

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) Wendy Herring, Edward Helm, Jon Kuzyk (Secretary), Simon Miles, Al Wickheim, Mike Yeager (via phone)

Absent: Jaqueline Brown (resigned)

FD Present: Chief Fiona Larkin

Public Present: 1 Member of the public present

COMMITTEE MEETING DATE September 24, 2025 7:00 PM

1. Adoption of Agenda

MOVED: Ed Helm SECONDED: Jon Kuzyk CARRIED

2. Adoption of Minutes from August 27, 2025 Meeting

MOVED: Wendy Herring SECONDED: Jon Kuzyk CARRIED

3. Public Participation on Agenda Items

None

4. Reports

a. Chair's report (John Clarkson)

John Clarkson reviewed the chairs report. It was mentioned that Jaqueline Brown has vacated her position on the commission. In the meantime the Commission would only have 7 members which would make a Quorum consist of 4 members present at any given meeting. John also mentioned he had spoken to Chris Vrabel from the CRD and the budget is coming along for the upcoming AGM meeting in November.

MOVED: Jon Kuzyk SECONDED: Ed Helm CARRIED

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

Chief Fiona Larkin presented the Fire Chief's Report for September. (See attached report for full details.) She noted that it had been a relatively quiet month, with only five duty calls.

Commissioner Al Wickheim raised a few questions for the Chief. First, he inquired about foam/water diversion during training at the firehall. Chief Larkin clarified that foam is not typically used during training; the incident in question was a one-time occurrence where foam inadvertently reached the street via the driveway. She will review the firehall's drainage schematics to determine if there are possible upgrades that could help prevent similar issues in the future.

Mr. Wickheim also asked about snow removal at the firehall. Chief Larkin responded that while there is currently no formal snow removal contract in place, they have contacted local companies to obtain pricing. She noted that last winter saw minimal snowfall, and any accumulation was cleared manually by staff.

His third question concerned the water tender truck, which had previously been suspected of having a leak in the water tank. Chief Larkin reported that the tank was thoroughly inspected, no leak was found, and the vehicle has not shown any signs of leaking since.

Commissioner Ed Helm inquired about current recruitment numbers and what level of new membership the Chief would like to see annually. Chief Larkin stated that the department typically experiences a loss of about two members per year, and ideally, they would like to recruit at least two new members annually to maintain operational strength.

MOVED: Simon Miles SECONDED: Wendy Herring CARRIED

c. Finance report (Chief Fiona Larkin)

September Finance Report reviewed by Fiona Larkin. See attached report for details. Ed Helm noted that the firehall has remaining budget funds, which—if not used before the end of the fiscal year—will be carried over into the next fiscal cycle.

MOVED: Wendy Herring SECONDED: Simon Miles CARRIED

d. Community Hall report (Wendy Herring)

Community Hall report reviewed by Commissioner Wendy Herring. See attached report for details.

Notice of Motion: Wendy Herring to present a motion for approval: " I move that we approve an expenditure of no more than \$8000.00 CAD from the East Sooke Community Hall funds to repair and enhance the blacktop apron at the driveway entrance to the East Sooke Community Hall. "

MOVED: Jon Kuzyk SECONDED: Simon Miles CARRIED

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5. Old Business

Rejuvenation of Community Fire Awareness Program - **Chief Larkin gave a update on this and nothing to report to date but they are looking at updating the Fire Awareness Program by November 2025**

Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area. - **Ed Helm has been away but now plans to begin working on this item.**

6. New Business

Commissioner John Clarkson announcement - Jaqueline Brown has vacated her

position on the Commission. There was a discussion between members including next steps to fill the vacancy and ways to reach out to public nominees prior to the November AGM Meeting.

- Mailouts
- Social Media
- Posters

7. Adjournment

MOVED: Wendy Herring SECONDED: Simon Miles CARRIED

Meeting adjourned at 7:59 PM

East Sooke Hall Group Minutes August 12, 2025

Call to order at 6.55 pm.

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

Minutes of July 4, 2025. Moved by Bruce to adopt, seconded by Wendy. Carried. Treasurer's

Report: Deferred to next meeting.

Hall use: Wendy reported that a Zumba class to start in the fall. Details to come. Karate to resume in September.

Old business:

1. The building has had the annual fire protection system inspection. Passed.
2. Waiting for a date for the SAR garage doors repair.
3. Food scrap bin for SAR to be ordered.

New business:

1. The hall hot water tank needs to be replaced. Rust showing. Moved by Bruce to replace the tank, seconded by Wendy. Carried.
2. Recommended to install a safety line and anchor for the main roof. Approximately \$250.00. Moved by Bruce to install an anchor and line. Seconded by Wendy. Carried.
3. An invitation to the new Fire Commission chair John Clarkston to attend the next hall group meeting will be sent.

Meeting adjourned at 7.20pm.

Respectfully submitted. Armin Sielopp

East Sooke Community Hall Report 2025-09-24

1. Repairs to the exterior doors for the bays in the JdF SAR are complete.
2. Motion regarding expenditure of capital funds exceeding \$5000 in 2026 has been submitted to ESVFC for approval, as per agenda of meeting 24 Sept 2025.
3. Approved minutes of the meeting of the East Sooke Community Hall group for 12 Aug. 2025 have been submitted to the ESVFC secretary.
4. All regular renters of 2024/2025 season have returned for 2025/2026. One new program starts in October - Yoga on Sunday afternoons.

East Sooke Community Hall Finances as of 31 August 2025 YTD

Budget % of Budget

Income	Interest Income 243 210 116
Lower Hall rental 5,378 1,770 304	Surplus 8,781 8,781
JdF SAR rental 16,816 25,224 67	TOTAL 31,218 35,985

Operating Expenses 12,123 35,985 34
TOTAL 12,123 35,985 * budget includes \$13,730 contingency

ESCH TOTAL 19,095 53

ESCH Capital Reserve 13,804

The Hall was rented as both an advanced polling station and a regular polling station for the Federal Election. This contributed to the significant increase in rental income for the lower Hall.



East Sooke Volunteer Fire Department

Fire Chief's Report – September 2025

Membership Status – 23 total

- Interior/Full Service FFs on pagers: 15
- Exterior FFs on pagers: 5
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

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– Sept 18th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	2					10
Duty Calls	1		2	1	4	2	3	1	2				16
Hydro				1									1
Medical	8	10	6	6	7	9	1	6	2				55
MVI	3					2							5
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2		1					11
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	2	1				8
Overall Total	16	16	16	9	16	19	10	12	5				119

Notes:

**11 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- Continuing with weekly skill reviews. Sept / October will focus on Auto extrication.
- We have 4 members that have completed their “awareness plus” level for rope and confined space training.

Projects/Initiatives

Budgeting

- 2026 Budget planning is in progress, no updates from CRD at this time.
- UBCM Community Emergency Preparedness Fund 2025. We are in the process of getting quotes for eligible items that this funding may cover.

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 Oct for 2026 recruit group.
 - One has had interviews completed and has joined East Sooke Fire Rescue as a recruit.

FireSmart:

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

Squad replacement:

- In progress with Custom Express in Parksville. Fabrication of the box/ cabinets is underway

REVENUE AND EXPENSE REPORT - AUGUST [2025]



FPESOOKE.RE - FIRE PROTECTION EAST SOOKE

COVER PAGE



1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE

[illegible]

REVENUE TOTAL - - - 38,532.47 - 38,532.47 (38,532.47) - 1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE TOTAL - - - 38,532.47 - 38,532.47 (38,532.47) - 1079-102246 - CAPITAL

REVENUE

Original ----- YTD -----
Revised August -- Budget Remaining --

REVENUE TOTAL - - - 13,804.22 - 13,804.22 (13,804.22) -

1079-102246 - CAPITAL RESERVE EAST SOOKE COMMUNITY -
 - - 13,804.22 - 13,804.22 (13,804.22) -
 HAL TOTAL



REVENUE AND EXPENSE REPORT - AUGUST [2025] Making a difference...together FP EAST SOOKE - ERF

1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION

REVENUE

	Revised	Original -----	YTD -----		August --	Budget Remaining --	Budget \$	
				Actuals			Budget	%
							Actuals	Encumbered
470610 - ERF-Contributions to Equipment Replaceme - - 9,083.33	72,666.64	72,666.64	(72,666.64)	-	490010 - ERF-Carry Forward Surplus/Deficit Equip - -	1,031,939.18	1,031,939.18	(1,031,939.18) -
REVENUE TOTAL - - 9,083.33 1,104,605.82 - 1,104,605.82 (1,104,605.82) -								

EXPENSE

Original ----- YTD -----

	Revised		August -- Budget Remaining --	Budget \$
		Actuals	Budget Actuals Encumbered Total %	
501040 - CRD Vehicles - ORDERS ONLY - - - -	243,737.44	243,737.44	(243,737.44)	-
EXPENDITURE 502,500.00 502,500.00 - - - -	502,500.00	100.00		
EXPENSE TOTAL	502,500.00	502,500.00	- 16,533.96	243,737.44
	260,271.40	242,228.60	48.20	1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION TOTAL (502,500.00) (502,500.00) 9,083.33
	1,088,071.86	(243,737.44)	844,334.42	(1,346,834.42) 268.03

FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 9,083.33 1,088,071.86 (243,737.44) 844,334.42 (1,346,834.42) 268.03 FP EAST SOOKE

1001-101943 - EAST SOOKE FIRE REVENUE

REVENUE

	Revised	Original	YTD	August -- Budget Remaining --
Budget \$				
Budget Actuals Encumbered Total %				
Actuals				
403200 - Fees - Service 71,430.00 71,430.00 -	110,246.67	110,246.67	(38,816.67)	(54.34)
429000 - Interest Income - Internal 1,090.00 1,090.00 - - - -	1,090.00	100.00		429040 -
MFA Debt Reserve Fund Earnings 720.00 720.00 - - - -	720.00	100.00		486000 - Requisition- Municipal Electoral Area- O 612,666.00 612,666.00 612,666.00 612,666.00 - 612,666.00
--				
REVENUE TOTAL	685,906.00	685,906.00	612,666.00	722,912.67 - 722,912.67 (37,006.67) (5.40)

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REVENUE AND EXPENSE REPORT - AUGUST [2025]



Making a difference...together FP EAST SOOKE

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 612,666.00 722,912.67 - 722,912.67 (37,006.67) (5.40) 1001-101944 - EAST SOOKE FIRE EXPENSE

EXPENSE

	Revised	Original	YTD	August -- Budget Remaining --	Budget \$

Actuals

50000 - Salaries - Full/Part Time Regular - - (106.46) **(106.46) - (106.46) 106.46** - 500280 - Wages & Benefits - Other - Regular/Auxil 92,080.00 92,080.00 10,187.15 **78,110.31 - 78,110.31 13,969.69 15.17**
500510 - W.C.B. Benefits 450.00 450.00 - **59.65 - 59.65 390.35 86.74** 501000 - Travel Expenses CRD Business 400.00 400.00 - **1,029.70 - 1,029.70 (629.70) (157.43)** 501040 - CRD Vehicles - ORDERS ONLY
38,740.00 38,740.00 3,869.00 **24,589.21 - 24,589.21 14,150.79 36.53** 502030 - Telecommunications - Main account 5,890.00 5,890.00 583.53 **4,585.27 - 4,585.27 1,304.73 22.15** 503130 - Contract for
Services 11,350.00 11,350.00 620.00 **4,606.10 - 4,606.10 6,743.90 59.42** 505010 - Legal Services 1,420.00 1,420.00 - - - **1,420.00 100.00** 506010 - Insurance - Public Liability 1,732.00 1,732.00 - **1,732.00 - 1,732.00 - -**
506020 - Insurance - Fidelity 10.00 10.00 - **10.00 - 10.00 - -** 506030 - Insurance - Fire 7,690.00 7,690.00 - **7,690.00 - 7,690.00 - -** 506050 - Insurance - Group Accident 3,400.00 3,400.00 - **60.00 - 60.00 3,340.00 98.24** 506090 - Insurance - Service Contract 170.00 170.00 - **170.00 - 170.00 - -** 508260 - Purchased Maintenance - Buildings 8,500.00 8,500.00 3,262.89 **13,724.64 - 13,724.64 (5,224.64) (61.47)**
508270 - Purchased Maintenance - Equipment 9,000.00 9,000.00 155.25 **4,316.92 - 4,316.92 4,683.08 52.03** 514030 - Advertising 360.00 360.00 - **273.70 - 273.70 86.30 23.97** 514090 - Subscriptions 540.00
540.00 - **(81.57) - (81.57) 621.57 115.11** 514230 - Volunteer Appreciation Dinner 7,200.00 7,200.00 3,926.06 **4,342.80 - 4,342.80 2,857.20 39.68** 514250 - Information and Education 620.00 620.00 - - - **620.00 100.00** 514400 - Staff Training & Development 28,620.00 28,620.00 384.50 **6,986.35 - 6,986.35 21,633.65 75.59** 514420 - Memberships & Professional Dues 1,180.00 1,180.00 - **584.00 - 584.00 596.00 50.51** 514660 - Cleaning Services 5,150.00 5,150.00 385.24 **3,132.91 - 3,132.91 2,017.09 39.17**

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REVENUE AND EXPENSE REPORT - AUGUST [2025]

1001-101944 - EAST SOOKE FIRE EXPENSE [continued]

EXPENSE [continued]

	Original	-----	YTD	-----	
Revised			August --	Budget Remaining --	
				Budget \$	
				Budget Actuals Encumbered Total %	

514880 - Meeting Expenses 250.00 250.00 - **22.27 - 22.27 227.73 91.09** 515010 - Water 640.00 640.00 - **72.65 - 72.65 567.35 88.65** 515300 - Firemen's Association Allowance 10,080.00 10,080.00 - **10,080.00 - 10,080.00** - 530010 - Alloc - Standard OH Allocation 16,504.00 16,504.00 1,375.33 **11,002.64 - 11,002.64 5,501.36 33.33** 535040 - Fuel - Diesel 550.00 550.00 (192.92) **1,906.38 - 1,906.38 (1,356.38) (246.61)** 535050 - Fuel - Propane 7,500.00 7,500.00 - **4,634.73 - 4,634.73 2,865.27 38.20** 535090 - Electricity 10,550.00 10,550.00 - **5,109.98 - 5,109.98 5,440.02 51.56** 538000 - Supplies - Office 2,500.00 2,500.00 1,033.92 **3,317.60 - 3,317.60 (817.60) (32.70)** 538020 - Supplies - First Aid/Safety 6,200.00 6,200.00 813.69 **5,543.53 - 5,543.53 656.47 10.59** 538130 - Supplies - Operating 16,852.00 16,852.00 176.92 **8,218.15 - 8,218.15 8,633.85 51.23** 538360 - Supplies - Protective Clothing 13,094.00 13,094.00 1,220.88 **7,125.05 - 7,125.05 5,968.95 45.59** 570010 - Interest Expense-internal 1,090.00

1,090.00 - 1,809.10 - 1,809.10 (719.10) (65.97) 599200 - Contingency 82,450.00 82,450.00 - - - 82,450.00 100.00 600029 - Vehicle/Equipment Costs Clearing - - - 201.36 - 201.36 (201.36) - 601001 - Labour Consumption - - 6,211.00 14,014.50 - 14,014.50 (14,014.50) - 601002 - Labour Settlement - - - 706.50 - 706.50 (706.50) -

EXPENSE TOTAL 392,762.00 392,762.00 33,905.98 229,579.97 - 229,579.97 163,182.03 41.55 1001-101944 - EAST SOOKE FIRE EXPENSE TOTAL (392,762.00) (392,762.00) (33,905.98) (229,579.97) -

(229,579.97) (163,182.03) 41.55 1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND

EXPENSE

				Revised	Original -----	YTD -----		
						August --	Budget Remaining --	
Budget \$								
Budget Actuals Encumbered Total %								
Actuals								
547060 - Transfers to General Capital Fund				5,150.00	5,150.00	- - -	5,150.00	100.00
547070 - Transfers to Equipment Replacement Fund				109,000.00	109,000.00	9,083.33	72,666.64	
- 72,666.64				36,333.36	33.33			
EXPENSE TOTAL				114,150.00	114,150.00	9,083.33	72,666.64	- 72,666.64 41,483.36 36.34

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REVENUE AND EXPENSE REPORT - AUGUST [2025]

Making a difference...togetherFP EAST SOOKE

1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND (114,150.00) (114,150.00) (9,083.33) (72,666.64) - (72,666.64) (41,483.36) 36.34

TOTAL

1001-102109 - EAST SOOKE FIRE OTHER DEBT

EXPENSE

				Revised	Original -----	YTD -----		
						August --	Budget Remaining --	
							Budget \$	
							Budget Actuals Encumbered Total %	
				Actuals				
570050 - M.F.A. Debt Reserve Fund				720.00	720.00	- - -	720.00	100.00
570100 - Principal Payment				101,324.00	101,324.00	- - -	101,324.00	100.00
570110 - Interest Payment				76,950.00	76,950.00	-		
38,475.00 - 38,475.00				38,475.00	50.00			
EXPENSE TOTAL				178,994.00	178,994.00	- 38,475.00 - 38,475.00	140,519.00	78.50

1001-102109 - EAST SOOKE FIRE OTHER DEBT TOTAL (178,994.00) (178,994.00) - (38,475.00) - (38,475.00)

(140,519.00) 78.50

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Making a difference...together **FP EAST SOOKE**

REVENUE AND EXPENSE REPORT - AUGUST [2025]

1001-102163 - EAST SOOKE FIRE COMMUNITY HALL

REVENUE

	Original	YTD	Budget Remaining	Budget \$	Budget Actuals	Encumbered Total %
Revised		August --				
Actuals						

420800 - Rentals 1,770.00 1,770.00 100.00 5,377.81 - 5,377.81 (3,607.81) (203.83) 421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 16,816.00 - 16,816.00 8,408.00 33.33 429000 - Interest Income - Internal 210.00 210.00 - 243.26 - 243.26 (33.26) (15.84) 490000 - Surplus 8,781.00 8,781.00 - 8,781.00 - 8,781.00 - -

REVENUE TOTAL 35,985.00 35,985.00 2,202.00 31,218.07 - 31,218.07 4,766.93 13.25

EXPENSE

	Revised	Original -----		YTD -----									
				August -- Budget Remaining --									
						Budget \$							
						Budget Actuals Encumbered Total %							
Actuals													
502030 - Telecommunications - Main account	290.00	290.00	- - -	290.00	100.00	503130 - Contract for Services	790.00 790.00 116.25 347.75 - 347.75 442.25 55.98	508260 - Purchased Maintenance -					
Buildings	11,045.00	11,045.00	- 6,514.74 - 6,514.74	4,530.26	41.02	514420 - Memberships & Professional Dues	170.00 170.00 - - - 170.00 100.00	514590 - Security 450.00 450.00 - 270.00 - 270.00 180.00					
40.00	514660 - Cleaning Services	3,920.00	3,920.00	- 4,070.00 - 4,070.00	(150.00) (3.83)	535090 - Electricity	4,670.00 4,670.00 - 497.66 - 497.66	4,172.34 89.34	535100 - Garbage Disposal	170.00 170.00			
15.89	127.12 - 127.12	42.88	25.22	538000 - Supplies - Office	130.00 130.00	- - -	130.00 100.00	538130 - Supplies - Operating	620.00 620.00	- 296.09 - 296.09	323.91 52.24	599200 - Contingency	13,730.00
13,730.00	- - -	13,730.00	100.00										

EXPENSE TOTAL 35,985.00 35,985.00 132.14 12,123.36 - 12,123.36 23,861.64 66.31 1001-102163 - EAST SOOKE FIRE COMMUNITY HALL TOTAL - - 2,069.86 19,094.71 - 19,094.71 (19,094.71) - FP

EAST SOOKE TOTAL - - 571,746.55 401,285.77 - 401,285.77 (401,285.77) - FPESOOKE.RE TOTAL (502,500.00) (502,500.00) 580,829.88 1,541,694.32 (243,737.44) 1,297,956.88 (1,800,456.88)

358.30 GRAND TOTAL (502,500.00) (502,500.00) 580,829.88 1,541,694.32 (243,737.44) 1,297,956.88 (1,800,456.88) 358.30