

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Al Wickheim (Director) Ed Helm, John Clark, Mike Yeager, Jaqueline Brown, Simon Miles, Wendy Herring, Jonathan Kuzyk

Absent: Chris Vrabel (CRD)

FD Present: Chief Fiona Larkin

Public Present: 4 members of the community in attendance.



COMMITTEE MEETING DATE, May 28, 2025, 1900 hours

1. Adoption of Agenda

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: A MOVED: Mike Yeager

2. New Commission Member Introduction: Went across the table and all new members introduced themselves and their backgrounds.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: Al Wickheim

3. Vote for Chair/Vice Chair/ Secretary positions within the Commission. New positions were appointed as follows. Chair: John Clark Vice Chair: Jaqueline Brown Secretary: Jonathan Kuzyk. From now on the meeting will be Chaired by John Clark. The gavel has been passed.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: Al Wickheim

4. Fire Chiefs Report as per addendum: Chief Fiona Larkin reads through the most recent Chief's report for the fire hall operation. This was followed by some questions about the new hoses they were purchasing for the fire trucks. Changing from 1-1/2" hose to 1-3/4" hose. There was some discussion from a member of the fire hall in attendance that it may be a good idea for the fire commission to visit the fire hall. The commission agrees with this idea, there was some back and forth on what that would look like, and there will be some planning to arrange a walk through the hall prior to the next commission meeting. There was also some discussion of the commission having a fire department appreciation dinner and some details involved with that.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

5. Public Question was brought up about the fire hall budget and who will be providing that to the public. This was answered by Al Wickheim that Chris Vrabel from the CRD would be most likely be providing the budget now that the commission is an advisory commission and no longer a administrative commission. We would circle back to this during the next meeting that Chris Vrabel will be attending.
6. **CRD Finance Report: Chris Vrabel (CRD) is not in attendance this week. Will have to do this during the next meeting.**

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

7. **Community Hall Report: Wendy Herring.** Wendy gave a brief introduction into the community hall, her involvement with the community hall and upcoming rentals and programs, along with a brief description of rental costs for residents.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

8. **Adoption of previous Minutes:** Mike Yeager reported we do not have access to the share file to retrieve the meeting minutes from Nov 27, 2024 so we will need to look into that and see if we can get those for next meeting to adopt.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

9. **New Business:** No new business at this time.

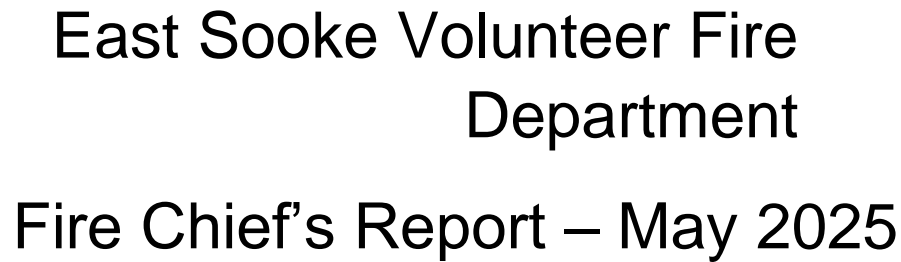
MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

10. **Meeting Adjournment: Meeting was Adjourned 8:12 PST**

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

Meeting adjourned at 2012 Hours.

Next meeting, June 25, 2025. 1900 Hours



- Interior FFs on pagers: 12
- Exterior FFs on pagers: 4
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 4

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week

Note: the hours allocated for Operations and Training may be used by any member to complete tasks at the discretion of the Captain or Chief.

- Monthly long weekend duty crew.
- 40 work days. To be used by members that assist with regional training, hose testing and bigger projects around the station.

[illegible]

Overall Total	16	16	16	9	7								65
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Notes:

*7 Automatic mutual aid calls structure fire.

Calls without minimums since Jan 2025 = 0

Training

Highlights

- 2 students enrolled in Regional Training (with Sooke & Metchosin) NFPA 1001 to be completed later this year.
- 2 students training in-house, one has existing 1001
- First responder scope upgrade; All members with EMA FR now have scope upgrade.
- Most medical supplies for scope upgrade have been purchased and now in service.

ESFR Training Plan			
Training Level Completed			
Service Level	Target	Total Trained	Training Status
Recruits	4	4	All have Fr, 2 have finished Interior
Full Service	16	8	Another 7 members expected to be certified by year end.
Interior	0	4	Working to complete the remaining courses for full service level.
Exterior	4	4	Long time members, no additional training expected.
Support	2	2	Long time members, no additional training expected.
Qualification training			
NFPA 1407 members	12	9	No courses are planned at this time
Driver / Engineer	12	11	Some recently trained 1002
Rope Rescue	10	5	4 students enrolled in courses for 2025
FR license	22	16	All new recruits get FR licensed prior to starting firefighter training.
Leadership Training			
Fire Officer 1 Qualification	4	4*	All 4 members are enrolled in Fire Officer 1 training. Estimated completion fall 2025.
Fire Officer 2 Qualification	3	0	The goal for 2026 is to have all officers work though FO2 courses.

Fire Officer 3 Qualification	0	0	
Fire Officer 4 Qualification	0	0	

Capital Project	Status	2025	2026	2027	2028	2029	5-year total
Turnout Gear	Complete	18,000	18,360	18,727	19,102	19,484	97,673
Tender 2	Not Started	150,000	-	625,000	-	-	775,000
Squad	In Progress	300,000	-	-	-	-	300,000
Extrication Gear	Not Started	-	-	-	75,000	-	75,000
Roof Seal Replacement	Not Started	-	-	5,000	-	-	5,000
Pagers	Not Started	-	3,500	-	-	-	3,500
Hoses	In Progress	32,000	32,000	-	-	-	64,000
Tablet Trial	Not Started	-	3,300	-	-	-	3,300
Training Center	In Progress	-	8,000	8,000	-	-	16,000

Projects/Initiatives

2024 Grant/ 2025 Grant

- 2024 UBCM Grant application approved.
- Additional 1 ¾ hose and nozzles was ordered this spring.

Records Management

- First due is consistently used for truck checks and incident reports.
- Still needs work on use during incidents and for training reports.
- Starting the progress of setting up First due to document hours worked, and payroll.

Training Building

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

Benefits for Members Status:

- *Paused- will revisit in the future.*

Recruitment:

- 2 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

FireSmart:

- Continues to be a steady stream of assessments being done.
- Chipper day was at the end of April, possibly another this spring, but might not be until the Fall.

Squad replacement:

- In progress with Custom Express in Parksville

