

Gabriola Fire Protection Improvement District
General Meeting, 4:00pm
September 4th, 2024
Albert J. Reed Memorial Fire Hall, 730 Church Street
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING

TRUSTEES	Chairperson Giffin	Trustee Wells
PRESENT:	Trustee Appel	Trustee Moher
	Trustee Johnson	Trustee Moeller
REGRETS:	Trustee Meon	
STAFF:	Fire Chief Sprogis	Corporate Officer Dow
	Deputy Fire Chief Ovens	

Motion to pause the meeting before it even begun, 4:14pm. MOVED by Trustee Moher, SECONDED by Trustee Moeller. Adjourned. **#24-G53**

CALL TO ORDER: Motion to start meeting. MOVED by Trustee Moher, SECONDED by Trustee Johnson, CARRIED. **#24-G54.**

The meeting is now being reopened. One member of the audience is video recording the meeting. Another member of the audience and the Trustees are audio recording, the meeting. At 4:23pm.

LAND ACKNOWLEDGEMENT: N/A

APPROVAL OF THE MINUTES: Motion to accept the July 3rd, 2024 minutes. MOVED by Trustee Wells, SECONDED by Trustee Appel, CARRIED. **#24-G55.**

CORRESPONDENCE/REPORTS

Financial Report: Trustee Moeller explains Quarterly 2 Finance Report.

Communication Committee: Trustee Moher wants to update policies.

Safety Committee: N/A

Long-Range Plan Committee: Trustee Wells will present the Long-Range Plan on September 18th 2024.

Finance Committee: Trustee Moeller will outline Levy 2025 Proposal on September 18th 2024.

Business Email Committee: Trustee Moher wants to update policy.

Website Committee: Corporate Officer Dow explains current state of new website.

Fire Chief's Report: Fire Chief Sprogis reports on the months of July and August 2024. **Attached.**

Deputy Chief's Training Report: Deputy Chief Ovens' reports on training throughout the months of July and August 2024. **Attached.**

OLD BUSINESS: Chairperson Giffin gives updates on Freedom of Information expenses. Captain Geoff Goodall gives update on EV Chargers. Motion to approve the EV Chargers, MOVED by Trustee Moher, SECONDED by Trustee Moeller. **#24-G56.**

NEW BUSINESS: Motion to support and allow the Gabriola Fire Protection Improvement District to apply for the UBCM Grant 2025 in hopes to upgrade Burn Building to propane. MOVED by Trustee Johnson, SECONDED by Trustee Appel. **#24-G57.**

Complaints Policy Amended from 2 to 5 and 5 to 10 working days to respond to complaints. Motion to approve amendments. MOVED by Trustee Johnson, SECONDED by Trustee Appel. **#24-G58.**

Policy 24-11 Record Retention and Handling Policies. Motion to accept, MOVED by Trustee Johnson, SECONDED by Trustee Moher. **#24-G59.**

Chairperson Giffin asks for Bylaw 98 Committee to review Bylaw 98 as the Gabriola Fire Protection Improvement District now has a Deputy Fire Chief and there is a new Fire Safety Act. The committee will compromise of Trustee Meon, Moher, and Johnson.

Chairperson Giffin tells public officially there will be a Special General Meeting on September 18, 2024, at 7:00pm at Fire Hall #1 located on 730 Church Street.

Motion for recess for 10 minutes. MOVED by Trustee Johnson, SECONDED by Trustee Moeller. **#24-G60.** 4:57pm.

LATE ITEM: N/A.

QUESTION AND ANSWER PERIOD: Audience members ask questions.

ADJOURNMENT: Motion to move to in-camera meeting for legal reasons. MOVED by Trustee Appel, SECONDED by Moeller, CARRIED. **#24-G61.** Meeting is adjourned.

DATE APPROVAL OF THE MINUTES:

Chairperson of the Board of Trustees

Corporate Officer

Fire Chief's Monthly Report: September 2024

Fire Hazard Rating is at moderate. We are currently allowing campfires and burn barrels. But category 2 and 3 fires will need a permit from the Fire Department.

Incident Report 2024												
Incidents by Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Burn Compliant		2	2	4	7	8	19	20	6			
Hydro Fire	2	1	1			1	1					
Explosives												
Chimney Fire				2								
Boat Fire												
Vehicle Fire					1				1			
Airplane Fire												
HazMat							1					
Brush Fire					3							
Structure Fire												
Miscellaneous Fire*	1	1	1		2	2	3	2	2			
Alarm(s)	3	3	3	1	2	1	4	1	2			
Assistance*	7	1	5	1	4	9	10	5	8			
Motor Vehicle Incident	3	1	1		1	1	1	1	1			
Rescue						1						
Medical/First Responder	42	30	25	20	31	20	28	23	19			
Total Calls:	58	39	38	28	51	43	67	52	39			

*Assistance refers to helping the ambulance, public, hydro lines, RCMP, gas spills, etc. **Miscellaneous fire are fires of known causes that cannot properly be classified into the eight standard causes of fire.

Monthly Operations:

The month of September has been relatively quiet. The Fire Department is currently testing out a new Chevrolet Silverado EV Truck for the next three weeks. Safer Oceans Systems seems happy with the old Fire Hall and has already completed their first training session. This month, we had 1 major vehicle fire that could have become structural. As we head into winter we are starting to prepare for Wildland fire training.

Upcoming Expenses:

We are currently looking into improving the Burn Building for the Fire Department and membership. Last month we finished a grant application in hopes to get propane in there. This month we are looking at making structural improvements. For example, creating the burn building into a mock ship and a two-story structure. As a result, we need to buy metal and other materials. We are estimating that it will cost roughly \$7,000 dollars. I would like to ask the Trustees if they can make a motion that the rent income, we get from Safer Oceans Systems go towards improving the burn building to the amount of \$10,000 dollars or the next 5 months of rent.

Message to Membership and Public:

I would like to thank the membership for all their hard work and dedication. I would like to remind the public that Fire Safety Week is coming up from October 6 to 11. This is a great time as we head into winter season for the public to check their smoke detectors and fire extinguishers. We sell fire blankets and extinguishers at cost here at the Fire Department. We can also provide advice on what are great smoke detectors. I would also strongly recommend that Gabriolan community get clearly mark address signs. Finally, I would like to thank the public for their patience and help during fire season.

GVFD Deputy Chief Training Report – July & August 2024

GVFD Deputy Chief Training Report – July & August 2024

Level	#	Goals	Summary of Progress to Date	Notes
Candidate Members	9	<ul style="list-style-type: none">Complete Gabriola Fire Rescue Orientation Checklist (e.g. communications, Class 3 Licence)	<ul style="list-style-type: none">2/9 have completed7 have completed most except Class 3 licence	<ul style="list-style-type: none">Other courses took precedence in August (Air Brakes)Anticipate 100% completion by year end
Recruit Members	11	<ul style="list-style-type: none">Sign up for VIERA NFPA 1001 Program and complete within approx. 18 months	<ul style="list-style-type: none">90% complete programOn schedule to complete on time	<ul style="list-style-type: none">Extra Thursday night practice added to make up time (see next page)
Firefighter Members	4	<ul style="list-style-type: none">Driving and pump operating skill maintenance	<ul style="list-style-type: none">Ongoing	
NFPA Firefighter Members	6	<ul style="list-style-type: none">Maintain 172 skills approximately every 2 years (e.g. decontamination, BC Hydro safety review)Maintain 90-day skill sets (e.g. ropes and knots)Tuesday night training attendance	<ul style="list-style-type: none">Progress tracked individually for 172 skills and 90-day skills80% Tuesday night training attendance	<ul style="list-style-type: none">172 skills run approximately annually so about two chances to cover the skill within the desired 2-year timeframeImplementing training tracking in FirePro softwareInvestigating who might be behind, may require special skill review sessions in these cases
Lieutenant Members	7	<ul style="list-style-type: none">Support Officer training progression based on their individual goals and pace	<ul style="list-style-type: none">Various stages of Officer Level 1 training	<ul style="list-style-type: none">All interested in further training
Captain Members	2	<ul style="list-style-type: none">Support Officer training progression based on their individual goals and pace	<ul style="list-style-type: none">Both Captains in the final course of Officer Level 2 training (Fire Leadership 2)	<ul style="list-style-type: none">Currently 1 Captain per HallAll interested in further training
Deputy Fire Chief	1	<ul style="list-style-type: none">Desire to attend BCFTOA Training Conference (Penticton May 2025)		
Fire Chief	1	<ul style="list-style-type: none">Desire to attend FCABC Conference (Penticton June 2025)		

Thursday Night Training Summary

- Additional training added on Thursday nights for Recruits to catch up on the curriculum
- July 11 – Utility shut off and transverse hose line deployment
- July 18 – Fire suppression techniques
- July 25 – Window Rescue
- August 1 – Pump operating Procedures
- August 8 – Rapid Intervention Team (RIT)
- August 15 – Chainsaw maintenance
- August 22 – Salvage and Overhaul
- August 29 – Chainsaw use and foam application techniques

2024 Training Plan

July	August	September	October
<ul style="list-style-type: none">• Establishing / Transferring COMMAND ICS• Marine Firefighting• Marine Rescue• Lieutenant quarterly performance check-ins	<ul style="list-style-type: none">• SPU, Fire Medix (e.g. Allergic reaction, shock, EpiPen)• Hydro, ropes• Water supply• Rehabilitation and decontamination	<ul style="list-style-type: none">• Pre fire planning, stroke• Fire detection, suppression and smoke control• Salvage and overhaul• Fire and life safety	<ul style="list-style-type: none">• Maternity• Traffic control• Fire suppression• Advanced fire suppression• Low angle rescue• Lieutenant quarterly performance check-ins

Planned 2025 Training

- January 10, 2025 – 4 members attending 1-day online course on Critical Incident Stress Management
- Fire smart- BC – Wildfire Resiliency Conference (Penticton April 2025)
- BCFTOA Training Conference (Penticton May 2025)
- FCABC Conference (Penticton June 2025)

Minutes approved at the October 2nd, 2024 General Trustee Meeting