
PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Meeting on **Thursday September 12th, 2024 @ 10:00 am**

Port Renfrew Community Hall

Virtual Meeting – MS Teams

MINUTES

In Attendance: Al Wickheim (Chair), Colby Benty, Kevin Neish, Roy McIntyre (by phone), Chris Vrabel (CRD), Lisa Winbourne (recorder) **Guest:** Will Forsberg

Chair called meeting to order at 10:07 am

1. Opening remarks (territorial acknowledgement)
2. Approval of Agenda **K. Neish moved, R. McIntyre seconded**
3. Additions to the Agenda none
4. Approval of Previous Meeting Minutes – February 1, 2024 and June 20, 2024
 - a. February 1st **moved by K. Neish, seconded by C. Benty**
 - b. June 20th **moved by K. Neish, seconded by R. McIntyre**
5. Fire Chief's Report
 - a. Total membership is 20; 7 qualified (exterior), 10 candidates, 2 on leave, 1 support role
 - b. Officers: Chief only. Vacant: 1 deputy chief, 2 lieutenants, 1 captain, 1 training officer
 - c. June, July August callouts 81 hours total; extended callouts 16 (beyond one hour); EMCR tasking 88 hours, 2 task numbers for EMCR, both JDF retrievals; 42 hours practice; 44 hours training; 2 hours meal prep; 16 hours hall maintenance. Total accrued hours 3rd quarter 388.5.
 - d. EMCR tasking 88 hours equate to 10 hour days, noticing that 5 members do not need to respond to most of these calls. Much to consider, Chief deciding to not go out on EMCR taskings if it leaves the Port Renfrew community at risk with not enough vehicles or drivers (with airbrakes) left to cover.
 - e. Training: traffic course completed by 2 members (off-site), FR3 license completion by 1 member (2 have taken course must take exam), Live Fire 1 has 3 members attending at Otter Point Sept 14th and 15th.
 - f. 3 x Fire Responder level 3, 5 with airbrakes, 5 fully trained qualified
 - g. August callouts: 3 x burn complaints (2 propane fire rings), 1 x fire small smokeshack in yard, 13 x medical call, 3 x MVI
 - h. Callouts year to date: 5 alarms, 4 burning complaints, 1 electrical, 3 fire, 2 gas leak, 61 medical, 12 MVI, 1 technical rescue.

i. Changes upcoming to medical calls: Have been getting paged to call types A through E. For low acuity medical calls A, B, C, attendance is cancelled approximately 40% of the time. Have removed all-call for A, B & C calls and will now only receive D & E calls. Will only be notified in future of highest acuity medical calls or if ambulance is out of town. Have adjusted the pager settings to filter out monitoring of dispatch calls that are not relevant to the PRVFD. New setting will have only 3-4 pagers receive all calls with decision to chat about responding or not. Frequency of PRVFD calls was abnormally high according to CREST and can contribute to firefighter burnout. Commission should expect some substantial future changes in a lower volume of medical calls.

j. Firehall summary:

- Will Forsberg in Interim Chief position; Amanda Hamilton has stepped down as Deputy resulting in vacancy.
 - Crest radio work and investigation completed on Sept 10th to investigate static and lack of voice clarity, Engine 1 could not hear dispatch, now have better clarity on pagers, CREST uses Rogers service which can be interrupted by power supply issues for up to 45 minutes. Now have 3 separate frequencies for communications through fire grounds and dispatch. Still some investigation going on to make more improvements.
 - Post summer training resumed September 10th, opening a position of an in-house training officer to allow Jarvis a successor to the PRVFD training program. Training officer will put programs together but would also like to have a general training department for back-up coverage. Working to update decade old training playbook (minimum training standard all BC), using PRVFD-specific videos etc. Aware of costs involved and keeping an eye on budget.
 - SCBA: getting assessment on current unit and quotes on 2 more. CV: have funding in 2024, but waiting on building condition assessment. Can move the funding to 2025 if we can't progress this year. Overhead doors: quote received, repair work approved J.Underwood is scheduling the work.
 - W.Forsberg: Looking for commission advice to erect the new flagpole in place to protect it and recognizing that they don't want it to be up empty for too long. Chief away Sept 20th to 29th. Staff recommend that the pole be installed in place, chair agrees. New flagpole was designed to hold the PFN flag. Upcoming truth and reconciliation day on September 30th. Chief looking for recommendation shall they do a flag-raising on that date? A.Wickheim supports this activity as part of the day's events. Commission to plan flag raising as a separate event.
- **Motion to approve the Fire Chief's report: C. Benty moved, A. Wickheim seconded**

6. 2024 Budget Actuals to date

- a. In a good state and underspent; will give more fulsome report at the AGM next month.

7. New Business: Commission vacancies

- a. Have a Pachedaht vacancy, waiting for nation to confirm that they are their representative of choice. Next week there is a CRD/Pachedaht meeting covering service agreement and representation on the commission. Will hope to have the nation's nominee name by next week and will work with commission chair on the process.
- b. CRD Staff will prepare notices recruiting additional commission members to be posted at post office, bulletin board at general store, and CRD website.

A.Wickheim suggests that a notice be posted at the PFM band office. Nomination for positions of commission should be finalized during AGM. Is at the discretion of the chair of which names get put forth to CRD board. Have provisional budget for 2025 in place.

8. 2024 Meeting Dates

- a. AGM October 17th, in-person @ community hall, 10:00 am

9. Adjournment: **moved by A. Wickheim, seconded by C. Benty**, so moved 11:25 am

10. Motion to close the meeting, **moved by K. Neish, seconded by C. Benty**:

- a. 11.1 That the meeting be closed for labour relations in accordance with Section (90)(1)(c) of the *Community Charter*. [1 item]

11. Chair closes closed portion of meeting at 11:50 am.