

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke, BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: John Clarkson (Chair), Jacqueline Brown (Vice Chair), Jonathan Kuzyk (Secretary), Ed Helm, Mike Yeager, Simon Miles, Wendy Herring

FD Present: Chief Fiona Larkin

Public Present: 3 members of the community in attendance.



COMMITTEE MEETING, June 25, 2025, 1900 hours

1. Adoption of Agenda

Moved: Simon Miles Seconded: Wendy Herring Carried.

2. Adoption of Minutes from May 26, 2025

Moved: Simon Miles Seconded: Ed Helm Carried.

3. Adoption of minutes from November 27, 2024 AGM

Moved: Ed Helm Seconded: Wendy Herring Carried.

4. Public Participation on Agenda Items

5. Reports

a. Chair's Report (John Clarkson)

Chair's report read by John Clarkson. John discussed his meeting with Chris Vrabel and an explanation of how the budget would be reported to the commission under an advisory role. John also mentioned our visit to the fire hall tomorrow night at 6:00 pm to see the fire hall and meet the fire fighters before their Thursday practice.

b. Fire Chief's report (Chief Fiona Larkin)

Chief Larkin reviewed the June Fire Chiefs report. See attached report for details.

Question was asked about response times and typically how long it takes to respond.

Fiona answered with it depends on what time of day, there are less volunteers at home

during work hours but after work time their response time can be as good as a few minutes. Simon Miles made a comment that the target is within 15 minutes from receipt of call for service and arrival at call. Ed Helm asked a question about training development time for new recruits.

c. Finance report (Reviewed by Chief Fiona Larkin)

“Report to East Sooke Fire Protection and Emergency Response Service Commission” was read by Chief Larkin. See attached report. There was some discussion about how the hiring of the new full time Chief will happen and at what point of the 2026 budget will the funds come out of. Chief Larkin clarified the questions. Ed Helm moved to approve the recommendation “That the commission approve Alternative #1 adding \$71,000 to the 2026 operating budget ongoing: and the commission approve the attached 5 year capital plan.”

Moved: Ed Helm Seconded: Mike Yeager Carried.

d. Community Hall report (Wendy Herring)

There is no Community Hall report for this month. Wendy let us know there will be a report for the July 2025 meeting.

6. Old Business

No old business was brought forward during this meeting.

7. New Business

- Future Meetings to be In-Camera, as requested by Chair John Clarkson. Clarification was made by John Clarkson that this request was made in error. This new business item can be disregarded.
- Notice of Motion for July 2025 Meeting. Ed Helm – Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area.
- Notice of Motion for July 2025 Meeting. Mike Yeager – Neighborhood Fire Watch Program

8. Adjournment of meeting.

Meeting Adjourned 2032 Hours



East Sooke Volunteer Fire Department

Fire Chief's Report – June 2025

Membership Status – 22 total

- Interior/Full Service FFs on pagers: 14
- Exterior FFs on pagers: 4
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 2

Staffing 2025

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 work days.

Callouts *Jan 01, 2025– June 20th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Feb	Mar	Apr	May	Jun	Total
Alarm Bells	2	2			2								6
Duty Calls	1		2	1	4	1							9
Hydro				1									1
Medical	8	10	6	6	7	4							41
MVI	3					1							4
Rescue			1		1								2
Structure Fire	1	2	3	1	1	1							9
Wildfire					1	1							2
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1											1
Overall Total	16	16	16	9	16	9							82

Notes:

**8 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- 2 students enrolled in Regional Training (with Sooke & Metchosin) NFPA 1001. Training is now completed.
- 2 students training in-house, one has existing 1001.
- First responder scope upgrade; All members with EMA FR now have scope upgrade.
- Most medical supplies for scope upgrade have been purchased and now in service.

Projects/Initiatives

2024 Grant/ 2025 Grant

- Additional 1 ¾ hose and nozzles has arrived.

Records Management

- First due is consistently used for truck checks and incident reports.
- Still needs work on use during incidents and for training reports.
- Starting the progress of setting up First due to document hours worked, and payroll.

Training Building:

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

Benefits for Members

Status:

- *Paused- will revisit in the future.*

Recruitment:

- 2 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

FireSmart:

- Continues to be a steady stream of assessments being done.

Squad replacement:

- In progress with Custom Express in Parksville.

**REPORT TO EAST SOOKE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
MEETING OF June 25, 2025**

SUBJECT **2026 Financial Planning Process**

ISSUE SUMMARY

To consider additions to the 2026-2030 budget for the East Sooke Volunteer Fire Department.

BACKGROUND

In July 2024, the East Sooke Fire and Emergency Response Services Commission (The Commission) resolved to increase funding to enable a transition of the fire chief position from .6 Full Time Equivalent (FTE) to 1.0 FTE.

On October 23, 2024 The Commission resolved to use the available funding and transition from a part time fire chief to a full time fire chief effective Q2 2025.

On December 21, 2024 an interim fire chief was appointed due to the resignation of the previous fire chief.

On January 16, 2025 the department submitted an alternative staffing plan proposal to the Manager, Fire Services in lieu of transitioning to a full time fire chief.

On January 22, 2025, the Manager, Fire Services met with the Area Director to review the proposed staffing plan and provide feedback to the Interim Fire Chief.

On January 26, 2025 the Interim Fire Chief held a meeting with fire department leadership to review the feedback and to finalize the draft staffing plan.

On January 30, 2025 the draft staffing plan was presented to the fire department membership.

The staffing plan aligns with the 2025 provisional budget and includes the following functions:

- a. Fire Chief – 24 hours per week - Volunteer position with \$60,000 annual honorarium – no benefits
- b. Operations – 16 hours per week at \$35 per hour \$29,120 per year
- c. Training – 16 hours per week at \$35 per hour \$29,120 per year
- d. Workdays – 40 times 8 hours days at \$35 per hour - \$11,200
- e. Duty Crew – 12 Long weekends each 24 hours shift is worth \$105 (3 hours per 24 hour shift @\$35) – 6 x \$105 per weekend is \$630 per weekend for a total \$7,560
- f. Admin Support - \$6000 annual honorarium
- g. Cleaning contractor - \$4,620
- h. Balance of available funds to remain in contingency (~\$11,500) which is available at the discretion of the fire chief.

The new funding request for 2026 includes:

1. \$56,000 to increase the current staffing from a part time to full time Fire Chief.
2. \$15,000 to increase consumables and maintenance.

Alternatives

Alternative # 1 – To increase the operating budget by \$71,000.

- \$56,000 to enable April 1st 2026 start for full time chief.
- \$15,000 consumables and maintenance.

Alternative #2 -To increase the 2026 operating budget by \$90,000.

- \$75,000 to enable January 1st 2026 start for full time chief.
- \$15,000 consumables and maintenance.

Alternative #3 – Refer back to staff for more information as directed by the commission.

Implications

Financial – an increase of \$71,000 in the 2026 operating budget.

Conclusion

The 2025 staffing plan that was implemented in February 2025 has been working well but has shown there is still a need for a full time Fire Chief. The increase in consumables and maintenance represents actuals from 2025 and previous years.

RECOMMENDATION

That the Commission approve adding \$71,000 to the 2026 operating budget ongoing: and the commission approve the attached 5 year capital plan.

<u>Prepared By</u>	<u>Fiona Larkin, Fire Chief East Sooke Fire</u>
<u>Concurrence</u>	<u>Chris Vrabel, Manager, of Fire Services CRD</u>

ATTACHMENT(S)

1. Five Year Equipment Replacement Plan.
2. Five Year Capital Plan.

East Sooke Fire Department Long Term ERF Plan														
	Car 1 (2013)	SQ 1 1999	Tender 1 2007	Tender 2 1996	Engine 1 2015	Engine 2 1998	Turn-out Gear	SCBA 2018	Extrication Gear	Misc.	Spending Total	ERF Contribution	Surplus Transfer	Estimated ERF Bal. at FYE
2024														\$700,000
2025		-\$300,000					-\$18,000				-\$318,000	\$110,000	\$10,000	\$502,000
2026						-\$200,000	-\$18,360				-\$218,360	\$112,200	\$20,000	\$415,840
2027							-\$18,727				-\$18,727	\$114,444	\$30,000	\$541,557
2028							-\$19,102				-\$19,102	\$116,733	\$40,000	\$679,188
2029						-\$800,000	-\$19,484				-\$819,484	\$119,068	\$50,000	\$28,772
2030							-\$19,873				-\$19,873	\$121,449	\$51,000	\$181,347

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2026 - 2030

Service # : 1.357

Service NameEast Sooke Fire

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2026	2027	2028	2029	2030	5 - Year Total auto-populates
26-01	Replacement	Turn out Gear	Turn out Gear	\$ 95,546	E	ERF		\$ 18,360	\$ 18,727	\$ 19,102	\$ 19,484	\$ 19,873	\$ 95,546
26-02	Replacement	Small Equipment	Saws, Fans Thermal Imaging	\$ 30,000	V	ERF		\$ 30,000					\$ 30,000
26-03	Replacement	Engine 2	Replacement	\$ 1,000,000	V	ERF		\$ 200,000		\$ 800,000			\$ 1,000,000
26-04	Replacement	Pagers	Replacement	\$ 3,000	V	ERF		\$ 3,000	\$ 3,000	\$ 3,000			\$ 9,000
26-01	New	Tablets	Tablet Mail	\$ 5,000				\$ 5,000					\$ 5,000
			Grand Total	\$ 1,140,546				\$ 256,360	\$ 21,727	\$ 822,102	\$ 21,513	\$ 19,873	\$ 1,139,546

