

**NORTH GALIANO FIRE PROTECTION  
AND EMERGENCY RESPONSE COMMISSION  
COMMISSIONERS MEETING**

**APRIL 14, 2019, FIRE HALL #1**

**Draft Minutes**

Present: Robin Stringer, Roger Pettit, Michael Clark, Ken Kucille, Laurie Whittaker,  
Dawn Lybarger  
Regrets: David Howe  
Guest: Roger Allen  
Staff: Karen Harris  
Recording Secretary: Jeanne Erickson  
Chair: Roger Pettit

The meeting was called to order at 10:03 a.m. by the chair.

1. Approval of Agenda

**Addition:** Follow up to Dana Weber's letter to the CRD after the NGVFD and CRD joint meeting.

Amended agenda approved by consensus.

2. Approval of Minutes

Minutes of the March 17 2019 meeting approved by consensus.

3. Business Arising from the Minutes

a. Follow up on BCEHS letter

**Deferred** to next meeting

b. Job Description and Operating Guidelines discussion

**Action:** Karen to forward the Chief's job description to Dawn to edit for grammar and readability.

4. Treasurer's Report

Draft Budget

Robin reported that the draft budget by the CRD does not reflect the budget submitted by the Commission, coming in considerably higher, which will impact Galiano Island taxes. Roger P reviewed the importance of the Commission's commitment to the community to keep NGVFD's operating costs to a minimum in the years following the significant building and equipment capital expenditures, noting that the NGVFD is the most expensive fire department, per capita, in the Southern Gulf Islands.

**Action:** Robin to address inaccuracies in draft budget with the CRD.

Penelakut Band

The Penelakut Agreement has been stalled at the CRD for six years. The relationship with the Penelakut Band is good, and they make a donation to the Society in the rare times when a situation on the reserve requires our assistance.

**Action:** Karen to write a letter to the Therah Board requesting access to the private road through Therah to certain Penelakut Band lands that can be best accessed by way of Therah so that the road can be cleared of fallen trees.

#### Asset Management Consultant

Karen reported that she has been attending CRD asset management meeting in Victoria. She has forwarded corrections to the first draft of the NGVFD's assets but hasn't seen a second draft. She reported that their current focus is on Risk Assessment. The consultant identified the number one risk to the Retreat Cove Hall to be arson and recommended that a camera be installed at the Retreat Cove fire hall so that it can be monitored. She does not support this recommendation as she does not have the resources for monitoring, and feels that the risk of arson is far less than the wildfire risk. A camera would do little to detect a wildfire.

**Action:** Roger to request that Dave Howe attend the next meeting for discussion of the Asset Management process and budget concerns. Robin commented that it nice if we had an update as to the progress of the executive in fulfilling their promises made at our joint meeting.

#### 5. Chief's Report

Karen reviewed her report.

##### Chief's Schedule

Roger P is concerned that a significant amount of the Chief's time is taken up with CRD meetings, with no prior consultation with the Commission.

##### Crest Radios

Karen noted that the Crest radios coming to the department are covered by a special CRD budget with cost spread pro rata over all electoral districts. It would impact our general CRD levy as opposed to the fire department levy.

##### Signage

Dawn suggested that the "permit required" sign read November 1<sup>st</sup> rather than October 31<sup>st</sup> making it clearer for people who scan the sign as they drive by.

#### 6. Other Business

##### a. Chief's Vehicle

Karen noted that she purchased her current vehicle because her personal vehicle was not able to navigate the more difficult island roads and driveways required by her position.

Ken proposed two options:

1. The Society to buy the Chief's present vehicle, taking over all costs associated with the maintenance and operation of the vehicle.
2. The department to reimburse the Chief per kilometer with the chief paying for gas and maintenance.

Discussion:

- Karen's vehicle is close to 15 years old making it better for the Society to purchase it and treat it as an interim solution while researching a hybrid pick up truck (F150 for example) for a long term solution
- Insurance is not problematic
- more research is needed to purchase an emergency response style vehicle
- amalgamation would not change the necessity of having this vehicle
- the expenses of operating a vehicle on Galiano are likely be higher than the \$.50 per km reimbursement.
- A chief's vehicle would be very useful for the fire season, loaded and ready to go with shovels etc., similar to the south fire hall approach
- The chief's equipment needs to be in the back of a pick-up truck rather than inside a vehicle, to meet with safety standards
- wildfires are expected to break last year's records and more could be done to equip and train individual firefighters to respond to small fires
- climate change is causing harsher fires
- upgrades in training, resources and manpower are needed
- it was noted that volunteer fire departments are not required to provide the same assistance in the case of wildfires as city fire departments
- the excellent response of both north and south fire halls to wildfires in the past, especially in 2006, was noted

**Action:** Karen to present a list of wildfire equipment needed.

Karen reports that she is researching appropriate training.

Karen suggests Charlie Boyte on Pender has just purchased a vehicle and it would be beneficial to consult with him.

**Motion:** (Michael, Ken) Karen to track her vehicle costs to ensure that the mileage compensation covers them, and if it doesn't, the shortfall will be covered by the Commission.

**Carried**

b. Signs progress

**Action:** Michael to paint the back of the sign black.

**Action:** Karen will follow up with the suggested changes to the back.

**Action:** Michael will put up the Fire Hall sign when we have legs.

**Action:** Karen to follow up on jurisdictional signs that were ordered but haven't been received yet.

**Action:** Ken to phone Jennifer to see if any signs are on her property.

**Action:** Roger P will call Michael Sharp regarding the website.

7. Next Meeting/Adjournment

Subject to Dave Howe's availability the next meeting will be May 19<sup>th</sup> 10:00 am.

Adjournment (Laurie) 11:00 am

**NORTH GALIANO FIRE PROTECTION SOCIETY**

**DIRECTORS' MEETING**

**APRIL 14, 2019**

**FIRE HALL #1**

**AGENDA**

Attendance: Ken Kucille, Roger Allen, Michael Clark, Robin, Laurie Whittaker, Dawn Lybarger

1. Approval of Agenda
  - a. Additions: Interest Rates  
Approved by consensus.
2. Approval of Minutes  
Approved by consensus.
3. Treasurer's Report  
\$47,178.57 on hand  
Discussion regarding interest rates.  
Motion: (Roger A, Michael) the chair and treasurer are authorized to invest \$30,000 in a non redeemable account and the balance of the funds in a redeemable account.
4. Business Arising from the Minutes
  - a. Kitchen and Water System  
Karen and Roger have found the well site, up on the parking lot.  
The next step will be to shock the well and take another water sample.  
Action: torpidity test needs to be conducted  
Buzz takes samples into town for \$5 each and you get a bill at the end of the month.  
The \$300 per year to register the well was not required as the major use of the water is to wash the trucks.  
  
Action: Karen and Roger to continue to investigate the possibility of making the water potable.  
  
Kitchen: Waiting on a second quote.
  - b. Fire Smart BBQ and Event following Sale of Modern Antiques  
Karen has gone to the community hall and did the fire smart assessment of the community hall with a result of 300 and over 35 is concerned extreme.

Karen reviewed her assessment and her prescription.

Action: Karen to provide a copy to the NGCA.

Action: Karen and Michael to set up a demonstration area.

Action: Karen to email the NGVFD, NGCA, and Emergency Response to get a team in place.

Action (all): meet on Friday at 12:30 with brush cutters, saws, rakes etc. and add to it on Saturday as a demonstration.

Action: Roger P to bring a tent and three big tables

Action: Karen H to bring the small pick up

Action: Lisa and Dawn to sell memberships starting 11:00 am

Members (12:04) Dawn left the meeting.

Action: Karen will promote the event only to take place in conjunction with the sale of modern antiques.

5. Other Business

6. Next Meeting/Adjournment

Ken motion to adjourn 12:14 pm

Jeanne to send Pelican regarding potable water.