

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Wednesday, September 6, 2023 in person and via Zoom.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Carolina Clark, Belcarra
Mayor John McEwen, Anmore
Mayor Jamie Ross, Belcarra
Councillor Paul Weverink, Anmore
Councillor Liisa Wilder, Belcarra
Councillor Kim Trowbridge, Anmore

STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver
Amie Hadley, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

1. ADOPTION OF THE AGENDA

1.1 September 6, 2023 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 6, 2023 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 June 1, 2023 Regular Meeting Minutes

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held June 1, 2023 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 2024 Draft Budget – Sasamat Fire Protection Service

Bill Duvall provided an overview of the 2024 Draft Budget. The 2023 budget has an increase in operation costs as a consequence mainly of the following: increase in

insurance, legal expenditures, additional monies for contracted services, Surrey Dispatch services, natural gas, and additional expenditures for vehicle allocation. Capital reserve contributions remain steady.

Bill discussed adding an additional item to the budget for the purchase of SVFD branded jackets. A sample jacket was shown to the Trustees. The cost for 49 jackets would be just under \$15,000.

Discussion moved to the capital equipment reserve and upkeep for facilities. Anmore Fire Hall does not currently have heating. It would be approximately \$8,000 to replace the heating system. It was suggested there be a motion to increase the contribution for this expense.

Attachment 2 was discussed and Bill reviewed the additional key action items.

Attachment 3 showed projected reserves. The Capital Reserve Fund will be at \$636,400 at the end of 2023. The Communications Capital Reserve Fund has not had contributions for quite some time. The Emergency Equipment Fund has a total contribution of \$5,000 per year, and the Capital Facility Fund a contribution of \$348,000 for 2024.

Discussion followed regarding the Emergency Equipment Reserve Fund and what it would be used for. Bill confirmed that it is infrequently used. Jay Sharpe brought up the current radio system and capital required to upgrade both Fire Hall's antennae. He recalled that the last time this fund was used was about 10-12 years ago to replace a pump on a fire truck.

Discussion continued on the radio system upgrade. Regional radio would put SVFD on the same platform as other regional police and fire organizations. Long term plan would be to upgrade to regional radio. SVFD currently pays \$7,000 to Surrey dispatch whereas E-Comm would cost \$30,000. Rough timeline is 5-10 years when SVFD will have to upgrade. Proposed motion to add continuous contribution.

It was MOVED and SECONDED

That the SVFD Board of Trustees authorize an increase of \$15,000 to the Service's Operating Program in 2024 for the purchase of SVFD branded jackets.

CARRIED

It was MOVED and SECONDED

That the SVFD Board of Trustees authorize an increase in 2024 contribution to the Communications Capital Reserve Fund of \$10,000, or \$5,000 by each village.

CARRIED

It was MOVED and SECONDED

That the SVFD Board of Trustees authorize an increase to the 2024 contribution to the Emergency Equipment Repair Fund by \$5,000, bringing the total contribution to \$10,000 (\$5,000 contribution by each village).

CARRIED

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information a status update of the work plan as presented in the report dated August 30, 2023 titled "2023 SVFD Quarterly Work Plan Update".

CARRIED

There was then discussion on the construction of the new fire halls. There was a comment about the timeline and that it may be worth continuing to fund reserve. There would be significant costs to factor in during the rebuilds. Discussion deferred until other business.

3.2 2023 SVFD Quarterly Work Plan Update

Jay Sharpe provided an overview of the Work Plan. The third quarter items are ongoing; the ladders need to be tested yearly. They will be adding a couple of new operational guidelines.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report "2023 SVFD Quarterly Work Plan Update" dated August 30, 2023.

CARRIED

3.3 Fire Chief's Report

Manpower – Currently 39 responders.

Equipment – Belcarra WIFF trailer continues to be outfitted.

Tender 2 water truck – require to bring water as Villages lacking fire hydrants.

Engine 3 moved to reserve status.

Halls and Grounds – Main truck bay overhead heater in Anmore hall needs to be replaced before winter.

Training – 60 hours for each person to complete FR training over and above regular firefighting training.

Have started to do school tours again for purpose of public education.

Reports and Information:

New Engine 3 progressing as expected and appears to be on schedule.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 6, 2023, titled "SVFD Fire Chief's Report".

CARRIED

4. RESOLUTION TO CLOSE MEETING

Trustees agreed to address item 5.0 prior to passing resolution to close meeting.

5. OTHER BUSINESS

5.1 Village of Anmore and Belcarra Letters

Continue to face issues on how and when to replace fire halls. Could seek another assessment, however may not be fiscally feasible.

Trustees then discussed fire hall on Bowen Island and others in the region. Design should include dorm area to allow space for younger crew. Turnout gear is also required to be housed in a separate space.

Three apparatus currently being housed at community member's houses.

Bill Duvall suggested directing MV staff to provide a report for Trustees to consider outlining the anticipated procurement process.

Trustees suggested it would be a good idea to organize another tour. Bill will look into organizing a tour of the Bowen Island fire hall. Include Chief Sharpe and the two Deputy Chiefs.

It was suggested to start scheduling regular meetings (every 2 months) to begin planning.

First meeting targeted for end of October.

It was MOVED and SECONDED

Trustees direct MV staff to work with the SVFD Fire Chief and provide a report for Trustees' consideration at the next SVFD Trustees Meeting with respect to a recommendation on the two fire hall building requirements in light of their current and anticipated future operational needs, along with a recommended procurement process with estimated time horizon and budget range to facilitate building the two new fire halls.

CARRIED

5.2 Questions from Public in Attendance

Chair Penner recognized the public in attendance and opened up the meeting to any questions.

There was a question from the public on who funds the construction and over what period of time. Money could be drawn down from Capital Facility Fund with 50/50 split from each Village. There would also be financing options for the villages.

There was a question as to whether or not this included both fire halls and which hall would be built first. The report would cover both halls.

There was a further question on the timing, when would construction start.

Cannot provide a date now, the meeting at the end of October and the report will begin to set out the process.

4.(CON'T) RESOLUTION TO CLOSE MEETING

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 6, 2023 pursuant to the *Community Charter* provisions, Section 90 (1) (c) as follows:

“90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

...

(c) labour relations or other employee relations;”

CARRIED

6. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 6, 2023.

CARRIED

(Time: 9:00 p.m.)