

## East Sooke Fire Commission

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

**Absent:** Doug Thompson, Al Wickheim

**FD Present:** Chief Carl Neilson,

**Community Present:** 4

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## COMMITTEE MEETING: April 17, 2023 1901 hours

### 1. Adoption of Agenda

MOVED: Bruce                      SECONDED: Wendy                      CARRIED

### 2. Adoption of Minutes      from March 20, 2023

MOVED: Wendy                      SECONDED: Bruce                      CARRIED

### 3. Reports

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

As Per Addendum.

MOVED: Bruce                      SECONDED: Mike                      CARRIED

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

As Per Addendum.

MOVED: Bruce                      SECONDED: Wendy                      CARRIED

#### c. *Finance report*

There was no report available for presentation.

#### d. *Community Hall report*

As Per Addendum.

MOVED: Wendy                      SECONDED: Mike                      CARRIED



## **Chair's Report April 17, 2023**

### **Governance Review**

On April 04, Carl, Anita and I met with the CRD consultants. They interviewed us for about 7 hours. The meeting was pleasant and I think the two consultants now have a good idea of how our fire department is run, how its operations are handled, but also where its challenges are. The structure of the commission, its tasks, processes and its relationship to the fire chief and his department, but also to the CRD administration were also part of the discussion.

### **FD Leadership change**

On April 05, Carl and I met with Chris Vrabel, an advisor to Jonathan Reimer, Manager CRD Emergency Program. We discussed the hiring process of a new part time paid fire chief and how he/CRD can support us with this task. Chris agreed to prepare a posting and to give some input to our prepared job description.

He delivered on April 14, Carl and I reviewed and updated the ad and we will post it on the relevant platforms and at the firehall's info board.

To inform our firefighters and officers in person, I presented our plans on practice night (April 13). The Q&A session afterwards was quite intense and lasted over an hour.

Although the final decision on a candidate will be made within the commission, I believe it is important to the quality of the selection but also for acceptance of a potential new chief to have the current chief and two or three other representatives of our fire department participate in the selection process in an advisory capacity.

Falk Wagenbach  
Chair  
East Sooke Fire Commission

# East Sooke Volunteer Fire Department Fire Chief's Report

April 2023



## Membership

### Roll Call

FFs on pagers: 17 (4 are Exterior only, 1 on extended leave)  
FR/Support on pagers: 4  
Recruits not on pager: 4

## Training

Inhouse training of the new recruits is continuing well with good participation from all members.

## Callouts

Apr 2023		Apr 2022	
Alarm Bells	0	Alarm Bells	0
Duty Calls	1	Duty Calls	1
Hydro	0	Hydro	0
Medical	5	Medical	3
MVI	2	MVI	0
Open Burn	1	Open Burn	1
Rescue	0	Rescue	0
Structure Fire	0 (0 m/a)	Structure Fire	1 (1 m/a)
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>6</b>
<b>YTD Total 2023</b>	<b>39</b>	<b>YTD Total 2022</b>	<b>38</b>

## Miscellaneous Items

### Governance Review

Met with consultants in early April together with Falk and had a healthy discussion. Do not have a timeline for when the report will be ready.

### FireSmart

There will be a chipper day on April 23<sup>rd</sup>. For this chipper day we will be trying out a drive-around approach in the morning, and a drop off at the community hall in the afternoon.

**Community Resiliency Grant**

We have selected the Wildfire provider and the total cost has come in much less than the grant amount. I will be meeting with CRD and UBCM to see if the remainder of the grant monies can be redirected toward structural turnout gear.

There will be another grant for 2023 for which there are a number of items that East Sooke should consider applying (through CRD). The Chiefs will be reviewing the grant scope and developing our request.

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

Tender 2 replacement: all responses have been received.

SPU Completion: There is approx. \$1400 left in the budget for the SPU with very little left from the original item list to purchase. Some of the money will be required for more shelving in the unit and for items which are new additions for this year's SPU updates.

Turnout Gear: 2023 purchase will be organized soon. Feedback on 2022 gear is positive.

Landscaping: looking for someone to organize the troops.

Pagers: 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.

**Records Management**

CRD has pushed off completion until end of Q2 2023. Training of fire dept personnel should start in the next month.

**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.

**Web Site & Social Media**

A basic design is done, now we need to update the content.

We have new images for the site and expect more in the next few weeks.

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

**Status:** Starting

With receipt of the RFP submissions for tenders, the chiefs will be meeting to review, discuss and consider how to move forward including the overall apparatus plan.

**SOG Review:**

**Status:** Re-paused.

**Landscaping:**

**Status:** Time to start getting dirty.

A plan has been developed to clean up the property and to develop small gardens on each side of the driveway at the entrance.

Looking for someone to organize the volunteers.

**Training Prop:**

**Status:** Progress continues.

# Finance Report

East Sooke Fire Commission  
Wendy Herring, Treasurer

## Monthly Report January-March 2023

Month 3  
year-to-date % 25.0

EXPENSES	Budget			Year-to-date		
	2022	2023	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$24,490	\$24,490	0.00
Interest on loan	\$57,150	\$57,150	0.00	\$14,288	\$14,288	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80	\$25,841	\$25,841	0.00
<b>Operations</b>	<b>\$250,882</b>	<b>\$267,518</b>	<b>6.63</b>	<b>\$66,880</b>	<b>\$48,359</b>	<b>-27.69</b>
<b>TOTAL</b>	<b>\$500,991</b>	<b>\$525,989</b>	<b>5.0</b>	<b>\$131,497</b>	<b>\$112,977</b>	<b>-14.1</b>

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%	\$18,733	\$3,661	-80.5
Vehicles	\$33,160	\$35,150	6.0%	\$8,788	\$5,030	-42.8
Contract for Services	\$9,270	\$9,550	3.0%	\$2,388	\$9,068	279.8
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%	\$1,800	\$614	-65.9
Training	\$19,240	\$25,000	29.9%	\$6,250	\$3,365	-46.2
Electricity	\$9,410	\$9,600	2.0%	\$2,400	\$1,996	-16.8
Med. Supplies	\$5,210	\$5,630	8.1%	\$1,408	\$1,990	41.3
Suppl. Operation	\$15,373	\$14,719	-4.3%	\$3,680	\$3,362	-8.6
Protective Clothing	\$6,260	\$6,763	8.0%	\$1,691	\$5,009	196.3
Contingency Fund	\$15,300	\$15,000	-2.0%	\$3,750	\$0	-100.0
	\$195,143	\$203,542		\$50,886	\$34,094	-33.0

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)	<b>\$729,431</b>
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to purchase trucks and other depreciating equipment  
(allocations: \$8613 per month)

Capital Reserve Fund (CRF)	<b>\$31,000</b>
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earmarked for new projects

General Capital Fund (GCF)	<b>\$11,500</b>
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Approved projects  
- Landscaping (not activated) \$ 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 topic has been discussed with the FD leadership.
  - > Medical Supplies - budget is almost exhausted; this will be discussed with the FD leadership.
  - > To the best of my knowledge, all invoices have been coded and submitted for payment.
  - > **Operational budget increase from 2022 has been continued in anticipation of a possible necessary 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.



# Community Hall Report

Pending