

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Meeting on **Thursday, January 15, 2026 @ 10:00 am**

Virtual Meeting – MS Teams

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Meeting ID: 246 944 726 504 57

Passcode: Pz2aj79s

AGENDA

1. Opening Remarks (territorial acknowledgement)
2. Approval of Agenda
3. Approval of Previous Meeting Minutes – November 6, 2025
4. Election of Chair & Vice-Chair
5. 2026 – 2030 Financial Planning
6. Fire Chief's Report
7. New Business
8. 2026 Meeting Dates
9. Adjournment:

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Minutes of Special Meeting on **Thursday November 6, 2025 @ 10:00 AM**

Virtual Meeting – MS Teams

MINUTES

In Attendance: Al Wickheim (Chair), Roy McIntyre (by phone), Kevin Neish, Chris Vrabel (CRD), Lisa Winbourne (recorder) **Guests:** Will Forsberg, William Toulmin

Chair called meeting to order at 10:04 am

1. Opening remarks (territorial acknowledgement)
2. Approval of Agenda **moved R. McIntyre seconded A. Wickheim** **Carried**
3. Additions to the Agenda – NONE
Question from the public – Is the Pacheedaht member able to participate in the closed portion of this meeting? CRD staff response: The nomination will be approved by the CRD board on November 12th and representative will become an official commission member on that date.
4. Approval of Previous Meeting Minutes – October 16, 2025
 - a. October 16th, 2025 **moved by R. McIntyre, seconded by K. Neish** **Carried**
5. New Business: Medical Response Policy and Procedure
 - a. Pacheedaht have stood-up their own response for medical related events on the reserve; 24/7 duty officer available. Prior to this program starting in May 2025 PRVFD, RCMP and BC Ambulance were responding. New Pacheedaht Emergency Services duty officer will add an extra responder. As the employer, CRD is required to provide clear direction and training to staff/volunteers.
 - b. Response from Fire Chief Will Forsberg: reviewed by Chief and two captains and happy with the guideline; presented to the fire department. Scope of calls being red and purple is a good start, can make tweaks as necessary.
 - c. Received email expressing support from the PFN on the operating guideline.
 - d. Question from K. Neish: Chief will be monitoring number of calls; if there is a reduction in calls would it have an overall budget impact? Something to monitor.
6. **Motion** to close the meeting at 10:27 AM, **moved by K. Neish, seconded by R. McIntyre** **Carried**
 - a. 11.1 That the meeting be closed for labour relations in accordance with Section (90)(1)(c) of the *Community Charter*. [1 item]
 - b. (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.
7. Motion to adjourn the meeting at 11:23 am, moved by **A. Wickheim**, seconded by **K. Neish** **Carried**

**REPORT TO PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMISSION
MEETING OF January 15, 2026**

SUBJECT 2026-2030 Financial Planning Process

ISSUE SUMMARY

To consider amendments to the 2026-2030 Provisional Financial Plan for the Port Renfrew Volunteer Fire Department.

BACKGROUND

The Capital Regional District (CRD) 2026-2030 provisional budget process commenced on June 12, 2025, and closed on July 30, 2025. Final adoption of the budget will be in March of 2026. Amendments to the 2026 provisional budget must be submitted to CRD Finance by no later than January 31, 2026.

The 2026-2030 provisional budget for the Port Renfrew Volunteer Fire Department includes a CRD Board approved cost of living increase of 1.72% for 2026.

The fee formula found in the service agreement between the CRD and Pacheedaht First Nation (PFN) currently sits at sixty percent payable by the Port Renfrew Fire Service Area and forty percent payable by the PFN.

The 2026 provisional Operating budget includes the following additions over 2025:

- An increase of \$5,000 in forecast revenue from the Province for Road Rescue services.
- An increase of \$20,000 in 2026 to the Equipment Replacement Fund, plus an additional increase of \$10,000 annually for the years 2027-2030

The 2026 provisional Capital budget includes the following projects:

- Electrical Upgrade – Building Security and Lighting \$15,000
- Replacement of Overhead Door Motors \$10,000
- Replacement of Fire Hose \$15,000
- Replacement of Self-Contained Breathing Apparatus \$90,000
 - 5 packs including 1 cylinder
 - 13 spare cylinders
 - 10 Masks
 - Battery Charger and spare batteries

Discussion

For the 2026 final budget process the following are recommended amendments to the 2026-2030 Financial Plan for Capital Projects:

- Remove Electrical Upgrade Project Complete
- Remove Replacement of Overhead Door Motors Project Complete

- | | |
|---|------------------|
| • Remove Replacement of Fire Hose | Project Complete |
| • Add Purchase of Fitness Equipment | \$15,000 |
| • Add installation of Security System including Cameras | \$10,000 |

Alternatives

Alternative # 1 – That the 2026-2030 Port Renfrew Volunteer Fire Service budget be increased in the amounts described in the attached 2026 – 2030 Draft Operating and Capital plans

Alternative #2 – Refer back to staff for more information as directed by the commission.

Implications

Financial – The 2026 budget shows an increase of \$10,000 in requisition for an estimated year over year increase of 13.72%. The PFN forecasted fee for 2026 is \$99,382 which is an 8.49% (\$7,784) increase over 2025.

Conclusion

A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department.

RECOMMENDATION

Staff recommend to the Commission:

That the 2026-2030 Port Renfrew Fire Service budget be increased in the amounts described in the attached 2026 – 2030 Draft Operating and Capital plans

Prepared By	Will Forsberg, Fire Chief
Concurrence	Chris Vrabel, Manager of Fire Services CRD

ATTACHMENT(S)

2026-2030 Draft Operating Plan
2026-2023 Draft Capital Plan
2026-2030 Reserve Schedule

#1 Draft Operating Plan
#2 Draft Capital Plan
#3 Reserve Schedule

Port Renfrew Fire Commission January 15, 2026 2026-2030 Financial Planning Process

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1.358 Port Renfrew Fire					0	-	27,086	-	-	-	-	-	-	-	-	-	-	-
					Actuals	Actuals	Actuals	Budget	Actuals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
D	CC	Name	GL	GL Name	2023	2024	May/Report date@Jun5	2025	Est	2026 Preliminary Budget	2026 Commis sion	Ongoing	One-Time	Total	2027	2028	2029	2030
		100343 FP Pt Ren Rev																
			422300	Recovery Cost	(6,706)	(2,743)			(5,000)	-		(10,000)		(10,000)	(10,200)	(10,400)	(10,610)	(10,820)
			427100	User Charge	(64,106)	(80,698)	(44,872)	(91,604)	(91,604)	(95,382)		(4,000)		(99,382)	(105,600)	(111,200)	(116,800)	(122,400)
			429000	Interest Income	(966)	(496)		(230)	(500)	(230)				(230)	(230)	(230)	(230)	(230)
			429040	MFA Debt RsrveFdEam	(18)	(642)		-						-				
			430000	Grant In Lieu- Fed	(1,073)	(1,096)	(1,268)	(1,268)	(1,268)	(1,290)				(1,290)	(1,320)	(1,350)	(1,380)	(1,410)
			460070	Grant- Provincial	-	-		-		-				-				
			486000	Req Mun EA Other	(96,077)	(120,400)		(135,069)	(135,069)	(142,574)		(6,000)		(148,574)	(156,848)	(165,514)	(174,243)	(183,095)
				Subtotal	(168,946)	(206,075)		(46,140)	(228,171)	(233,441)	(239,476)	-	(20,000)	(259,476)	(274,198)	(288,694)	(303,263)	(317,955)
										40%	-		-	40%	40%	40%	40%	40%
		100344 FP Pt Ren Exp																
1			500090	Honoraria	52,186	85,465	28,127	75,340	80,000	77,600				77,600	79,150	80,730	82,340	83,990
1			500510	W.C.B. Benefits	245	157		220	250	220				220	220	220	220	220
9			501000	Travel Expenses CRD	1,800	1,193	159	1,390	2,000	1,420				1,420	1,450	1,480	1,510	1,540
0			501040	CRD Vehicles -ORDERS	14,913	14,966	6,291	10,370	15,000	15,560				15,560	15,870	16,190	16,510	16,840
9			502030	Telecomm All	6,151	8,467	6,783	6,110	4,000	6,220				6,220	6,340	6,470	6,600	6,730
9			503130	Contract for Services	1,145	27,779		1,070	1,000	1,090				1,090	1,110	1,130	1,150	1,170
9			506010	Insurance-PublicLiab	1,210	1,277		1,462	1,462	1,533				1,533	1,610	1,691	1,776	1,865
9			506020	Insurance- Fidelity	10	10		10	10	10				10	11	12	13	14
9			506050	Insurance-GroupAccid	50	50		50	50	40				40	42	44	46	48
9			506090	Insurance- SrvcContr	40	40		30	30	30				30	32	34	36	38
5			508260	Purch Mtce-Buildings	2,860	-	1,021	-	1,050	-				-	-	-	-	-
5			508270	Purch Mtce- Equip	1,643	2,758	6,658	1,390	7,000	1,420				1,420	1,450	1,480	1,510	1,540
9			514230	VolunteerApprnDinner	3,977	4,474	3,299	5,370	5,500	5,470				5,470	5,580	5,690	5,800	5,920
9			514400	StaffTraining&Develp	5,635	862	564	31,810	25,000	32,380				32,380	33,030	33,690	34,360	35,050
9			514880	Meeting Expenses	353	-		580	580	590				590	600	610	620	630
9			515150	Printing	-	299		360	-	370				370	380	390	400	410
8			530010	Alloc- Standard OH	6,338	6,729	3,629	8,709	8,709	10,103				10,103	10,284	10,490	10,700	10,914
6			535000	Gas & Lubricants	1,997	3,886	1,641	7,190	6,000	7,320				7,320	7,470	7,620	7,770	7,930
4			538130	Supplies-Operating	8,013	9,828	720	8,840	8,000	9,000				9,000	9,180	9,360	9,550	9,740
4			538320	Supplies-Comprs/W&Up	-	-		-	-	-				-	-	-	-	-
4			538360	Supplies-PrtclCthg	21,427	4,532	82	10,490	11,000	10,680				10,680	10,890	11,110	11,330	11,560
9			570010	Interest - Internal	899	510	218	210	500	210				210	210	210	210	210
9			599200	Contingency	-	-		20,000	-	20,360				20,360	20,770	21,190	21,610	22,040
2			602002	Labour IWS Settled	-	-		-	-	-				-	-	-	-	-
				Subtotal	130,891	173,282		59,192	191,001	177,141	201,626	-	-	201,626	205,679	209,841	214,061	218,399
		101503 FP Pt Ren Oth Debt																
			547040	Transfer To CRF	-	1,854		1,910	1,910	1,940				1,940	1,980	2,020	2,060	2,100
			547070	TrsfToEquipRepFund	24,576	13,132	10,088	24,210	43,690	24,650	20,000			44,650	55,000	65,000	75,000	85,000
			570040	Accrued Debt Charges	-	(195)		-		-				-	-	-	-	-
			570050	MFA DebtReserveFund	18	17		-		-				-	-	-	-	-
			570100	Principal Payment	1,998	1,998		-		-				-	-	-	-	-
			570110	Interest Payment	900	900		-		-				-	-	-	-	-
				Subtotal	27,492	17,706	10,088	26,120	45,600	26,590	-	20,000	-	46,590	56,980	67,020	77,060	87,100
		101573 FP Pt Ren Exp Build																
			506030	Insurance- Fire	1,260	1,250		2,010	2,010	1,940				1,940	2,037	2,139	2,246	2,358
			506090	Insurance- SrvcContr	40	30		40	40	30				30	32	34	36	38
			508260	Purch Mtce-Buildings	-	4,763		1,210	1,210	1,230				1,230	1,250	1,280	1,310	1,340
			515010	Water	1,584	2,179		1,440	1,440	1,470				1,470	1,500	1,530	1,560	1,590
			535090	Electricity	7,679	6,865	3,946	6,350	6,000	6,590				6,590	6,720	6,850	6,990	7,130
				Subtotal	10,564	15,087	3,946	11,050	10,700	11,260	-	-	-	11,260	11,539	11,833	12,142	12,456

Reserve/Fund Summary

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Capital Reserve Fund	17,000	8,940	10,920	12,940	15,000	17,100
Equipment Replacement Fund	222,543	167,193	217,193	277,193	352,193	437,193
Total	239,543	176,133	228,113	290,133	367,193	454,293

Port Renfrew Fire Commission January 15, 2026 2026-2030 Financial Planning Process

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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
14-02	Replacement	Electrical Upgrade	Security						\$ -	\$ -	\$ -	\$ -	\$ -
14-05	Renewal	Overhead-Door-Motors	Overhead-Door-Motors						\$ -	\$ -	\$ -	\$ -	\$ -
14-06	Replacement	Fire-Hose	Replace-Fire-Hose								\$ -	\$ -	\$ -
16-01	Replacement	SCBA Replacements	SCBA Replacements	\$ 90,000	ERF		\$ 22,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
16-02	Replacement	Fitness Room Update	Fitness Equipment	\$ 15,000	Res		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
16-03	New	Building Security	Alarm System and Cameras	\$ 10,000				\$ 10,000					\$ 10,000
		GRAND TOTAL		\$ 115,000				\$ 115,000			\$ -	\$ -	\$ 115,000