

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - February 01, 2023**

A General Meeting of the Gabriola Fire Protection District was held February 01, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

Attendees: Paul Giffin (Chair), Sean Lewis, Fred Apstein via Zoom, Diana Moher, Chris Windess, John Moeller via Zoom, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief)
Not in Attendance: James Arends

The meeting was called to order at 4:02 p.m. by Chairman Paul Giffin.

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

Sean Lewis motioned "Approval of Minutes for Dec 2022 meeting." Chris Windess seconded. Carried.

Correspondence:

- "Drop off of yard waste at the South Road FireHall/Main Road site" - Randy Phillips

Financial Report: N/A

Communications Committee:

Chris Windess will go to the fire hall office for payment of the new Trustee website on Friday. Once paid the site will be up and running. Currently doesn't work for Android view.

Planning Committee: N/A

Finance Committee:

The Finance Committee recommended that financial reports come to the Board for May, August and November with a full audited report that is presented in April at the AGM, and asked for that motion. Sean Lewis motioned. Chris Windess seconded. Carried.

Business Email Committee:

Microsoft account has been approved, and the copy of microsoft office and email will be free.

Guest Speaker: N/A

James Arends arrives at 4:09 p.m.

Fire Chief Report:

Calls for 2022 - 554
Busiest month was November with 67 calls

January 2023 total calls - 39
Brush Fire - 1
Chimney Fires - 2
MVI - 1
False Alarms - 1
Other - 2
Hydro - 2
Burn Complaint - 4
First Responder - 26

Promotions

Geoff Goodall to Hall #2 Captain
Elisha Bandel to Hall #1 Captain
Senior Day Firefighter Francis Wolokoff/Jeff Miller
Junior Day Firefighter Galen Duckworth

Jay Brownlee said the operational review is close to being completed and should be anticipated for the March meeting.

I would like to thank the Trustees for their work on the proposed ByLaw dealing with burn regulation and industrial activity in high and extreme fire hazards. I would like to propose the first of two town hall meetings, first one for Feb 15 at 7:00 pm for public consultation and second on March 18 at 1:00 pm education regarding the regulation in the ByLaw. Both will be advertised on our website, on social media and the Sounder.

John Moeller motioned "to approve promotions." Sean Lewis seconded. Carried.

Fred Apstein motioned for the "Board to authorize the Chief to propose meetings, with respect to the proposed ByLaw." Diana Moher seconded. Carried.

Training Officer Report:

EMR Update:

-GVFD has 3 licenced EMR now, all 3 were hired on by BCAS to back up the SOC program
-GVFD class is complete for 8 more EMR- Taught by Jenn and Glenys, members currently writing EMA exams, Practical test times to be announced- Hoping for testing on Gabriola

Regular Training:

-Folklife village- Test of new water supply
-Radio operations for new members
-Spinal protocol
-Aerial Apparatus setup
-All members trained to Low Angle Rope Rescue Awareness
-Thermal Imaging Camera Use
-Chainsaw Safety
-Small Tools Safety

Other:

- PPE Audit of department for all members
- Expression of interest for new recruit class- 10 members- class starts in March
- New Candidates working on Wildfire Level 1
- Sprinkler Structure Protection Course with BC Wildfire being booked

Old Business:

Business by email draft policy was read aloud. Cannot move further on draft policy until microsoft email has been set up, then could look at implementing.

New Business:

Contingency savings account:

Fred Apstein motioned "to create a contingency savings at the Credit Union for the GFPID."

Chris Windess seconded. Carried

AGM date:

Fred Apstein motioned "The AGM will be held on April 19, 2023. Voting hours will be 12 - 7 p.m. The AGM will commence at 7:30 p.m. Should it be determined absentee ballots are available the voting hours will be reviewed." Sean Lewis seconded. Carried.

Late Items: N/A

Association:

- Toy drive raised \$3,000.00. Toy drive will be seconded Saturday in December going forward
- Christmas Party, first since COVID
- Association having AGM next week

Diana Moher motioned to adjourn. Chris Windess seconded. Carried

Adjournment: 4:53 p.m.

Meeting minutes approved at the March 01, 2023 general meeting.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - March 01, 2023**

A General Meeting of the Gabriola Fire Protection District was held March 01, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

Attendees: Paul Giffin (Chair) via Zoom, Sean Lewis, Fred Apstein via Zoom, Diana Moher, Chris Windess, John Moeller, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief)
Not in attendance: James Arends

The meeting was called to order at 4:04 p.m. by Chairman Paul Giffin

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

Paul Giffin asked for a motion "To make John Moeller Chair for this meeting." Sean Lewis moved the motion. Chris Windess seconded. Carried.

Paul Giffin motioned, "To accept Draft Feb 01, 2023 Minutes" Diana Moher seconded. Fred Apstein and John Moeller abstained from the vote. Carried.

Correspondence: N/A

Financial Report: N/A

Communications Committee:

Diana Moher motioned "To convene the Communications Committee for the purposes of reviewing the Code of Conduct." Sean Lewis seconded. Carried.

4:11 p.m. James Arends arrived

It was advised the Trustee website is up and running. Android view now working.

Planning Committee:

Waiting for the operational review before meeting.

Finance Committee: N/A

Business Email Committee:

Microsoft365 grant approved. Waiting to roll out until confident it is set up properly; Working out emails, licenses and how to distribute. Microsoft email(s) will eventually replace the current gabfire@shaw.ca email and Trustees email. It was noted this tied into the email policy awaiting approval.

Guest Speaker: N/A

Fire Chief Report:

Monthly Call Outs - 38
First Responder - 20
Burn Complaints - 4
Hydro - 4
MVI - 5
Gas spill - 1
Investigation - 1
Other - 3

Bylaws/Town Hall meeting: The meeting on February 15 2023 was well attended. It was the first of two public meetings to review the purpose burning ByLaw that also deals with restrictions on industrial activity in high and extreme fire conditions. The next meeting will be held Saturday March 18 at 1 pm at Albert Reed memorial Fire Hall #1.

Operational Review: The Fire Department has received the Operational review from Jay Brownlee and Associates, I would like to pass it off to the Trustees for their review of the document before making it public.

Grant application: The Fire Department is pleased to hear that we were successful on the Community Emergency Preparedness Fund for close to \$30,000.00. The grant will be spent on the first phase of our structural protection trailer. A structural protection trailer has equipment such as: pumps, hose, portable tanks and sprinklers to protect structures from on coming wildfires. The structural protection unit protects structures by creating a humidity bubble around the threatened building and defending them from radiant heat and an ember cast storm. We are also hosting a course instructed by BC wildfire service called the SP115 which trains us to use the structure protection units.

Asking for Motions:

I would like a motion from the Trustees to set up a Committee to meet on adopting recommendations for the Board of Trustees from the operational review.

I would like a motion from the Trustees to purchase the equipment for the structural unit out of the capital reserved then repay the funds back once we received the grant.

Diana Moher motioned, "Set up Committee to review and adapt recommendations in regard to governance of the Trustees" Sean Lewis seconded. Discussion. Paul Giffin amended the motion "Committee be formed to review the report, and deal with any comments that deal specifically with Trustees and not operations" Fred Apstein suggested an amendment to the amended motion, "Appropriate for the Trustees to review the entire document". Further discussion ensued with respect to Trustees reviewing and implementing recommendations from the review. John Moeller suggested clarifying the motion to, "Accept document and agree to review. Further decision after that point." Original motion that was seconded was retracted. Sean Lewis motioned "formally accept the review" Chris Windess seconded. Carried.

Fred Apstein motioned, "To use funds from capital reserve to pay for the equipment received, and reimburse capital reserve when the grant money is received." James Arends seconded. Carried.

Training Officer report:

EMR Update:

-All members have passed their written EMR tests as well as their Jurisprudence Exam
-we have arranged an evaluator to come to Gabriola **March 6th** to do our license practical evaluations, great savings for us for travel and accommodation.

Regular Training:

-Fire Extinguisher Training for entire department
-Emergency Traffic Control Management Certificate Course (2 weeks)- Taught in house by T.O Kitt Stringer and LT. Chris
Manning who are qualified instructors from the BC Municipal safety association
-WSPP- Wildland Firefighter Refresher Course and Orientation for BC-115 Structural Protection Course

Other:

-New recruit class; 10 members have started
-2 Wildfire BC members are attending GVFD in March to teach 115- Structure Protection Sprinkler Course

Association:

Held their AGM; Alex Dewar was voted president. No Community events currently planned and the association will meet Tuesday.

Old Business:

Draft Fire ByLaw: Question from audience regarding consultation with the Gabriola Contractors Association. Fire Chief Sprogis reiterated there has been one Town Hall meeting and there will be a second Town Hall Meeting in March, which B.C. Wildfire has been invited. The meeting(s) are open to everyone, including the Gabriola Contractors Association. Existing ByLaw and draft ByLaw are found on www.gabriolafire.ca website.

Letter requested by the Board retracting correspondence of May 2022 regarding Fred Apstein/Fred Apstein's email dated Feb 01, 2023 regarding "Letter of retraction": Fred Apsetin expressed he was dissatisfied with the letter of retraction. Further discussion ensued. Sean Lewis motioned, "Table this to a later meeting." Chris Windess seconded. Paul Giffin abstained from the vote. Carried.

New Business: N/A

Late Items:

AGM: Paul Giffin motioned, "Procedure by which people can forward their nomination." Sean Lewis seconded. Discussion. Fred Apstein motioned, "We request the Corporate Officer to look at what we did last year and send that information to the Board and poll the Board and if the Board is unanimous, that will be the date." Diana Moher Seconds. Paul Giffin asked to amend the motion, "From unanimous to majority." Further discussion. John Moeller asked, "All in favour of the amendment to the vote". John Moeller clarified there are two motions, "First motion - unanimous approval, second motion - majority approval." Two votes in favour for the amendment. Defeated. Further discussion. John Moeller asked, "All in favour in approving the motion to have unanimous approval of the dates." Carried.

Absentee ballots: Trustees stated no change for this year; will require a lot more time to set up.

5:19 p.m. Fred Apstein left zoom and rejoined.

Floor was opened to questions from the audience.

Sean Lewis motioned to adjourn. Fred Apstein seconded. Carried.

Adjournment: 5:27

Meeting minutes approved at the April 05, 2023 general meeting.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - April 05, 2023**

A General Meeting of the Gabriola Fire Protection District was held April 05, 2023 with seven Trustees, Corporate Officer and Fire Chief in attendance.

Attendees: Paul Giffin (Chair), Sean Lewis via Zoom, Fred Apstein via Zoom, Diana Moher, Chris Windess, John Moeller, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief)

The meeting was called to order at 4:06 p.m. by Chairperson Paul Giffin

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

John Moeller motioned to accept minutes from March 01, 2023. Chris Windess seconded. Carried

Correspondence: N/A

Financial Report: N/A

Communications Committee:

At the request of the author, Paula Mallinson, Chairperson Giffin read aloud their letter:

GFPID

Attention: Paul Giffin, Chair

I attended the March 2023 Trustee Meeting and was enjoying the way it was moving along so smoothly. Unfortunately two things were brought up which I feel the Trustees need to address.

1) At a Trustee Meeting prior to March, Bob Rooks had his employee toss copies of Robert's Rules on the table in front of each Trustee, when asked what he wanted he said for the Trustees to act as professionals and do their jobs. Yet, he himself totally disregarded the rules when he invited a select few Trustees to a meeting of contractors who were going to be discussing the Burning Bylaw, the Chief had volunteered to go to this meeting and was told he wasn't invited. Our Bylaws and Robert's Rules state requests of this kind are to go through the Chairman, therefore no Trustee should have attended this meeting without informing the Chair and the other Trustees. The proper procedure would have been for Bob to go through the Chair and request a delegation be sent to this meeting, he could request certain Trustees but it would be up to the Board. I heard the comment that "I went as a private citizen" and Fred Apstein stated that Trustee's can go to anything as "private citizens", this is true as long as topics about the Fire Department or GFPID are not on the table for discussion, otherwise the Trustees are not acting as a whole, as stated in the Improvement District manual.. In the past few years this belief has been stated before so I believe it is time for a policy to be written in order to avoid confusion in the future. Topics could include, has procedure been followed, what is the topic under discussion, would I have been invited had I not been a Trustee.... I am

sure that Sean and the other Trustees that were invited to attend this meeting did not realize the Fire Chief had offered to go and was rebuffed as they would have realized that their attendance would be undermining the Fire Chief and show Bob Rooks that he can flaunt the rules and get away with it. As to the public's perception of a Contractor asking a select few Trustees to a meeting, it looks bad and questions could be asked as to why these Trustees and what was the purpose, this is especially true for Sean as Bob Rooks has already asked, in a public meeting, for Sean to be the person to inspect his burn piles instead of the Fire Chief, Sean explained that this was not possible, but Bob's continued attempts to bypass the Fire Chief is concerning.

2) Fred Apstein, once again brought up what should have been an in-camera topic into the public meeting, this should never happen. This has been under discussion for over a year and quite frankly everyone is tired of it, especially as some people are coming in at the tail end so have no idea what it is all about. It is unfortunate that Fred doesn't like what the majority of the Trustees decided, as noted in the in-camera minutes, but for him to go on a rant against the Chair, stating he doesn't trust him and calling for a 3rd party to be brought in is what makes people say the Trustees are dysfunctional. As far as I understand, from the meetings I've attended, is that this matter is finished with, I would suggest that this be laid to rest as it is making the meetings unnecessarily long and putting distrust of the Board into the Public's head. Allowing in-camera information into a public meeting is setting a dangerous precedent, it could be argued that anyone who was not happy with the results of the Board's decision to their complaint could bring it to a general meeting to be re-visited, while it has always been accepted that in-camera stay there it would seem that a policy needs to be done for this as well.

Yours truly,
Paula Mallinson

Planning Committee: N/A

Finance Committee:

Diana Moher motioned "Add Paul Giffin to signing authority to allow continuity and confidentiality in the event Sean and Diana are not here as there is an election." John Moeller seconded.

Discussion.

For - John Moeller, Diana Moher, Paul Giffin, Chris Windess, Fred Apstein

Opposed - James Arends

Sean Lewis abstained (no answer via Zoom)

Carried.

Business Email Committee:

No current updates.

Fire Chief Report:

Calls for the month: 37

False Alarms - 1

Brush Fire - 1

Burn Complaints - 5

Chimney Fire - 1

First Responder - 25
Hydro Related - 1
Investigations - 3

April 1 is the start of the fire season and we have had our first grass fire. This is a reminder any fire larger than a campfire requires a permit. All fires require property owners to have water on-site.

BCEHS has given the Gabriola Fire Department a service agreement to provide emergency medical responder services to Gabriola Island. Currently our medical director is reviewing the agreement. Gabriola Island is one of the first in BC. to have an agreement in the works.

Spruce Rd had three motor vehicle incidents over the winter months. I have been in talks with MOTI for more signage, to slow traffic as well as physical barriers on the corner near rivers place to stop vehicles from ending up in the very deep ditch.

After a communication outage at the end of November, I have been working on ways to improve communications. I have found a repeater frequency which will work in all parts of Gabriola for the emergency agencies to stay in contact if phone and internet are not working.

FireSmart drop-off days were a huge success, removing 400 yards of debris from residents' yards, improving the fire safety in priority zone 1 which is 0-30 feet out from a home.

The Structure Protection Trailer that we established through the emergency preparedness fund is ready to protect Gabriola this summer. We are finalising the rest of equipment and storage before it's out in the community to do more training.

The bush truck is now 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 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.

Training Officer Report:

EMR Update:

- Several members have passed their EMR practical exams and are awaiting license to arrive.
- Some members were not able to attend the practical exam date, and Jenn is working on having another evaluator attend to finish the rest of the class.

Regular Training:

- Wildland Fire Training for the entire department all month. 10 new members qualified for BC wildfire Certification, and all other members passed required annual re-training
- All members now qualified as Emergency Traffic Controllers by BC Municipal safety association (taught in house to external standards and accreditation)

- Live fire training was held at the south end behind Hall 2. This live fire evolution allowed our members to fully qualify as structural wildland firefighters, and give us a chance to try out our new pumps and equipment trailer.

Other:

- new recruit class - 10 members have been registered with Vancouver Island Emergency Response Academy for in house 1001 firefighter training and have begun our 1-1.5 year training program.
- Glenys and Oliver Bussler are both newly qualified 1001 as professional Firefighters- GVFD trains to industry standards and is accredited by "Proboard" which is the North American Standard for Firefighting- This means our frontline Firefighters are recognized as Fully qualified Firefighters, the same as any Career department requires.
- 16 members of GVFD, 2 from Mudge, 4 from Decourcy, 3 from North Cedar participated in 115 - Structure Protection Sprinkler Course put on by BC Wildfire and held at GVFD hall #1.

Association:

Nothing to report.

Old Business:

Town Hall Meeting:

The Fire Chief reviewed the events of the Town Hall Meeting. 7 department members helped set up the displays (FireSmart, fire equipment and the new wildfire trailer). There were 2 Wildfire attendants, fire department trustees and an estimated 20 community members in attendance.

Fire ByLaw:

Diana Moher motioned to introduce the first reading of ByLaw. John Moeller seconded.

Trustee discussion points:

- Include an FAQ in ByLaw
- Website for FAQ

In favour of first reading - Paul Giffin, Chris Windess, Diana Moher, John Moeller.

Opposed of first reading - Sean Lewis, James Arends, Fred Apstein.

Carried. Motion passed for first reading.

John Moeller motioned to pass for second reading. Chris Windess seconded.

Trustee discussion points:

- No urgency to pass tonight
- Amazing amount of work, done extremely carefully, living document, can be tweaked and changed
- RDN - fire size
- Significant number of Trustees worked on the ByLaw, 2 town hall meetings

In favour of second reading - Paul Giffin, Chris Windess, Diana Moher, John Moeller.

Opposed of second reading - Sean Lewis, James Arends, Fred Apstein

Carried. Motion passed for second reading.

Diana Moher motioned for a third reading of the ByLaw. Chris Windess seconded.

In favour - Paul Giffin, Chris Windess, Diana Moher, John Moeller

Opposed - Sean Lewis, James Arends, Fred Apstein
Carried.

Chairperson Giffin advised the ByLaw passed and will be sent to Victoria municipalities for review.

New Business:

Trustee request for information on email subject line “Concerns from a long time resident”

- a. **Chain of command**
- b. **Use of confidential information**

Trustee Arends told the Chair to move the agenda item in-camera as it's proceeding to litigation. Chairperson Giffin moved the item to in-camera.

Late Items:

Chairperson Giffin asked for any objection to add communication from Steve Earle to the agenda.

Steve Earle from Gabriola Talks spoke to hosting an All Candidates Meeting and asked for financial support for an ad in the paper / rental of a hall. Discussion.

John Moeller motioned “Board of Trustees permit an all candidates meeting to be held at #1 Fire Hall for candidates in the 2023 election.” Seconded by Chris Windess. All in favour - Carried.

Steve Earle advised they would need to contact the candidates via email. It was decided Steve Earle would send an email to the Corporate Officer and the Corporate Officer would forward his email to all candidates.

Discussion to add previous agenda item “Letter requested by the Board retracting correspondence of May 2022 regarding Fred Apstein/Fred Apstein's email dated Feb 01, 2023 regarding "Letter of retraction".” After lengthy discussion John Moeller motioned “to table this” Diana Moher seconded.

In Favour - John Moeller, Diana Moher, Paul Giffin, Chris Windess, James Arends

Opposed - Sean Lewis, Fred Apstein

Carried.

Chris Windess Motioned to adjourn. John Moeller seconded.

Adjournment: 5:23 p.m.

Meeting minutes approved at the May 03, 2023 general meeting.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - April 19, 2023**

A General Meeting of the Gabriola Fire Protection Improvement District was held Wednesday, April 19, 2023 at the No. 1 Fire Hall with six Trustees in attendance. The meeting was called to order at 11:06 pm by Corporate Officer, Jessie Longo.

Attendance: Paul Giffin, Diana Moher, Erik Johnson, Chris Windess, Fred Apstein, John Moeller, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief), Derek Kilbourn (Reporter for The Sounder)

Not in attendance: James Arends

The Corporate Officer asked for a motion to appoint a Chairperson. Diana Moher moved "To appoint a Chair. Ask Paul to consider continuing." Erik Johnson seconded. Paul Giffin advised he was agreeable to let his name stand. In favour: John Moeller, Paul Giffin, Diana Moher, Chris Windess, Erik Johnson
Opposed: Fred Apstein
Carried.

Committee Selection:

Safety Committee: Diana Moher, Erik Johnson, Chris Windess, John Moeller, Fred Apstein, Paul Giffin

Communications: Chris Windess, Diana Moher, Erik Johnson, Fred Apstein

Finance: John Moeller, Diana Moher, Chris Windess, Erik Johnson, Fred Apstein, Paul Giffin, Sandra Rudischer

John Moeller moved to remove Sean Lewis as signing authority from the GFPID CCCU account. Diana Moher seconded. Carried.

Paul Giffin explained to Erik Johnson new Trustees have a mentor, and a package of information will be provided by the Corporate Officer. Erik asked Diana to be his mentor, who accepted.

Chris Windess will contact Sean Lewis to transfer the Trustee email account. Chris will add Erik and remove Sean.

Big Thanks to Jessie and crew who helped with the election.

Diana Moher motioned to adjourn. Chris Windess seconded. Carried.

Adjournment 11:26 pm

Meeting minutes approved at the May 03, 2023 general meeting.

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - May 03, 2023**

A General Meeting of the Gabriola Fire Protection District was held May 03, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

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

The meeting was called to order at 4:02 p.m. by Chairperson Paul Giffin

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

John Moeller motioned to accept minutes from April 05, 2023. Diana Moher seconded. Carried

John Moeller motioned to accept minutes from April 19, 2023. Diana Moher seconded. Carried

Correspondence: N/A

Financial Report:

Erik Johnson motioned to agree John Moeller presents the financial report and is treasurer of the group. Chris Windress seconded. Carried.

Erik Johnson motioned to accept the financial report. Fred Apstein seconded. Carried

Q1 Income Statement attached.

Communications Committee:

Added another page onto the Trustee website.

Planning Committee: N/A

Finance Committee: N/A

Business Email Committee: N/A

Fire Chief Report:

Call outs for April - 32
False Alarms - 1
MVI - 1
Hydro related - 1
Burn complaints - 6
First Responder - 20
Other - 3

OpenHouse Saturday, June 3 12-4 Albert Reed Memorial Fire Hall #1

Activities includes:

- FireSmart
- Fire Extinguishers & Fire Fighting Safety Equipment Demo
- EMR Demo
- Demo SPU Trailer
- Info on the new bylaw
- Emergency Preparedness
- I would like to have Trustees table

Other agency to attend BCEHS, Police, Ham Radio, RDN ESS, PALs and GERTIE

Gabriola Fire and GLaTT ran an invasive FireSmart drop off at Albert memorial hall on April 26 it was very successful; the 30 yard bin filled up in about 1.5 hrs.

The RDN has applied on behalf of Gabriola fire for a Firesmart grant and we have a FireSmart coordinator position to fill ahead of the Grant.

Mutual Aid Training on Tuesday May 9:

A scenario of a wildland fire moving into the village core with 3 teams protecting critical infrastructure in the village core. The teams will be composed of Gabriola Fire, North Cedar and Cranberry Fire. While B.C. Wildfire service attacks the incoming wildfire.

B.C. Wildfire Service will be working on improving fire access in the 707 park on May 10.

GERTIE's grant to improve the old fire hall.

Last item is a new paint job then the grant is concluded and \$189,000 of improvements have been made to the building.

Long range planning committee and finance committee need to meet to start planning for the long range financial plan I propose on Wednesday May 10 or 17.

Ogs committees

Training Officer Report:

2 members completed ICS 200

15 members certified in SP-115 Sprinkler protection

6 more members certified in WSPP- Wildland Firefighting (entire department is certified)

2 more officers registered for off island Sprinkler training with BC Wildfire

Regular Training

- R.I.T training for Worksafe BC compliance
- Officers participated in Emergency Scene Management Practice as per OFC requirements
- 10 Members started recruit training for 1001 certification- mix of experienced Auxiliaries and new members.
- Aerial Apparatus practice and training
- EMR training on new forms and EMR scenarios

Association:

The Association asked the Board if a report of association activities throughout the year should be presented at next year's AGM. It was advised the AGM agenda follows particular rules and the Chairperson will get back to the association with an answer.

Old Business: N/A

New Business:

Long Range Planning Committee:

All current Trustees are part of the Long Range Planning Committee

Election Review:

Fred Apstein resigned from the Board, and departed the room at 4:28pm.

Late Items:

Erik Johnson motioned for the Chair to attempt to solicit someone to help with procedures for the general meetings. John Moeller seconded. Carried.

Chairperson Giffin stated James Arends resigned from the Board on April 25, 2023. Erik Johnson motioned for a Special General Meeting to be held June 14, 2023 at 7:30 PM. Diana Moher seconded. Discussion. Carried

Erik Johnson motioned to adjourn. John Moeller seconded. Carried.

Adjournment: 4:58 pm

Meeting minutes approved at the June 07, 2023 general meeting.

Gabriola Fire Protection Improvement District
Income Statement
For the Three Months Ended
March 31, 2023

	Annual Forecast	YTD Actual
REVENUES		
Provincial Levy, Operations Only	\$ 678,820	\$ -
Donations	-	930
Grants, Firesmart & SPU		35,168
Interest & Other	-	2,544
	<u>678,820</u>	<u>38,642</u>
EXPENSES		
Wages and benefits	366,080	77,659
Insurance	71,000	8,435
Truck operating costs	49,000	12,794
Telephone and Utilities	38,000	10,901
Training	36,000	4,321
Firefighting Equipment & mtce	41,500	38,844
F.R. Supplies & mtce	10,000	258
Professional Fees	21,000	6,558
Office & trustee	21,000	3,045
GVFFA	16,500	-
Building and Grounds maintenance	7,000	2,681
Advertising & Promotion	2,000	428
Travel	2,000	319
Hydrant Maintenance	2,000	-
Emergency Response	1,000	-
Firesmart Expense	0	5,933
EMR Expenditures	0	715
Interest and Bank Charges	-	28
	<u>684,080</u>	<u>172,919</u>
Net Income (Loss) from operations	(5,260)	(134,277)
Restricted and Noncash Items		
Capital Reserve and Annual Capital	158,000	-
Contingency Fund Income	5,000	-
Net Income / Loss	<u>\$ 157,740</u>	<u>(\$ 134,277)</u>

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - June 07, 2023**

A General Meeting of the Gabriola Fire Protection District was held June 07, 2023 with four Trustees, Corporate Officer and Fire Chief in attendance.

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

The meeting was called to order at 5:06 p.m. by Chairperson Paul Giffin

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

Erik Johnson motioned to accept minutes from May 03, 2023. Diana Moher seconded. Carried

Correspondence:

The following was read aloud:

Fire Chief Sprogis, I was recently deployed by the BC Wildfire Service (BCWS) to the North Peace Complex Wildfire north of Fort St. John, as a Task Force Leader / Strike Team Leader. After my first Operations meeting, I was assigned as a Strike Team leader of multiple type 1 and type 2 Tenders. I would like to personally thank you for deploying Company Officer Geoff Goodall and Firefighter Carol Waldo in your type 2 Tender. Your team was amazing to work with, and when we were faced with challenging Wildfire conditions, they showed unmatched professionalism, skills and dedication to the Wildfires we were tasked to action. I have been deployed many times and your crew was one of the best I have ever been honoured to work alongside of. Your community is fortunate and blessed to have such dedicated Firefighters in your department. Best, David David Dales - Assistant Chief of Education and Training Nanaimo Fire Rescue

Financial Report: N/A

Communications Committee: N/A

Planning Committee: N/A

Finance Committee: N/A

Business Email Committee: N/A

Fire Chief Report:

Calls for the month 48
Brush Fire - 1
False Alarms - 3

Hydro related - 2
Burn Complaints -7
First Responder - 33
Other - 2

The open house was well attended and we saw about a hundred people come through the event. Displays from:

- FireSmart
- Recruitment
- BCEHS
- RCMP
- Medical Clinic Foundation
- Growls
- EMR
- GFPID Trustees
- New Bylaw & Safety Equipment
- Kids Zone

The Gabriola Department is offering Emergency Medical Responder service starting today and have run our first call at EMR level this morning. 7 EMRs are spread out over the four platoons so the fire department can offer a high level of medical care.

On May 14 Gabriola Volunteer Fire Department assistance was requested, for a type 2 Tender to be deployed to fires near Fort St John. The drive took 21 hours to arrive. Gabriola was assigned to a strike team made up of 7 Tenders to assist with water delivery to protect Structure in the path of the wildfire. What a great experience for our two members bringing back a wealth of knowledge and experience in wildland firefighting. It's estimated that the department will receive approximately \$25,000.00 after expenses from this deployment.

Bylaw 102 in effect and is up on our website at gabriolafire.ca

Today the fire rating move up to Extreme Shut Down

Fire Danger Class (DGR)	Restriction	Duration
--------------------------------	--------------------	-----------------

<p>III (moderate)</p>	<p>After 3 consecutive days of DGR III or greater, implement a fire watch immediately after the high risk activity ends for a minimum of one hour.</p>	<p>Until after the fire danger class falls below DGR III.</p>
<p>IV (high)</p>	<p>Implement a fire watch immediately after the high risk activity ends for a minimum of two hours.</p>	<p>Until after the fire danger class falls to DGR III for 2 consecutive days or falls below DGR III.</p>
	<p>After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Savings Time) and sunset each day.</p>	<p>Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III.</p>

V (extreme)	Cease activity between 1 p.m. PDT (Pacific Daylight Savings Time) and sunset each day and implement a fire watch immediately after the high risk activity ends for a minimum of two hours.	Until after the fire danger class falls below DGR IV for 2 or more consecutive days.
	After 3 consecutive days of DGR V, cease activity all day.	Until after the fire danger class to DGR IV for 3 or more consecutive days or falls below DGR IV.

This chart outlines the restrictions that may exist on a high risk activity.

Fire Danger Class identifies the three fire danger ratings for which there are restrictions: Danger Class III (moderate), IV (high) and V (extreme). Note: There are no restrictions on high risk activities when the fire danger rating is I (Very Low) or II (Low).

Restriction details restrictions for the various danger classes. For example, if the fire danger rating goes to IV (high), proponents of a high risk activity must "Implement a fire watch immediately after the high risk activity ends for a minimum of two hours." If the fire danger rating remains high for three consecutive days, a person carrying out a high risk activity must "cease activity between 1 p.m. PDT and sunset each day".

Duration describes the length of time that restrictions on high risk activities are in effect. For example, a person carrying out a high risk activity must "Implement a fire watch immediately after the high risk activity ends for a minimum of two hours" until "after the fire danger rating falls below Danger Class III", or in other words, until after the fire danger rating goes down to II (low) or lower.

Training Officer Report: N/A

Association: N/A

Old Business: N/A

New Business:

Regional Mutual Aid Agreement:

The Chief provided an update on the Southern RDN Mutual Aid Agreement.

Select Committee - Election Review:

Erik Johnson motioned for a select committee to review the elections, procedures and policies. Committee to consist of Diana, Erik, Jessie and Carol. Seconded by John Moeller. Discussion. Carried.

Select Committee - Land Use:

Diana Moher motioned for a select committee to review the land use policy. Committee to consist of John, Chris and Paul. Purpose is to review, update and report back to the Board in September. Seconded by Erik Johnson. Carried.

Chain of command policy:

Diana Moher motioned to accept policy for chain of command. Seconded by John Moeller. Discussion. Carried.

Trustee access to Fire Hall policy:

Diana Moher motioned to accept access to Fire Hall policy. John Moeller seconded. Discussion. Carried.

Late Items:

John Moeller motioned to accept Investment policy. Erik Johnson seconded. Discussion. Carried.

Erik Johnson motioned to adjourn. John Moeller seconded. Carried.

Adjournment: 5:31pm

Minutes approved at the August 02, 2023 General Trustee Meeting

No meeting for July 2023

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - August 02, 2023**

A General Meeting of the Gabriola Fire Protection District was held August 02, 2023 with seven Trustees, Corporate Officer and Fire Chief in attendance.

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

The meeting was called to order at 4:07 p.m. by Chairperson Paul Giffin

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

Chris Windess motioned to accept minutes from June 07, 2023. Diana Moher seconded. Carried.

Correspondence: N/A

Financial Report:

Treasurer reviewed the Q2 income statement. Discussion.

Chris Windess motioned to accept the financial report. Charleen Wells seconded. Carried.

Q2 Income Statement attached.

Communications Committee:

The documents are being removed from the folder in the library.

Update provided regarding the Trustee website; Technical difficulties with certain platforms.

Diana Moher motioned to form a Committee consisting of the Fire Chief, Webmaster for GVFD, Chris Windess, John Moeller and Jessie Longo to review the websites and come back to the Board in October.

Erik Johnson seconded. Discussion. Carried.

Planning Committee: N/A

Finance Committee: N/A

Business Email Committee: N/A

Land Use Committee:

The Land Use Committee met Aug 03, 2023. Committee will review the public input from the meeting for the application of use for facilities.

Fire Chief Report:

Calls for the month of June: 62, and broken down as follows:

Brush Fire: 3

False Alarms: 2

MVI: 2

Hydro Related: 1

Investigations: 2

Burn Complaints: 11
First Responder: 34
Other: 7

Calls for the month of July: 56, and broken down as follows:

MVI: 1
Hydro Related: 1
Investigations: 9
Burn Complaints: 18
First Responder: 15
Other: 12

Fire Rating will move back up to Extreme shut down tomorrow. The Status will be updated tonight on the website gabriolafire.ca, the ferry cam widget and signs at the post office and hall 2.

Bylaw update, the Gabriola Fire Department has been doing a few random inspections for safety equipment at work sites in extreme shutdown; most sites were compliant. I have received a lot of positive feedback on the requirement to have firefighting equipment on site while low-risk work is being done in extreme fire rating.

FireSmart did another fuel management event at the Degnen gravel pit in collaboration with the Ministry of Transportation and Infrastructure (MOIT) and GALTT. The drop off was a success, 105 vehicles came through on Saturday and 125 on Sunday for a total of 230 vehicles through in an 8-hour period. A big thanks to Carol Waldo, our FireSmart coordinator and her team. What a well-organized event.

The recruitment drive is underway, we have 6 applicants and are looking for more. The intake is scheduled for September. The department will be active recruiting new applicants at public events. If you know someone that might want to apply, please have them go to our website at gabriolafire.ca and click on recruitment where you can find our application.

EMR update. Gabriola Fire Department has 10 licensed EMRs responding to calls with a couple more to go through licensing. The EMR fund received another large donation to purchase more equipment to equip a third apparatus with EMR equipment.

Training Officer Report:

The Recruit class completed Ropes & Knot in July.

The membership completed:

- Marine Rescue
- Marine Firefighting
- Wildfire Preplanning
- Tools Training

August Schedule:

- Recruits Training Fire Extinguishers/Ground Ladders
- Structural Protection
- Auto Extrication x 2
- Defensive Driving EVO Course

Association: N/A

Old Business:

Election Review:

Draft policy on track for September meeting.

New Business: N/A

Late Items:

Kent Moen motioned to accept Freedom of Information Act requests to the GFPID Policy. John Moeller seconded. Discussion. Carried.

Charleen Wells motioned to accept amended Policy for Role of the Chair. Erik Johnson seconded. Discussion. Carried.

Chris Windess motioned to adjourn. Erik Johnson seconded. Carried.

Adjournment: 4:51 pm

Minutes approved at the September 06, 2023 General Trustee Meeting

Gabriola Fire Protection Improvement District
Income Statement
For the Six Months Ended
June 30, 2023

	Annual Forecast Q2 Update	YTD Actual
REVENUES		
Provincial Levy, Operations Only	\$ 678,820	\$ 678,820
Donations	-	2,800
Grants, Firesmart & SPU	36,596	36,596
Deployment	43,233	43,233
Interest & Other	-	5,249
	<u>758,649</u>	<u>766,698</u>
EXPENSES		
Wages and benefits	366,080	165,047
Insurance	71,000	19,426
Truck operating costs	49,000	17,876
Telephone and Utilities	38,000	20,302
Training	36,000	10,214
Firefighting Equipment & mtce	71,500	52,129
F.R. Supplies & mtce	10,000	768
Professional Fees	26,000	8,772
Office & trustee	21,000	12,352
GVFFA	16,500	16,500
Building and Grounds maintenance	10,000	5,797
Advertising & Promotion	2,000	106
Travel	2,000	936
Hydrant Maintenance	2,000	166
Emergency Response	1,000	-
Firesmart Expense	7,500	7,404
EMR Expenditures	-	5,684
Deployment Expenses	18,000	15,571
Interest and Bank Charges	-	58
	<u>747,580</u>	<u>359,109</u>
Net Income (Loss) from operations	11,069	407,589
Restricted and Non cash Items		
Capital Reserve and Annual Capital	158,000	158,000
Contingency Fund Income	5,000	5,000
Net Income / Loss	<u><u>\$ 174,069</u></u>	<u><u>\$ 570,589</u></u>

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - September 06, 2023**

A General Meeting of the Gabriola Fire Protection District was held September 06, 2023 with five Trustees, Corporate Officer and Fire Chief in attendance.

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

Regrets: Charleen Wells, Chris Windess

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

Kent Moen gave the opening greeting, "The GFPIID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation"

Erik Johnson motioned to accept minutes from August 02, 2023. Kent Moen seconded. Carried.

Correspondence: N/A

Financial Report: N/A

Communications Committee: N/A

Planning Committee: N/A

Finance Committee: N/A

Business Email Committee: N/A

Land Use Committee: N/A

Election Committee: Work is on-going.

Question from the public, Please explain why you have an accountant position posted?

The board advised the greatest factor is the amount of FOI requests, and more recently that individuals complaints to the Privacy Commissioner. It was advised it is affecting the administration's ability to keep up with the day to day business.

A suggestion to make the accountant position open-ended without a fixed term was made.

At 4:10 Trustee Charleen Wells and Trustee Chris Windess arrived.

Fire Chief Report:

Calls for the month of August 90

False Alarms 1

Hydro related 2

MVI 1

Investigations 3
Burn complaints 30
First Responder 45
Other 8

Calls for the year 413

The New Deputy position is posted on our website with the full job description and on the Fire Chiefs Association of BC.

Deployment:

Gabriola was deployed to the Adams Lake fire near Kamloops on August 16 and served 14 days on the fire. We swapped out our 2-member tender crews after 7 days. We sent our Type 2 tactical tender nicknamed the little donkey. It is our oldest truck in the fleet but still very capable. Our 4-crew brought back a lot of wildfires fighting knowledge, experience, connection and revenue to better serve the community of Gabriola Island.

Prevention report:

Fire Safety Net campaigned with local businesses to distribute youth fire safety resources.

Fire safety week is October 8-14. We will be at elementary school that week.

Firesmart team has been busy throughout the month of August.

- Attend 3 community events.
- 6 neighborhood emergency presentations, 5 more pending
- 52 homes sign up for home assessments
- 26 home assessments completed and 20 more booked for September.

Training:

Gabriola is hosting an IAFF Hazmat course at the end of November that is free of charge to Gabriola. I have invited our mutual aid partners to this training.

Practices for the month:

Sept 5 FR, EMR Naloxone

Sept 12 Rope Rescue

Sept 19 Rope Rescue

Sept 26 Fire Attack

Our 10 Recruits are working on their NFPA Practical exams.

Recruitment drive is underway and will be closing on the September 15

UMBC Grant for composite fire departments, equipment and training grant up to \$30,000. Gabriola will be applying for equipment for our next engine. I need a resolution approved by the Board to support the grant application.

John Moeller motioned for a resolution to approve UMBC training grant. Charleen Wells seconded. Carried. Trustees Thanked Fire Chief Sprogis for his forward thinking.

The Fire Department is keeping the third bay of the old hall in reserve for their use. PHC request for use of the old firehall's third bay declined.

In review of a complimentary article in the Sounder, the Trustees asked the Fire Chief to convey their Thanks and KUDOS to the Fire Department members.

Association: N/A

Old Business:

Land Use Policy:

Chris Windess motioned to approve GFPID Land Use Policy. Kent Moen seconded. Discussion. Carried.
Erik Johnson motioned to approve Facilities Use Policy. John Moeller seconded. Carried.

New Business:

Accountants Position:

John Moeller motioned to change the 6 month term to open ended and review as needed with a three month review period. Chris Windess seconded. Carried.

Late Items:

The Chair advised the Land Use Policy has been passed and the Land Use Committee is disbanded.

On May 03, 2023 the Board passed the motion "to agree John Moeller presents the financial report and is treasurer of the group". It was suggested the wording be changed from Treasurer to Chairman of the Finance Committee.

John Moeller motioned to rescind the motion at the May 03 meeting. Charleen Wells seconded. Carried.
Erik Johnson motioned John Moeller will present quarterly financial reports. Chris Windess seconded. Carried.

Diana Moher motioned to appoint John Moeller as Chairman of the Finance Committee. Kent Moen seconded. Carried.

Erik Johnson motioned to amend the word treasurer in the investment policy to Chairman of the Finance Committee. Carleen Wells seconded. Carried.

Lengthy discussion with the public about the on-going FOI and Privacy Commissioner Complaints; fees, the time involved, and the burden on the departments administration.

Charleen Wells motioned to adjourn. Diana Moher seconded. Carried.

Adjournment: 5:03pm

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - October 04, 2023**

A General Meeting of the Gabriola Fire Protection District was held October 04, 2023 with five Trustees and the Fire Chief in attendance.

Attendees: Paul Giffin (Chair), Erik Johnson, Diana Moher, John Moeller, Kent Moen, Will Sprogis (Fire Chief)

Regrets: Chris Windess and Charleen Wells

At 4:52 p.m. Chris Windess joined via Zoom.

The meeting was called to order at 4:02 p.m. by Chairperson Paul Giffin

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

The Corporate Officer was attending a workshop in Nanaimo on FOI's and was absent. Trustee Moher took minutes.

Kent Moen motioned to accept minutes from September 06, 2023. John Moeller seconded. Carried

Correspondence: N/A

Financial Report: N/A

Communications Committee: Will call a meeting to look at streamlining media responses and questions; incoming and outgoing.

Planning Committee: N/A

Finance Committee: N/A

Business Email Committee: N/A

Fire Chief Report:

Calls for the month: 47

False Alarms – 1

Brush Fire – 1

Burn Complaints – 13

First Responder – 27

Hydro Related – 1

Other – 4

FireSmart update. Collaborating with GALTT to host another vegetation drop off weekend at the Degnen Pit.

I have Oliver Bussler working on the UMBC grant application, we will be applying for new auto extrication equipment.

I have been working with the Fire Safety Net to produce fire safety resources to be distributed to the children of Gabriola during fire safety week October 8-14. I would like to thank the business sponsors that support this initiative; Nesters Market, Surf Lodge & Pub, Nature Spirit Earth Market, Velsen Homes, Gabriola Historical & Museum, Silva Bay Resort & Marina, Arbutus Home Building Centre, Woodfire Restaurant & Catering, Gabriola Optical and Island Meat & Deli. The fire department will be at Gabriola Elementary on October 11 distributing and teaching fire safety. Please remember to change out smoke detector batteries and test twice a year and check to make sure your fire extinguisher is ready for use.

Mass Casualty Incident Training is happening October 22 along South Rd. The plan is to practice with the emergency services of Gabriola Island. The stakeholders involved in the event are Gabriola Fire, RCMP, BC Ambulance, Gabriola Doctors, RDN, RDN Emergency Support Services, GERTIE, CERA, PALs and Gabriola Fellowship Church.

7 New Candidates and one longtime member coming back on the Department bringing us back up to 40 members. They did their new firefighter orientation last night.

Recruits wrote their first NFPA 1001 Exam and have completed 6 Chapters of practical. The class is progressing nicely.

Training Schedule

Oct. 3 MCI

Oct. 10 Build Construction

Oct. 17 Ladders

Oct. 24 SCBA/RIT

Oct. SOP/OG's

Association: Planning annual Toy Drive. Fireworks on the 28th, Ferry lines with boots.

Old Business:

Deputy Chief: On the table 12 months plus - moving forward.

Accountants Position: Movement on this position.

New Business:

Fire Protection Taxation Bylaw 2024:

Trustee Moeller went through the draft budget line by line, some of the following points were made:
Deputy Position - Old jobs eliminated which will pay for the deputy position, the deputy will cover those old jobs.

Insurance - Building, vehicles, equipment and members.

Firefighting equipment etc. - Price of equipment has doubled. In addition there are new recruits, plus station and wildfire uniforms.

Professional Fees - Annual audit, H.R. and Legal costs. ie. FOI, HR matters, Legal

EMR/FR Training - \$16,000.00 trains 5 members. GVFD has 2 trainers which means GVFD can offer training to other Fire Departments. This should help reduce training costs in the future.

Annual Capital - Items purchased that last longer than 1 year.

Capital Reserve Fund increased by \$40,000.00. This fund is for the purchase of trucks and maintaining both fire hall buildings.

Debt is maturing this year, which will decrease budget items by about \$30,000.00.

Question from the public, Cost of Deputy Chief?

It was advised the salary is from amalgamating parts of other line items. Such as prevention, training, duty officer and on-call.

First reading of Bylaw 103 - Erik Johnson motioned to pass Bylaw103 - Fire Protection Taxation Bylaw2024. Ken seconded. Carried.

Second reading of Bylaw103 - Diana Moher motioned to pass Bylaw103 - Fire Protection Taxation Bylaw2024. John Moeller seconded. Carried.

Late Items:

Chairperson Giffin apologized as the report by John Moeller should have been presented in the Financial Committee and Chairperson Giffin entered it as a late item.

John Moeller brought forward results of talking to the Credit Union and TD re: interest rates. TD's interest rates were higher.

John Moeller motioned to move the financial institution to Toronto Dominion from the Credit Union, maintaining the same structure, for the purposes of investment. Erik Johnson seconded. Carried. The Credit Union account will remain open as well.

Erik Johnson motioned to adjourn. John Moeller seconded. Carried.

Adjournment 5:08 p.m.

Minutes approved at the November 01, 2023 General Trustee Meeting

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - November 01, 2023**

A General Meeting of the Gabriola Fire Protection District was held November 01, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

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

The meeting was called to order at 4:01 p.m. by Chairperson Paul Giffin

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

Erik Johnson motioned to accept the minutes from October 04, 2023 general meeting. Kent Moen seconded. Carried.

Correspondence: N/A

Financial Report:

Trustee Moeller reviewed the Q3 income statement. Discussion.
Charleen Wells motioned to accept the Q3 Income Statement. Diana Moher seconded. Carried.
Q3 Income Statement attached.

Communications Committee: N/A

Planning Committee:

After discussion for the Long Range Planning Committee; The members of the Committee will be Charleen Wells, Erik Johnson, Kent Moen and Will Sprogis.

Finance Committee: N/A

Business Email Committee: N/A

Guest Speaker: N/A

Fire Chief Report:

Calls for the Month - 47
False Alarms - 4
Brush Fire – 1
Structure Fire - 1
Burn Complaints - 5
First Responder – 23
MVI - 2

Hydro Related - 2
Investigations – 3
Other – 6

FireSmart Grant is submitted by the RDN (Regional District of Nanaimo) to do Firesmart activities on Gabriola. The Gabriola Fire Department works in collaboration with the RDN Firesmart coordinator to host FireSmart events on Gabriola Island. One of the most popular is the fuel management event held at the Degnen Pit.

MCI Mass Casualty Incident Training was successful, objectives were met.

1. Communication of our new combined events frequency works well between all agencies involved in a communication outage.

2. Working a large-scale scenario in collaboration with Gabriolas emergency agencies GVFD, RCMP, BCEHS, Gabriola Medical Clinic doctors and staff, RDN EOC, RDN ESS, RDN PALS, GERTIE, CECA.

3. Medical Triage, Treatment and Transport done Gabriola first responders.

I would like to extend a big thank you to everyone involved in the event held on Oct 22.

Deputy Fire Chief.

The process of recruiting a deputy Fire Chief, I advertised in the department on the fire department website, the Sounder NewsPaper and on the BC Fire Chiefs Association website. We attracted four strong candidates from off-Island. When we put out the Salary and break down of the hours, we were reduced to one applicant going through the interview process. Once the interview was over the applicant declined the offer due to the cost of housing on Gabriola and the wage was too low to sustain them living on Gabriola. The plan was to have a Deputy Fire Chief in 2024 so we budgeted too low for the position and must wait for the 2025 budget to reconsider. So, we will be going back to a Training Officer, a Prevention Officer and Officer rotation for Duty Officer coverage. We are appointing three new Lieutenants for the acting pool. Once we have those positions filled, we will have a Lieutenant on each of the four platoons that will oversee organizing and scheduling each platoon for their shifts. After the lieutenants are in place, we will look to fill the Training Officers position for a year.

Training Report:

Practices for the month

Nov 7. Spinal / Winter Driving

Nov 14. Superior Tanker Accreditation Testing

Nov 21. Car Fires / Traffic control (candidates)

Nov 28. Strategies and Tactics / Traffic control (candidates)

November 4-5 we will be hosting an air brakes course here at Albert Reed Memorial Hall (candidates).

November 25-26 we will be hosting an IAFF Hazmat course here at Albert Reed Memorial Hall this is a requirement for the firefighter NFPA 1001

The MCI (Mass Casualty Incident) training was well received by the membership. I would like to extend a big thank you to the actors and makeup artist for making it so realistic.

Association:

Fireworks were a big success. Food and toy drive in December.

Old Business:

GVFD Website:

A web developer and designer have volunteered to create an updated site.

New Business: N/A

Late Items: N/A

Kent Moen Motioned to adjourn. Erik Johnson seconded. Carried.

Adjournment: 4:18 p.m.

Minutes approved at the December 06, 2023 General Trustee Meeting

Gabriola Fire Protection Improvement District
Income Statement
For the Period Ended
September 30, 2023

	Annual Forecast Q2 Update	YTD Actual
REVENUES		
Provincial Levy, Operations Only	\$ 678,820	\$ 678,820
Donations	-	12,874
Grants, Firesmart & SPU	36,596	45,341
Deployment	43,233	106,994
Interest & Other	-	10,134
	<u>758,649</u>	<u>854,163</u>
EXPENSES		
Wages and benefits	366,080	254,159
Insurance	71,000	69,011
Truck operating costs	49,000	28,058
Telephone and Utilities	38,000	24,563
Training	36,000	11,494
Firefighting Equipment & mtce	71,500	58,733
F.R. Supplies & mtce	10,000	1,775
Professional Fees	26,000	11,410
Office & trustee	21,000	18,184
GVFFA	16,500	16,500
Building and Grounds maintenance	10,000	9,539
Advertising & Promotion	2,000	3,907
Travel	2,000	1,040
Hydrant Maintenance	2,000	166
Emergency Response	1,000	-
Firesmart Expense	7,500	16,229
EMR Expenditures	-	8,108
Deployment Expenses	18,000	35,595
Interest and Bank Charges	-	67
	<u>747,580</u>	<u>568,537</u>
Net Income (Loss) from operations	11,069	285,625
Restricted and Noncash Items		
Capital Reserve and Annual Capital	158,000	158,000
Contingency Fund Income	5,000	5,000
Net Income / Loss	<u><u>\$ 174,069</u></u>	<u><u>\$ 448,625</u></u>

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - December 06, 2023**

A General Meeting of the Gabriola Fire Protection District was held December 06, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

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

Regrets: Chris Windess

The meeting was called to order at 4:05 p.m. by Diana Moher.

Diana Moher gave the opening greeting, "The GFPIID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation"

Paul Giffin motioned to make Diana Moher Chair for the meeting. Charleen Wells seconded. CARRIED.

Erik Johnson motioned to accept November 01, 2023 minutes as dispersed. Kent Moen seconded. CARRIED.

Correspondence: N/A

Chris Windess arrived at 4:08 p.m.

Financial Report: N/A

Communications Committee: Will firm up a date in January to deal with information dispersal.

Planning Committee: Requested to the Board for a motion to set up a Planning Committee to consist of Kent, Erik, Charleen, Will, Diana, Carol and Paul, with Charleen as Chair.

Chris Windess motioned the board to form a long range planning committee with the trustees mentioned, Chief and Carol. Erik Johnson seconded. CARRIED.

Next scheduled planning meetings are for January 10 and January 24, 2024 at 2:45pm at Fire Hall#1.

Finance Committee: N/A

Business Email Committee: Hope to present a policy in the February meeting for the methodology of Trustees using email.

Fire Chief Report:

Call for the Month: 26

Alarms - 1

Rubbish Fire – 1

Structure Fire - 1

Burn Complaints - 2
First Responder – 17
MVI - 1
Hydro Related - 3

Year-to-date call volume: 527

Last Year call volume: 554

Good news our Firesmart grant was approved! Firesmart coordinator Carol Waldo is moving forward with some of the Firesmart initiatives, and we hope to offer another drop off day in the new year.

The department is making all preparations for the retest on the superior tanker accreditation. I will be booking the test for March when the water table is high.

Our Day Firefighter program opens in January; two spots are available, Junior and Senior position. The program is in place to have members of the Department clean, maintain hall and apparatus and conduct service tests while being response ready in 90 seconds.

I advertised for a training officer within the Gabriola Fire Department no one applied, next step I will advertise in the Sounder and on our website.

I would like to congratulate the new Lieutenants, Alex Dewar, Pat Conley, and Dave Hayes. Could I get a motion to appoint these positions by the Board?

Charleen Wells motioned for Alex Dewar, Pat Conley and Dave Hayes to be approved for the positions of lieutenants. Chris Windess seconded. CARRIED.

Fire Chief Report Continued:

I have been working on the proposal to replace #4 our 1995 bush trucks for the last year and half, from 2021-2022 the cost of apparatus went up by 25% and we had to put off the project for a year to save more money in our capital reserve. The apparatus I propose is a wildland urban interface engine which will serve two purposes: one, a nibble 4x4 truck with wildfire fighting capability including, pump and roll with a rear mounted pump. Second a ULC (Underwriter Laboratories of Canada) rated First line engine serving Albert Reed Memorial Fire Hall #1 for the next 20 years.

A first line engine and tender within 20-year service life are required at each of the Gabriola fire halls to maintain Gabriola Island's Fire Underwriter Study and the insurance savings for the community.

Proposal #1 Option 1. Quotation amount with FGFT providing the complete truck including the Freightliner chassis: **\$723,210.00 CAD + taxes.**

Option 2. If you purchased the apparatus body / plumbing from Fort Garry only (chassis supplied by others), the price would be **\$517,899.00 CAD + taxes.**

Proposal #2 Proposal for 4x4 Wildland Urban Interface (WUI) Apparatus On behalf of HUB Fire Engines & Equipment Ltd. One (1) Freightliner M2 Plus Crew Cab 4x4 Chassis with Body by HUB \$ 200,696.00
Freightliner M2 Plus Chassis \$ 527,662.00 HUB Fire Engines WUI Package \$ 728,358.00

Proposal #3 Rosenbauer Coyote Stock Unit 19152, with a Rosenbauer NH-55 pump rated at 1050 IGPM mounted at the rear of the apparatus. The apparatus shall be assembled on a new 2024 Freightliner M2 106 4X4. Built to NFPA 1901-2016 standards and tested to ULC-S515 by UL staff. BASIC PRICE \$ 764,614.00 **

Option chassis separate from P&R. The major specifications are as follows:

- Detroit DD8 375HP engine
- Allison 3000RDS Automatic Transmission
- 14,000lb front axle
- 27,000lb rear axle

- 4-wheel drive
- Crew cab

Truck Price: \$199,200.00

Training Report:

12 new members completed the Grant funded IAFF Hazmat Operations course as part of their requirement as part of the NFPA 1001 accreditation. The course was hosted at Albert Reed Memorial Fire Hall #1 Nov 24-26 with our mutual aid partners North Cedar and Cranberry. Value back to the department of \$12,000.

The new officers are enrolled in Fire Officer 1 and the two Captains in Fire Officer 2.

Five Officers are enrolled in the Wildfire Service Engine Boss held in Errington on March 23.

Chris Windess motioned to pass Chief's recommendation for the new equipment, with the provision of a Board meeting to double check the figures that meet the Long Range Plan. Charleen Wells seconded. CARRIED.

The Board requested to have the minutes show the budging for and purchase of the fire truck has been discussed in previous meetings. The fire department is obligated to replace the trucks every 20 years.

Association: N/A

Old Business:

Paul Giffin motioned to accept the land-use policy as amended. Erik Johnson seconded. CARRIED.

New Business: N/A

Late Items: N/A

Chris Windess motioned to adjourn. Erik Johnson seconded. CARRIED.

Adjournment: 4:50 p.m.

Minutes approved at the February 07, 2024 General Trustee Meeting

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - December 20, 2023**

A General Meeting of the Gabriola Fire Protection District was held December 20, 2023 with six Trustees, Corporate Officer and Fire Chief in attendance.

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

Regrets: Charleen Wells

The meeting was called to order at 4:04 p.m. by acting Chair John Moeller

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

The purpose of the meeting was to approve the purchase of a truck and double check the figures, as at the last meeting there was a motion to pass the Chief's recommendation for the new equipment, with the provision of a Board meeting to double check the figures that meet the Long Range Plan.

Erik Johnson motioned "to approve the truck as proposed by the Fire Chief." Diana Moher seconded. Discussion. Paul Giffin suggested an amendment to the motion "to purchase the fire truck from Fort Garry as outlined in the meeting of December 07, 2023." The motion was not seconded. Further discussion ensued.

John Moeller amended the motion "we approve the purchase of the truck as outlined by the Fire Chief for a total value of \$805,660.80 inclusive of GST which is refundable." Erik Johnson seconded. CARRIED.

Diana Moher motioned to adjourn. Erik Johnson seconded. CARRIED.

Adjournment: 4:13 p.m.

Minutes approved at the February 07, 2024 General Trustee Meeting