

**OTTER POINT FIRE PROTECTION AND  
EMERGENCY RESPONSE SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 10 DECEMBER 2025  
Otter Point firehall – 3727 Otter Point Road, Sooke BC**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. S. Hemphill – Trustee & FFs Rep

Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. D. Gollmer – Vice Chair  
Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Deputy Fire Chief

**Call to Order:**

Meeting called to order at 1906 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the November 12th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2025. On track.

Budget 2026.

MOTION to amend the 2026 Operating Budget amount for salaried employees to a total of \$307,450 to provide for the Fire Chief and Deputy Chief positions with benefits. Hemphill/Gibbons. All in favour. Motion carried.

**Firefighter's Rep. Report:**

- 31 Oct, Hallowe'en Event at Camp Barnard. The cost for this event has risen such that it now comprises half of the annual budget for the Association. Would like consideration be given next year to increase amount budgeted to the Association.

- 11 Nov, Remembrance Day @ Sooke Legion. Very good member turnout for the parade and ceremony.
- November "Movember". Members raised \$1,200.
- 07 Dec, Sooke Santa Parade. Went very well with a sizeable crowd despite the rainy weather.
- 13 Dec, OPVFD Association Annual Candy Cane Run. Santa is set to tour the District this Saturday with candy canes and collecting non-perishable food and cash donations for the Sooke Food Bank.
- 18 Dec, Members Holiday Event in lieu of Practice Night. This year is a dry party, with pizza and wings from Sooke 2 for 1.
- 01 Jan 2026, Polar Bear Swim at Whiffen Spit. Planning underway, D. Gollmer to bring cannon as usual, and S. Whitmore in charge of the Hall breakfast afterwards.

**Old Business:**

None.

**New Business:**

**CRD Fire Services Operating Guidelines Manual (15 Sep 2025)**

The Commission accepts the staff recommendation that the Otter Point Fire Protection and Emergency Response Service Commission adopt the 2025 (September 15) CRD Fire Services Operating Guideline Manual (current version) and request further consultation as the Guidelines continue to be developed.

**Draft CRD Fire Services Operational Powers Bylaw V3 (corresponding Draft Amendment to Bylaw 3654 Fire Protection and Emergency Response Service Commissions Bylaw, 2010)**

The Commission has reviewed both documents and provide the following feedback regarding V3 of the Operational Powers Bylaw:

- Section 25 & 26. Acknowledge the clarification made in Version 3 to the Commission's engagement and consultation role in the selection and hiring of Fire Chiefs and non-volunteer positions, and that Commission advice will be considered as part of the CAO appointment process.
- Section 28. (c.) As discussed at our meeting on 08 Oct with C. Vrabel, request additional language to specify intent of this statement is in regards to matters or items requiring prior approval from the Manager Fire Services.

MOTION to adjourn at 2001 hrs. White/Gibbons. All in favour. Motion carried.

Next Commission meeting to be held on Wednesday, 14 Jan 2026 at 1900 hrs.