

4/12/2010



2009

## DENMAN ISLAND VOLUNTEER FIRE DEPARTMENT

**Annual General Report**  
*"To Safely Protect Life and Property"*

# Denman Island Volunteer Fire Department

## Annual Report 2009

### Fire Chief's Report – Year in Review

It is my pleasure to present the Denman Island Volunteer Fire Department Annual Report for 2009. After 17 years on the department, it was my first full year as Fire Chief and I can best describe it as a year that was dedicated to “Training for new heights in excellence”.

We started the year with an ambitious expansion of our training. Our goal was the completion of the Justice Institute accredited Basic Fire Fighting Certificate program for every member. The Basic Fire Fighting Certificate allows departments to demonstrate that their fire fighters possess the minimum fire fighting skills within NFPA 1001 identified by the Task Force to safely conduct fire ground operations. It was delivered through an in house training model under the more than capable guidance of our training officer, Bob Simons. Topics included Fire Fighter Safety, Personal Protection Equipment & Self Contained Breathing Apparatus, Rope and Knots, Ladders, Ventilation, Fire Hose, Fire Streams and Appliances, Water Supply and Fire Behaviour. To complete each module a practical test and written examination was required.

The Basic Fire Fighting Certificate also allows for direct laddering or bridging into NFPA 1001 Fire Fighter 1 certification by giving credit to Fire Fighter 1 subjects completed and evaluated through the Basic Certification process. The minimum delivery time for this program is 45 hours and from our experience that is somewhat optimistic. I am pleased to announce that the majority of the department has now completed this program and the remaining members are very close.

It was also a year that we introduced mandatory training guidelines for not only fire fighters but also officers. These guidelines and training schedules and the entire Annual Report for 2009 can be viewed on our website at [www.denmanfire.ca](http://www.denmanfire.ca)

We also continue to update and upgrade our compliance with the regulations outlined in part 31 of the WorkSafeBC regulations. In 2009 a number of areas were specifically addressed including but not limited to, managing and tracking firefighters at an emergency scene, managing stress arising from an emergency incident, providing for effective traffic control at emergency incidents, disaster planning and response, electrical emergencies, replacing and upgrading personal protective clothing and equipment, upgrading our respiratory protection

program including the purchase of new NFPA compliant SCBA's, mandatory requirement for medical examination and firefighter entry into buildings.

Fund raising continues to be a key component for the fire department. From monies collected by boot drives and the auction, the department was able to raise over \$20,000 to assist the Health Clinic move to its new location. Proceeds from the annual pancake breakfast and burger sales allowed us to purchase station wear uniforms for the entire department.

At our annual awards and potluck dinner in December the following awards were presented:

John Ralston – George Ferry Memorial Award for Integrity and Excellence

Francis Duchesne – Junior Fire Fighter of the Year

Steve Ireland / Jeremy Cartier – Rookie Fire Fighter of the Year

Keith Walker – First Responder of the Year

Alan Friesen – Fire Fighter of the Year

Special Award of Merit (service above and beyond) – Bob Simons

Special Thank You for Years of Service – Neil Wilson

With attendance at a record number of call outs in 2009 and an intensive and extended training schedule, the members of the Denman Island Volunteer Fire Department contributed long hours to the community of Denman Island. With that in mind, I ask you to join me in thanking these dedicated men and women who volunteer and train for new heights in excellence to respond to emergencies on Denman Island unselfishly at any time of the day or night, 365 days a year.

I would also like to thank our auxiliary fire fighters. We couldn't do it without them.

Respectfully,

Don Lockett

Fire Chief

DIVFD



# DENMAN ISLAND VOLUNTEER FIRE DEPARTMENT



## DIVFD OFFICERS

### **Fire Chief**

Don Lockett\*

### **Deputy Chief**

Rob Manering\*

### **Administration & Safety Officer**

John Ralston

### **Training & Maintenance Officer**

Bob Simons\*

**Assistant Training Officer**

Keith Walker\*

**Fire Prevention and Auxiliary Officer**

Peter Marshall

**First Responder Officer**

Jamie Prowse\*

**FIREFIGHTERS**

Jeremy Cartier\*

Thomas Diesch\*

Alan Friesen\*

Richard Green\*

Leigh Harrington

Bethany Ireland (maternity leave)

Steve Ireland

Graeme Johnston\*

Hamish Kimmins

Vali Majd\*

John McGillivray\*

John Roberts

David Tweedie

**RADIO OPERATORS**

Len Fortier

Tim Fuchs

**JUNIOUR FIRE FIGHTERS**

Francis Duchesne

Cedar Hillberry

Rowan Stewart

**\*also First Responders**

## AUXILIARY FIRE FIGHTERS



### AUXILIARY

Kevin Behrens  
Steve Carballeira  
Alan Danks  
Charlie Johnston  
John Kirk  
Dennis Lavalley  
Abbey

## FIRST RESPONDERS



## FR's

Jamie Prowse  
Don Lockett  
Bob Simons  
Rob Manering  
Richard Green  
Keith Walker  
Alan Friesen  
Graeme Johnston  
Vali Majd  
Jeremy Cartier  
John McGillivray

## RADIO OPERATORS



### **“Over and Out” Personnel**

Len Fortier

Tim Fuchs

## AWARDS

The following awards were presented at the 2009 Annual Pot luck and Awards Dinner in December at the Community Hall.

John Ralston – **George Ferry Memorial Award for Integrity and Excellence**

Francis Duchesne – **Junior Fire Fighter of the Year**

Steve Ireland / Jeremy Cartier – **Rookie Fire Fighter of the Year**

Keith Walker – **First Responder of the Year**

Alan Friesen – **Fire Fighter of the Year**

Bob Simons - **Special Award of Merit (service above and beyond the call of Duty)**

Neil Wilson - **Special Thank You for Years of Service**

Rob Manering / Richard Green / Vaji Majd / Alan Friesen – **Basic Fire Fighter Award**

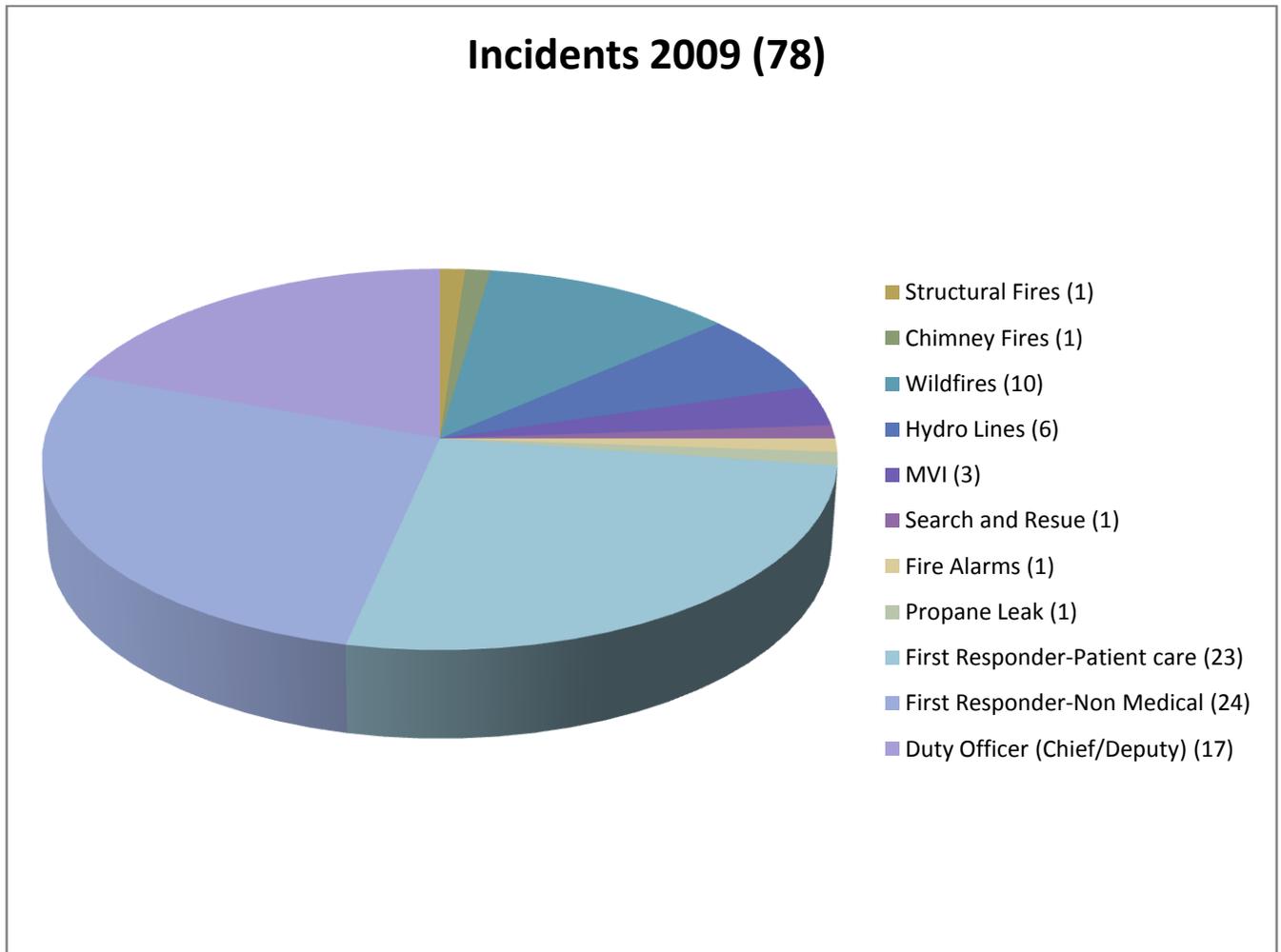
## The Fire Services Exemplary Service Medal



**Pete Marshall receives the Fire Services Exemplary Service Medal**

A person may be awarded the medal if that person has completed twenty years as a member of the fire service, where that service is of such good standard as to warrant an award. The Medal is administered by the Chancellery of Canadian Orders and Decorations in Ottawa. The federal, provincial and territorial jurisdictions recommend eligible and deserving members of the Fire Services to the Chancellery. Awards are made on behalf of the Sovereign, by Instruments signed by the Governor General and are announced in the Canada Gazette. Engraved medals and certificates of award are forwarded to the nominating authority for formal presentation on behalf of the Governor General. Past recipients include Graeme Johnston and John Kirk.

## Emergency Response



The frequency of call outs continues to increase, most notably the number of first responder calls. Chimney fires call outs are down significantly and we hope we can attribute this to our continuing education program to encourage people to clean their chimneys on a regular basis. There was only one structural fire during 2009. Duty officer pages are call outs directly to the Chief or Deputy and occur when Fire Dispatch determines that the entire department may not be needed to respond. The duty officer will investigate and if required, contact Fire Dispatch that a general page out is required. The number of wildfires continues to be a concern.

## **Training and Operations**

All members are registered with the Justice Institute and train to NFPA 1001 standards as required. In 2009 minimum mandatory requirements were introduced for both fire fighters and officers. The members spent a busy year working to achieve these standards and we are very proud of their accomplishments.

### **Mandatory Training / Fire Fighters / Officers**

- ▣ Basic Fire Fighter Course / JI accredited (45 hours minimum)
- ▣ Fire Attack / JI accredited / Comox training centre(2 days)
- ▣ S.T.A.R.T. Survival Training and Rescue Techniques /Comox (1 day)
- ▣ Air Brakes Training (2 ½ days)
- ▣ Driver Safety Training
- ▣ Hazmat Awareness (1 day) / JI accredited
- ▣ S-100 Wildfire Fire Suppression Course (2 days) in house
- ▣ Emergency Scene Traffic Control Course (1 day)
- ▣ Pumps and Pumping / Basic Fire Pump Operation (1 day)
- ▣ ICS 1-100 Incident Command Structure (1 Day)

### **First Responder /Emergency Medical Assistant Class 3**

- ▣ EMA Basic Course / JI (4 days)
- ▣ Spinal Endorsement / JI (2 days)
- ▣ AED Endorsement / JI (1 day)
- ▣ Upon completion issued License is valid for 3 years and prior to expiry recertification course is required. (4 days)

### **Mandatory Training / Officers**

- ▣ Emergency Scene Management / Justice Institute (6 days)
- ▣ Fire Service Instructor 1 / Justice Institute (2 days)

### **Scheduled Training and Meetings**

- ▣ Thursday Practice 1900 to 2100 hours – all members except Auxiliary.  
50 sessions = 100 hours Average attendance for 2009 – 79%

- ▣ First Responders once a month – first Tuesday 1900 to 2100 hours.  
12 sessions =24 hours
- ▣ Auxiliary once a month – first Wednesday 1900 to 2100 hours.  
12 sessions = 24 hours Average attendance – 89%
- ▣ Officers once a month 1800 – 1900 hours.

## Equipment and Apparatus

The Department's vehicles are listed in the order in which they are normally deployed.

### Rescue 50



Rescue 50 is a 2003 Chevrolet Tracker with 4-wheel drive, equipped as a command and control vehicle. It carries full First Responder equipment for medical emergencies, including jump kit, oxygen and defibrillator, as well as fire extinguishers and breathing apparatus for fire fighting. On a first responder (medical) call, it normally carries a crew of three First Responders. On a fire or rescue call it is the first vehicle on the scene, and

typically carries a crew of one, an officer who becomes the incident commander at the scene. The Incident Commander's job is to size up the situation, plan a response, and deploy the other units as they arrive.

### Engine 53

Engine 53 is a 1992 Dodge 350 truck equipped as a rescue and rapid attack vehicle. It carries 250 gallons of water and is capable of generating compressed-air foam, which extends the firefighting capacity of the water by 8-10 times. It also carries breathing apparatus, ladders, "jaws of life",



ropes and other firefighting and rescue equipment. It is the second vehicle on a scene, and its crew of three can begin firefighting or rescue operations within minutes of arrival. With its four-wheel-drive ability, it is especially useful in forestry and brush fire operations.

Truck 53 will sometimes respond to medical calls as well as to fire and rescue calls, in the event that the crew of Rescue 50 need additional equipment or personnel.

### Engine 55

Engine 55 is a 1999 Superior on a GMC C7500 chassis, and is our main pumper. It is equipped with an 850 gallon-per-minute engine-driven pump, and can deliver water for firefighting through multiple hoses or a rooftop monitor nozzle. It carries 750 gallons of water on board with which to begin knocking down a fire, but it normally pumps water from portable tanks filled by the tanker trucks. It will be the third vehicle at a fire scene, and carries a crew of three.



### Tanker 54



Tanker 54 is our newest tanker truck. It is a custom-built 2008 Rosenbauer on a Freightliner chassis. It has a water capacity of 1700 gallons, which it can deliver into a portable tank at a fire scene, and it can operate as a pumper if required. With its large capacity, it gives us the ability to deliver water rapidly to a fire

scene. With its crew of three, it is the fourth vehicle to respond to a fire.

### Tanker 51

Tanker 51 is a 1978 Ford F600 truck equipped as a water tanker. It carries 1000 gallons of water which it can dump rapidly into a portable tank at a fire scene. It is



equipped with an 650 gallon-per-minute engine-driven pump, and can be used as a backup pumper if necessary. It carries a crew of three.

### **Tanker 52**



Tanker 52 is our oldest tanker. It is a Chevrolet C65, originally built as a moving truck. It was converted as a water tanker, and has served the Department for many years. It can still haul 1000 gallons of water effectively. Now due for retirement, it has been replaced by Truck 54 and no longer sees regular service.

However, it is held in reserve status, and is fully operational. It can still be deployed if needed, usually crewed by our capable auxiliary members. At major fires, it has very effectively been used to enhance our water delivery capability, with all three tankers taking turns delivering water.

## **Fire Prevention**

### **Blackberry Preschool:**

Preschool is usually where the younger children first meet a firefighter and begin to learn about our volunteer fire department. Each year the preschool children, together with parents, visit and tour our fire hall.

Firefighters and firefighting equipment can be pretty intimidating, so our job is to make the children comfortable with how we look and sound. We dress in full turnout gear and breathing apparatus and do search and rescue drills. The kids dress up as firefighters. Everyone gets a chance to hold a fire hose and spray some water.

We complete the tour with a tattoo of “Sparky”, our firedog mascot, a question and answer session and a group photo of the kids, parents and teachers on Denman Engine 55.

We measure success by the number of smiles. I can report that we’re doing well.



## Denman Island Community School:

This year grades one through four will participate in fire safety and fire prevention programs with our department.

In October, Grades One and Two met with Leigh Harrington, John McGillivray, Hamish Kimmins and Peter Marshall. We talked about causes of fire, smoke alarms, crawling low under heat and smoke, getting out safely, 911 procedure and personal fire safety. The firefighters demonstrated SCBA, fire escape together with search and rescue. We finished with a tour of Denman Engine 55, our main pumper and a group photo of kids and firefighters on the truck.

The Denman and Hornby Grade Three and Four students travel to Buckley Bay where they go through fire safety drills in the Comox Valley Fire Safety House. The house comes complete with bedrooms, hallways, stairs, smoke alarms and artificial "smoke". Each student is drilled on how to exit a "burning" building and muster at a family meeting place. Our firefighters assist in the drills dressed in full turnout gear and SCBA. The training is quite realistic.

The Fire Safety House is operated by a dedicated group of retired firefighters under the auspices of the Comox Valley Fire Chiefs Association. The house tours the Comox Valley every year.



## **Open Air Burning and Burning Permits**

Denman Island is an interface community, that is, a mix of residences and woodlands. Wildfire is, therefore a major concern. To minimize the chance of wildfire, the Fire Department carries out an aggressive public education and burning control programs including a comprehensive burning permit system.

At any time of year, anyone wanting to burn large piles of wood waste, most commonly land clearing activities, must apply for an industrial burning permit. Strict requirements must be met in areas such as location, timing, supervision and fire suppression equipment on site.

In 2009, 24 Industrial burning permits were issued.

Between April 15<sup>th</sup> and October 15 of each year, residents wishing to burn smaller piles of wood waste (up to 3 by 3 meters wide and 2 meters high) must obtain a Residential Burning Permit. These permits are available, free of charge, at the Fire Hall. The permits include a number of restrictions to minimize the risk of fire spreading. Burning permits can be suspended or cancelled during dry periods of the year when the risk of wildfire is high or extreme. In 2009, over 170 Residential Burning Permits were issued. For both industrial and residential burning, the Fire Department asks that the Ventilation Index be followed to minimize nuisance smoke.

Anyone wishing to hold a major outdoor event that includes bonfires or campfires requires a special Event Permit before any fires at the event can be lit.

Small campfires and beach fires for cooking or warmth do not require a burning permit but are subject to complete burning bans during very dry parts of the year. Any open air burning during periods of fire restriction is vigilantly controlled through fire patrols and all information related to smoke or suspected fires from concerned citizens is investigated

## **Smoke Detector Program**

Smoke alarms save lives and the Denman Island Fire Department actively promotes the installation and maintenance of one or more units in each residence on our Island.

To encourage and help support the widespread use of smoke alarms, the Fire Department will provide smoke alarms or replacement batteries, free of charge, to anyone who asks. Our firefighters are also pleased to install alarms or replacement batteries for anyone who needs assistance. The Fire Department also recommends the installation of carbon monoxide detectors to minimize the risk of illness or death from this invisible and odourless menace that is the bi-product of most forms of combustion.

## Non-Emergency Services

The DIVFD continues a long tradition of taking a leadership role and participating in a variety of fund raising venues. The Denman Island Firefighters enjoy amazing community support for all of its fund-raising activities. A campaign in support of the new Medical Centre has been a recent focus. In all, over \$20,000.00 has been raised for the clinic. Our "Boot Drive" on the Quinitsa in August 2008 raised \$5171.00 and the auction in April of 2009 raised another \$15,172.00.

Our 2009 Pancake Breakfast netted \$4407.00 and the two hamburger stands at the Denman School Reunion and the Blackberry Faire raised another \$663.00.

The Fire Department has traditionally used the proceeds from our events to support a scholarship fund for Denman Island students moving on from high school to university or college. Some of these monies are also used to purchase equipment or materials for Fire Department activities not included in the tax-based budget. Recent examples include a number of water supply stand-pipes around the island to increase our efficiency in quickly bringing water to fires.



## Website

The Denman Island Fire Department's website ([www.denmanfire.ca](http://www.denmanfire.ca)) provides up-to-date information about the current burning status, public safety information, and general information about the department, its equipment and operations.

The front page of the website gathers together all the information you need to know about the current burning status on Denman Island. This includes the current forest fire hazard, the status of burn permits and the current venting index. This information is updated daily, so it is always up to date.

Public safety information includes information about fire prevention, chimney fires, downed hydro lines and site planning.

A new feature on the website is a Public Notification System. Anyone who wishes to can sign up on this system to receive email notification of public safety concerns on the island. This system can be used to broadcast tsunami alerts, notification of road closures caused by firefighting efforts, or other similar issues.

Information about the department includes the budget and annual report, as well as descriptions of all our trucks and the fire hall.



[www.denmanfire.ca](http://www.denmanfire.ca)

## Financial Report

		Budget	Actual	Difference +/-
<b>2009 Revenue</b>				
	Tax-based (CVRD)	104,350	100,000	4,350 -
	Rent	4800	4550	350 -
	GST rebate	2750	1895*	855 -
	Donations		842	
	Forestry Rebate		800	
	Adjustments	<u>          </u>	<u>734</u>	
		111,900	106,926	
<b>Expenses</b>				
Part 1 (Managed by DIVFD)				
	Operations	75,650	70,334	5,316 -
	Honoraria	<u>28,700</u>	<u>32,745</u>	4045 +
		104,350	103,079	
<u>Part 2 (Managed by CVRD)</u>				
	Capital Reserve Fund	35,000	30,000	5,000 -
	Fire Chief's Salary	<u>12,000</u>	<u>12,000</u>	
		47,000	42,000	

### Capital Works, Machinery and Equipment Reserve Fund

- It has traditionally been the DIVFD practice to accumulate a reserve fund for future major purchases such as fire trucks and self-contained breathing apparatus rather than using loans to finance the purchases.
- Funds are held and managed by Comox Valley Regional District
- Specific use of the accumulating funds must be specified (e.g.: rapid response vehicle in 2012)
- Purchases are managed by CVRD staff using their purchasing policy procedures

Activity	Amount	Fund Balance
2008 Balance forward		117,393
2009 Contribution	+ 30,000	147,393
2009 Purchase of SCBA	- 57,963	89,430
2010 Contribution	+ 40,000	129,430

- Requests for future annual contributions to the Reserve Fund are anticipated to be in the range of \$40,000 to \$50,000
- Forecasted future capital purchases:
  - 2011** - Rapid Response vehicle to replace Engine 53
  - 2015** - Tanker to replace Tanker 51
  - 2020** - Engine Company to replace Engine Company 55
  - 2024** - Self-contained Breathing Apparatus to replace SCBA purchased in 2009

## Fire Underwriters Survey

The Fire Underwriter's Survey (FUS) is an assessment of a fire service provider and is conducted by CGI Municipal Consulting Services.

**Recommendations:** Decommission or refurbish apparatus older than 20 years.

The assessment identified that key fire apparatus are aged beyond the 20 year maximum recognized by the insurance industry. In 2008 the Denman Island Fire Rescue department purchased a new water tanker truck to replace the aged tanker. Further, as staff and the fire department recognize the need to replace equipment, the 2010-2014 financial plan includes contributions to capital reserves to replace the next aged fire truck.

The Basic Fire Flow for Denman Island has been set at 5,900 (1,300 Igpm). The fire Department received 70 percent credit in the apparatus pump capacity section of the fire Insurance grading regarding fire department. To receive maximum credit additional Apparatus would be needed to meet 5,900 (1,300 Igpm).

### **Recommendation 3.3-5 Improve Apparatus Pumping Capacity**

The Denman Island Volunteer Fire Department received maximum credit possible for the Pump capacity of its pumper and pumper/tanker apparatus when the Basic Fire Flow for the community has been set at 5,900 (1,300 Igpm). To receive maximum credit toward the fire department's pumping capacity additional apparatus would be required. Improving credit in pumping capacity is directly proportional to credit received for pumper companies. Apparatus should be acquired of a reasonable age and pump capacity for fire insurance grading.

Pumper companies are required to be adequately housed and staffed in order to receive full credit.

Acquiring additional pumper apparatus may have positive benefit effect in terms of fire insurance grading. Acquiring new pumper apparatus is a serious matter that requires careful consideration. There are many factors to consider and fire insurance grading is only one such factor.

The Denman Island Volunteer Fire Department has made great strides in improving its services. The most significant areas of the fire insurance grading where the least amount of credit was received for the fire department were:

- Required Fire Apparatus,
- Fire Department Available Fire Force, and
- Fire Department Training of Fire Fighters and Officers.

The entire report is published on our website under "Fire Underwriter's Survey"

## Long Term Strategic Planning

### Superior Tanker Shuttle Service Accreditation

The Fire Underwriter's Survey will consider a tanker shuttle operation, meeting their criteria, as equivalent to the minimum fire insurance grading requirements for emergency water supplies. Provided a fire department can meet the criterion by field testing, Fire Underwriters Survey will grant the applicant fire protection area an accreditation for "Superior Tanker Shuttle Service". The results of the accreditation test will be accordingly documented in the Registry of Superior Tanker Shuttle Accredited Agencies and in the Fire Insurance Grading Index. *(This is what determines what rate an individual pays for fire insurance on their home insurance policy)*

Fire insurance industry subscribers of the Fire Insurance Grading Index *(the insurance companies that provide insurance coverage)* have typically accepted Superior Tanker Shuttle Accreditation as meeting the minimum fire insurance grading requirements for emergency water supplies. Superior Tanker Shuttle Accreditation is intended to be utilized in rural areas that lack adequate resources to develop municipal-type pressurized water supply systems. *(Hydrants)*

So what does this mean to residents of Denman Island? It means that if we, as a fire department can achieve this accreditation, individual home insurance rates can be reduced by 30-50 %. That was the result on Gabriola Island when they recently received their accreditation.

How do we accomplish this? The DIVFD started a number of years ago to identify and establish water sources on the island as part of a long term plan to achieve this goal. Volunteers have installed a number of stand pipes, most notably at Morrison's marsh and Lone Pine farm. We have secured two discarded 3000 gallon fuel tanks that will be used as a water supply source and installed in a strategic location to enhance our water delivery system. This is an ongoing project and is only one part of the process.

The second, major part of the basic requirements to achieve the accreditation is the actual continuous delivery of water which requires that within 2 minutes of arrival of the first major piece of apparatus (wheel stop), the fire department must be producing a minimum of 1200 L/min (265 lpm), and must maintain this minimum for a test duration of 90 minutes. During the test, sufficient apparatus and fire fighters must be available to cover the area in the event of a second emergency call.

The third part of this process is having the appropriate apparatus to achieve this goal. That part is covered in our "Apparatus Replacement planning"

To learn more about "Superior Tanker Shuttle Service Accreditation and the complete list of basic requirements, simply Google Fire Underwriter's Survey and go to the section on Tanker Shuttle.

This is an achievable goal and will ultimately tremendously enhance fire protection on Denman Island and also have positive financial rewards for homeowners.

### **Apparatus replacement planning**

As outlined in the financial report, the DIVFD has proposed an apparatus replacement schedule. This schedule is designed to comply with the recommendations of the Fire Underwriter's Survey and the long term strategic plan of "Superior Tanker Shuttle Service Accreditation". The next scheduled apparatus replacement is the Rapid Response Vehicle to replace the aging Truck 53. A truck committee consisting of fire department personnel and chaired by Deputy Chief Rob Manering has started the task of designing and configuring a suitable replacement. The tendering process by Comox Valley Regional District is expected to take place in 2010 with delivery and payment in 2011.

### **Preplanning**

The DIVFD maintains a program of preplanning for fire incidents on larger commercial and community structures on the island. Plans and responses are updated on a regular basis.

### **New Proposed Ambulance Station**

Following a meeting with BCAS in December 2009, we received a letter of intent from British Columbia Ambulance Services to construct a new Ambulance Station adjacent to the Fire Hall. This has been a long and time consuming project and we thank everyone involved for their assistance and patience. The next step is the formal posting of Request For Proposals (RFP) by the Comox Valley Regional District for the site preparations.



## British Columbia Ambulance Service

Provincial Headquarters  
PO Box 9600 Stn Prov Govt  
2261 Keating X Road, Block C  
Victoria, BC V8W 9P1  
Tel 250 953 3298  
Fax 250 953 3119

February 3, 2010

Cliff: 822065

Mr. Don Lockett  
Fire Chief  
Denman Island Volunteer Fire Department  
5555 Denman Road  
Denman Island BC V0R 1T0

Dear Don:

It was a pleasure to meet with you on December 8, 2009, to discuss our mutual interest in proceeding with plans for a new ambulance station.

I am sending this letter to confirm the British Columbia Ambulance Service's (BCAS) intention to construct a new ambulance station on Denman Island. BCAS will work with the Comox Valley Regional District (CVRD) and the Denman Island Residents Associations (DIRA) to accomplish this goal. As part of that process, BCAS seeks to obtain a long term land lease. The eventual cost of acquiring and installing the crew quarters and vehicle bay will be the responsibility of BCAS.

With respect to the contractual aspects of this facilities project, BCAS relies on the Shared Services BC (SSBC) Division of the Ministry of Citizens Services for the negotiation and preparation of the formal lease agreement.

DIRA has approved a one-time extraordinary capital expenditure of \$25,000 for site preparation of the subject property, with the work to be undertaken this fiscal. I understand that availability of the funding is dependent on receipt of this letter of intent by February 28, 2010.

Once we are able to estimate order of magnitude costs associated with the land lease and the construction of our ambulance station, I will seek the necessary approvals from the Ministry of Health Services and SSBC, for SSBC to negotiate the land lease required for the crew quarters and vehicle bay. I cannot make any firm commitments as to how long it will take to obtain the necessary approvals.

The lease on the current facility will expire April 30, 2010. You said that lease can be extended based on our commitment to move forward with a project for a new facility. Please provide written confirmation regarding renewal of the lease.

...2/



**British Columbia Ambulance Service**

Professionalism - Accountability - Responsiveness - Teamwork - Wellness

Emergency and Health  
Services Commission

We look forward to working with you towards occupancy of a new ambulance station for Denman Island.

Yours truly,



Brian W. Mann, C.A.  
Chief Financial Officer

pc: Wendy Hall - [wendy.hall@gov.bc.ca](mailto:wendy.hall@gov.bc.ca)  
Shawn Carby (EHSC) - [Shawn.Carby@gov.bc.ca](mailto:Shawn.Carby@gov.bc.ca)  
James Bast (CVRD) - [jbast@comoxvalleyrd.ca](mailto:jbast@comoxvalleyrd.ca)  
John Ralston (DIVFD) - [totemisl@telus.net](mailto:totemisl@telus.net)  
Keith Davidoff (EHSC) - [Keith.Davidoff@gov.bc.ca](mailto:Keith.Davidoff@gov.bc.ca)  
Peter Gill (SSBC) - [Peter.Gill@gov.bc.ca](mailto:Peter.Gill@gov.bc.ca)  
Barry Bell SSBC) - [Barry.Bell@gov.bc.ca](mailto:Barry.Bell@gov.bc.ca)

## Accountability

The Denman Island Volunteer Fire Department conducts all fire, medical and rescue operations under the guidance of our operating guidelines (OG's) of which each member has a copy. The Denman Island Volunteer Fire Department OG's are constantly updated and input is derived from but not limited to the following;

- ▣ CVRD: Bylaw No. 2045, Bylaw No. 2105, Bylaw No. 2792
- ▣ Fire Protection Service Study, Fire Underwriters Survey (FUS) 2009 conducted by CGI Municipal Consulting Services
- ▣ Work Safe BC Regulation part 31 Firefighting
- ▣ Fire Services Act (RSBC 1996)
- ▣ Wildfire Act (SBC 2004)
- ▣ Wildfire Act Wildfire Regulation (updated March 6, 2009)
- ▣ Office of the Fire Commissioner British Columbia
- ▣ Motor Vehicle Act
- ▣ Federal Bill C-45
- ▣ NFPA (National Fire Protection Association)
- ▣ BCAS (British Columbia Ambulance Service)

## DENMAN ISLAND VOLUNTEER ISLAND FIRE DEPARTMENT MISSION STATEMENT

***To proudly serve the community of Denman Island by safely protecting life, property and environment through prevention, public education and comprehensive emergency response capabilities with dedicated, highly trained personnel and up-to-date, well maintained equipment.***