooke. Currently, CRD legal is working on the new contract.

### Budget 2024

The next budget cycle will start soon. I will discuss a timeline with Wendy and our fire chief.

**East Sooke Fire Open House**

The Brigade did a great job by organizing an open house at July 08

Falk Wagenbach, Chair East Sooke Fire Commission

# East Sooke Volunteer Fire Department

## Fire Chief's Report

July 2023

### Membership

#### Roll Call

Interior FFs on pagers: 11 (1 on extended leave)  
Exterior FFs on pager: 1  
FR/Support on pagers: 7  
Recruits not on pager: 3

#### Hours

Membership hours as of July 13<sup>th</sup> 2023:  
Calls: 389.5 hours

Training: approximately 608 hours

Anita hours as of July 10<sup>th</sup> 2023 =  
510.5 hours

My hours to as of 8am July 17<sup>th</sup> 2023;  
Total: 109 hours

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

### Training

Kate and Cole have completed their Interior level training started full service as well as Lt. Larkin who is working on their full service.

Our Recruits have covered their exterior skills but have not yet been evaluated on them and still require their Live fire 1

There is a large need for Emergency Vehicle Operator training in the department which comes in from the Office of the fire commissions new standards along with just safety of our members on the road. We do not have budget for external training in our training budget left this year, but I can and will start implementing an inhouse program as and when time permits.

We have several members with expired medical licenses which means they are not allowed to have any patient contact. Lt. K.Sheridan has been made aware and so have these members on the need to get their licenses.

Mitch is waiting on his medical before starting work full time in Langford fire department and so the transition of training will be happening over to Lt. Larkin with heavy support from myself.

They is a recognized and growing need for an East Sooke Fire Department standard and the training department and officers will start the process of creating this.

### Callouts

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

Alarm Bells	5
Duty Calls	7

	Hydro	7
	Medical	43
	MVI	6
	Rescue	3
	Structure Fire	14
	Wildfire	4
	Car/garbage/other	1
fire	Smoke investigation	4
	<b>Total</b>	<b>94</b>

### Miscellaneous Items

#### Annual maintenance and tests:

Cpt. Bigelow, Anita and myself have been working hard to keep on top of the annual maintenance July been a busy month; generator testing, compressor, hydrostatic, alarm system, extinguishers, pump testing. Fit testing scheduled for August: purchasing hood and Bittrex for N95s these have not been getting annually tested up to this point. Barrowing fit test machine for week in August to do SCBA.

Pump testing is being arranged for T1, E1, and E2

Our air compressor is getting its annually testing moving a vent

Our exhaust system is fixed, we have the electricians coming in to work on some other lighting issues in the hall

Hydro static testing is starting the slow ferrying process (would like to look to purchase 5 more bottle to aid in this process in future years.

Generator testing completed

Pretrips of apparatus and equipment checks.

#### Community Resiliency Plan

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

#### FireSmart

Waiting to get the groups together two are brand new parents and one member is away with a sick family member.

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

Tender 2 / Squad 1 replacements.

SPU Completion: waiting to arrange a time to get through the inventory with Cpt. Bigelow to get a true assessment of situation.

Turnout Gear: 2023 gear been ordered 4 sets

Landscaping: see below.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

#### Records Management

Training starts 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>.

Very excited for this system as currently we are in great need, as the paper system is very labour intensive and makes it very difficult to acquire and call back any data.

#### 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**

Currently waiting to sit down with FF. Neilson and Chair Wagenbach to do a financial review and plan. From what I have seen so far we seem on budget for most things.

We currently sit 11% below average on tax bracket on a per resident basis to other municipalities and 34% below on average with per call at \$3078.18 per call.

Once the hall is paid off this would put us at \$2,169.59 per callout which puts us rather than 34% below to about 54% below once the loan is done

As the report points out inflation for equipment, staffing for fire halls is increasing greater than the inflation we see elsewhere.

Our 2023 service budget is \$526,369 not including inflation our service budget would be up to \$705,334.46 if we were to have the average amount of funding as surrounding departments per call. If we were to have the average per resident rate our current service budget excluding inflation would be \$584,269.59

Per capita costs for East Sooke are \$310.54 average fire department with a population of 1000-2000 has a per capita cost of \$350.19 which would make our budget with these numbers \$67,206.75 below average.

Bearing in mind these other halls do not necessarily have a hall which they are paying for currently such as ourselves. Which is roughly 30% of our budget.

## **Projects**

### **Recruitment:**

**Status:** Started

Currently working with Anita and the officers group to create a formalized recruitment process and intake for new members annually to line up with the Regional recruit training that starts each January.

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

**Status:** In process

So far Wildland uniforms and boots have been ordered for most members. We are currently working with vendors to fill out the rest of the 28,800.00 dollars of the grant funding to purchase new boots for 7 of our members not in the previous order and then also to purchase wildland firefighting helmets along with a couple sets of generic sized spare wildland uniform to have for new recruits or replacement of damaged items.

### **Apparatus Replacement Plan:**

**Status:** Starting

We are looking to replace Squad 1 with something more versatile like a bush truck. This may involve some movement of funds. Looking to form a Squad build committee this week.

We then would have 4 years to top the ERF up for a tender 2 replacement to around 450,000 (plus 4 years of inflation) to replace Tender 2 with a new front line engine when our current tender 1 is too old to be a front line apparatus.

### **SOG Review:**

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

### **Landscaping:**

**Status:** Captain England has gotten a quote to do the landscaping and rock work from a local company for approximately \$8,000 leaving the rest for plants. Project should start this week.

### **Training Building:**

**Status:** Progress continues. Phil and Rick now have a list of items that must exist to be able to complete all 1001 and 1407 training on/within the facility

### **Pre-incident Planning:**

**Status:** Paused

As to the park survey in Chief Neilson's last report I have not heard that this is still ongoing and will investigate.

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.

EXPENSES	Budget		
	2022	2023	%change
Principal for loan	\$97,959	\$97,959	0.00
Interest on loan	\$57,150	\$57,150	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80
<b>Operations</b>	<b>\$250,882</b>	<b>\$267,518</b>	<b>6.63</b>
<b>TOTAL</b>	<b>\$500,991</b>	<b>\$525,989</b>	<b>5.0</b>

dept service budget fixed until 2029

	Year-to-date		
	budget	actual	%diff.
	\$48,980	\$48,980	0.00
	\$28,575	\$28,575	0.00
	\$51,681	\$51,681	0.00
	\$133,759	\$103,358	-22.73
<b>ytd.- proportional calculated budget</b>	<b>\$262,995</b>	<b>\$232,594</b>	<b>-11.6</b>

**Selection of significant OPERATIONS cost centers**

	Budget		
	2022	2023	%change
Wages and Stipends	\$74,930	\$74,930	0.00%
Vehicles	\$33,160	\$35,150	6.0%
Contract for Services	\$9,270	\$9,550	3.0%
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%
Training	\$19,240	\$25,000	29.9%
Electricity	\$9,410	\$9,600	2.0%
Med. Supplies	\$5,210	\$5,630	8.1%
Suppl. Operation	\$15,373	\$14,719	-4.3%
Protective Clothing	\$6,260	\$6,763	8.0%
Contingency Fund	\$15,300	\$15,000	-2.0%

	Year-to-date		
	budget	spent	%diff
	\$37,465	\$6,137	-83.6
	\$17,575	\$15,552	-11.5
	\$4,775	\$9,243	93.6
	\$3,600	\$2,363	-34.4
	\$12,500	\$10,631	-15.0
	\$4,800	\$5,147	7.2
	\$2,815	\$2,086	-25.9
	\$7,360	\$3,491	-52.6
	\$3,382	\$5,628	66.4
	\$7,500	\$0	-100.0

\$195,143      \$203,542      \$101,771      \$60,278      **-40.8**

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)**

Equipment Replacement Fund (ERF)  
**\$755,270**

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

Capital Reserve Fund (CRF)  
**\$31,000**

earmarked for **new** projects

General Capital Fund (GCF)  
**\$11,500**

**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
- 
- 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 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 7.55pm.

Respectfully submitted. Armin Sielopp