

VILLAGE OF PORT ALICE
SPECIAL COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY, July 22, 2015 AT 5:00 PM
IN THE PORT ALICE COUNCIL CHAMBERS

CALL TO ORDER

ADOPTION OF AGENDA:

OLD BUSINESS:

1. April 23, 2015 Letter from Richard and Louise Watson regarding Fire Protection
2. Draft Fire Protection Agreement with Richard and Louise Watson for DL # 104
3. July 14, 2015 Report from the CAO regarding the 2015 FireWise Review

QUESTION PERIOD

Adjournment



Richard & Louise Watson
PO Box 100
Port Alice, BC V0N 2N0

RECEIVED

APR 24 2015

15

April 23, 2015

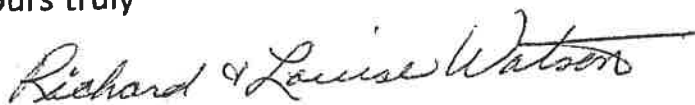
Village of Port Alice
PO Box 130
Port Alice, BC V0N 2N0

To: The Village of Port Alice

We are writing in regard to our property at # 1 Neroutsos Inlet, DL: 104 Managed Forest 0426, to ask if it would be possible to obtain the services of the Port Alice Fire Dept. at this site if we were ever to have a fire.

We would appreciate the Village giving our request consideration.

Yours truly



Richard & Louise Watson



FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT DATED FOR REFERENCE THE 16th DAY OF July, 2015

BETWEEN: VILLAGE OF PORT ALICE
PO Box 130 1061 Marine Drive
Port Alice, B.C. V0N 2N0
(Hereinafter called the "Village")

OF THE FIRST PART

AND: Richard and Louise Watson
PO Box 100
Port Alice, B.C. V0N 2N0
(Hereinafter called the "Property Owner")

OF THE SECOND PART

- 1) The Village hereby agrees to make Fire Protection Services of the Port Alice Volunteer Fire Department available, subject to availability, to the Property Owner for the purpose of responding to fire emergencies at the property described as #1 Neroutsos Inlet on District Lot 104, Rupert Land District, Managed Forest 0426.
- 2) Notwithstanding Section 1 above, the Port Alice Fire Chief may refuse to supply Fire Protection Services to the Property Owner if, in the Fire Chief's opinion, the appropriate personnel, apparatus or equipment are required within Village of Port Alice or elsewhere, if sufficient resources cannot be mustered, if equipment becomes non-functional, or for any other situation or reason that precludes the safe involvement of the Fire Department to make a response. Without limiting the generality of the foregoing, the refusal by the Fire Chief to supply Fire Protection Services includes the discretion of the Fire Chief to, at any time, order the return of such apparatus, equipment or personnel that is responding to a request for Fire Protection Services or is at the scene in the Fire Area.
- 3) The Property Owner hereby agrees, in consideration of the aforesaid fire protection services, to **pay to the Village the sum of \$400.00 per year.** The Village will invoice the Property Owner annually for the Fire Protection Services.
- 4) The Property Owner hereby agrees that no person may obstruct, hinder or prevent any Officer of the Port Alice Volunteer Fire Department from entering into or upon lands, premises, yards or buildings under the control of the Property Owner at all reasonable hours for the purpose of inspecting the same to ascertain whether or not:

- the building or premises are in a state of disrepair that could constitute a fire hazard;
 - the buildings or premises are used or occupied in such a way that could cause a fire hazard;
 - combustible or explosive material is so kept or such other inflammable conditions exist in or about the building or premises as to cause a fire hazard;
 - any fire hazard exists in or about the buildings or premises.
- 5) The Property Owner hereby agrees to immediately take action to remove any fire hazard as identified by any Officer of the Port Alice Volunteer Fire Department as a condition of the ongoing provision of the aforesaid Fire Protection Services.
- 6) This agreement will be in effect from July 16th, 2015 and may be cancelled by either party by giving thirty days written notice.
- 7) The Village and its officers, employees and member of the Port Alice Volunteer Fire Department shall not be liable for any injury, damage to or loss of property caused by or in any way related to the performance of the Fire Protection Services. The Property Owner shall save harmless and fully indemnify the Village, its officers, employees and members of the Port Alice Volunteer Fire Department.
- 8) This Agreement and terms and conditions herein shall endure to the benefit of the parties as well as their successors and assigns respectively.

IN WITNESS WHEREOF the parties have agreed on the _____ day of _____, 20____

Signature: Property Owner

Signature: Witness

Signature: Chief Administrative Officer

Signature: Witness



REPORT TO COUNCIL

To: Mayor & Council
From: Chief Administrative Officer
Date: July 14, 2015
Subject: Report regarding Port Alice Volunteer Fire Department Review

FireWise Consulting of Shawnigan Lake BC was contracted to undertake a services review of the Port Alice Volunteer Fire Department. The review took place in April and the Fire Chief received a copy in June when he returned to duty from a leave of several weeks to finish his apprenticeship training. The review is quite detailed but it did not provide a recommendation as to what service levels Council should reasonably adopt as a requirement for the Port Alice Volunteer Fire Department. The Provincial Fire Department Playbook, distributed in the fall of 2014 suggested that each municipality should specify the level of fire protection service to be required of their municipal fire department. It was pointed out to FireWise that they had failed to advise Council of an appropriate service level designation and they replied by email that Exterior Fire Fighting, as defined by the Provincial Playbook would be an appropriate service level for the Port Alice Volunteer Fire Department.

The report did contain a number of recommendations, some of which are helpful and some require further discussion with the consultant. The CAO reviewed the document with the Chief and offer the following responses to the Review's Summary of Recommendations:

5.0.1 *The Fire Protection bylaw should be reviewed and updated – agreed.*

The bylaw will be reviewed and revised over the coming months, in consultation with the Fire Chief, to address the issue of authorised services and activities which may be undertaken by the Fire Department.

6.0.1 *Policy for response area and protocols should be developed – agreed.*

Response areas are defined by the Village boundaries for standard response, by a mutual aid agreement with EMBC with respect to responding to crown land jurisdictions and by our mutual aid agreements with other local governments. Additional response areas may be added through service contracts such as the one under consideration for the property located in District Lot 104, outside of municipal boundaries.

6.0.2 & 6.0.3 *Establish service levels and training levels for all services – FireWise to advise.*

Staff has asked FireWise to amend the report to include a recommendation as to what service levels should be adopted by Council as a reasonable standard for the Port Alice Volunteer Fire Department. FireWise should further advise the Village as to the appropriate training level to suit the target service level. Chief Don Rethmeier wants Council to allow for the adoption of an Exterior Fire Fighting Standard, if so advised, with the flexibility to provide service to an Interior Fire Fighting Standard if the department can achieve the training level required.

- 6.0.4 *Adopt BCERMS Incident Command System – agreed.*
This is already standard protocol; it can be referenced in the revised bylaw. The recommendations concerning the bylaw amendments are specific and helpful and most will be incorporated into the bylaw revision.
- 6.0.5 *Council should determine when fire investigations should be undertaken – status quo*
The Village will continue to rely on the Office of the Fire Commissioner for the investigation of suspicious or complex fires.
- 6.0.6 *Social Media Policy should be adopted – not necessary*
Information regarding emergency events which generate public concern or which involve the need to provide information or instruction to the public will be managed by the Village administrative staff. Public communication will be facilitated through the Village website, Facebook, press releases, and by manning the phones in an Emergency Operations Centre as required.
- 8.0.1 *Implement Fire Pro or other software for record keeping – agreed, subject to budget*
The RDMW may be implementing Fire Pro for their five rural fire departments which will serve as a trial project in our area. Fire Pro would improve required record keeping relating to training, maintenance and inventory provided the PAFD embraces the technology and has the internal capacity to maintain it.
- 8.0.2 *Update Operating Guidelines – agreed*
This is a substantial project which the PAFD must undertake; Fire Pro may make this project more manageable.
- 8.0.3 *PAFD to participate in Village’s Occupational Health & Safety Program – agreed*
The PAFD could use Village templates to record monthly safety meetings if required. All Village policies relating to safety apply to the PAFD.
- 8.0.4 *PAFD to foster close relationship with Ministry of Forest– agreed*
The PAFD has an excellent relationship with the local MOF District staff
- 9.1.1 *Air quality test required – done*
Worksafe reviewed air quality issues at the fire hall several years ago and determined that the status quo is acceptable provided the PAFD keeps the overhead doors open when starting the trucks and that the trucks are pulled out of the building when running.
- 10.4.1 & 10.4.2 *Hose testing & maintenance policy required - agreed*
This could be addressed in an OG or by implementing FirePro software.
- 11.0.1 & 11.0.2 *Policy needed for property inspection frequencies – disagree*
The Fire Services Act requires that the Village inspect ‘public buildings’ annually, as is our practice.
- 14.3.1 *Officer qualifications and training standards required– FireWise to advise*

Qualification requirements for officers could leave the PAFD unable to fill some positions. Training levels should be recommended by FireWise to meet recommended service levels. Training is undertaken as approved by the Chief.

18.0.1 *Require social media operating guideline – disagree*

See comments in Section 6.0.6

19.0.1 *Require capital asset replacement plan – agree*

Finance department will develop an asset management plan to meet new PSAB Regulations

19.0.2 *Require capital replacement fund– status quo*

Statutory reserve is in place for this purpose.

19.2.1 *Officer training budget required– agreed*

The Village approves an annual training budget for the Fire Department; the chief allocates it as required

21.0.1 *The PAFD should have an OH & S Committee of their own – agree*

21.0.2 *Operating Guidelines should be updated and distributed - agree*

Respectfully submitted,

Madeline McDonald
Chief Administrative Officer

