

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke, BC, V9Z1B2

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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: 2 members of the community in attendance.



COMMISSION MEETING, July 23, 2025, 1900 hours

1. Adoption of Agenda

Moved: Ed Helm Seconded: Wendy Herring Carried.

2. Adoption of Minutes from June 25, 2025

Moved: Mike Yeager Seconded: Ed Helm Carried.

3. Public Participation on Agenda Items

- A member of the Public identified that the July 2025 Meeting Agenda wasn't available online prior the meeting.
- Commissioners reviewed the process to avoid future oversight.

4. Reports

a. Chair's Report (John Clarkson)

Chair's report read by John Clarkson. John read through his monthly report including some details on his conversation with Chris Vrabel about the CRD Fire Services Governance Review Report. In addition, indicated that the Chief will give a recommendation for adoption of the revised Occupational, Health and Safety Guidelines.

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

Chief Larkin reviewed the June Fire Chiefs report. See attached report for details. Jacqui asked about the differences in insurance in various public documents

between CRD Employees and Volunteers. Chief Larkin confirmed all are covered by insurance for the tasks they perform.

c. Finance report (Reviewed by Chief Fiona Larkin)

Revenue and Expense Report for June 2025 was reviewed by Chief Fiona Larkin. See attached report for details.

Also reviewed the long term ERF Plan. John Clarkson asked a question about some issues they were having with repairs to the hall and Chief clarified that the known issues including parking lot lights are being repaired just waiting for electrician to come to site. Also interior drains need to be cleaned, outside gutters need to be cleaned and there are some issues with the bay doors that need to be repaired.

Ed Helm touched on some clarifications on the approval of the budget for next year and how it will work with the new chief once they are hired. The 2026 budget will be approved by the CRD Board in March 2026. ESVFD will operate within a provisional budget for January through March 2026 until Board approval in March. The 2026 Budget includes funding for a full-time FC, as an employee with full benefits effective April 1, 2026 and will maintain funding for other Officers and On Duty firefighters as currently exists. The 2027 budget will see an increase to fund 12months of a full-time F.C.

d. Community Hall report (Wendy Herring)

Community Hall report read by Wendy Herring. See attached report for details. Jaqui asked a question about the community hall capital reserve and if unused amounts carried forward. Mike Yeager asked a question about repairs to the hall and how the approval process works. Wendy clarified they can approve projects up to \$5000 anything more would need to go to the Fire Commission for approval.

5. Old Business

No old business was brought forward during this meeting.

6. New Business

- **Notice of Motion for July 2025 Meeting. Ed Helm** – Funding request to CRD to support
ESVFD firefighting costs for the Sooke Regional Park Service Area.

There was some discussion amongst Commission members on the intent of the motion and how the motion should be worded. During discussion, it was determined that a working group should be formed to fully develop the funding case to be presented to the Commission for approval to proceed. The following wording for the motion was agreed on.

“Motion that the East Sooke Fire and Emergency Response Services Commission create a working group to develop a funding case for CRD Juan De Fuca Electoral Area Parks and Recreation Advisory Commission requesting funding support for the ongoing provision of fire protection services to East Sooke Regional park then present to the commission to vote on proceeding.”

Moved: Simon Miles Seconded: Jon Kuzyk Carried.

The floor was opened to volunteers. The work group will consist of Ed Helm, Simon Miles, Jacqueline Brown.

Notice of Motion for July 2025 Meeting. Mike Yeager – Neighborhood Fire Watch Program

After some lengthy discussion and back and forth, it was decided that a motion may not be needed in this case. A rejuvenation of the current community fire awareness program is in order. The Commission will work with Chief Larkin moving forward to help get information to the public. This will be a standing item in the “Old business” section of the next meeting and we will be able to track progress.

7. Adjournment of meeting.

Meeting Adjourned 2050 Hours



East Sooke Volunteer Fire Department

Fire Chief's Report – July 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– July 21th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Feb	Mar	Apr	May	Jun	Total
Alarm Bells	2	2			2		2						8
Duty Calls	1		2	1	4	2	2						12
Hydro				1									1
Medical	8	10	6	6	7	9							46
MVI	3					2							5
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2							10
Wildfire					1	1							2
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	1						4
Overall Total	16	16	16	9	16	19	5						97

Notes:

**10 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- Continuing with weekly skills reviews, upcoming practice is joint training with RCMSAR.
- 2 students training in-house, one has existing 1001.
- We have a few students that are still working through Emergency Vehicle Operator (EVO) and 1 is close to finishing the program.

Projects/Initiatives

Budgeting

- 2026 Budget planning is in progress, notable increases are: increase to full time chief position, building maintenance, diesel fuel and FR supplies.
- Increase in Revenue from Silverspray resulted in surplus to 2025 revenue.
- 2026 Provisional Budget is forecast at 4.75% increase over 2025 (Info from CRD)

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.
- Painting the structure is in progress.

Benefits for Members Status

- *Paused- will revisit in the future.*

Recruitment:

- 4 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. Cab and Chassis is now on site, specs for dimensions and layout of the box is complete, fabrication will commence soon.

Community Hall / JDF SAR:

- Community Hall needs / requests Budget or equipment related?

East Sooke Hall Group Minutes 16 May 2025

Present; Wendy Lane, Wendy Herring, Leslie Leus, Bruce Manning, Armin Sielopp.

Call to order 6.55pm.

Minutes of April 14, 2025: Moved by Wendy L. to adopt, seconded by Bruce. Carried.

Treasurer's report: Leslie presented the treasurer report. CRD printout matching inhouse budget.

Moved by Bruce to adopt the treasurer report. Seconded by Wendy L. Carried.

Hall rentals: Regular users continuing. A private birthday party was held. Museum event for May 24, Wilderness Mtn. Water meeting in June.

Old business: A wheelchair is being donated to the community hall. This is courtesy of Donna Dunlop. Armin to coordinate.

JDF SAR garage door repair quotes received. "Depend a Door" \$6150.0 plus tax, "Orca Doors" \$ 2263.0 plus tax. Moved by Wendy H., seconded by Leslie to offer the work to Orca. Carried.

New business:

Remove the two wall thermostats from the previous heating system which was replaced by the heat pump. Armin to contact an electrician.

Meeting adjourned at 7.50 pm.

Respectfully submitted. Armin Sielopp

