

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - February 07, 2024**

A General Meeting of the Gabriola Fire Protection District was held February 07, 2024 with seven Trustees, Corporate Officer and Fire Chief in attendance.

Attendees: Paul Giffin (Chair), Diana Moher, John Moeller, Chris Windess, Charleen Wells, Kent Moen, Erik Johnson, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief)

The meeting was called to order at 4:03 p.m. by Chairperson Paul Giffin.

Chris Windess gave the opening greeting, "The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation"

Motion #24-G1 Kent Moen motioned to accept December 06, 2023 minutes. Erik Johnson seconded. CARRIED.

Motion #24-G2 Diana Moher motioned to accept December 20, 2023 minutes. Chris Windess seconded. CARRIED.

Correspondence:

The Chair advised a resident from the Whalebone area raised concerns about having a second entrance to the area in case of emergency. It was asked by the resident to have their concern noted in the meeting.

Financial Report: N/A

Communications Committee:

Discussion took place and the draft Communications Policy was read aloud.

Motion #24-G3 Erik Johnson motioned to accept the communications policy. Charleen Wells seconded. CARRIED

Planning Committee:

Motion #24-G4 John Moeller motioned to accept this survey as it is to go out to the public. Chris Windess seconded. Discussion. Kent Moen amended the motion to amend the survey header to Gabriola Fire Protection Improvement District Board. Diana Moher seconded. Motion as amended was CARRIED.

Trustees requested the minutes to reflect that the Long Range Planning Committee has certain things they have no control over, for example replacing trucks. The purpose of the survey is to get Community input so as the plan is created there is Community input and this is the first of probably many steps to create the plan.

Motion #24-G5 Charleen Wells motioned to have for up to \$300.00 to spend for printing if necessary. Diana Moher seconded. Discussion. CARRIED.

Finance Committee:

Trustee Moher wished to add an item, re: communications officer. There was no objection from the Board.

In the interim of appointing a Communications Officer, Chairperson, Paul Giffin has accepted the request to act as such in the meantime.

Business Email Committee:

Draft policy almost done, and hoping to present at the next meeting.

Election Committee:

The draft elections policy is to update the current elections policy in place. The Last two elections have been conducted using certain forms; the policy is being updated with those.

Motion #24-G6 Erik Johnson motioned to accept the policy. Chris Windess seconded. Discussion. John Moeller motioned to amend the policy to include the eligibility of the nominator as it reflects in the sample document. Chris Windess seconded. Discussion. CARRIED.

Motion #24-G7 John Moeller motioned to amend the title on Appendix Form E to Poll Clerk Declaration. Erik Johnson seconded. CARRIED.

Motion #24-G8 Erik Johnson motioned to accept the election policy as amended. Kent Moen seconded. CARRIED.

Fire Chief Report:

Calls for the Month 58

First Responder – 42

MVI – 3

Misc Fires – 1

Hydro related fires – 2

Wires Down – 5

Gas spills – 2

Alarms activated - 3

562 calls for 2023 and the busiest month was 86 calls. Big Thanks to our membership for their dedication and efforts that go towards that high level of service.

-UMBC Volunteer Training and Equipment Grant. Successful for the 30K which goes towards purchase of SCBAs. We were able to lock in the SCBAs with a 5% savings at the end of December.

Thank you to Oliver Bussler for organizing this grant.

-Deputy Fire Chief. Pushed for the deputy previously, we advertised throughout the province and locally. When it came down to recruiting the deputy there were qualified candidates who refused it and we had to go back to the drawing board. The big thing we need is to ask the Trustees to unlock some of the money we earned over deployment. I ask the Trustees to unlock \$26,000.00 to increase the Deputy salary to \$75,000.00. The position would become full time. These recommendations were noted in the Operational Review by Jay Brownlee suggesting we should have a full time deputy as well as a training officer.

I will be asking the Trustees for a motion at the end of my report.

- New Engine. Engine was approved for the urban interface engine. This will be built by Fort Garry. First meeting with design and engineering staff. Chassis will be shipped to Fort Gary for August 2024. The Truck should be finished production in August 2025. It will serve two purposes; One as a bush truck and it will also be a certified engine for the Superior Tanker Shuttle Accreditation.

-Recertifying FUS for commercial as well as residential. Gabriola has the best residential rating it can get with the Superior Shuttle Accreditation, which is a C3. Recertification should take place on a weekend in March.

-Congratulations to the new platoon leaders. At the end of the month they run one practice that is just in the platoon, and follow-up with the platoons to make sure they have adequate support. A big thanks to the lieutenants for providing that leadership.

On a frustrating note. Our Fire Department works very hard to support the level of service that we do. The members come out all hours of the day to support this department and community. I'm all for Freedom of Information reports, and information being provided to the public, but there is nothing more frustrating than seeing our budget starting to get sacrificed. Our level of service will start to be sacrificed as well as memberships morale as the attacks keep continuing on the Improvement District and Fire Department. I ask the Community to start attending these meetings, and to understand what is happening. This shouldn't happen when we have such a strong Fire Department and when we have volunteer Trustees who dedicate their time to make this such a strong Department.

Training Report:

Topics discussed:

- 24 month training schedule
- Engine Boss Course in Errington
- Officer Training

Discussion took place around the savings residents receive by the Fire Department receiving the Superior Shuttle Accreditation as well as what trucks would go assist with wild fires if the department was Deployed.

Motion #24-G9 The Chief asked the Trustees for a motion to release \$26,000.00 from the deployment funds. Erik Johnson made the motion. John Moeller seconded. Discussion points:

Money to attract a deputy, as the previous salary was too low.

Funds spent only if successful in obtaining a deputy.

Not many departments without a deputy.

\$75,000.00 is quite low for a deputy salary.

The increase in salary money is there via deployment funds.

Motion CARRIED.

Association: N/A

Old Business:

Privacy Act Requests:

Report to Community read aloud by Chairperson Paul Giffin:

Privacy Act and the Gabriola Fire Protection Improvement District.

The Gabriola Fire Protection Improvement District is required to comply with the Freedom of Information and Protection of Privacy Act.

This Act is administered by the Office of the Information and Privacy Commissioner. Otherwise known as the OIPC.

The Act requires that the “ head of the body” as noted in the Legislation is identified. In our case it is the chair.

The Act specifies the following:

The maximum charge for any FOI request is \$10.00.

The first 3 hours of searching are not billable.

Should any material not be in electronic format and need to be photo copied a fee may be levied.

Every attempt should be made to release information in an electronic format.

Redacting costs of the documents are borne by the Board.

The procedure. A person applies for the information and once the \$10.00 fee is received a cursory search is done for the information requested. This results in a cost estimate for the production of the documents. This cost is then forwarded to the applicant (requestee) and once a response is received from them, action based on that response is taken. Either the request is completed or abandoned.

Here is a review of Freedom of Information Act (FOI) requests received as of Friday February 2, 2024.

The first request in the history of the department was received in May 2022 .

An early request resulted in 900 pages of documents being released.

The last request was received on Feb 1, 2024.

A total of 4 people have made requests . Three of these folks have had their issues resolved .

One person has made 9 FOI requests, made a further 14 requests for information via email, and has submitted in excess of 40 + emails.

Of note: in the 9 FOI requests for information submitted there are usually two or three bullet points and in those bullet points are more requests.

Most of the responses provided have resulted in a complaint to the OIPC by the applicant and an investigation has resulted.

As a result of the investigations some requests have been modified.

Once the OIPC is involved that increases the time it takes to resolve the request as all the material must go to Victoria for review.

These requests have been for documents that in some cases are in excess of 20 years old, and/or expired.

Effect of the Requests.

All these requests have had a negative impact on the Board, the Corporate Officer, and Fire Department.

Some examples are:

- Impeded the training of the new Corporate Officer
- Delayed implementation of new accounting procedures
- Has resulted in increased and unbudgeted costs in the form of fees and overtime
- Has caused harm to the Board and the Fire Department in that disinformation has been published that the board cannot respond to due to confidentiality restrictions

Response of the Board.

The Board has made multiple requests to have a meeting with this individual in order to facilitate the resolution of the issues they may have. These have all been rebuffed.

When the initial requests were received the Board did not charge the \$10.00 fee. Charges were levied for photocopying. There is no provision to charge for time redacting documents.

Over the course of the last many months hundreds of volunteer hours have been spent dealing with these requests.

These requests have strained relations between contractors and the GFPID.

The Board has dealt with seven different investigators at the OIPC thus far.

Requests have been made to have one investigator at the OIPC deal with this individual and the related requests. To date we have not had a response to this request.

The matter of frivolous and vexatious requests has been addressed twice to which the OIPC has advised "you are not there yet."

On Dec 11, 2023 the Board held an in-camera meeting to discuss this issue. While the standard for in-camera meetings are for legal, land and personnel, this meeting was held in-camera due to the confidentiality requirements of the Freedom of Information Privacy Act. The negative impact these FOI requests was having on the operations of the fire department were reviewed. Given the nature and volume of work these requests were having enquiries were conducted prior to the meeting with respect to getting some assistance. Discussion ensued and it was decided to hire Privacy Works. The cost of this firm was roughly 1/3 the cost of a lawyer.

It should be noted that the use of Privacy Works will not totally relieve the pressure on the Corporate Officer as she will still have to find the documents in question but it will relieve both myself and the Corporate Officer of trying to keep up with ongoing evolution of what can and cannot be legally released or redacted. They will also create the necessary correspondence and deal with the Privacy Commissioner.

As of February 5, 2024 the Board received an invoice for \$4,526.00 for services.

New Business:

AGM date:

Motion #24-G10 Charleen motioned Wednesday April 24, 2024 be the date for the AGM. Kent Moen seconded. Discussion. CARRIED.

Late Items:

Diana Moher asked to bring up a late item. No objection from the Board.

Diana Moher read aloud:

Gabriola's first Fire Protection District In 1967, the informal group of volunteer fire fighters on Gabriola acquired an old firetruck from Diamond Improvement District. An official Gabriola Fire Protection District was first proposed that year, and, as always on this island, controversy and rumours of hidden agendas abounded. A "Special Notice to Gabriola Ratepayers re: Gabriola Fire Protection District appeared in the Sandstone News in September 1967, stating: In recent weeks rumours have been circulating the island that the proposed Fire Protection District is: a) hiding other local improvements behind fire protection b) making an installation costing \$40,000. NEITHER OF THESE STATEMENTS ARE FACT Your organizing committee when circulating the petition will seek your consent to apply to the Provincial Government for Letters Patent to incorporate our district for Fire Protection Only.....the length of the island precludes a single Firehall and some costs will be high because of the duplication; for example land, firehalls, and alarm systems.... In May 1968, 35 men and women adopted a constitution for the Volunteer Fire Department, its training to be organized under Lt. Tom McDonald of the Nanaimo Fire Dept.7 Harrison "Burk" Burkholder was elected as Chief, and Gerry Rowan and Ted Easthom as Captains. Volunteers raised money to pay for and maintain their firetruck, planning to hand it and its equipment over to an Incorporated Fire District, when it was formed. However, a referendum that summer about forming "Gabriola Fire Protection District" failed. People at the north end of the island voted 147 to 42 in favour, but those at the south end voted 73 to 23 against. After two years of conflict, amidst petitions and counter-petitions, the North Gabriola Fire Protection District was established by plebiscite in August 1969(187 to 47 in favour, as reported in the Sandstone News). The District covered only the portion of Gabriola "lying north of a line drawn from the top of Brickyard Hill Road in the West, to the centre of the island on the Gulf side". Victoria notified the North Gabriola Fire Protection District that their equipment could not be moved out of their own district (except by the Civil Defence or Department of Forestry), though nothing could prevent individual firefighters helping to fight a fire outside of their district. Peter Boorer told me that when there was a fire at the south end, they would take the firetruck to the edge of their territory, then "chuck all the gear into the back of a truck" and just go fight the fire unofficially. Betty Castell, who arrived on Gabriola in 1967, said in a taped interview that she remembers thinking this north-south division was absurd, saying: "this island's three miles wide, ten miles long and they have a division!"

Chairperson Paul Giffin wished to correct an omission. The AGM is set for April 24, 2024 and voting hours are to be noon to 7pm. 7pm is the AGM.

Motion #24-G11 Charleen Wells motioned to adjourn. John Moeller seconded. CARRIED.

Adjournment: 4:58 p.m.

Minutes approved at the March 06, 2024 General Trustee Meeting

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - March 06, 2024**

A General Meeting of the Gabriola Fire Protection District was held March 06, 2024 with seven Trustees, Corporate Officer and Fire Chief in attendance.

Attendees: Paul Giffin (Chair) via Zoom, Diana Moher, John Moeller, Chris Windess, Charleen Wells, Kent Moen, Erik Johnson, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief)

The meeting was called to order at 4:03 p.m.

Chris Windess gave the opening greeting, "The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation"

Motion #24-G12 Chris Windess motioned for John to Chair. Erik Johnson seconded. CARRIED.

Motion #24-G13 Diana Moher motioned to accept February 07, 2024 minutes. Chris Windess seconded. CARRIED.

Correspondence: N/A

Financial Report: N/A

Communications Committee: Discussion around misinformation and disinformation. Trustees asked the Community if they have questions about what is said in the Community to please bring them forward for clarification.

Planning Committee: The Committee apologized for the error with the QR code, which was rectified as soon as possible. There were 38 respondents for the Long Range Planning questionnaire.

Finance Committee: Chairman of the Finance Committee met with staff to review statements that will be presented to the auditor.

Business Email Committee: Diana Moher asked to table the internal trustee email use policy draft until after the election.

Election Committee: Committee now dissolved.

Motion #24-G14 Paul Giffin motioned to ask the Corporate Officer to remove the election committee as an agenda item. CARRIED.

Guest Speaker: N/A

Fire Chief's Report:

Calls for the month: 38

Motor Vehicle Incident- 1

First Responder - 25

Public Assist - 5
Alarms Activated - 3
Power Lines Fire - 1
Misc. Fire - 1
Burn Complaint - 2

The retest for the superior tanker accreditation is scheduled for Saturday, April 6 and will have to retest on the residential and commercial status. membership and the equipment is ready for the test. The practice session is planned for next week and will run between Camp Miriam and Pilot Bay.

I have posted the position for the Deputy Fire Chief. It's posted on the BC Fire Chiefs Association and will be on our website and link to social media. The position will now be a full-time position. The deputy will be managing training, fire prevention, and will be part of the operational team.

Saturday, May 11 Gabriola Volunteer Fire Department will be hosting an open house. The theme of the open house will be emergency preparedness week. Focusing on getting your properties fire smarted for the coming summer and to meet all the agencies involved in emergency preparedness.

Recruitment drive is underway for Fire Hall number two. Hall 1 is currently full. If you're interested, please go to our website at www.gabriolafire.ca scroll down to recruitment where you will find the application. The recruitment will close on May 12 just after the open house.

Geoff will chat about fuel consumption and our carbon footprint.

On February 7 our ladder truck was involved in a motor vehicle incident in the 2400 block of North Rd, no injuries were reported. The firetruck was a donation to the fire department by an Anonymous donor. and was insured for the value paid. The vehicle has been written off. Contributing factors to the incident was the road surface. It's a very uneven surface with patches over patches which narrowed into a soft shoulder that broke away once the ladder truck moved over for an oncoming car.

Long range plan will be to replace the ladder truck with something similar. The ladder truck was 28 years old and was considered a back up truck. Main advantage of it is an elevated master stream and elevated platform to work from. The loss of the ladder truck will not affect insurance ratings.

I would ask the residence of Gabriola to write letters to Moti about road surfacing and the narrow roads with very little shoulder. It's time for Gabriola to receive some new service before we see a fatality due to these conditions.

I would like to ask the trustees for a resolution to use insurance money from the ladder truck, and 21,000 of the deployment funds to purchase a type six wildfire engine to replace the #9 of the ladder and to better prepare us for this coming wildfire season. The resolution would state we would spend up to \$ 40,000 on a truck and equipment.

Pause in the Fire Chief's report for discussion. Discussion Points:

- Use the \$19,000.00 insurance money received from the write off of the ladder truck and an additional \$21,000.00 from the deployment funds to purchase a truck.

- Truck would be equipped with pumps and lights.
- It would be deployable; help earn extra money
- Finances to be reviewed before releasing additional deployment funds
- Release just the insurance money (\$19,000.00) to purchase a truck. Discuss equipping it at another meeting.

After discussion, the following motion was made:

Motion #24-G15 Charleen Wells motioned the Fire Chief is allowed to use \$19,000.00 insurance money to purchase a new truck with the idea it will be outfitted at a later date subject to financing. Chris Windess seconded. CARRIED.

Fire Chief's report continued:

GVFD was successful with BC Grant for 3 EV charges. However, \$3,000.00 would be needed to move forward.

Fuel Consumption report read aloud by the Fire Chief:

In 2023 the Gabriola Volunteer Fire Department consumed over 8,500 litres of fuel and 12,000 litres of propane to operate apparatus and assist heat in the fire halls. Total dollar value of this fuel was in excess of \$33,000.

Aside from the propane used to partially heat the halls, the largest fuel consumption is by Command 6 with an estimated 3,500 litres of gasoline burned at a cost of \$6,500. This vehicle was driven 20,400 kilometres in 2023 as it is used to respond to every one of the 562 calls the GVFD received last year. The second most driven vehicle, and hence the second largest fuel consumption, was by Med 7 as this vehicle responds to most FR calls. Kilometres driven on Med 7 amounted to 8,000 with 1,322 litres of fuel costing \$2,385 consumed during the year. See Table 1 below for details.

By comparison, in 2022 Command 6 was driven 17,623 kilometres and consumed \$5,404 in gasoline. Med 7 was driven 7,875 kilometres and consumed \$2,163 in gasoline.

Electric Vehicle Initiative

In an effort to meet the federal initiative on greenhouse gas reduction, electric vehicles are replacing internal combustion engine powered vehicles throughout the public and private sector. Police departments across the country are switching to EV for patrol cars, fire departments are using EV pumper trucks and electric delivery trucks are becoming more frequent.

One of the drawbacks to broader acceptance of electric vehicles is the lack of charging infrastructure. The BC government has an incentive to provide funding for electric chargers in the form of rebates. The GVFD applied for and received a grant to install up to four chargers. Once complete the authorized rebate to GVFD amounts to \$6,114. The purpose of installing the Level 2 chargers at the fire halls is to encourage members to transition to EV as well as to prepare GVFD for EV command and first responder vehicles in the near future. Annual fuel and maintenance savings of \$15,000 would equate to the entire value of the command vehicles over the projected 10 year life cycle of these front line units providing substantial savings to GVFD.

After the report was read discussion took place. It was decided the EV Charging station will be tabled until the next meeting.

Training Report

Five officers are participating in the coming Engine boss course. March 23 in Errington BC. They will be learning how to lead an engine company with the most effective strategies for wildland firefighting. The course is taught through BC Wildfire service. The fire department will be putting on wildfire training to certify our 5 newest members for this coming wildfire season. We are also going to be offering spots in the course for Mudge Decourcy Island. upcoming practises for the month
live fire and CPR March 5
superior tanker citation practice March 12
Structural protection wildfire March 19
ladders, HR platoon practice March 26

Association: N/A

Old Business:

Election Policy Amendment: Request to remove the eligibility of the nominator in the policy and on the nomination form.

Motion #24-G16 Diana Moher motioned to remove amended changes. Kent Moen seconded. CARRIED.

Privacy Act: The following report was read aloud by Paul Giffin.

PRIVACY ACT REPORT MARCH 6 2024:

The Board and I have been counseled that we cannot confirm or deny the identity of any person who has made an application under the Freedom of Information and Privacy Act. Should an individual indicate they are an applicant we are not able to confirm or deny their comments.

Due to public comments regarding timelines of requests following the January 2024 meeting report, I will reiterate my statement made in the January report that “once the OIPC is involved that increases the time it takes to resolve the request as all the material must go to Victoria for review.” This means we are then working on Victoria’s schedule, not ours.

I was contacted by the Life on Gabriola Media Society and advised by them that they had received correspondence with respect to the use of the word ‘rebuffed’ in my January report in regard to trying to set up a meeting with an applicant. I stand by the use of the word. The point being the meetings never happened.

On the 5th of February, 2024 as a result of the work of the GFPID, Privacy Works and in consultation with the OIPC, roughly 100 pages of documents were released to an applicant. The bulk of the release consisted of invoices from a third party. Also released were in-camera meeting minutes portions of which were redacted. This release occurred in addition to a release of material on the same request dated June 2, 2023. Noteworthy on this request as well was that the Board had to make inquiries and await responses to ensure that an individual's personal income tax information was not being released.

On the 12th of February 2024 we were advised that the applicant had submitted correspondence related to the release of February 5th 2024. Upon our review, it was found that on one invoice the unit price and quantity of an item but not the total cost had been redacted. This was an error and it was corrected. However also on the same invoice was the personal information of several people that was correctly redacted.

On the 19th of February 2024 the Board closed the front office of the fire hall to the public. Several considerations were taken into account prior to making this decision. Generally speaking this is the slowest time of the year for both phone calls and public attendance at the hall. By taking this action we hoped to relieve the pressure caused by the multiple FOI's on the corporate officer. It is hoped that the FOI issue will be resolved by the time the busy season starts in the spring and we can reopen the office.

On the 20th of February 2024 correspondence was received from the OIPC from a new investigator regarding a complaint from an applicant. This involved materials from June 2023 (a separate request from the one previously noted)and it appears there are now two different OIPC investigators working on the same file. We are continuing to work with Privacy Works to sort this out.

The information contained in this report is not intended to get into a "he said, she said" situation. It is to show the public what their tax dollars are being spent on. These funds were not budgeted, the situation has gotten to the point where local expertise has been exceeded, and there is no clear end in sight. The Board is working with the Privacy Works and the OIPC and in so doing is trying to prevent these matters from going to a hearing in front of the Privacy Commissioner which would cost even more in both time and money.

This entire situation which has been going on for 22 months is having a negative impact on the fire department. The corporate officer continues to work in an environment that is both frustrating and exhausting. In addition to all the work that must be done to address the multiple FOI's, the day to day administrative operations of the fire department must be handled. The last two years have seen notable increases in calls for service received by the fire department thus increasing the administrative workload.

Volunteer hours also continue to increase as we work through this issue.

The invoice from Privacy Works for February 2024 was \$4,987.51 bringing the total thus far for 2024 to \$9,513.51 (January \$4,526.00/February \$4,987.51)

New Business:

Service Level Policy:

Motion #24-G17 Paul Giffin motioned the Fire Department is operating at the level of full service and a policy be created to cover the service levels of the fire department and that policy be presented at the April 2024 meeting. Kent Moen seconded. CARRIED.

Hiring Committee:

The Board received a letter of resignation from the Corporate Officer.

Motion #24-G18 Paul Giffin motioned to form a hiring committee consisting of John, Diana, Kent, Chris and Paul. Erik Johnson seconded. Discussion. Paul Giffin amended the motion to include authorization for the hiring committee to advertise the position. Charleen Wells seconded. CARRIED.

Late Items:

The Board thanked the Corporate Officer for their hard work and the amount of notice given.

Motion #24-G19 Erik Johnson motioned to adjourn. Chris Windess seconded. CARRIED.

Adjournment: 5:01 pm

Minutes approved at the April 03, 2024 General Trustee Meeting

**Gabriola Fire Protection Improvement District
General Meeting, 4:00PM
Wednesday May 1st, 2024
Fire Hall No. 1, 730 Church Street Gabriola, B.C.
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING**

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

CALL TO ORDER: The chair called the meeting to order at 4:01pm.

LAND ACKNOWLEDGEMENT: Trustee Moher read First Nations Land Acknowledgement, 4:01pm.

APPROVAL OF THE MINUTES: APRIL 24, 2024

#24-G35 MOVED by Chairperson Giffin SECONDED by Trustee Moen. CARRIED,
4:02pm

CORRESPONDENCE/REPORTS

Financial Report:

Table to June 2024 Monthly Meeting due to Trustee Moeller could not attend.

Communication/Website Committee:

Table to June 2024 Monthly Meeting due to Trustee Moeller could not attend.

Safety Committee:

Trustee Moher notes there is nothing to report, 4:08pm.

Long-Range Plan Committee:

Trustee Wells notes that the first public meeting on the Long-Range Plan happened on May 1st, 2024, 4:10pm.

Finance Committee:

Table to June 2024 Monthly Meeting due to Trustee Moeller could not attend.

Business Email/Website Committee:

Table to June 2024 Monthly Meeting due to Trustee Moeller could not attend.

Hiring Committee:

Trustee Johnson notes there is nothing to report, 4:12pm.

Privacy Report:

Chairperson Giffin states:

During the month of April there were no further FOI requests received.

In the March 2024 report, it was noted on 4th that the Gabriola Fire Protection Improvement District (GFPID) received a new application under the Freedom of Information and Privacy Act.

The email for reasons unknown arrived in the junk mail folder and was not found until March 24th, 2024. It is now being processed. The applicant was notified of a \$10.00 application fee and withdrew their request.

Work continues outstanding OIPC investigations as well as preparation for the upcoming inquiry.

Fees for the month of April were:

\$4134.35

Previous: \$16,994.00

Total = \$21,128.35

Chairperson Giffin addresses latest *Sounder* articles.

Fire Chief Report:

Fire Chief Sprogis states:

May 2024 Calls

Calls by Type	Number of Calls	Percentage of Total Calls
Lift Assist	8	28.6%
MESA -- B, C, D	12	42.8%
Burning Complaint	4	14.3%
Chimney Fire	2	7.1%
Alarms	1	3.6%
Wires Down	1	3.6%
Total Calls	28	

Emergency Properness Week in BC is May 5-11

Open House May 11, FireSmart & Emergency Preparedness.

FireSmart drop-off days has been tremendous success, removing 400 yards of in the last event debris from residents' yards, improving the fire safety in priority zone 1 which is 0-30 feet out from a home. we hope to run another one in June or July.

The Structure Protection Trailer that we established through the emergency preparedness fund is ready to protect Gabriola this summer.

The bush truck is almost ready for summer - #4. The bush truck just switches from winter mode as a snow plough to summer mode as a bush truck for summer.

B.C. Wildlife service will be coming over to Gabriola for a couple days May 28 & 29 to do some maintenance of fire access roads that run through the 707 park. This is an annual event where we host the service at the fire hall and run cross training evolutions. We will be running cross training with our mutual aid partners and BC Wildfire Service around Malaspina Drive. The plan will be to run wildfire task forces tactic through that area.

The current Wildfire Hazard Rating as of May 1 is Low

Training Report

Practices for the month

May 7 FR/EMR

May 14 Wildland structural protection

May 21 Pre-Fire planning

May 28 Platoon Task Force Wildfire.

OLD BUSINESS

Chairperson Giffin notes that the *Tugboat Agreement* has been terminated, 4:15pm.

NEW BUSINESS

Chairperson Giffin introduces a bylaw on Land-use. The Land-use bylaw is between Rogers Communication and the Gabriola Fire Production Improvement District, for a 5-year land lease. For the purposes of the construction of a cell tower.

Chairperson further notes that the bylaw cannot supersede any Provincial, Federal, or Island Trust laws.

Trustee Moen clarifies to public that the Cell Tower will enhance communication and help with emergencies.

Corporate officer clarifies why the bylaw is needed before the signing the agreement.

MOTION #24-G36 for LAND-USE BYLAW. MOVED by Chairperson Giffin SECONDED by Trustee Johnson, CARRIED, 4:22pm.

DRAFT BYLAW
Gabriola Fire Protection Improvement District
BYLAW NO. 104
DATE: May 1st, 2024

The board Trustees of the Gabriola Fire Protection District in an open meeting enact Local Government Act, Section 698 that allows the Trustees to exercise powers to create a bylaw. Specifically, a bylaw that grants the power to exercise entering a contract about land or works.

1. Under Local Government Act, Section 698 and 726. The board of Trustees may lease land or improvements owned by an improvement district to a society, a community association or business.
2. The contract contains to a lease agreement between GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT and ROGERS COMMUNICATIONS INC. The lease agreement involves the DISTRICT's LAND registered as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 23651. Locally, the property is known as 730 CHURCH STREET, GABRIOLA ISLAND.
3. This will be a five-year lease beginning on May 1st, 2024. Subject for renewal. The lease agreement encompasses ROGERS COMMUNICATIONS INC to have a Statutory Right of Way (Section 218(1) Land Title Act) (SRW) agreement with GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT's LAND.
4. BYLAW 104 may be cited as the Gabriola Fire Protection District and Rogers Communications Agreement.

INTRODUCED and given first reading by the Chairperson Giffin on the 1 day of May 2024.
SECOND READING given by the Trustees on the 1 day of May 2024.

RECONSIDERED and finally passed by the Trustees on the 1 day of May 2024. CARRIED, at 4:22pm.

LATE ITEM – HUB INSURANCE

Chairperson Giffin notes HUB Insurance Policy concerning Trustees’ liability from 2 to 3 million in terms of coverage.

Trustee Wells argues that liability insurance maybe not needed.

Motion #24-G37 ADMENMENT to accept New Hub Insurance if Trustees find out Fire Hall insurance does not cover them. MOVED by Trustee Wells, SECONDED by Trustee Johnson, CARRIED, 5:25pm.

Motion #24-G38 Motion to accept Hub Insurance Policy, MOVED by Chairperson Giffin, SECONDED by Trustee Moen, CARRIED, 5:30pm.

MOTION #24-G38 was finalized through email correspondence. Trustees decide to sign off on new liability insurance, finalized on May 9, 2024.

QUESTION AND ANSWER PERIOD

Audience asks questions concerning Tugboat Agreement and Rogers Agreement.

ADJOURNMENT: Motion #24-G39 for adjournment, MOVED by Chairperson Giffin SECONDED by Trustee Appel, 5:33pm.

DATE APPROVAL OF THE MINUTES:

Chairperson of the Board of Trustees

Corporate Officer

Minutes approved at the June 5, 2024 General Trustee Meeting

**Gabriola Fire Protection Improvement District
General Meeting, 4:00pm
June 5, 2024
730 Church Street
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING**

Miscellaneous Fire*	1	1	1		2							
Alarm(s)	3	3	3	1	2							
Assistance*	7	1	5	1	4							
Motor Vehicle Incident	3	1	1		1							
Rescue												
Medical/First Responder	42	30	25	20	31							
Total Calls:	58	39	38	28	51							

*Assistance refers to helping B.C. ambulance, the 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.

Training Report:	
May 7 2024	FR/EMR Life Safe/Fire Safety
May 14 2024	Engine Boss Refresher Wildland WWPP – 1 Refresher
May 15 2024	Deployment Training
May 21 2024	PreFire Plan Water Supply
May 28 2024	Wildfire Scenario

Additional Notes:

May Operations:

We had a very successful FireSmart/Open House on May 11th with members of the public enjoying a number of activities throughout the day as well as a chance to meet members of the fire department and other agencies such as RCMP, BCEHS, ESS, Growls. We are preparing for Wildfire Season not just on Gabriola but across British Columbia. Our membership and equipment are ready for the challenges that wildfire season brings! We have also seen a significant increase in First Responder calls in May, we strongly believe this trend will continue.

The Gabriola Chief was invited to attend an RDN council meeting last month. One item that was discussed was for RDN to distribute further FireSmart funding to GVFD as not all departments in our electoral area have an active FireSmart program. These funds would allow additional home assessments and more market presence and awareness.

The garbage truck fire on May 30 was likely caused by disposal of combustible materials, possibly lithium batteries. Please ensure that such items are correctly disposed of or recycled.

Prevention:

The Coastal Region of B.C. Wildfire Service has banned barrel burning in our region. The only fires permitted on Gabriola right now are small campfires (0.5/0.5/0.5 meter). The GVFD annual Brush Fire event will be on June 15 and 16 from 8am to 12pm on both days. The location is near Fire Hall 2 at the Degnen Pit. FireSmart Coordinator Carol Waldo will have crew managing the flow of traffic into the pit. In addition, we assisted B.C. Wildfire Service with some maintenance of fire access roads that run through the 707 park on May 28 & 29.

Training Report for May:

- 1) We are primarily practicing and preparing for Wildfire season. The membership attendance has exceeded expectations as almost every member is attending each week. On May 28 from 6:00pm to 9:00pm, the GVFD participated in a multi-agency Wildfire Training Exercise in the Malaspina Area. Participating agencies include: GVFD, North Cedar Fire department, Cranberry Fire Department, BCEHS, RCMP, ESS, Cerca (Ham) and BC Wildfire. Malapsina residents participated in evacuation procedures with RCMP extricating residents by boat. GVFD provided assistance to BCWFS to extinguish hotspots caused by ember cast in the mock scenario, and our mutual aid partners practiced Bump and Run and Anchor and Hold techniques and set up Structural Protection systems while working with GVFD crews. Supervisors from BCWFS were on hand to evaluate our effectiveness in wildfire activities.
- 2) Recruit class of 2022 wrote their final exam last night, some practical exercises to be completed to finalize their NFPA 1001/1002 fire fighter program

Upcoming Training in June:

We will be ramping up our FR and EMR training and scope to meet with the new B.C. Provincial Standards throughout June. FR/EMR gap training is scheduled for June 29 and 30. This is required to bring GVFD to the newly updated provincial standards. We thank our members for giving up their July 1 holiday weekend to attend

Message to Membership and Public:

Our current membership drive resulted in a number of applications for new membership, specifically for the Hall 2. Interviews with these applicants will begin next week. We would like to thank our membership for their hard work and dedication to protecting and serving the Gabriola Community! We would also like to thank the Gabriola Community for all their efforts in making our community safe. With the summer season fast approaching we ask all members of the community to be diligent in preventing forest fires.

OLD BUSINESS: Privacy Report. During the month of May there were no further FOI requests received. Work continues outstanding OIPC investigations as well as preparation for the upcoming inquiry. Fees for the month of May were: \$1509.38. May's Total = \$22,637.73. Trustee Johnson motioned to accept latest Privacy Report. Trustee Moen seconded, CARRIED. **MOTION #24-G42.**

NEW BUSINESS: Chairperson Giffin asks for a motion to repeal FOI Policy #23-03 and replace it with new FOI Policy #24-11. Trustee Moher motioned to accept the repealing of FOI Policy #23-03 and accept new FOI Policy #24-11. Trustee Johnson seconded, CARRIED. **MOTION #24-G43.**

LATE ITEM: Chairperson Giffin states the Gabriola Volunteer Fire Department needs \$45,000 to cover their expenses till the Levy comes in July 2024. Trustee Johnson motioned to borrow \$45,000 dollars from the Capital Reserve and transfer it into Gabriola Volunteer Fire Department's Operational Chequing Account. Seconded Moen, CARRIED. **MOTION #24-G44.**
QUESTION AND ANSWER PERIOD:

Audience questions: What has Chairperson and Trustees passed Levy bylaws differently throughout the last three years? What are also the number of readings different? Why is there no bylaw concerning the capital reserve? What does the Safety Committee report on? Will the number of calls come down for the Fire Department now that B.C. ambulance has full time staff? Why is there no bylaw for Gertie lease and Mallet Creek works agreement?

ADJOURNMENT: Chairperson Giffin asks for a motion and resolution for the public portion of the meeting to end and to start a in-camera meeting for Legal reasons. Trustee Moher seconded. RESOLUTION CARRIED, 504pm. **MOTION #24-G45.**

DATE APPROVAL OF THE MINUTES:

Chairperson of the Board of Trustees

Corporate Officer

Minutes approved at the July 3rd, 2024 General Trustee Meeting

Gabriola Fire Protection Improvement District

General Meeting, 4:00pm

July 3, 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 Meon Trustee Moher
Trustee Johnson Trustee Moeller
REGRETS: Trustee Appel
STAFF: Fire Chief Sprogis Corporate Officer Dow
Deputy Fire Chief Ovens

CALL TO ORDER: Motion to start meeting. MOVED by Trustee Moher, SECONDED by Johnson, CARRIED. #24-G46.

LAND ACKNOWLEDGEMENT: Read by Trustee Wells.

APPROVAL OF THE MINUTES: Motion to accept the June 5, 2024. MOVED by Trustee Meon, SECONDED by Johnson, CARRIED. #24-G47.

CORRESPONDENCE/REPORTS

Financial Report: N/A

Communication Committee: N/A

Safety Committee: N/A

Long-Range Plan Committee: Trustee Wells almost ready to present to the public.

Finance Committee: N/A

Business Email Committee: N/A

Website Committee: N/A

Hiring Committee: Trustee Johnson we have hired a Deputy Fire Chief. Motion to now dissolve the Hiring Committee, MOVED BY Trustee Johnson, SECONDED by Trustee Moher, CARRIED. #24-G48.

Fire Chief's Report: Fire Chief Sprogis introduces Deputy Fire Chief Ovens.

Motion to table EV charging stations. MOVED by Meon, SECONDED by Moher, CARRIED. #24-G49.

OLD BUSINESS: Chairperson Giffin gives updates on Freedom of Information expenses.

NEW BUSINESS: BYLAW 105 and BYLAW 106 explained by Chairperson Giffin. Each BYLAW was read three times.

Motion to accept BYLAW 105. MOVED by Trustee Moeller, SECONDED by Trustee Johnson, CARRIED. #24-G50.

Motion to accept BYLAW 106. MOVED by Trustee Moher, SECONDED by Trustee Wells, CARRIED. #24-G51.

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 Moher, SECONDED by Moeller, CARRIED. #24-G51. Meeting is adjourned.

DATE APPROVAL OF THE MINUTES:

Chairperson of the Board of Trustees

Corporate Officer

Minutes approved at the September 4th, 2024 General Trustee Meeting

**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 comprise 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 completed 7 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 program On 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 skills 80% 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 timeframe Implementing training tracking in FirePro software Investigating 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 Hall All 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