

**Shirley Fire Protection & Emergency Response Commission
 Monthly General Meeting February 23rd, 2026
 Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
 Minutes - Approved
 Call to Order: 1926 Adjourned: 2050**

Present: Chair B. Einarson, J. Powell , R. Gardner, S. Berggren, H. Damude, W. Constantineau (non-voting)
Ex officio:
Absent: A. Wickheim, Fire Chief L. Hill
Guests: M. Taylor

Agenda & Item #	Action Taken:
1. Agenda	Motion: To approve agenda; S. Berggren, H. Damude, Carried
2. Approval of Minutes	Motion: To approve January minutes; S. Berggren, R. Gardner, Carried
3. Fire Chief's Report	<p>SHIRLEY FIRE COMMISSION FIRE CHIEF'S REPORT</p> <p><u>Callouts</u> Total of 4 callouts for the month. All in Shirley 1 Call for setting up an LZ at Muir Creek for Otter Point 1 Call for the tree down that took some hydro lines with it halfway on the Muir Creek Hill. Did traffic control until hydro cleared the tree. 2 Medical calls- both for chest pain</p> <p><u>Fire Permits</u> Had 4 requests for permit extensions due to weather not cooperating.</p> <p><u>Membership</u> Membership is at 20 members. We had one person leave due to health issues and 2 new recruits.</p> <p><u>Training</u> Practice night is going well. We have had people stepping up to take on practice nights and that is going well. Jarvis taught the Traffic Safety course in Renfrew with some of our members attending. Taking that course is one of the steps to being able to carry a pager so that will now bring a couple more crew available for calls.</p> <p><u>Budget</u> Susan and I met with Chris and Lisa from the CRD to go over questions we had on the budget. Some questions were answered then and some subsequently. I will let Susan brief you on that meeting. I held a Captains meeting last week and we did a physical tour of what is needed now and what is needed in the future as far as any expenses that can be occurred. This includes everything from painting, equipment, tools, vehicles, etc. Paving of the back lot isn't something we are considering right now.</p>

	<p><u>Equipment</u> Everything is in good working order. We have replaced some smaller items such as a drill, battery pack etc. I have also had to order some new traffic cones as the ones we have no longer meet the standard. That is a cost of approximately \$1000.00.</p> <p>Discussion: LZ is landing zone. Why new traffic cones? New std is that they be taller.</p> <p>Motion: To approve Fire Chief's report; H. Damude, J. Powell, Carried</p>
<p>4. Treasurer's Report</p>	<p>Shirley Fire Protection January 2026 Treasurer Report</p> <p>January 2026, \$222 was spent on fuel cards; Shaw communications cost \$129. BC Hydro totaled \$671 higher than average monthly expenditure but its winter. Operating supplies—including Sooke Home Hardware, Amazon, and Sooke Disposal—were \$219 (operations) and \$110 (admin)</p> <p>The net payroll for the month amounted to \$670. Chief Hill's membership in the Fire Chiefs Association cost \$290. The CRD corporate overhead allocation was \$588. There is an expense of \$1,103 for Honoraria related to Equitable Life Insurance, which could be reclassified from January (where there is no budget) to the insurance section's budgeted account. Alternatively, the budget could possibly be moved to Honoraria if it aligns with other CRD fire department budgets.</p> <p>The Equipment Replacement Fund received a \$4,466 allocation for January (1/12 of the \$53,590 annual budget). The \$12,380 Capital Replacement Fund was not allocated in January, but an update is expected in February.</p> <p>In summary, all expenditures remain within the approved budget and no areas of concern have been identified.</p> <p>Discussion: Will the CRD corporate overhead of \$588 go up over time? Meeting between S. Berggren, Chief Hill, Manager, Fire Services C. Vrabel and administrative assistant L. Winbourne did not produce a lot of answers. Admin payroll (codes) cant be broken down further due to privacy concerns. Discussion about statutory deductions. A meeting with the CFO has been requested to get further information including improved interest rates for Capital and Equipment Replacement funds (e.g. use of GICs). Director Wickheim needs to be involved. Questions for the Treasurer: 1) Is hydro for Fire Hall and Shirley Hall shared. No, they are separate. Department also pays hydro for large water tanks, CCAN storage unit and earthquake detector. 2) Do they use separate cost codes for wages. No only 1 cost code – Wages.</p> <p>Motion: To approve Treasurer's report; R. Gardner, J. Powell, Carried</p>
<p>5. Old Business</p>	<p>Has W. Constantineau been approved by the CRD yet as a new Commissioner? No, still working its way through the system</p>
<p>6. New Business</p>	<p>1) Email thread re: Fire Services in Jordan River A Jordan River resident questioned CRD about lack of Fire Protection in their area. Manager, Fire Services</p>

C. Vrabel responded to the resident and informed Director Wickheim and Chair Einarson of the complaint via email. He also suggested that they get together with Chair Einarson and Chief Hill to discuss further. Chair Einarson sent an email response to C. Vrabel.

The email threads were reviewed and discussed by the Shirley Fire Commission. Consensus was that it is up to the residents of JR to spearhead the initiative, obtain commitment from the JR community, including financial commitment, and to work with the Manager, Fire Services and CRD to facilitate the establishment of a Fire Department in JR. The Shirley Fire Commission supports establishment of a JR Fire Department in principle and could lend support in an advisory role, where possible, but only after a firm commitment and plan by the residents of JR has been established.

2) M. Taylor from the Shirley Fire Society discussed back lot paving potential, if desired, and progress on working with MOT for No Parking signs along Sheringham Point Road and in front of water tanks.

7. Adjournment	2050 adjourned
Next Meeting	March 30th, 2026