

**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 Thursday, March 14, 2024 in person.

**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

**1. ADOPTION OF THE AGENDA**

**1.1 March 14, 2024 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 March 14, 2024 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 October 26, 2023 Special Meeting Minutes**

**It was MOVED and SECONDED**

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

**CARRIED**

**3. INVITED PRESENTATIONS**

None

**4. REPORTS FROM COMMITTEE OR STAFF**

**4.1 2023 Financial Actuals – Sasamat Fire Protection Service**

Bill Duvall reviewed expenditures with Trustees.

MV Finance did not make adjustment to budget in 2023 to remove line for a full time fire chief. As a result, the villages requisitions were reduced to adjust for this amount.

Fleet costs were reviewed and the table on p.3 of report was highlighted detailing the change orders for the new fire engine.

**It was MOVED and SECONDED**

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

**CARRIED**

**4.2 2024 SVFD Quarterly Work Plan Update**

Update included a report out of 2023 quarter 4 items as well as the 2024 Work Plan update.

Audiometric testing not completed in 2023 and will be scheduled in quarter 1 of 2024.

New items in 2024 included working on tender 2 replacement.

Clarification was requested by Trustees on item from 2024 2<sup>nd</sup> quarter, the transfer of data is from previous software to new system FireQ.

There was discussion regarding BC Hydro, these services are coming at a significant cost. Trustees would like to look into an increase in contribution. Discussion ensued on a fee for service model and other available options. MV staff to look into historical rates and do an analysis prior to agreeing on a number.

Live fire moved from December 2023 to 1<sup>st</sup> quarter of 2024, but unlikely to happen until later in the year due to available time slots and site issues.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees instruct Metro Vancouver staff administering the SVFD Service to review the annual contribution levels from both BC Hydro and Metro Vancouver Parks and request both entities to provide an increased annual contribution at a rate agreeable to the SVFD Fire Chief and the Metro Vancouver staff administering the SVFD Service.

**CARRIED**

**It was MOVED and SECONDED**

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”.

**CARRIED**

#### **4.3 Fire Chief's Report**

**Manpower** – Currently 39 responders.

**Equipment** – Engine 3 now in service. Continue to work on specifications for tender 2 replacement. Looking for direction from Trustees on Engine 3 – options to sell or donate.

**Halls and Grounds** – Main truck bay overhead heater at Anmore has been replaced. Tarmac at Anmore Hall in front of Rescue 5 bay needs to be repaired.

**Training** – 4 new recruits.

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

**Reports and Information:**

Noticeable improvement in radio performance following antenna replacement at Belcarra Hall.

Discussion followed regarding Engine 3 including selling to private owner or posting on government auction website which opens up to international market.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees instruct Metro Vancouver staff administering the SVFD Service to sell the existing Engine 3 through direct sale, auction, or other means reasonably determined by staff.

**CARRIED**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 4, 2024, titled "SVFD Fire Chief's Report".

**CARRIED**

## **5. INFORMATION ITEMS**

### **5.1 2023 Call-Out Statistics**

Jay Sharpe provided some context to call-out statistics; sometimes multiple medical calls can be attributed to a single resident.

Power lines down can be called in as fire calls.

Call volume has increased resulting in the highest year ever.

**It was MOVED and SECONDED**

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

**CARRIED**

**6. OTHER BUSINESS**

Tour of Bowen Island fire hall proposed for April 19<sup>th</sup>. Trustees to confirm availability and MV staff to send out invite.

SVFD branded jackets potentially ready within the next two weeks.

**7. 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 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;

**CARRIED**

**8. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

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

**CARRIED**

(Time: 8:30 p.m.)