



Making a difference...together

Minutes of the PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION meeting, held Thursday October 17, 2024 at 10:00 am, Port Renfrew Community Hall, 6638 Deering Road, Port Renfrew, BC

Present:

Commissioners: A. Wickheim (Chair), K. Neish (EP), C. Benty, R. McIntyre

Staff: C.Vrabel, Manager Fire Services, L. Winbourne (recorder)

Guests: Glen Heath, BC Ambulance Service

EP – Electronic Participation

The meeting was called to order at 10:00 am.

1. Opening Remarks
2. Approval of Agenda
MOVED by C. Benty, SECONDED by R. McIntyre,
That the agenda be approved as circulated.
CARRIED
3. Adoption of Minutes
MOVED by K. Neish, SECONDED by R. McIntyre,
That the minutes of the September 12, 2024 meeting be adopted as circulated.
CARRIED
4. Presentations/Delegations
5. There were no presentation or delegations.
6. Commission Business
 - 6.1. Commission Terms and Appointments
 - 6.1.1. Three vacancies on commission. Staff suggest to not refill Chief Forsberg's position for the time being. Pachedaht representative position should be filled soon. Chair can receive nominations at any time. New commission member would commence service January 1, 2025.
 - 6.2. 2024 Operating Budget
 - 6.2.1. 62% spent to end of September, in good shape
 - 6.2.2. Spending still to come this year on fire extinguishers and training.
 - 6.2.3. MOVED by R. McIntyre, SECONDED by C. Benty That any surplus operating budget from 2024 be moved into Equipment Replacement fund at the end of 2024. CARRIED
 - 6.3. 2025 Operating Budget

6.3.1. Same as 2024 with one addition of \$20,000 to commission - \$5,000 for compliance with OHS committee, \$15,000 for officer training, put into contingency fund.

6.4. 2024 Capital Budget

6.4.1. Electrical work remains to be done on firehall, flagpole project to complete, attempting to spend before year end.

6.4.2. MOVED by C. Benty, SECONDED by R. McIntyre That the fire chief earmark \$15,000 from equipment maintenance repair fund to replace the generator and the pump on Squad vehicle based on CRD fleet recommendations. CARRIED

6.5. 2025 Capital Budget

6.5.1. Two overhead door motors, firefighting hose, ongoing replacement of SCBA

6.5.2. MOVED by C. Benty, SECONDED by R. McIntyre That any remaining, unspent 2024 Capital project funding be carried over to the 2025 capital budget. CARRIED

7. Next Meetings

The next meeting date to be determined after the ongoing HR process is complete (November 2024) plus the quarterly meetings on: February 20, 2025, May 15, 2025, September 18, 2025, AGM October 16, 2025.

8. Adjournment

MOVED by K. Neish, SECONDED by R. McIntyre,
That the meeting be adjourned at 11:06 am.
CARRIED

Al Wickheim

Chair

Committee Clerk