

**Shirley Fire Protection & Emergency Response Commission  
 Monthly General Meeting April 27th, 2026  
 Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4  
 Minutes - Approved  
 Call to Order: 1930 Adjourned: 2005**

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

<b>Agenda &amp; Item #</b>	<b>Action Taken:</b>
<b>1. Agenda</b>	<b>Motion:</b> To approve agenda; H. Damude, W. Constantineau <b>Carried</b>
<b>2. Approval of Minutes</b>	<b>Motion:</b> To approve March minutes; W. Constantineau, R. Gardner <b>Carried</b>
<b>3. Fire Chief's Report</b>	<p><b>Shirley Fire Department Fire Chief's Report For:          Shirley Fire Protection &amp; Emergency Response Commission</b></p> <p><b>From: Leah Hill          For Commission Meeting Dated: April 27, 2026</b></p> <p><b>1) Executive Summary:</b>          The department has been running smoothly. We have been doing some more organizing and updating so we can have a better understanding of equipment needed. All department members are very invested in their training and the operations of the department as a whole. There is an expectation of an increase in calls as the weather becomes nicer and the possible opening of the Juan de Fuca trail..</p> <p><b>2) Membership and Staffing snapshot (Totals and changes):</b>          - Interior Fire Fighters-TBD          -Exterior Fire Fighters-TBD          -Medical-6          -Recruits- No New recruits          -Maintenance- 2          Total crew members- 19</p> <p><b>3) Incident Activity:</b>          Total- 7          Incident Breakdown:          Outdoor Fire:          ~Investigated fire at French Beach for possible fire in the tree roots after a maintenance burn. Parks weren't sure if still smoldering after applying water.          ~ Asked by BC Wildfire to investigate smoke complaint they received. Was an old burn pile that reignited. We were able to put it out.</p>

Medical First Responder: Total 5 callouts  
Possible stroke X2, fall with ankle injury, chest pain, fall head laceration  
Motor Vehicle Incident: 0  
Technical Rescue: 0  
Public Hazard: 0  
Public Service:  
~ Issued 7 burn permits

**4) Training and Competency:**

We had 1 crew member attend Live Fire 1 at Otter Point last weekend.  
We have 5 crew members that will be attending Spring Training in Logan lake this coming weekend.

**5) Apparatus, Equipment & Facilities:**

Russ painted the training room. We still have an accent wall to paint and to set up a memorial wall.

We should be receiving our 2 new Scott Packs soon that we were able to purchase with our grant money.

The C Can needs repairs to the roof which we have someone coming to fix that.

We found out there was a small leak at the regulator at for the propane tanks which explains why we needed propane when we didn't use it. That has been repaired.

**6) Programs, Prevention & Community:**

~We have 6 people so far that have signed up for the Fire Smart chipping day.

~ Met with Sea to Tree this month. They presented what they have for programs for Mental Wellness for our crew. Will need to discuss further with Chris Vrael.

**7) Finance & Capital:**

Spending is in line with budget amounts. Will email Susan back with answers to her questions regarding some expenses.

Except for expenses for painting our training room there weren't any large purchases made this month. The painting for supplies and paint will be about \$460.00.

**8) Issues, Risks & Decisions Requested: None needed**

**Discussion:** People have been stepping up to complete jobs but will need to look at additional possibilities and training for people operating as Duty Officer. Is there ventilation in the C Can? Yes a fan. There is a company that sells drop in ventilation fans next to Sheringham Distillery. Will look into it. With potential reopening of JDF trail, do we need to request additional monies for equipment. No, we have what we need. How do we coordinate with JDF SAR? Currently we respond to injuries only until SAR arrives (SAR based in East Sooke and it takes longer than for us to respond). Only SAR responds for lost hikers. SARs call

	<p>whether we should respond to first aid only.</p> <p><b>Motion:</b> To approve Fire Chief's report; H. Damude, R. Gardner <b>Carried</b></p>
<p><b>4. Treasurer's Report</b></p>	<p>Presented by Chair Einarson in S. Berggren's absence</p> <p>Interest income for the month was \$820, offset by interest expense of \$742, resulting in net interest income of \$75 on the Capital Equity BCF. There was an additional internal interest expense charged of \$193, along with additional internal interest income earned of \$1,840.</p> <p>Staff training expenses were \$980 for training accommodations, with a remaining budget balance of \$5,300 for the year. Electricity was \$750 for the month, which is high, but with winter ending this monthly expense should begin to decline.</p> <p>Operating supplies consisted primarily of charges for Sooke oxygen bottle exchange (\$260), Global Industrial Canada (\$290), and Columbia Fire and Safety (\$287), along with a few smaller miscellaneous charges.</p> <p>Wages were high for March at \$5,330. However, wages were lower in the first two months of 2026, bringing the actual spend for the quarter to \$7,500. At this pace, wages are tracking to approximately \$30,000 for the year, so caution is needed to keep this lower, as historically there has been \$23,000 to \$25,000 in honorarium paid later in the year. This could push total wages over the budgeted amount of \$50,500.</p> <p>There were two charges of \$640 under Information and Education for the Leah's Hills Fire Chiefs Association, for a total of \$1,280 for the month.</p> <p>Administrative supplies and operating expenses included \$210 in miscellaneous smaller charges, including Sooke Disposal, Home Hardware, Shoppers Drug Mart, Amazon, and battery reimbursement.</p> <p>Overall, there are no budgetary concerns at the end of the first quarter.</p> <p><b>Discussion:</b></p> <p>Questions regarding honoraria charges \$1,103 in January and labour consumption of \$2,000 were discussed. Labour consumption is actually the line item CRD uses for vehicle maintenance labour. We have budgeted this charge under Vehicle Maintenance and correcting the line item charge will be addressed after the CRD budget is completed.</p> <p>In addition, the reports only provide transaction expense details and do not include interest income details from the CRD. Follow-up with the CRD is required regarding the interest questions.</p> <p><b>Motion:</b> To approve Treasurer's report; H. Damude, W. Constantineau <b>Carried</b></p>

<b>5. Old Business</b>	
<b>6. New Business</b>	
<b>7. Adjournment</b>	2005 adjourned
<b>Next Meeting</b>	May 25th, 2026