

**PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION**

Notice of Meeting on **Thursday September 28, 2023 @ 1:00 pm**

Port Renfrew Fire Department

Hybrid Meeting – In person and MS Teams

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**MINUTES**

1. Opening remarks (territorial acknowledgement) Dan Quigley
2. Approval of Agenda – Motion K Neish Second A Wickheim
3. Additions to the Agenda - None
4. Approval of Minutes – June 12, 2023 AGM Motion K Neish Second R McIntyre
5. New Business
  - i. **Remarks from the Chair** – Chair Quigley addressed the Commission and subsequently resigned as chair. Juan de Fuca Director Al Wickheim was nominated for the role of interim chair.  
  
Confirmation of Chair Motion W Forsberg and Second R McIntyre. Unanimous
  - ii. **Commission Terms (appointments)** – Appointments and terms were reviewed. D Quigley and D Kuzman resigned their positions creating two vacancies. R McIntyre confirmed wishes to renew his term for 2 years effective January 1, 2024. A public notice will be issued requesting nominations for the two vacancies.  
  
No motion or vote required.
  - iii. **Fire Chief's Report** – verbal – Chief Toulmin provided a verbal update. The department has 17 members and has attended 30 incidents to date in 2024 with 22 of those being medical in nature.  
  
Acceptance Motion R McIntyre and Second K Neish.
  - iv. **Fire Department Goals and Objectives – Strategic Planning** – The commission discussed the 2024-2028 strategic goals and objectives for the fire department.  
  
Acceptance of document motion K Neish and Second R McIntyre Unanimous approval.



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- v. **Draft Paid Call Policy** the Commission discussed the draft paid call policy to convert the current honorarium system to a points system.

No motion or vote required as this item will be on the 2023 AGM agenda

- vi. **Draft Operating Budget** an increase of \$35,000 in the 2024 operating budget was discussed. The operating budget will be fully deliberated at the 2023 AGM.

Motion K Neish and Second R McIntyre Unanimous to spend \$3500 in 2023 on hose testing.

- vii. **Draft Capital Budget** The Commission discussed the 2024-2028 Capital Plan and identified the need for updated equipment replacement costs. The capital budget will be fully deliberated at the 2023 AGM.

- viii. **First Responder Program – medical oversight discussion** Staff were directed to report back at the 2023 AGM with a fulsome report on the First Responder medical program.

- ix. **Facility Use – Firehall – Exercise Equipment discussion.** Staff were directed to report back at the 2023 AGM with a fulsome report on the use of the fire hall facility.

6. Adjournment Motion A Wickheim and Second R McIntyre

Next meeting AGM to be announced.