

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach (Chair),
Ed Helm (Treasurer), Wendy Herring, Mike Yeager,
Vicki Graham, Anita Preto

Absent: Al Wickheim (Director)
FD Present: Chief Nathan Pocock
Public Present: 3

COMMITTEE MEETING: September 25th, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Mike SECONDED: Vicki CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from August 2024

MOTION: To adopt the Minutes of the August 2024 meeting as prepared.

MOVED: Ed SECONDED: Mike CARRIED

4. Reports

a. Chair's report

As Per Addendum.

MOTION: To adopt the Chair's report as presented.

MOVED: Mike SECONDED: Vicki CARRIED

b. Fire Chief's report

As Per Addendum.

In addition:

East Sooke Fire has one new recruit.

Chief's hours are above the standard.

The Fire Department responded to 4 calls on Monday.

Training Highlights: One more qualified in FR; two are taking Emergency Scene Management training.

FR Scope upgrade: Third party access/ support/ certification will be arranged by December. Nine members require the upgrade.

2024 Grant: Equipment ordered; arrival should be January 2025; \$26,000 for nozzles and hoses; \$5,000 CRD returned to us from the group funding.

CRD Chiefs allow \$5,000 from grants for a proposed Training Coordinator Contractor position in CRD; there are 11 fire Departments.

First Due: Incident Reports are not yet seamless; tablet mounts are yet to be installed in trucks.

Benefits for members: on hold; money to be set aside.

JdF Automatic Mutual Aid: Shirley Fire will no longer be part of Automatic Mutual Aid; they will continue to provide Mutual Aid.

East Sooke Fire interior firefighters cannot enter commercial structures.

MOTION: To adopt the Chief's report as presented.

MOVED: Mike SECONDED: Wendy CARRIED

c. Finance report

As per Addendum.

Ed Helm reviewed the finances of the Fire Department. It is running approximately 11% under budget as of the end of August, including the cost of the decontamination sink.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Vicki SECONDED: Mike CARRIED

d. **Community Hall report**

As per Addendum.

In addition:

The hall has two new renters.

The new exterior doors have been ordered;

A cleaner has not yet been found.

MOTION: To adopt the Community Hall report as presented.

MOVED: Mike SECONDED: Vicki CARRIED

5. Old Business

a. **Volunteer Appreciation Dinner**

The caterers have been reserved for September 28th, 2024, and 36 attendees have confirmed. Mike Yeager will emcee the event.

b. **Structure Protection Unit**

The SPU has sold for \$110,000. Proceeds will be added to the ERF.

6. New Business

a. **2025 Budget Staffing Update**

The Staffing update has been prepared in draft over a term of 20-25 years.

Discussions with CRD staff are ongoing.

b. **East Sooke Park Coverage**

The East Sooke Fire Department Chief is responsible for enforcement of the wildfire Regulations in East Sooke Park.

Discussion included:

Service level in Silver Spray should be kept as is in interior.

East Sooke Park's footprint is bigger than that of East Sooke.

An issue with wildfire in the park – no insurance coverage for East Sooke Fire until response approved by BC Wildfire to enter to fight the fire.

Silver Spray coverage provides 28% of our budget.

East Sooke volunteers save CRD money because they do not have to pay CRD Parks staff. They should be able to provide us with a contract.

L AFC appointments are no longer in effect so now Burning By-Laws are enforced by the Fire Chief.

Any concerns of changes to come from the CRD should be examined with the CRD relating to potentially off-loading work and liability on the volunteers.

MOTION: That the East Sooke Fire and Emergency Services Commission endorse maintaining the Interior Service Level as stipulated in the current Silver Spray contract.

MOVED: Mike SECONDED: Vicki CARRIED

MOTION: That the East Sooke Fire and Emergency Response Services Commission request CRD staff to conduct, in a reasonable time frame, a more thorough review of the authority, roles, responsibilities and liabilities for fire protection for East Sooke Park, and identify other sources of funding that are not requisitions so that the identified areas are properly funded.

MOVED: Mike SECONDED: Ed CARRIED

c. 2024 Annual General Meeting

The Annual General Meeting will be on Wednesday, November 27th, 2024, at 7:00 pm.

East Sooke homeowners and residents are invited.

Mike Yeager will prepare the notices and advertising to inform the public.

For 2025, there are three positions to fill: Wendy Herring, Mike Yeager, and Bruce Manning.

Any interested parties must apply by submitting a resume at least two weeks before the 27th of November. The Regional Director, together with standing committee, decides whether the applicant qualifies. If there are more applicants than there are positions available, the Community is polled at the AGM.

7. Adjournment of public meeting

Meeting adjourned at 21:20 hours.

MOVED: Wendy

SECONDED: Mike

CARRIED

Next meeting: Wednesday, October 23rd, 2024.

Chair's report – 2024 September

Chair's Report East Sooke Fire Commission September 25, 2024

SPU (Structure Protection Unit). -closure-

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

In September the trailer was auctioned off for \$110,000. The proceeds will be transferred into our ERF (capital fund) and will be available for necessary equipment replacement in the coming years.

Commissioner Bruce Manning left the commission
Bruce Manning had left the commission. He now sees his designation as a volunteer for Marine SAR and as such will continue to be a part of the East Sooke Emergency recourse via mutual aid calls from our Fire Department (park extrication).
We will officially say farewell to him on Saturday (Appreciation Dinner).

Falk Wagenbach,
Chair East Sooke Fire Commission

Chief's report – 2024 September



East Soke Volunteer Fire Department Fire Chief's Report – September 2024

Membership Status – 22 total

- Interior FFs on pagers: 13
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 2

Note: 2 fire officer level 2 or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until September 19th 2024*

Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
Calls	Nov 1 st '23	625	16.45
Training	Jan 1 st '24	3,091.5	81.36
Chief*	Jan 1 st '24	1278	33.63
Admin*	Jan 1 st '24	782	20.58

Note: Chief completed 93% of yearly contracted hours

- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – September 19th 2024*

Type of Call	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Alarm Bells													10
Duty Calls								2	2	2			14
Hydro									1				5
Medical								8	5	9	4		66
MVI													6
Rescue								2	3	1			12
Structure Fire								1			1		12*
Wildfire									3				6
Car/garbage/other fire								1		1			6
Smoke investigation									2	4	2		10
Overall Total								14	10	17	7		143

Notes:

- *10 Automatic mutual aid calls
- Calls without minimums since Nov'23

o Structure fires: 5; Medical calls: 3; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- 1 more member completed and received FR license
- 2 members have gone through and completed their Emergency Scene Management 1 training an important step in officer development
- 4 more members have started their required NFPA 1002 pump operator and driver training programs
- First responder scope upgrade; we continue to see the ability to contract with red cross be on hold so we will be switching gears over the next while and look to use an outside agency to provide the scope upgrade certification for us.

Training Plan ESRF Training Plan

Training Level Completed

Service Level	Target	Total Trained	Training Status
Recruits	3	1	One new recruit onboarding to be ready for regional recruit training
Full Service	15	6	
Interior	10	8	A 9th member on leave of absence
Exterior	0	4	
Support	0	2	
Qualification training			
NFPA 1407 members	15	11	Hope to host another 2 weekends in 2025 for members to refresh and others to be certified.
NFPA 1002 Drivers	12	5	A new class of 4 has started their 1002 training
Roper Rescue	12	7	None in progress
FR license	25	16	
Leadership Training			
Officer Mentorship program	4	0	4 Members currently starting this process
Fire Officer 1 Qualification	2	1	2 members in mentorship program have enrolled in Fire Officer 1 training.
Fire Officer 2 Qualification	2	1	
Fire Officer 3 Qualification	1	0	
Fire Officer 4 Qualification	1	1	

Projects/Initiatives

Administration & Planning

2024 Grant/ 2025 Grant

Status: *In Progress*

Progress: 2024 Grant application approved. 2025 Grant has been opened with submission required by September 2024.

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has been delayed to a January 2025 delivery. \$5000.00 of 2024 grant money will be allocated towards a CRD Training coordinator contract position.
- 2025 Grant Fire Chief has put in a grant proposal for additional hose and equipment to bring our flows up to industry and NFPA standards. \$5000.00 of this grant proposal will go to a joint CRD fund towards a contracted CRD training coordinator position.

Records Management

Status: In progress

Progress: First due is in operations in a trial and familiarization stage for truck checks, incident reports and training reports.

Next Steps:

- Continue to familiarize crews on the new forms and format.
- Continue to work with East Sooke members, IT support and CRD to work out bugs in the system.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications. Project currently limited by hours available for volunteers to work and budget for cost of materials.

Recruitment and Retention

Benefits for Members

Status: *In progress*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor for hopeful January 2025 start.

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment

- Handed out 8 application packages to date and received one completed and handed back in

4 others have returned to say that the commitment is not affordable for them at this time.

- Interview stage planned for completed application packages and if successful enrollment in regional training program

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done

- Another chipper day is being planned at this time for spring

- Another member to receive their wildfire mitigation specialist (WFMS) training bring the departments total to 3 WFMS

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately, East Sooke Completed this July 18th 2024

- Another regional JDF chiefs meeting held September 5th lead to further discussion of auto aid needs being a minimum 4 interior, along the understanding and emphasis that for commercial structures and multifamily buildings command needs to be aware interior members are not signed off to operate interior at these structures.

Juan De Fuca Search and Rescue

Status: In progress

Progress: Meeting held with JDF SAR manager August 28th to work on areas of collaboration

Next Steps:

- JDF search manager and JDF lead manager attended training session on September 3rd, and documentation was shared to support a driver program being created for Juan De Fuca SAR.

- Looking to create the ability to have JDF SAR support East Sooke Fire Rescue's rope rescue training and standards along with joint incident command training opportunities.

Juan De Fuca Emergency Management Lead

Status: In progress

Progress: Meeting held on September 11th 2024

Next Steps:

- Currently working to explore opportunities for joint efforts on community outreach programs with in East Sooke

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: date has been booked for October 3rd fit testing for all members.

Annual Maintenance and Tests: Bay heaters

Status: paused

Progress: we have our quote on receiving the work to link garage doors to the thermostats for the bay heaters. We are currently waiting for additional quotes or information from other parties to decide on best option to move forward.

Annual Maintenance and Tests: Hose testing

Status: planned

Progress: From September 27 – 29 members will be performing annual hose testing at the fire hall.

SPU

Status: *In progress*

Progress: has been sold and money collected by CRD

Next steps: Have funds collected from the sale transferred into East Sooke Fire Rescue's replacement fund account.

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Working to implement use into the firefighters daily checks.
- Fire Chief nor operations has had time to install the mounting brackets yet to allow in truck use.

Squad replacement

Status: In progress

Progress: Has gone back to vendors to look for an option within the approved budget

Next Steps:

- Waiting to hear back from vendors on options before being able to move forward
- Have acquired a wildland skid unit free from CRD to help lower costs of new squad while increasing its capacity to service the community. Currently working to find a way to deliver this unit to the fire hall.

Additional Fire Hydrants

Status: In progress

Progress: CRD has installed all hydrants on Seagirt road and two of the three additional hydrants requested on existing water mains. (1500 wood cock and Coppermine and Brecon)

Next Steps:

- Waiting for CRD to flow test the hydrants and provide numbers to allow for proper labeling of hydrants. This labeling is no longer done by CRD so will have to be done by the fire department.
- We have a list of over 20 additional hydrants submitted with CRD water works to be put into our system as and when they have the staffing and funding (approximately 2 to 3 a year). CRD will continue to work with the Fire Chief each year to ensure best locations and interactions with residents.
- Two additional hydrants still to be installed on East Sooke road between copper mine and Raglan, this is having an effect of reducing flows and pressure in part of our existing water systems of an approximate forecasted 240 gallons per minute. Currently the Fire Chief is looking to work with CRD to get new flow testing done on all affected hydrants and have them relabelled if required to do so.

Emergency Response Protocols

SOG Review

Status: *Paused*

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Joint CRD fire service OH&S committees first meeting to be September 5th
- Review, draft and update current standard operational policies within the department

Treasurer's report – 2024 September meeting

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
Year-to-Date ending August 2024

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
REVENUES						
Fees - Service	\$56,350	\$69,350	23.07%	\$69,350	\$77,166	11.3%
Interest Income	\$1,060	\$1,060	0.00%	\$707	\$0	-100.0%
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$253	\$0	-100.0%
Requisition - Electoral Area	\$488,579	\$477,950	2.00%	\$477,950	\$477,950	0.0%
Total Revenues	\$526,369	\$548,740	4.25%	\$548,260	\$555,116	1.3%
EXPENSES						
Principal for loan	\$97,959	\$97,959	0.0%	\$0	\$0	
Interest on loan	\$57,150	\$57,150	0.0%	\$28,575	\$28,575	0.0%
Transfer to Reserve - CRF	\$103,362	\$100,000	-3.3%	\$66,667	\$64,081	-3.9%
Operations	\$267,518	\$292,130	9.2%	\$194,753	\$180,401	-17.6%
Total Expenses	\$525,989	\$547,239	4.0%	\$289,995	\$253,057	-12.7%

Selection of significant OPERATIONS cost centers

	Budget - Annual			Year-to-date		
	2023	2024	%change	Budget	Actual	%diff.
Wages and Stipends	\$74,930	\$80,175	7.0%	\$40,088	\$39,837	-0.6%
Vehicles	\$35,150	\$37,611	7.0%	\$25,074	\$19,685	-21.5%
Contract for Services	\$9,550	\$11,019	15.4%	\$7,346	\$1,867	-74.6%
Purchase Maint. Buildings	\$7,200	\$7,704	7.0%	\$5,136	\$4,577	-10.9%
Training	\$25,000	\$26,750	7.0%	\$17,833	\$16,737	-6.1%
Propane	\$2,500	\$2,675	7.0%	\$1,783	\$6,702	275.8%
Electricity	\$9,600	\$10,272	7.0%	\$6,848	\$6,484	-5.3%
Med. Supplies	\$5,630	\$6,024	7.0%	\$4,016	\$1,205	-70.0%
Supplies Operating	\$14,719	\$13,030	-11.5%	\$8,687	\$8,795	1.2%
Protective Clothing	\$6,763	\$8,236	21.8%	\$5,491	\$4,521	-17.7%
Contingency Fund	\$15,000	\$15,000	0.0%	\$10,000	\$0	-100.0%
All other expenses	\$61,476	\$73,634	19.8%	\$49,089	\$49,992	1.8%
Total Expenses - Operations	\$267,518	\$292,130	9.2%	\$181,391	\$180,401	-11.6%

Comments:

- (1) Fees - Service budget of \$69,350 estimated with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget
- (2) Total expenses 11.6% under budget. Y-T-D budget reflects 7/12ths of annual budget except Wages & Stipend. Expense management requires the Fire Chief to continue monitoring costs.
- (3) Wages & Stipends actual and budget amounts are to the end of July.
- (4) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to carry over of expense from late 2023. The 2025 budget will reflect correct annual costs. Conversion from electrical to propane occurred in late 2021. Electrical savings annually since 2022 equal to increased annual propane costs.

Community Hall report – 2024 September meeting

East Sooke Community Hall Group Minutes Meeting 15 July 2024

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

Call to order at 6.54pm.

Minutes of July 15, 2024. Moved by Bruce, seconded by Leslie. Carried.

Treasurers Report: Leslie presented the monthly financial statements. Moved by Wendy L to adopt the treasurer report. Seconded by Wendy H. Carried.

Hall Rentals: Wendy H. reported that the Rough Voice singers are returning in October. Karate and yoga are ongoing. Provincial election on October 19th.

Old business:

1. Double entrance/exit door job has been awarded to Orca door installations. Doors have been ordered.
2. Hall cleaning. Ongoing cleaning by users and thanks to Bruce and Wendy H. Armin to meet with Whiskey Jack Cleaning Services for a review.

New business:

1. The hall tray lights will have new tubes and ballasts to replace the burnt out ones. Red Shed Electric to do the work.
2. Armin to purchase a shovel, rake and weed poker for the hall. Will be kept in the "file" room. A thank you to Petra Sielopp for weeding the hall entrance.

The meeting adjourned at 7.43 pm.

Respectfully submitted. Armin Sielopp