



CCRD SERVICE REPORT

To: Curtis Slingerland, CAO

CC: CCRD Board of Directors

From: Ken McIlwain, Operations Manager

Meeting Date: March 10, 2022

Subject: Bella Coola Fire Protection Service Update

Board Meeting
MAR 10 2022
CCRD ITEM C(1)

Recommendation:

N/A

Service Background:

The CCRD is responsible for provision a fire suppression service to a portion of Electoral Area E (service area). The service was established March 31, 1992 through CCRD Bylaw 175, cited as "Bella Coola Fire Suppression Service Establishment Bylaw No. 175". This service is delivered through the operation of the Bella Coola Volunteer Fire Department (BCVFD).

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. Responsibility for day-to-day operational oversight of the BCVFD lies with the Fire Chief of the Fire Department, or in his/her absence, the Deputy Chief. The Fire Chief is supported by a Training Officer. These positions are currently filled by volunteers.

CCRD Bylaw No. 290 establishes a Mutual Aid Fire Fighting Assistance Agreement between the BCVFD, the Nuxalk Volunteer Fire Department, Hagensborg Volunteer Fire Department and Nusatsum Volunteer Fire Department. The purpose of the Mutual aid agreement is to facilitate and establish protocol for departments to assist one another when required.

Infrastructure managed under this service includes a fire hall located on the Bella Coola Townsite. The fire hall houses a pumper truck and tanker/support truck as well as a variety of fire equipment. The rear of the fire hall contains a training/meeting area for volunteer fire fighters.

Financial information provided is for 2021.

2021 revenue sources (unaudited) for the Bella Coola Fire Protection Service were:

- Tax Levy - \$34,385
- Fire Tolls - \$3,475

- Grants in lieu of taxes - \$4,372
- Carry Forward Surplus - \$27,974

The 2022 financial plan has not yet been adopted by the CCRD Board of Directors. Proposed 2022 revenue for the Bella Coola Fire Protection Service includes:

- Tax Levy - \$35,760
- Fire Tolls - \$16,712
- Grants in lieu of taxes - \$4,372
- Carry Forward Surplus - \$26,257

Bi-Annual Highlights:

- There has been one call-out since November 2021. On Feb 22, 2022 the BCVFD responded to a chimney fire on the Bella Coola Townsite.
- Fire Chiefs from the four Bella Coola fire departments met in early February to share department updates and review the Mutual Aid Agreement. The general consensus was that the Chiefs are satisfied with the content of the agreement.
- The fire department roster currently consists of 12 volunteers, however some of these volunteers have moved further up the Valley which has impacted their ability to attend practices and respond to fire calls. Fire Chief Sorensen says the department is looking for new qualified members to help address anticipated loss of some volunteers this year.
- Staff and fire department personnel continue to move forward in developing a training plan to help demonstrate and ensure firefighters have achieved the competencies specified for the Exterior Operations **Service Level** as described in the British Columbia Fire Service Minimum Training Standards - Structure Firefighters Competency and Training Playbook, 2nd Edition May 2015.
- Subject to budget approval, capital projects scheduled for 2022 include installation of an electric door opener.
- Subject to budget approval, \$20,000 will be allocated to the asset replacement fund in order to facilitate the future purchase of a replacement pumper truck.

Grant Funded Projects Administered Under the Service:

There are currently no grant funded projects under this service.

Feasibility Studies Authorized Under the Service:

N/A

Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:

Strategic Plan:

- The existing CCRD Strategic Plan prioritizes acknowledgement of our fire department volunteers.
- The existing CCRD Strategic Plan identifies the conversion of the Hagensborg Water District which includes the Hagensborg Volunteer Fire Department Service. As of January 1, 2021, Hagensborg Fire Protection is now a service of the CCRD. Staff have been working collaboratively with the Fire Chief for the Hagenborg Fire Department to align departmental practices with CCRD policy and procedures around tasks such as purchasing and procurement, budgeting and record keeping.

Financial/Budgetary:

Total estimated 2021 revenues (unaudited) (without grant revenues): \$70,206

Total Estimated 2021 Expenditures (unaudited): \$43,949

Proposed Total 2022 Budget Revenues: \$83,101 (including estimated budget surplus from 2021 of \$26,257)

Proposed Total 2022 Budget Expenditures: \$83,101

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Apportioning administrative (operational) costs to each service the CCRD operates is a requirement under the *Local Government Act* s. 379(1). The CCRD calculates apportioned administration using a two pronged formula that considers:

- an estimate of staff time dedicated to a particular service (estimated from an average of approximate time spent the preceding year and time contemplated for the upcoming year); as well as
- an allocation of the combined total costs of Board governance, yearly audit and financial services, insurance and core administrative overhead (i.e. office space and supplies).

The total apportioned administration costs determined for CCRD’s Bella Coola Fire Protection Service is proposed to be \$15,971 for 2022 and incorporated as such into the proposed CCRD Five Year Financial Plan 2022-2026.

Respectfully Submitted by:



 Ken McIlwain, RPF

Approved by:



 Curtis Slingerland, Chief Administrative Officer