

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

REGULAR MEETING

Thursday, March 14, 2024

7:00 P.M.

**In-person at Anmore Community Hub
2697 Sunnyside Road**

A G E N D A

1. ADOPTION OF THE AGENDA

1.1 March 14, 2024 Regular Meeting Agenda

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for March 14, 2024 as circulated.

2. ADOPTION OF THE MINUTES

2.1. October 26, 2023 Special Meeting Minutes

That the SVFD Board of Trustees adopt the minutes for its special meeting held October 26, 2023 as circulated.

3. INVITED PRESENTATIONS

None.

4. REPORTS FROM COMMITTEE OR STAFF

4.1 2023 Financial Actuals – Sasamat Fire Protection Service

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2023 financials as presented in the report dated March 4, 2024 titled “2023 Financial Actuals – Sasamat Fire Protection Service”.

4.2 2024 SVFD Quarterly Work Plan

That the SVFD Board of Trustees endorse the work plan as presented in the report dated March 4, 2024 titled “2024 SVFD Quarterly Work Plan Update”.

4.3 Fire Chief’s Report

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 14, 2024, titled “SVFD Fire Chief’s Report”.

5. INFORMATION ITEMS

5.1 2023 Call-Out Statistics

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 4, 2024 titled “2023 Call-Out Statistics”.

6. OTHER BUSINESS

7. RESOLUTION TO CLOSE MEETING

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for March 14, 2024 pursuant to the *Community Charter* provisions, Section 90 (1)(e) and 90(1)(k) 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:

- e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

8. ADJOURNMENT/CONCLUSION

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of March 14, 2024.

Membership:

Penner, Darrell (C) - MV Board
Clark, Carolina - Village of Belcarra
McEwen, John - Village of Anmore
Ross, Jamie - Village of Belcarra
Trowbridge, Kim - Village of Anmore
Weverink, Paul - Village of Anmore
Wilder, Liisa - Village of Belcarra

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

Minutes of the Special Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, October 26, 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, Office Supervisor, Corporate Safety, Security and Emergency Management, Metro Vancouver

The meeting began with a motion brought forward by Mayor Jamie Ross. The motion was to defer item 3.1 to endorse the SVFD Facilities Report until matter was brought to the Belcarra Village Council for discussion and consideration.

Discussion then ensued regarding deferring matter to another date. Councillors Weverink and Penner as well as Mayor McEwen expressed interest in moving ahead with process. The reports go back 5 years and describes the poor state of the two fire halls. Moving forward today only starts the process, there are still many requirements that need to be met. Members expressed interests in keeping community and volunteers safe. The motion fails 4 to 3.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees defer item 3.1 to endorse the SVFD Facilities report on October 26, 2023 as verbalized.

FAILED

1. ADOPTION OF THE AGENDA

1.1 October 26, 2023 Special Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its special meeting scheduled for October 26, 2023 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 September 6, 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 September 6, 2023 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 SVFD Facilities Report

Bill Duvall reviewed the report and provided a summary of what MV staff believe is the best procurement approach. Bill reviewed recent prior discussions on matter of fire hall replacement and the deficiencies in the current buildings. Bill reminded Trustees that this is the early stages; certain items may be removed and others added.

Metro Vancouver procurement department recommended proceeding with a construction manager at risk procurement approach. It is difficult to provide an estimated timeline; however, there would need to be at a minimum two pre-conditions, including obtaining appropriate financing and budget planning.

The report asks for the release of \$500,000 to start the process. Bill Duvall confirmed that there is no intention to spend this reserve money until further discussions occur with the Trustees on this matter. MV staff will need to obtain MV Board approval to action this report.

Discussion then ensued on certain fire hall requirements listed in the report such as a residential area. This is not necessarily a requirement but a “want” as part of a retention plan for new recruits.

Bill Duvall provided some further clarification on point (c) to direct staff to make efforts to obtain appropriate financing; this is to mean, work with Trustees and the Villages if required, to obtain the financing. This is only to start efforts in order to begin the procurement process.

Discussion followed from Trustees on the current state of the fire halls and the need to meet the minimum requirements for the safety of volunteers. Trustees are not making any financial commitments tonight at this meeting, but simply getting the process started.

There were further questions/concerns around the cost to build the fire halls. These included the total amount to build as well as why both fire halls would cost the same, the 30% contingency fund, and questions around the RFT process.

Bill Duvall added that there isn't currently a budget set out; MV won't go to RFP until this occurs. Staff would work with Trustees and come up with a RFP. At this time, MV staff were not directed to come up with an RFP; Trustees requested direction on a procurement process.

There was then discussion on the possibility of holding a referendum. There was a comment of possibility contacting the builder of Bowen Island fire hall to ask what they would charge in today's dollars. There were further comments and overall agreement of getting started with the process; the conversation began in 2018 and it is important to take care of the health and wellness of the volunteers.

Discussion moved to concerns over the Letters Patent and governance. There was a comment about the land and a reverter clause; must be for fire service. Trustees discussed other ways in which to keep costs down such as looking to community for some funding.

It was MOVED and SECONDED

That the SVFD Board of Trustees approve a construction manager at risk approach regarding the construction of two new fire halls, the release of \$500,000 from the SVFD's Capital Facility Reserve Fund to help fund replacement of the two fire halls, and direct staff to make efforts to procure appropriate financing to allow for the procurement process to commence as presented in the report "Sasamat Volunteer Fire Department Facilities Replacement" dated October 25, 2023.

CARRIED

4. OTHER BUSINESS

4.1 Meeting Agendas and Recordings

Agenda's to be sent to Village CAOs prior to meetings. Trustees agree that moving forward, all meetings should be recorded.

It was MOVED and SECONDED

That the SVFD Board of Trustees require that all meetings be recorded starting at the next scheduled meeting.

CARRIED

5. **ADJOURNMENT/CONCLUSION**

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its special meeting of October 26, 2023.

CARRIED

(Time: 9:00 p.m.)

DRAFT

To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Bill Duvall, Senior Director, Corporate Safety, Security, and Emergency Management

Date: March 4, 2024 Meeting Date: March 14, 2024

Subject: **2023 Financial Actuals – Sasamat Fire Protection Service**

RECOMMENDATION

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2023 financials as presented in the report dated March 4, 2024 titled “2023 Financial Actuals – Sasamat Fire Protection Service”.

EXECUTIVE SUMMARY

This report provides a review of the 2023 year-end financials for the SVFD service. Note this is the second close to the financials and minor adjustments will take place at the final close.

On a budget with total expenditures of \$1,071,248, the function’s expenditures for 2023 were \$863,240, with an under budget of \$208,008, or nineteen percent (19%). As discussed below, however, this under spend is realistically more like \$133,705 – which represents a twelve percent (12%) under budget.

PURPOSE

For the SVFD Trustees to review the 2023 Sasamat Fire Protection Service (“Service”) financial actuals.

BACKGROUND

Metro Vancouver’s annual budget process includes the development of detailed annual budgets and the updating of five year financial plans for each of the four Metro Vancouver legal entities (Metro Vancouver Regional District, Metro Vancouver Housing Corporation, Greater Vancouver Water District and Greater Vancouver Sewerage and Drainage District) and related functions.

This report provides to the SVFD Trustees the 2023 financial actuals.

SASAMAT FIRE PROTECTION SERVICE

The Service is a Metro Vancouver Regional District (MVRD) function that includes the Villages of Anmore and Belcarra.

The Service’s initiatives planned over the next four years are guided by direction provided in the *Board Strategic Plan*, specifically:

- Continue to engage with members on processes and initiatives that contribute to an effective and well functioning organization
- Build resilience in communities to prepare for and adapt to changing physical and environmental conditions

- Develop and implement financial plans and policies that reflect a commitment to sound financial management and long-term planning, in consideration of current and future ratepayers
- Enhance relationships between Metro Vancouver and other orders of government, First Nations, adjacent regional districts, and key stakeholders.

The Service has two fire halls and is staffed by approximately forty (40) trained volunteers who provide emergency response services. The Service has the following vehicle/emergency response fleet:

Unit	Type	Year	In Service Date
1-3112	Tender 2 Truck (TopKick)	1996	12/12/1995
1-3114	Fire Engine 3 (GMC)	1997	12/11/1997
1-3120	Freightliner Rescue	2004	1/13/2004
1-8011	Fire Engine 1 /Pumper (Spartan)	2017	4/25/2017
1-8015	Ladder Truck 7	1998	7/6/2018
1-3121	Utility Vehicle (Kubota ATV)	1998	7/6/2018
A- 2001	Pickup Truck (Ford F150)	2011	9/22/2021
A-4000	Fire Engine/Pumper Truck (International)	2023	12/28/2023
A5002	Cargo Trailer	2021	4/12/2021
A5049	Cargo Trailer	2014	3/31/2022
V0091	Portable Generator (mounted in Fire Engine)	2023	12/28/2023

2023 BUDGET AND ACTUALS

The annual budget for 2023 was approved at \$1,071,248. The end of year reconciliation of the function produced a total cost for 2023 of \$863,240. The function was under budget of \$208,008, or nineteen percent (19%). However, recall that the Board of Trustees at the September 2022 Trustees’ meeting moved the following:

“That the Sasamat Volunteer Fire Department Board of Trustees make recommendations and endorse an amended 2023 – 2027 Financial Plan for Sasamat Fire Protection Service being that the draft Sasamat Fire Protection Service Operating Program be reduced in spend by \$74,303 for 2023.”

Unfortunately, this reduction did not get adjusted in the Board budget approvals in October of 2022. As a result, to rectify this error, MV Finance staff compensated that amount of money - \$74,303 - with reduced requisitions to Anmore and Belcarra in April 2023 to reflect the \$74,303 reduction that was included in the resolution. In this respect, reducing the under spend by \$74,303 results in a 2023 budget which is twelve percent (12%) under budget.

Budget Highlights

The major cost driver in 2023 related to the purchase of the new fire engine/pumper truck (A-4000). Six hundred thousand dollars (\$600,000) was allocated for this purchase. The cost incurred

was just under \$575,000. The SVFD Capital Reserve Fund paid for this new fleet asset. The SVFD Capital Reserve Fund had a 2023 ending amount of \$645,279.

NEW FIRE ENGINE/PUMPER TRUCK COSTS		
Change Orders	1. Pump access step 2. Rumbler siren 3. Graphic decals 4. Increased pump rating	\$ 11,656.58
Addition	BC Communications radio for fire tuck	\$ 1,677.89
Deposit		\$ 181,860.10
Final Payment		\$ 379,200.82
Total		\$ 574,395.39

Four change orders were required:

1. *Pump access step* – Due to the overall height of the vehicle and the need to mount some of the pump gauges and controls higher up on the truck, a pump access step was required. This allows members of various heights to be able to safely work the pump controls.
2. *Rumbler siren* – This was added based on a discussion with the manufacturer about the height and volume of the standard siren. Issues with sound have been experienced when driving by Sasamat Lake during busy times. A rumbler senses the primary siren tone signal and reduces the signals' frequency by 75%. It then amplifies the sound through a pair of single high-output speakers. This penetrates hard surfaces better and is more noticeable in noisy environments.
3. *Graphics decals* – These should have been included in the original tender but were not.
4. *Increased pump rating* - Initially the pump failed the ULC pump test due to a design flaw in the pump. When the manufacturer repaired the pump, the Service was given the option to increase the pump capacity from 1,500 GPM to 1,750 GPM. If we had ordered the truck as a 1750 GPM pumper it would have added about \$30,000.00 to the overall cost of the truck. This was an inexpensive way to get increased pump capacity. Higher flow rates allow for quicker knockdowns.

Reserve Funds

The surplus generated in last year’s actuals will be applied to future years operating reserve funds.

ALTERNATIVES

This is an information report there are no alternatives.

FINANCIAL IMPLICATIONS

This report is for information. There are no financial implications.

CONCLUSION

On a budget with total expenditures of \$1,071,248, the function's expenditures for 2023 were \$863,240, with an under budget of \$208,008, or nineteen percent (19%). However, this under spend is realistically more like \$133,705 – which represents a twelve percent (12%) under budget.

Attachment

2023 Financial Actuals

Metro Vancouver
 Budget vs Actual Program Summary by Business Unit
 Sasamat Fire Protection Service
 6080
 As of: Dec 31, 2023

Business Unit	Account	Account Description	Expand to View Current Month	YTD Budget	YTD Actuals	YTD Variance	Total Actuals and Commitments	2023 Annual Budget
EXPENDITURES								
		Salaries and Benefits		170,976	46,199	124,777	46,199	170,976
		Consulting, Contracted and Professional Services		77,709	58,087	19,622	58,087	77,709
	8003	Exterior Maintenance		8,832	5,450	3,382	5,450	8,832
	8050	Repairs and Maintenance		23,649	14,879	8,770	14,879	23,649
	8060	Property Purchases		-	-	-	-	-
	8061	Furniture Fixture Equipment Purchases		630,000	574,395	55,605	574,395	630,000
	8084	Cleaning and Janitorial Services		5,407	5,281	126	5,281	5,407
	8125	Insurance		2,042	7,669	(5,627)	7,669	2,042
		Asset Purchase and Maintenance		669,930	607,674	62,256	607,674	669,930
		Materials and Supplies		34,470	33,333	1,137	33,333	34,470
		Utilities Permits and Taxes		27,868	28,327	(459)	28,327	27,868
		Other Expenses		90,295	89,620	675	89,620	90,295
RA06080-Sasamat Fire Protection Service				1,071,248	863,240	208,008	863,240	1,071,248
		Total Expenditures		1,071,248	863,240	208,008	863,240	1,071,248
REVENUES								
RA06080-Sasamat Fire Protection Service				1,071,248	863,240	(208,008)	863,240	1,071,248
		Total Revenues		1,071,248	863,240	(208,008)	863,240	1,071,248

Date Run: 02/22/2024

Page intentionally left blank

To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Bill Duvall, Director, Corporate Safety, Security and Emergency Management Metro Vancouver

Date: March 4, 2024 Meeting Date: March 14, 2024

Subject: **2024 SVFD Quarterly Work Plan Update**

RECOMMENDATION

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated March 4, 2024, titled “2024 SVFD Quarterly Work Plan Update”.

EXECUTIVE SUMMARY

The quarterly work plan presented in this report conveys the priorities for the Sasamat Volunteer Fire Department in 2024 and aligns with the 2024 Business Plans and Budget for the Metro Vancouver Sasamat Fire Protection Service function, approved by the Metro Vancouver Regional District (MVRD) Board.

PURPOSE

To provide the SVFD Board of Trustees an update on the priorities and the quarterly work plan for the SVFD for the year 2024.

BACKGROUND

At its September 6, 2023 meeting, the SVFD Board of Trustees endorsed the 2024 Budget and Annual Work Plans for the SVFD, which served as the basis of the 2024 Budget approved by the MVRD Board on October 27, 2023. The 2024 Annual Work Plans included a list of key actions that have been used to develop the SVFD’s quarterly work plan presented in this report.

2024 WORK PLAN

Attached to this report is the 2023 Quarterly Work Plan updated to account for actions taken in Quarter 4, and the 2024 Quarterly Work Plan Update. The SVFD Board of Trustees is the committee that provides advice and recommendations on policies, bylaws, plans, programs, budgets and issues related to the Sasamat Fire Protection Service.

Key actions in the 2024 work plan for the SVFD Board of Trustees are described below:

- Reviewing and endorsing the annual budget and five-year financial plan for the Fire Protection Service;
- Work with Anmore and Belcarra villages regarding new capital facilities;
- Guiding policy and strategic direction on the performance, operations, and management of SVFD service and assets;
- Guide and support the procurement of a new Firefighting apparatus.

The 2024 Quarterly Work Plan for the Fire Protection Service is attached, including the expected time frame for reports to this Committee. The Committee will be updated on the status of the actions and projects in this work plan per the Committee's schedule.

ALTERNATIVES

1. That the SVFD Board of Trustees receive for information the 2024 Quarterly Work Plan Update as presented in the report dated March 4, 2024 titled "2024 SVFD Quarterly Work Plan Update".

2. That the SVFD Board of Trustees receive for information the 2024 Quarterly Work Plan Update as presented in the report dated March 4, 2024 titled "2024 SVFD Quarterly Work Plan Update" with amendments provided at the March 14, 2024, SVFD Board of Trustees meeting.

FINANCIAL IMPLICATIONS

The priorities in the 2024 Quarterly Work Plan of the Sasamat Volunteer Fire Department are consistent with the 2024 Budget approved by the MVRD Board on October 27, 2023 and with key actions included in the 2024 Annual Work Plans.

CONCLUSION

The 2024 Quarterly Work Plan Update conveys the priorities for the Sasamat Volunteer Fire Department in 2024 and is consistent with its function and the 2024 Budget approved by the MVRD Board. Staff recommend that Alternative 1 be approved.

Attachment

1. Sasamat Volunteer Fire Department 2023 Quarterly Work Plan Update dated March 4, 2024.
2. Sasamat Volunteer Fire Department 2024 Quarterly Work Plan Update dated March 4, 2024.

2023 Sasamat Volunteer Fire Department Work Plan

Report Date: March 4, 2024

Priorities

1st Quarter	Status
Firefighter Training (monthly)	ongoing
Planning with the two new Deputy Chiefs	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	completed
Fleet Maintenance - CVIPs	ongoing
Live Fire moved from December	postponed
BC Volunteer Fire Chief's Summit in Kamloops	completed
New Recruit Orientation presentation	completed
2nd Quarter	
Firefighter Training (monthly)	ongoing
Fleet Maintenance	ongoing
Produce 2023 SVFD Budget	ongoing
Update SVFD 5 Year Financial Plan	ongoing
Yearly meeting with Port Moody Fire Department, Metro Parks, BC Hydro, RCMP, BC Parks for Wild Fire action plan	completed
Fire Chief's conference	cancelled
MV Wildfire conference	completed
Review Fire Inspections and action	completed
Switch to new Dispatch App and RMS	completed
3rd Quarter	
Firefighter Training (monthly)	ongoing
Ground Ladder testing	scheduled
Annual OG review	updating
Live Fire Training Prep	ongoing
Review and update Operational Guidelines Same as Annual OG review	updating
Approve 2024 SVFD Budget and 5 Year Work Plan	completed
4th Quarter	
Firefighter Training (monthly)	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	Fit testing completed; audiometric not completed.
Live Fire (Firefighter Training)	postponed
Equipment review - purchases	completed

Page intentionally left blank

2024 Sasamat Volunteer Fire Department Work Plan

Report Date: March 4, 2024

Priorities

1st Quarter	Status
Firefighter Training (monthly)	ongoing
Planning with the two new Deputy Chiefs	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	pending
Fleet Maintenance - CVIPs	ongoing
Live Fire moved from December	postponed
BC Volunteer Fire Chief's Summit in Kamloops	pending
New Recruit Orientation presentation	completed
Firefighter Safety Fit Testing and Audiometric Testing	pending
Work on Tender 2 replacement for 2025	ongoing
Decision and action regarding disposal of Engine 3	pending
2nd Quarter	
Firefighter Training (monthly)	ongoing
Fleet Maintenance	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	pending
Produce 2024 SVFD Budget	pending
Update SVFD 5 Year Financial Plan	pending
Yearly meeting with Port Moody Fire Department, Metro Parks, BC Hydro, RCMP, BC Parks for Wild Fire action plan	pending
Fire Chief's conference	pending
MV Wildfire conference	pending
Review Fire Inspections and action	pending
Transfer data from Iam Responding – mothball Iam Responding	pending
Work on Tender 2 replacement for 2025	ongoing
Decision and action regarding disposal of Engine 3	pending
3rd Quarter	
Firefighter Training (monthly)	ongoing
Ground Ladder testing	scheduled
Annual OG review	updating
Live Fire Training Prep	ongoing
Review and update Operational Guidelines Same as Annual OG review	updating
Approve 2024 SVFD Budget and 5 Year Work Plan	pending
Work on Tender 2 replacement for 2025	
4th Quarter	
Firefighter Training (monthly)	ongoing

Firefighter Safety Fit Testing and Audiometric Testing	pending
Live Fire (Firefighter Training)	pending
Equipment review - purchases	pending
Work on Tender 2 replacement for 2025	pending

FIRE CHIEF's REPORT

March 14, 2024

MANPOWER:

Fire Station	Officers	Regular Members	Recruits In Training	Field Incident Techs	Extended Leave	Net Responders
Anmore Hall	5	14	4	3	1	26 + 1
Belcarra Hall	5	5	0	3	0	13 + 0
Totals	10	19	4	6	0	39 + 1
<i>Targets</i>	<i>1 per 5 (9)</i>	<i>31 Members</i>		<i>5 Members</i>	<i>0</i>	<i>45 + 0</i>

APPARATUS:

GVRD #	Vehicle Description:	Status / Summary:
1-3120	2003 Freightliner Rescue 5	Regular PMP from Metro Fleet
1-3114	1999 GMC Engine 3	Regular PMP from Metro Fleet
1-3112	1995 GMC TopKick Tender 2	Regular PMP from Metro Fleet
1-8015	1998 Spartan/Smeal Ladder 7	Limited Service
1-8011	2017 Spartan Engine 1	Regular PMP from Metro Fleet
1-3121	2006 Kubota ATV ATV #1	Regular PMP from Metro Fleet
A-2001	2011 Ford F150 Sierra 8	Regular PMP from Metro Fleet
A-4000	2023 International New Engine 3	New in service

2.0 EQUIPMENT:

- 2.1 No major truck issues since the last meeting.
- 2.2 We are continuing to train on new Engine 3 and by the time this meeting happens it will be in service.
- 2.3 We are continuing our work on the specifications for the Tender 2 replacement for 2025.
- 2.4 We need to decide the fate of old Engine 3. The options are to donate it or send it to auction.

3.0 HALLS AND GROUNDS:

- 3.1 Maintained by Municipal Staff, Cleaned by Contract Cleaners.

- 3.2 The main truck bay overhead heater in the Anmore hall been replaced. The cost was less than estimated.
- 3.3 The tarmac at the Anmore Hall in front of the Rescue 5 bay has deteriorated further and has been a hazard. We will need to spend some money on a temporary repair.

4.0 TRAINING:

- 4.1 Training is ongoing and the 2024 training schedule will be posted soon.
- 4.2 A new recruit group has recently started with four members.
- 4.3 Training for this year has included some of the following:
 - Ladders
 - Auto Extrication
 - Water Supplies
 - Ropes and Knots
 - Radio Communications
 - WIFF Training
 - FR Medical training
 - Incident Command
 - Fire attack
- 4.4 We are looking to send two additional members to become certified FR Instructors.

5.0 PUBLIC EDUCATION:

- 5.1 We have started to do school tours again for the purposes of fire education for young students.

6.0 OLD BUSINESS / UPDATES:

- 6.1 The antenna at the Belcarra Hall has finally been replaced and there has been a noticeable improvement in the radio performance for both areas because of this. The Anmore antenna will be next.

7.0 REPORTS AND INFORMATION:

- 7.1 Duty Roster (Attached)
- 7.2 Total Call-outs for 2023
 - 33 FIRES, structural, ground, vehicle & hydro
 - 68 MESA
 - 3 MVI
 - 3 Other
 - 27 Alarms
 - 134 **Total calls YTD**

7.3

Total Call-outs for 2024 year to date as of February 20, 2024

0	FIRES, structural, ground, vehicle & hydro
6	MESA
0	MVI
0	Other
6	Alarms
12	Total calls YTD

7.4 We continue to be pleased with the performance of the FireQ RMS and are busy importing past data into the system.

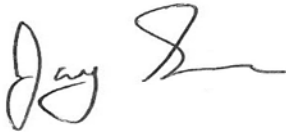
8.0 NEW BUSINESS:

8.1 No new business.

9.0 CORRESPONDENCE:

9.1 None.

RESPECTFULLY SUBMITTED:



Jay Sharpe, Fire Chief

SASAMAT VOLUNTEER FIRE DEPARTMENT

TO: SASAMAT BOARD OF FIRE TRUSTEES
FROM: Jay Sharpe, Fire Chief
DATE: March 14, 2024
RE: 7.1 Duty Rosters

PURPOSE:

On a regular basis Operating Guideline #5.01.20 and the individuals whose names appear therein, will be submitted to the Sasamat Board of Fire Trustees as part of the Fire Chiefs Report.

RECOMMENDATION:

That Duty Roster Operating Guideline #5.01.20 as amended is received.

OPERATIONAL GUIDELINE

SASAMAT VOLUNTEER FIRE DEPARTMENT	O.G. #5.01.20
TITLE: SVFD DUTY ROSTER (42 FF + 5 AM max)	Page 2 of 2

REGULAR MEMBERS:

Jay Sharpe	Fire Chief
Colin Richardson	Deputy Chief, Administration
Mike Bolam	Deputy Chief, Operations
Reverend David Anderson	Asst. Chief SVFD Chaplin
Robert Schofield	Captain
Jason Sadler	Captain
Jol Drake	Captain
Britt Andersen	Lieutenant
Adon Albanese	Lieutenant
Keiran Lancaster	Lieutenant
Nigel Terrett	Lieutenant
Bill Cooke	Fire Fighter
Bradley Smith	Fire Fighter
Ken Honigman	Fire Fighter
William Crocker	Fire Fighter
Miranda Venos	Fire Fighter
Sarah Coombes	Fire Fighter
Greg Wright	Fire Fighter
Derek Schmidt	Fire Fighter
Owen Wood	Fire Fighter
Brad Taverna	Fire Fighter
Isaac Heisler	Fire Fighter
Brielle Rheume	Fire Fighter
Don Babineau	Fire Fighter
Steven Chislom	Fire Fighter
Joe Nicholas	Fire Fighter
Allan Stevenson	Fire Fighter
Will Muxworthy	Fire Fighter
Sophie Gable	Fire Fighter
Clare Heisler	Fire Fighter

Field Incident Technicians (FITs)

Greg Winterbottom
Dan Gorsic
Al Harmer
Doug Brain
Jeff Dillabough
David Speakman

Captain

Probationary Fire Fighters:

Alex Hazlet
Sonny Mann
Brienne Leonard

Probationary
Probationary
Probationary

Recruits in Training:

Daniel Sutton
Josh Hansma
Richard Friedland
Katherine Golbey

Recruit
Recruit
Recruit
Recruit

Work Experience Student

None at this time

On Leave

Trevor Mueckel

FIT, Equipment Officer

ASSOCIATE MEMBERS:

Keith Evans
Paul Kallio
Larry Scott
Judy Evans
Jamie Roberts

Associate
Associate
Associate
Associate
Associate

*Note - Those names appearing with an asterisk * are on leave from active duty but are still considered Members, Probationary Members, Recruits in Training or Associate Members.*

<p>_____ Signature of Fire Chief</p> <p>Date of Issue: _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p>
--	--

RESPECTFULLY SUBMITTED:



Jay Sharpe, Fire Chief

Page intentionally left blank

To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Bill Duvall, Director Corporate Safety, Security and Emergency Management

Date: March 4, 2024 Meeting Date: March 14, 2024

Subject: **2023 Sasamat Volunteer Fire Department Call-Out Statistics**

RECOMMENDATION

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 4, 2024 titled “2023 Sasamat Volunteer Fire Department Call-Out Statistics”.

EXECUTIVE SUMMARY

The Sasamat Volunteer Fire Department (SVFD) call-outs during 2023 totaled 134 calls, they were typical in distribution. The 2022 and 2023 volumes represent the ongoing long-term trend of increased calls per year. The 2023 call volumes are significantly higher (23% higher) than the average of 109 call-outs per year over the past five years.

PURPOSE

To provide for information the SVFD Board of Trustees the compiled data regarding 2023 call-out statistics.

BACKGROUND

Annually the Fire Chief provides the statistics from the previous year’s call-outs detailing the types of calls, frequency and breakdown per village. With this information, staff compiles the data into a document showcasing the statistics as well as a chart reviewing the call-outs by year and call type. Call types include: Fire calls (FIRE); Medical Emergencies (MESA); Motor Vehicle Incidents (MVI) and Other (Misc.). In 2021 the Fire Chief added new call types: Power Line; Alarms and Burning Complaint call-outs.

2023 CALL-OUTS

Total call-outs amounted to 134 during 2023, and were distributed between the two Villages as such: Anmore Village 104 (78%); Belcarra Village 30 (22%). This is typical distribution. Further details are included in the attachment.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

This is an information report. There are no financial implications.

CONCLUSION

The SVFD call-outs during 2023 totaled 134 calls. This represents an increase of twenty-three percent (23%) over the five (5) year average. They were typical in distribution and are consistent with the recent trend of year-over-year increases.

Attachments

1. “2023 SVFD Call-Out Statistics”

Page intentionally left blank

2023 SVFD CALL-OUT STATISTICS

The **SVFD** call-outs during 2023:

- **Total Call-Outs** amounted to 134 during **2023**, distributed as follows:
 - Anmore Village 104 (78%)
 - Belcarra Village 30 (22%)
- **Fire Calls (FIRE)** accounted for **18** call-outs (**14%**):
 - Anmore Village 7 (39%)
 - Belcarra Village 11 (61%)
- **Medical Emergencies (MESA)** accounted for **68** call-outs (**51%**):
 - Anmore Village 57 (84%)
 - Belcarra Village 11 (16%)
- **Motor Vehicle Incidents (MVI)** accounted for **3** call-outs (**2%**):
 - Anmore Village 3 (100%)
 - Belcarra Village 0 (0%)
- **Power Lines** accounted for **7** call-outs (**5%**):
 - Anmore Village 4 (57%)
 - Belcarra Village 3 (43%)
- **Alarms** accounted for **27** call-outs (**20%**):
 - Anmore Village 23 (85%)
 - Belcarra Village 4 (15%)
- **Burning Complaints** accounted for **5** call-outs (**4%**):
 - Anmore Village 5 (100%)
 - Belcarra Village 0 (0%)
- **Gas Leak** accounted for **3** call-outs (**2%**):
 - Anmore Village 3 (100%)
 - Belcarra Village 0 (0%)
- **Other (Misc.)** accounted for **3** call-outs (**2%**):
 - Anmore Village 2 (67%)
 - Belcarra Village 1 (33%)



Sasamat Volunteer Fire Department Call-Outs by Year and Type

