

East Sooke Fire Protection and Emergency Response Service Commission

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

commissioners@eastsookefirecommission.ca

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

Absent:

FD Present: Chief Fiona Larkin

Public Present: 3 Members of the Public



MINUTES - COMMISSION MEETING

East Sooke Community Hall 1397 Copper Mine Rd Sooke BC.

Date: Wednesday, March 25, 2026. 6:00 PM

In-Video (Closed) Meeting 6:00 - 7:00 PM

Public (Open) Meeting 7:00 PM

1. Adoption of Agenda

MOVED: Simon Miles SECONDED: Jon Kuzyk **CARRIED**

2. Recommendation: Motion to Close Meeting

3. Adoption of Minutes from Meeting January 28, 2025

MOVED: Ed Helm SECONDED: Mike Yeager **CARRIED**

4. Reports

a. Chair's Report (John Clarkson)

John Clarkson reviewed the March 2026 Chair's report. Discussed and reviewed the CRD Fire Commission Meeting Schedule which will have 7 Annual

Commission Meetings rather than the existing 12 Annual Meetings. As per Addendum.

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

Chief Fiona Larkin reviewed the March 2026 Fire Chiefs report. As per addendum.

c. Finance Report (Chief Fiona Larkin)

No Finance Report for March 2026.

d. Community Hall Report (Wendy Herring)

Commissioner Wendy Herring reviewed the March 2026 Community Hall Report. As per addendum.

5. Old Business

- Funding request to CRD to support ESVFD firefighting costs for the Sooke Regional Park Service Area.

Chief Fiona Larkin Reported to the Commission she had spoken to the CRD about this topic and was told the issue was dealt with in 2024 with the Staff report. The Commission is requesting clarification on this matter as the 2024 Staff Report is incomplete.

- Nominees for New Commission Member 2025

Al Wickheim reported to the Commission there are no candidates at this time.

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

Chief John Clarkson reported there will be an announcement for the April 2026 Meeting on this topic.

- Update on ESVFD 40th Anniversary Spring Celebration.

Commissioner Simon Miles reported to the Commission the Brigade is working on planning and scheduling the ESVFD 40th Anniversary Spring Celebration. They are looking at April 25 or 26, 2026 but exact date and time hasn't been decided yet.

6. New Business

- Wednesday Meeting Date for April

Chair John Clarkson requested to bring a motion to move the April 22, 2026 Commission Meeting to April 29, 2026 due to the fact there will be Commission Members away for the April 22 Commission Meeting and we would not have a quorum.

Motion: That the April 22, 2026 Commission Meeting be moved to April 29, 2026.

MOVED: Jon Kuzyk SECONDED: Ed Helm **CARRIED**

- CRD Fire Commission 2026 Meeting Schedule

Chair John Clarkson requested to bring a Motion to adopt the CRD Fire Commission 2026 Meeting Schedule. Changing from 12 Annual Meetings to 7 Annual Meetings.

Motion: That the ESVFC Adopt the New CRD Fire Commission 2026 Meeting Schedule.

MOVED: Mike Yeager SECONDED: Simon Miles **CARRIED**

7. Public Question and Answer

There were no questions from the public at this time.

8. Adjournment of meeting

MOVED: Jon Kuzyk SECONDED: Ed Helm **CARRIED**

Meeting Adjourned 7:25 PM

2026 Meeting Schedule - Proposed					
Port Renfrew	Galiano Island	Willis Point	Otter Point	Shirley	East Sooke
Jan 16	Jan 22	Jan 27	Jan 14	Jan 26	Jan 28
Apr 16	Apr 23	April 28	April 8	Apr 27	Apr 22
May 21	May 28	May 26	May 13	May 25	May 27
June 18	June 25	June 23	June 10	June 22	June 24
Sept 17	Sept 24	Sept 29	Sept 9	Sept 28	Sept 23
Oct 15	Oct 22	Oct 27	Oct 14	Oct 26	Oct 28
Nov 19	Nov 26	Nov 24	Nov 11	Nov 23	Nov 25

Key Business Decision Dates – Non - Election Year	
January	- Election of Chair and Approval of Final 5-year Financial Plan, approval Annual Report
February	
March	
April	- First look at 5-year Provisional Financial Plan - Q1 Chief Quarterly Report
May	- Optional Budget Meeting
June	- Approval of 2027 to 2031 Provisional Financial Plan*
July	- Q2 Chief Quarterly Report – Email Distribution to be included in
August	
September	
October	- First look at 2027 Final Budget - Q3 Chief Quarterly Report
November	- AGM
December	

*Move to month of May in 2026 due to October 2026 Local Government Elections



East Sooke Fire Rescue Chiefs Report March 2026

Membership Status – 24 total

- Interior/Full-Service Firefighters: 15
- Exterior Firefighters: 3
- 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 *Apr 01, 2025–Mar 23th, 2026*

Type of Call	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Alarm Bells		2		2	2				2		1	1	10
Duty Calls	1	4	2	3	1	3	3	1		1	1		20
Hydro	1						1						2
Medical	6	7	9	1	6	4	7	8	9	8	8	4	77
MVI			2			2		2	2		1	1	10
Rescue		1											1
Structure Fire	1	1	2		1	1	2	2	2		2		14
Wildfire		1	1	2	2								4
Car/garbage/other fire		1	1				1						2
Smoke investigation			2	2	2	2	3					1	12
Overall Total	9	16	19	10	12	12	17	13	15	9	13	7	152

Notes:

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

Fire department 40 year / 10 year building celebration

- Scheduled for weekend of April 25/26.

UBCM Grants

- 2025 new application: awaiting final approval from UBCM.

Records Management

- First due is consistently used for truck checks and incident reports.
- Working on getting more members using it for response status for calls

Website Changes

- New website is still under construction. It should be completed in the next week or two.

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 is still available, chipper day set for April 24.

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 Hall Group Minutes 13 February 2026

Call to order 7.12pm.

Present: Wendy Herring, Bruce Manning, Wendy Lane, Leslie Leus, Armin Sielopp

Minutes of 12 December 2025. Moved by Wendy H. to adopt, seconded by Wendy L., carried.

Treasurer's Report: Leslie reported that all expenditures are within budget. Moved by Bruce to adopt, seconded by Wendy L., Carried.

Hall Bookings: Wendy H. reported that an Easter event is being planned that will use the Hall and Coppermine park, good attendance at Zumba and regular users continuing.

Old Business:

1. Gutter over SAR entrance has been replaced
2. waiting for entrance asphalt repair quote.

New Business:

Roof fastener repairs scheduled for tomorrow.

Adjourned at 7.45pm.

Respectfully submitted.

Armin Sielopp

East Sooke Community Hall Report

2026-03-25

1. Regular rentals continuing. Easter EGGStravaganza Brunch is booked for 6 April 2026. Event was very well attended last year.
2. Regular maintenance - 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 Feb 2026 of ESCH group are attached.

East Sooke Community Hall Finances as of 28 February 2026

	YTD	Budget	% of Budget
Income			
Lower Hall rental	775	1,800	43
JDF SAR rental	4,310	25,860	17
Interest Income		210	0
Surplus			
TOTAL	5,085	27,870	
Operating Expenses	1,726	27,780	6
Contingency		13,980	0
TOTAL	1,726	27,780	
ESCH TOTAL R&E	3,359		
ESCH TOTAL	3,359		

ESCH Capital Project established 2026 budget

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