

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

3

1.358 Port Renfrew Fire				2026-2030 Financial Planning Process																
D	CC	Name	GL	0		27,886		-		-		-		-		-		-		
				Actuals	Actuals	Actuals	May/Report date@Jun5	Budget	Actuals	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
2023	2024							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)															
	427100 User Charge			(64,106)	(80,698)			(44,872)	(91,604)	(91,604)	(95,582)		(4,000)	(99,382)		(10,200)	(10,400)	(10,610)	(10,820)	
	429000 Interest Income			(966)	(496)				(230)	(500)		(230)				(105,600)	(111,200)	(116,800)	(122,400)	
	429040 MFA Debt RsrveFdEarn			(18)	(642)											(230)	(230)	(230)	(230)	
	430000 Grant In Lieu- Fed			(1,073)	(1,096)			(1,268)	(1,268)		(1,290)					(1,290)	(1,320)	(1,350)	(1,380)	(1,410)
	460070 Grant- Provincial			-	-											-	-	-	-	
	486000 Reg 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)
100343			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)
100344	FP Pt Ren Exp											40%				40%	40%	40%	40%	
1	500090 Honoria			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	
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-PublicLab			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 VolunteerAppmDinner			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-PrctctCtg			21,427	4,532			82	10,490	11,000	10,680					10,680	10,890	11,110	11,330	11,560
9	570014 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 MWS Settled			-	-											-	-	-	-	
100344			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 TrfrToEquipRepFund			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											1,230	1,250	1,280	1,310	1,340
	570100 Principal Payment			1,998	1,998											1,470	1,500	1,530	1,560	1,590
	570110 Interest Payment			900	900											6,590	6,720	6,850	6,990	7,130
101503			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	
101573			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						

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
16-03	Replacement	Electrical Upgrade	Security					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-05	Renewal	Overhead Door Motors	Overhead Door Motors					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-06	Replacement	Fire Hose	Replace Fire Hose					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-01	Replacement	SCBA Replacements	SCBA Replacements	\$ 90,000	E	ERF	\$ 22,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
16-02	Replacement	Fitness Room Update	Fitness Equipment	\$ 15,000	S	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