

# East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

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**Commissioners Present:** John Clarkson (Chair), Wendy Herring, Edward Helm (Vice Chair), Jon Kuzyk (Secretary), Mike Yeager, Simon Miles

**Absent:** Al Wickheim

**FD Present:** Chief Fiona Larkin

**Public Present:** 3 Members of Public



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## MINUTES - COMMISSION MEETING

**Date: Wednesday, February 25, 2026 at 7:00 pm**

### 1. Adoption of Agenda

Moved: Wendy Herring      Seconded: Simon Miles      **CARRIED**

### 2. Adoption of Minutes from November 26, 2025 AGM Meeting

Moved: Mike Yeager      Seconded: Ed Helm      **CARRIED**

### 3. Reports

#### a. Chair's Report (John Clarkson)

Chair John Clarkson did not have a Chair's Report to review this Month.

#### b. Fire Chief's Report (Chief Fiona Larkin)

Chief Fiona Larkin presented the Fire Chief's Report **as per addendum.**

- There was 1 new Recruit this month.
- Lower Calls for Service this month due to lack of Winter Storms/Power lines down.
- UBCM Grant 2024 Leftover is being used to cover training courses completed this fall/winter. 2025 new application awaiting approval.
- Next Gen 911 Grant could not be used for driveway address signs, will be used for Street Mapping.
- Training Building progress update: Parts are on site for plumbing in Propane for Propane fire prop training.

**c. Finance Report (Chief Fiona Larkin)**

There was no Finance Report to review this month.

**d. Community Hall Report (Wendy Herring)**

Wendy Herring presented the Community Hall Report **as per addendum.**

- Wendy Reviewed Monthly Rentals.
- Replaced Toilet in Mens Washroom
- Emergency Gutter repair completed on front of Community Hall.

**5. Old Business**

**-Rejuvenation of Community Fire Awareness Program:**

The commission has agreed this business has concluded and will not need to be continued as a recurring Old Business Item.

**-Funding Request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area:**

Chief Fiona will follow up with CRD in regards to the Motion brought forward by the Commission during the January 2026 Meeting.

**-Nominees for New Commission Member Update**

Al Wickheim was not at the meeting to Update the Commission. No News at this time.

**-Update on Fire Recruitment - The ESVFD Fire Chief position has been posted. A selection committee has been established and is awaiting receipt of results applications.**

Ed Helm, Chair of the Fire Chief Selection Committee, updated the Commission on the progress of the Fire Chief selection process. Phone screening of candidates has been completed and in-person interviews are to be scheduled for March 2026.

**- Update on ESVFD 40th Anniversary Spring Celebration.**

Simon Miles updated the Commission on the 40th Anniversary Spring Celebration. Planning is underway and the event is scheduled for April 2026.

#### **4. New Business**

No New Business at this time

#### **5. Public Question & Answer**

No Questions from the Public at this time.

Discussion: Public Question and Answer Period — Commission members discussed the placement of the Public Question and Answer Period on the Commission meeting agenda. Members exchanged views on the appropriate order of agenda items and the timing of the Public Question and Answer Period. The item had previously been listed as Item 3; following a review of the minutes by CRD, it was moved to the final item on the agenda. John Clarkson stated he would contact CRD to inquire whether the item should be returned to its original position or remain as currently scheduled. No decision was reached.

#### **6. Adjournment of meeting**

MOVED: Ed Helm    SECONDED: Simon Miles    **CARRIED**

Meeting adjourned at 7:35 PM



# East Sooke Fire Rescue Chiefs Report February 2026

## Membership Status – 25 total

- Interior/Full-Service Firefighters: 15
- Exterior Firefighters: 4
- Support Members: 2
- Recruits: 4

## Staffing Jan - March 2026

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 workdays.

## Callouts in the Last 12 months *Mar 01, 2025–Feb 24<sup>th</sup>, 2026*

Type of Call	Mar	Apr	Ma y	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
Alarm Bells			2		2	2				2		1	9
Duty Calls	2	1	4	2	3	1	3	3	1		1	1	22
Hydro		1						1					2
Medical	6	6	7	9	1	6	4	7	8	9	8	5	76
MVI				2			2		2	2		1	9
Rescue	1		1										2
Structure Fire	3	1	1	2		1	1	2	2	2		2	17
Wildfire			1	1	2								4
Car/garbage/other fire	4			1				1					6
Smoke investigation				2	2	2	2	3					11
<b>Overall Total</b>	<b>16</b>	<b>9</b>	<b>16</b>	<b>19</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>17</b>	<b>13</b>	<b>15</b>	<b>9</b>	<b>10</b>	<b>158</b>

### Notes:

\* All automatic mutual aid calls structure fire.

Calls without minimums since Jan 2025 = 0

# Training

## Highlights

- Members working through Fire Officer 1 and Fire Officer 2 courses as needed for their positions.
- All members continuing with weekly skill reviews.

# Projects/Initiatives

## *UBCM Grants*

- 2024 leftover: remainder is being used to cover training courses completed this fall/winter.
- 2025 new application: awaiting approval from UBCM.

## *Next Gen 911 Grant*

- Unfortunately, we could not apply for funding for driveway address signs.
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## *Records Management*

- First due is consistently used for truck checks and incident reports.  
Still needs work on use for training reports.
- Starting the progress of setting up First due to document hours worked, and payroll.

## *Website Changes*

- New website is still under construction.

## *Training Building*

- Exterior is mostly complete; there will be ongoing construction of props for NFPA 1001 training.

## *BC Wildfire Deployment*

- We have registered Tender 2 for wildfire deployment.

## *Recruitment:*

- 4 recruits for the 2026 year.
  - One is enrolled in the regional recruit training.
  - The other three are registered in courses and will be training in East Sooke.

## *FireSmart:*

- Grant funding has been reduced for 2026 and may not be available for this program to continue in 2027. Updates will be available in coming months

## *Squad replacement:*

- Almost finished with Custom Express in Parksville. Next it will be having radio and electronics components installed with CREST. No ETA of completion.

## **East Sooke Community Hall Group Minutes Dec. 12, 2025**

Call to order 7.04 pm.

Present: Bruce Manning, Wendy Lane, Wendy Herring, Leslie Leus, John Clarkson (Chair, ES Volunteer Fire Commission)

Minutes of November 14, 2025. Moved by Leslie to adopt, seconded by Wendy L. Carried.

Treasurer's report:

Leslie reviewed the financial report. All expenditures are within our income and savings. Moved by Wendy H. to adopt the report. Seconded by Bruce. Carried.

Hall Bookings:

Wendy H. reported on the December Christmas singing event and also the Christmas tea which was very well attended. More SEAPARC programs are being planned. We had a "Music coffee house" inquiry. Regular users continuing.

Old business:

One men's washroom toilet to replace, Hot water tank has been replaced. Armin to get quotes for replacing the front gutter over the S.A.R. doors. Still waiting for paving repair estimates for the driveway apron. S.A.R has received the food scrap bin.

New business:

A general discussion was had with John Clarkson regarding the operation of the community hall. This was also an opportunity for the hall volunteers to meet the fire commission chair.

Respectfully submitted.

Armin Sielopp

# East Sooke Community Hall Report

2026-02-25

1. Regular rentals continuing.
2. Regular maintenance - chairs repaired; gutter at front of bays replaced
3. Awaiting estimates to repair and upgrade asphalt apron of Hall driveway in 2026 as per capital project.
4. Minutes of meeting of 12 Dec 2025 of ESCH group are attached. January meeting was cancelled.

## East Sooke Community Hall Finances as of 31 January 2026

	YTD	Budget	% of Budget
<b>Income</b>			
Lower Hall rental	445	1,355	33
JDF SAR rental	2,155	23,705	9
Interest Income		210	0
Surplus			
<b>TOTAL</b>	<b>2,600</b>	<b>25,270</b>	
<b>Operating Expenses</b>			
	90	27,780	0
Contingency		13,730	0
<b>TOTAL</b>	<b>90</b>	<b>27,780</b>	
ESCH TOTAL R&E	2,510		
<b>ESCH TOTAL</b>	<b>2,510</b>		

### ESCH Capital Project established 2026 budget

Project #	type	title	description	budget
26-05	Renewal	Paving Project	Community Hall paving project	\$8,000

## East Sooke Community Hall Finances as of 31 December 2025

Year End 2025	YTD	Budget	% of Budget
<b>Income</b>			
Lower Hall rental	6,478	1,770	366
JDF SAR rental	25,224	25,224	100
Interest Income	682	210	325
Surplus	8,781	8,781	
<b>TOTAL</b>	<b>41,165</b>	<b>35,985</b>	
<b>Operating Expenses</b>			
	20,612	22,255	93
Contingency		13,730	0
<b>TOTAL</b>	<b>20,612</b>	<b>35,985</b>	
ESCH TOTAL R&E	20,553		
ESCH Capital Reserve	14,116		
<b>ESCH TOTAL</b>	<b>34,669</b>		