

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting September 29, 2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes - Approved
Call to Order: 1930 Adjourned: 2045

Present: Chair B. Einarson, R. Gardiner, M. Taylor, H. Damude, S. Berggren
Ex officio: Chief L. Hill
Absent: J. Powell, A. Wickheim
Guests:

Agenda & Item #	Action Taken:																																																																																												
1. Agenda	Motion To approve agenda, H. Damude, M. Taylor Carried																																																																																												
2. Approval of Minutes	Motion: To approve August minutes: S. Berggren, H. Damude Carried																																																																																												
3. Correspondence																																																																																													
4. Treasurer's Report	<p>Shirley Fire Protection & Emergency Response Service Commission September Financial</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Tax Requisition</td> <td style="width: 20%;">\$230,874</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="4">Operating</td> </tr> <tr> <td>Budget</td> <td>\$69,080</td> <td></td> <td></td> </tr> <tr> <td>September Actuals</td> <td>\$9,770</td> <td></td> <td></td> </tr> <tr> <td>Remaining</td> <td>\$15,736</td> <td>22.78%</td> <td></td> </tr> <tr> <td colspan="4">Administration</td> </tr> <tr> <td>Budget</td> <td>\$83,774</td> <td></td> <td>Year 1 2025</td> </tr> <tr> <td>September Actuals</td> <td>\$8,063</td> <td></td> <td>\$12,000/5 yr/Auto Extraction Equip.</td> </tr> <tr> <td>Wages</td> <td>\$53,860</td> <td>62.15%</td> <td>Chief, Deputy, Volunteers, Maint</td> </tr> <tr> <td>Remaining</td> <td>\$43,137</td> <td>51.49%</td> <td></td> </tr> <tr> <td colspan="4">Shirley Fire Transfer to Own Fund</td> </tr> <tr> <td>Budget</td> <td>\$78,240</td> <td></td> <td></td> </tr> <tr> <td>September Actuals</td> <td>\$4,358</td> <td></td> <td></td> </tr> <tr> <td>Remaining</td> <td>\$13,159</td> <td>16.82%</td> <td></td> </tr> <tr> <td colspan="4">September Detail Expenditures</td> </tr> <tr> <td>CRD Vehicle Orders</td> <td>\$2,943</td> <td></td> <td>Veh Maintenance, New with CRD????</td> </tr> <tr> <td>Telecom</td> <td>\$129</td> <td></td> <td>Crest Quarterly</td> </tr> <tr> <td>Maintenance Equipm</td> <td>\$3,162</td> <td></td> <td>SCBA Flow test, Aquatest-Filters, Synt Oil, Etc.</td> </tr> <tr> <td>Staff Training</td> <td>\$250</td> <td></td> <td>Red Cross fee</td> </tr> <tr> <td>Gas, Lubricants</td> <td>\$404</td> <td></td> <td>Suncor</td> </tr> <tr> <td>Electricity</td> <td>382</td> <td></td> <td>BC Hydro</td> </tr> <tr> <td>Supplies/Operating</td> <td>886</td> <td></td> <td>Horizon Signs, CTC, Amazon, Home Hardware</td> </tr> <tr> <td>Supplies-Computer</td> <td>\$135</td> <td></td> <td>Mcafee</td> </tr> </table>	Tax Requisition	\$230,874			Operating				Budget	\$69,080			September Actuals	\$9,770			Remaining	\$15,736	22.78%		Administration				Budget	\$83,774		Year 1 2025	September Actuals	\$8,063		\$12,000/5 yr/Auto Extraction Equip.	Wages	\$53,860	62.15%	Chief, Deputy, Volunteers, Maint	Remaining	\$43,137	51.49%		Shirley Fire Transfer to Own Fund				Budget	\$78,240			September Actuals	\$4,358			Remaining	\$13,159	16.82%		September Detail Expenditures				CRD Vehicle Orders	\$2,943		Veh Maintenance, New with CRD????	Telecom	\$129		Crest Quarterly	Maintenance Equipm	\$3,162		SCBA Flow test, Aquatest-Filters, Synt Oil, Etc.	Staff Training	\$250		Red Cross fee	Gas, Lubricants	\$404		Suncor	Electricity	382		BC Hydro	Supplies/Operating	886		Horizon Signs, CTC, Amazon, Home Hardware	Supplies-Computer	\$135		Mcafee
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	<p>Labour Consumption\$1,656 New ????</p> <p>Wages \$2,259 Payroll accounting, Frances</p> <p>Telecom \$389 Shaw</p> <p>Group Insurance \$4,229 Group Heaalth North-New Annual?</p> <p>Alloc/standard OH \$523</p> <p>Transfer/Equip Fund \$4,386</p> <p>Total Detail \$11,786</p> <p>Reserves</p> <p>Equipment \$486,447</p> <p>Surplus \$199,455</p> <p>\$685,902</p> <p>Chris Vrabel Information Average Household Cost-\$729, \$50,000 Requisition Increase-est-\$145</p>
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<p>5. Fire Chief's Report</p>	<p>Callouts:</p> <p>Shirley: Three medical calls. Fire; two reports of smell of smoke and one tree down near Sandcut. One report of MVI cancelled by duty officer, no injuries.</p> <p>Jordan River: One tree stump on fire.</p> <p>Membership: We currently have 23 crewmembers, but a couple that haven't been attending. We also have two people waiting to join so our numbers should remain the same.</p> <p>Training: One member took the Safety Officer course, one took Live Fire and two crew took the ICS 100 course.</p> <p>JOHS: We are arranging a meeting with Mike about setting up our in-house JOHSC, which will consist of the Chief and elected members from the firefighters. We already have Frances and Hollie as elected members. We are waiting for our meeting with Mike to verify exactly how to set this up and what remuneration will look like.</p> <p>Equipment: Battalion was the first vehicle to receive maintenance from the CRD mechanics. They attended the hall to retrieve it and returned same when they completed the work. They had to return to fix the brakes as the callipers weren't installed correctly and seized up. They did come out and promptly fix them. Battalion had to go into the dealer for some wiring and the reoccurring problem with the manifold bolts/cover. The rest of our equipment is in good working order.</p> <p>Next chipping day is coming up on October 19th. We are starting to issue fire permits again, after tomorrow we will be at five.</p> <p>Moving forward we will need to increase communication budget by 2K</p> <p>Vehicle maintenance: 10k increase 51270. Recommend moving fuel/propane money to gas lubricants and leaving \$500 in the propane budget moving forward. Recommend increasing maintenance wage to \$35.00</p> <p>Motion: Fire Chief's report. R. Gardner, M. Taylor Carried</p>
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6. New Business	Motion: Request Shirley Fire Society make donation to Shirley Community Association of not more than \$1000 for the purpose of parking lot signage outside of the halls. H. Damude, R. Gardner Carried
7. Old Business	
8. Next Meeting	October 27th, 2025
9. Adjournment	2005 Hrs