

## **East Sooke Fire Commission**

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642-4411

*commissioners@eastsookefirecommission.ca*



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

**Absent:** Doug Thompson and Al Wickheim

**FD Present:** Deputy Chief Jason Humphries

**Public Present:** 1

---

## **COMMITTEE MEETING January 16, 2023, 1903 hours**

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

The agenda was adopted.

### **2. Agreement on the distribution of responsibilities 2023:**

Falk Wagenbach for East Sooke Fire Commission Chair

Bruce Manning for ESFC Vice-Chair and East Sooke Community Hall liaison

Wendy Herring for ESFC Treasurer

Mike Yeager for ESFC Communications and Secretary

### **3. Adoption of Minutes from December 19, 2022**

MOVED: Bruce Manning      SECONDED: Mike Yeager      CARRIED

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

No public participation.

### **5. Reports**

#### **a. Chair's report**

Newly elected chair, therefore no report was presented.

- b. Fire Chief's report (presented by Deputy Fire Chief Jason Humphries)  
As per addendum.

MOVED: Mike Yeager SECONDED: Bruce Manning CARRIED

- c. Finance report  
As per addendum.

- d. Community Hall report  
Bruce Manning provided a comprehensive report.

MOVED: Wendy Herring SECONDED: Mike Yeager CARRIED

## **6. Old Business**

No old business was brought forward.

## **7. New Business**

### **Meeting Schedule 2023 (Wendy)**

A suggestion to move the monthly meeting day was discussed with a decision to leave as is.

### **Workshop proposal (Falk)**

A discussion was held on the need for and then a date was set to meet to discuss upcoming projects and priorities.

### **Appreciation dinner**

Organizational roles and plans for the annual department appreciation dinner were discussed. Mike Yeager to liaise with Chief Neilson.

## **8. Adjourn of public meeting at 20:55 hours**

MOVED: Wendy Herring SECONDED: Bruce Manning CARRIED

Next meeting: Monday February 20, 2023, 7 pm.

---

# East Sooke Volunteer Fire Department Fire Chief's Report

Jan 2023



## Membership

### Roll Call

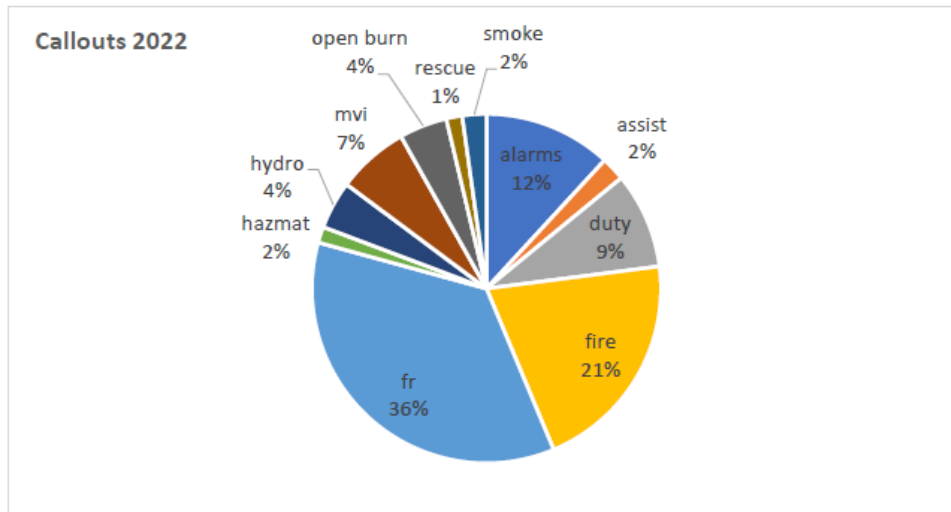
FFs on pagers: 16 (2 are Exterior only, 1 on extended leave)  
 FR/Support on pagers: 4  
 Recruits not on pager: 6

## Training

The training plan for next year is under development by our new training officer.

## Callouts

Jan 2022	Jan 2021
Alarm Bells 0	Alarm Bells 1
Duty Calls 4	Duty Calls 0
Hydro 3	Hydro 0
Medical 2	Medical 5
MVI 0	MVI 1
Rescue 2	Rescue 0
Structure Fire 5 (5 m/a)	Structure Fire 2 (1 m/a)
<b>Total 16</b>	<b>9</b>



**Callouts (cont)**

We had a total of 161 callouts in 2022 (AGM to AGM).

Callout Attendance	
Highest Attendance	83
Lowest Attendance	1
Average Attendance	43
Average Attendance By Callout Type	
Alarm Bells	5.3
Assist	4.3
Duty	1.1
Fire	5.1
FR	4.7
Hazmat	6.5
Hydro	2.8
MVI	5.9
Open Burn	1.6
Rescue	6.0
Smoke	6.8

**Miscellaneous Items**

**Records Management**

CRD has pushed off completion until end of Q2 2023.

**Mobile Terminals**

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

**ERF Projects for 2022 / 2023 / 2024**

Tender 2 replacement: submission to CRD made

SPU Completion: purchases continue with a goal of completing by end of Feb.

Turnout Gear: Measurements done, waiting on delivery

Landscaping: goal to start cleanup and work on this through the spring. Kickoff meeting will be late January.

Pagers: 4 were purchased in Oct. We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

**Fire Smart**

(Delayed until Jan) We will be having a post-mortem review of the first year of Fire Smart in East Sooke once the year completes and will use this to drive any changes for next year.

Chief Neilson is not also an LFR.

**Web Site & Social Media**

A basic design is done, now we need to update the content. Actively working on new media for the site.

**Projects****Apparatus Replacement Plan:**

**Status:** Starting

With Squad 1 due for replacement, and Tender 2 being considered for conversion, the chiefs will be developing a plan for future apparatus.

**SOG Review:**

**Status:** Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project.

**Landscaping:**

**Status:** Project kickoff planned for end of Jan.

A new design for the sign is in the works.

**Training Prop:**

**Status:** Progress continues.

**Pre-incident Planning:**

**Status:** Paused

Interested firefighters will be working together to do a survey of the park with respect to access, turn arounds and possible staging areas. This initial info gathering phase will take a few months to complete.

**Gas Tank at Firehall:**

There have been no updates on this project from SAR nor CRD in almost 2 years.

**Status:** Shelving this until CRD or SAR re-opens it.

# Finance Report

East Sooke Fire Commission  
Wendy Herring, Treasurer

Monthly Report  
Jan - Dec. 2022

Month 12  
year-to-date % 100.0

EXPENSES	Budget			Year-to-date		
	2021	2022	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$97,959	\$97,959	0.00
Interests for loan	\$57,150	\$57,150	0.00	\$57,150	\$57,150	0.00
Transfer to Reserve	\$126,960	\$95,000	-25.17	\$95,000	\$95,000	0.00
Operations	\$181,163	\$250,882	38.48	\$250,882	\$166,368	-33.69
<b>TOTAL</b>	<b>\$463,232</b>	<b>\$500,991</b>	<b>8.2</b>	<b>\$500,991</b>	<b>\$416,477</b>	<b>-16.9</b>

dept service budget fixed until 2029

ytd.- proportional calculated budget

## Selection of significant OPERATIONS cost centers

	Budget			Year-to-date		
	2021	2022	%change	budget	spent	%diff
Wages and Stipends	\$14,640	\$74,930	411.82%	\$74,930	\$15,143	-79.8
Vehicles	\$32,510	\$33,160	2.0%	\$33,160	\$31,921	-3.7
Telecom.	\$5,080	\$5,180	2.0%	\$5,180	\$4,435	-14.4
Purchase Mtn. Buildings	\$6,850	\$6,990	2.0%	\$6,990	\$9,309	33.2
Training	\$18,860	\$19,240	2.0%	\$19,240	\$18,959	-1.5
Electricity	\$9,300	\$9,410	1.2%	\$9,410	\$9,248	-1.7
Med. Supplies	\$5,110	\$5,210	2.0%	\$5,210	\$4,850	-6.9
Suppl. Operation	\$13,270	\$15,373	15.8%	\$15,373	\$19,473	26.7
Protective Clothing	\$6,140	\$6,260	2.0%	\$6,260	\$2,686	-57.1
Contingency Fund	\$15,000	\$15,300	2.0%	\$15,300	\$0	-100.0
	\$126,760	\$191,053		\$191,053	\$116,024	-39.3

significant cost centers the fire department has no influence over... and one-time-payment positions:

**Brigade: \$9,500 Appreciation Dinner: \$6,260 Insurances/Legal: \$7,000 CRD Services: \$9,270**

## Accumulated assets (our piggy bank)

Equipment Replacement Fund (ERF)  
**\$586,460**

to purchase trucks and other  
depreciative Equipment (allocations:  
\$7,917 per month)

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

earmarked for new projects

General Capital Fund (GCF)  
**\$36,053**

**Approved projects**  
- Propane conv. remainder \$4,653  
- Roof remainder \$ 4,100  
- Landscaping (not activated) \$ 10,000  
- Completion of SPU \$ 17,3000

## Comments:

- all 39 cost centers have been reviewed and no irregularities have been found
- to the best of my knowledge, all invoices have been coded and submitted for payment.
- Significant operational budget increase due to a preventive measure for a possible necessary paid position
- Significant reserve transfer decrease to partly compensate for necessary the operational budget increase
- WAGES shows a significant surplus for the year 2022 as a whole. Reason: the budgeted paid position was not filled.
- Revenues for our service for Sooke (Fire Protection Silverspray) went up from \$46,827 to \$68,702 (+47%)
- Suppl. Op. went up significantly because of required replacement of ropes and forestry gear
- We have an extraordinary surplus of approximately \$100,000 (subject to confirmation by CRD).

**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 to me as both responsible and sustainable.



## **East Sooke Community Hall Report**

East Sooke Community Hall Group Minutes

Dec. 10, 2022      Call to order at 7 pm.

**Present:** Bruce Manning, Wendy Lane, Leslie Leus, Wendy Herring, Armin Sielopp.

Standard Agenda.

**Minutes of October 28 2022.** Moved by Wendy L. to adopt, seconded by Bruce.  
Carried.

**Treasurer's report** presented by Leslie.

Moved by Wendy H. to adopt. Seconded by Bruce. Carried

### **Hall use.**

Wendy H. reported that bookings for Breakfast to start in January. Also second yoga class to resume.

### **Old business.**

Septic tank replacement scheduled for Dec. 13 and 14th. Armin will coordinate and report.

S.A.R. contract is still not complete. Bruce to follow up.

### **New business.**

Two soffit openings were repaired on the southwest corner. Rodent activity noted in the attic storage of S.A.R. Traps have been placed with success. Area cleaned.

Meeting adjourned at 7:55 pm.