

**East Sooke Fire Commission**

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642 -4411

*commissioners@eastsookefirecommission.ca*



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

**Absent:** Falk Wagenbach, Doug Thompson

**FD Present:** Chief Carl Neilson

**Public Present:** 1

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**COMMITTEE MEETING June 19, 2023 at 1900 hours**

**1. Adoption of Agenda**

MOVED: Wendy                      SECONDED: Mike                      CARRIED

**2. Adoption of Community Hall report - April**

MOVED:              SECONDED:                      CARRIED

**3. Adoption of Finance report**

MOVED:              SECONDED:                      CARRIED

**4. Adoption of Minutes from May 15, 2023**

MOVED: Mike              SECONDED: Wendy                      CARRIED

**5. Public Participation on Agenda Items**

None

**6. Reports**

a. Chair's Report

As Per Addendum.

MOVED: Wendy              SECONDED: Mike                      CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Mike              SECONDED: Wendy                      CARRIED

c. Finance

As Per Addendum.

MOVED: Mike            SECONDED: Bruce            CARRIED

d. Community Hall

As Per Addendum.

MOVED: Wendy            SECONDED: Mike            CARRIED

**7. Old Business**

None

**8. New Business**

None

**9. Adjournment**

Meeting adjourned at 1940 hours

## **Chair's report**

### **East Sooke Fire Commission June 19, 2023**

The last 4 weeks were dominated by our search for a new and for the first time (part time) paid fire chief.

#### **Recruiting new chief**

After we received a total of 12 applications, the expert group (Falk Wagenbach, Carl Neilson, Jason Humphries and Chris Vrabel) met and ranked each candidate according to previously discussed "what - count - factors". We decided to invite two candidates to the interview.

May 15: Falk informed the commission about the progress

May 16: The expert group interviewed the first candidate

May 18: The expert group interviewed the first candidate

The expert group decided to move forward with both candidates

May 19: Falk informed the commission, revealed their identify and asked the commission for input

May 20/21: Falk developed, together with the Fire department's "Fit Panel", the scripted questionnaire for the second interviews

May 23: second interview Candidate 1 (Interviewer: Falk and 2 East Sooke Fire Fighters, 2 commissioners and the current chief as observer)

May 24: Falk asked Chris (CRD) to work parallel to the recruiting process with CRD HR and Legal on a possible contract

May 26: Falk revised the already by CRD legal approved job description and sent it out to the commission for approval

May 27: second interview Candidate 2 (Interviewer: Falk and 2 East Sooke Fire Fighters, 2 commissioners and the current chief as observer)

May 30: Decision meeting (Falk, Mike, Al, Wendy, Bruce). The commission decided unanimously for Nathan Pocock as our next chief and commissioned Falk

with hiring the candidate for July 1st, 2023.

May 31: Falk informed Nathan and the CRD and went into negotiations

June 1: Nathan and Falk came to an agreement, Chris, Falk, CRD legal and HR developed a contract for Nathan. Falk discussed the contract with the candidate

June 2: Nathan signed the contract.

Kevin Lorette (General Manager CRD) to counter-sign the contract

June 3: Falk called Steven and Fiona personally and turned down the other candidates in writing

June 3: Falk informed the firefighters (in writing)

June 08: Nathan came down to East Sooke for Practice night. Falk introduced Nathan to his new team.

June 09: Falk called Metchosin Fire Chief. Stephanie is looking forward to work closely together. She knows Nathan from fire courses and is happy to give Nathan all her support..

### **Silverspray Agreement with Sooke**

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

Last year's agreement provided East Sooke Fire with an income 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 are willing to pay only \$5 ,000 to a maximum of \$15,000). My goal is to keep our revenues from Sooke on the same level + inflationary adjustments). If I achieve this, I will have earned my salary....

### **Appreciation Dinner**

28.05. After a covid -related break of 2 years the commission hosted the annual appreciation dinner for our firefighters.

Organisation: Mike and Wendy. About 40 people attended and the feedback for the event was overwhelmingly positive.

## **Vacation**

I will be in Europe from June 12 to July 4 (3 weeks)

Falk Wagenbach

Chair East Sooke Fire Commission

# East Sooke Volunteer Fire Department Fire Chief's Report

June 2023



## Membership

### Roll Call

FFs on pagers:	16	(2 on extended leave)
FR/Support on pagers:	4	
Recruits not on pager:	3	

## Training

The trainees in the Sooke / Metchosin program completed their Interior level and are bridging to full 1001.

The inhouse program continues with a goal of the 4 recruits completing by end of year.

## Callouts

June 2023		June 2022	
Alarm Bells	2	Alarm Bells	0
Brush Fire	1 (1 m/a)	Brush Fire	0
Duty Calls	3	Duty Calls	2
Hydro	3	Hydro	1
Medical	11	Medical	2
MVI	0	MVI	3
Rescue	0	Rescue	1
Structure Fire	1 (1 m/a)	Structure Fire	5 (5 m/a)
<b>Total</b>	<b>21</b>	<b>Total</b>	<b>14</b>
<b>YTD Total 2023</b>	<b>73</b>	<b>YTD Total 2022</b>	<b>65</b>

## Miscellaneous Items

### New Chief

Nathan visited the dept June 8 to meet members. Met with Nathan on June 16 to start bringing him up to speed.

### Records Management

Still waiting on CRD.

### **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.

Phil has taken the lead.

### **Training Prop:**

**Status:** Progress continues.

EXPENSES	Budget			Year-to-date		
	2022	2023	%change	budget	actual	%diff.
Principal for loan	\$97,959	\$97,959	0.00	\$40,816	\$40,816	0.00
Interest on loan	\$57,150	\$57,150	0.00	\$23,813	\$23,813	0.00
Transfer to Reserve	\$95,000	\$103,362	8.80	\$43,068	\$43,068	0.00
<b>Operations</b>	<b>\$250,882</b>	<b>\$267,518</b>	<b>6.63</b>	<b>\$111,466</b>	<b>\$80,168</b>	<b>-28.08</b>
<b>TOTAL</b>	<b>\$500,991</b>	<b>\$525,989</b>	<b>5.0</b>	<b>\$219,162</b>	<b>\$187,864</b>	<b>-14.3</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%	\$31,221	\$6,137	-80.3
Vehicles	\$33,160	\$35,150	6.0%	\$14,646	\$13,957	-4.7
Contract for Services	\$9,270	\$9,550	3.0%	\$3,979	\$9,220	131.7
Purchase Mtn. Buildings	\$6,990	\$7,200	3.0%	\$3,000	\$614	-79.5
Training	\$19,240	\$25,000	29.9%	\$10,417	\$5,131	-50.7
Electricity	\$9,410	\$9,600	2.0%	\$4,000	\$3,704	-7.4
Med. Supplies	\$5,210	\$5,630	8.1%	\$2,346	\$2,086	-11.1
Suppl. Operation	\$15,373	\$14,719	-4.3%	\$6,133	\$3,397	-44.6
Protective Clothing	\$6,260	\$6,763	8.0%	\$2,818	\$5,457	93.7
Contingency Fund	\$15,300	\$15,000	-2.0%	\$6,250	\$0	-100.0
	\$195,143	\$203,542		\$84,809	\$49,703	-41.4

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>\$746,657</b>
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to purchase trucks and other depreciating equipment  
(allocation: \$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 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 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**

### **East Sooke Community Hall Group Minutes**

June 28 2023

**Call to order** 7.05pm. Present. Wendy Lane, Wendy Herring, Bruce Manning, Armin Sielopp. Regrets Leslie Leus.

**Minutes of May 29 2023** . Moved by Bruce to adopt, seconded by Wendy I. Carried

**Treasurer's report** . Deferred to the next meeting.

**Hall Bookings** . Wendy H. reported a new fitness instructor has inquired and may start in August. Baby shower for July 15 still needs paperwork to confirm. A Vintage cafe looking to start in the fall.

**Old business** . Two quotes received for SAR heating upgrade. Waiting for the third quote. Hall floor stripped and waxed. Backflow preventer valve inspection complete. Fire prevention system inspection completed and passed. Roof repair over the hall nearing completion. Bruce to arrange removal of the surplus chairs. Private SAR trailer still on site.

**New business** . One window to replace due to cracked glass. (south wall). During Dawn's absence it was agreed that Lydia Sielopp will do the two hour shifts. It was discussed and agreed that the lower limbs on the Douglas fir tree at the driveway entrance to the hall will be trimmed. Armin to arrange.

**Meeting adjourned** at 7.40pm.