

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting May 25th, 2026
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes - Approved
Call to Order: 1933 Adjourned: 2121

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

Agenda & Item #	Action Taken:
1. Agenda	Motion: To approve agenda; H. Damude, R. Gardner Carried
2. Approval of Minutes	Motion: To approve April minutes; W. Constantineau, R. Gardner Carried
3. Fire Chief's Report	Shirley Fire Department Fire Chief's Report For: Shirley Fire Protection & Emergency Response Commission From: Leah Hill For Commission Meeting Dated: May 25, 2026 1) Executive Summary: It was a busy month for the department with training within the department and outside the department. We had our Fire Smart chipping day, many multiple agency meetings, CRD chiefs meeting etc. All is running well with consistent turnout of crew at practices. We enjoyed a department BBQ that was put on by our Association group. Everyone is gearing up for the summer which is when our workload increases. 2) Membership and Staffing snapshot (Totals and changes) Interior Fire Fighters-TBD Exterior Fire Fighters-TBD Medical- 6 Recruits- No New Recruits Maintenance- 2 Total Crew- 18 (1 Member resigned from the department) 3) Incident Activity: Total- 7 Incident Breakdown: Structure Fire: 0 Outdoor Fire: ~Investigated a smoke complaint, was a mattress outside that had been set on fire.

Vehicle Fire: 0
Alarm No Fire: 0
Medical First Responder:
1-chest pain, 1- accident on a bicycle, 1- accident on a skateboard
Motor Vehicle Incident: 1- MC accident, 1- MC vs vehicle
Technical Rescue: 0
Public Hazard:
~ Call for a tree on the power lines, no safety concerns
Public Service:
Mutual/Auto Aid In: 0
Mutual/Auto Aid Out: 0

Notable Incidents/Trends (if applicable):

We will be seeing an increase in MC accidents as many groups like to take the Pacific Marine trail circle route.

We will also see an increase in trail rescues as the Juan de Fuca trail opens July 1, 2026. The May long weekend showed a substantial increase in visitors to the area with all parks parking lots full and extending to parking on the hwy.

The Shirley Market also will be starting at the end of June.

4) Training and Competency:

~ Otter Point Fire Dept invited us to attend their live fire practice on Saturday. We had 2 members attend. There had been a previous practice where a majority of eligible crew attended.

~ We had 5 members attend the Spring Training in Logan Lake. They all came back with renewed enthusiasm and with many new techniques learned and information gathered. It was a great team building weekend just for our own team. Sean especially liked the large animal rescue class. We will see how often that gets put to use.

~ Going to make sure our training records are streamlined and make sure crew know where to go to see their training status.

5) Apparatus, Equipment & Facilities:

All equipment, trucks and facilities are in good condition.

6) Programs, Prevention & Community:

We had a successful Fire Smart Chipping day. There were 12 residences that signed up. It makes for a long day but glad that the program is being put to good use.

I attended a BC Wildfire meeting. They spoke about current fires, future risks, etc. Our risk of wildfire for the summer will be determined by the amount of rainfall we have in May and June and less on the amount of snow pack for the area. We have a good working relationship with BC Wildfire as well as with the Regional and Provincial Parks. Fire suppression for the Parks will be between Municipal departments and BC Wildfire. CRD Parks don't have an attack crew but will be involved in mop up operations. CRD parks

	statistics show 5,231,752 visitors to the parks last year. 7) Finance & Capital: Finances are within budget amounts. Susan and I have made inquiries to the CRD regarding some expenses that we aren't sure about. One was for expenses made by someone not in the department and another for insurance. Purchases that were made this month were for the whiteboard, taillight for Tender, our lease amounts to Crest for our pagers. 8) Issues, Risks & Decisions Requested: For information- For discussion- Future Fire suppression needs for future subdivisions. Who is to be responsible for expenses re repairs, replacements. Will need to include CRD in those discussions. Decisions Requested: Discussion: For wildfires, Shirley weather conditions are generally better than areas of higher elevations with large snow packs. Followup on some expenses (likely Crest Pagers) will be carried out. Maintenance and repairs of large water tanks and associated equipment has historically been the responsibility of the Department. With the building of new Developments (e.g. across from Fossil Bay) will/should this continue. Maintenance, repair and replacement costs can be considerable. Need to have conversation with CRD and Developers about future costs. Director Wickheim indicates these discussions are ongoing for future developments (does not apply to existing Developments). Motion: To approve Fire Chief's report; H. Damude, W. Constantineau Carried
4. Treasurer's Report	April Results There were relatively few expenditures in April. The main expenses recorded were equipment, alarm services, insurance, payroll accounting, and unallocated purchasing card charges. Recorded Expenses • Dynamic Rescue Equipment (static rope standard): \$1,150 • Victoria Alarm Services: \$75 • Reserve Fleet Insurance: \$2,785 • Payroll accounting for April: \$1,200 • Standard CRD overhead allocation: \$588 • CRD labour consumption to be allocated to SFD workorder: \$2,016 Unallocated Purchasing Card Charges – wrong account to be corrected? • Amazon Marketplace: \$215 • Rocket Communications: \$575 • Starlink Internet: \$164 • Zoom and Country Grocer: two small charges totalling under \$50 These charges are currently listed under Chris Wakefield's purchasing card and have not yet been

	allocated. Missing the PCard purchases by Leah and Jarvis, as well as there were no charges for Fuel cards in April Forward looking discussion for resources to meet budget 2026 and begin 2027 planning. 1. What does the forecast to the end of the year look like to budget? Any concern? 2. Are responsibilities growing and accumulating over the last few years and are the resources appropriate? 3. Where do you feel the volunteer organization is relying too heavily on goodwill or personal sacrifice? Are volunteers being stretched too thin? 4. Are there aspects/risks within the SFD that keep you up at night? Discussion: 1) No budget concerns. Equipment OK. 2, 3 & 4) It's becoming increasingly difficult to keep up with administrative responsibilities as new requirements are implemented, even with help from within the department. Mainly a time issue, especially for the Chief. Would like to do more. - CRD should be providing admin support for clerical tasks. An example is the scanning of old documents to be uploaded to CRD Management database. Does this really need to be done. We don't want Chief or Volunteers doing these jobs. Clerical support was promised from CRD. Will we be charged? - We need to identify what the time and resource requirements are to complete the required compliance and SOG jobs and resource appropriately. If new personnel is brought in, will that be a further distraction for Chief Hill? What is the most efficient way to do this if required? Motion: For Chief Hill and Treasurer Berggren to determine additional resources required to carry out relevant administrative tasks related to the Chief role and report back to the Shirley Fire Commission at the July 2026 meeting. W. Constantineau, R. Gardner Carried <u>Other</u> A draft letter was submitted by the treasurer outlining her concern regarding interest earned on the department's ERF and CRF. Currently these funds are yielding a return of less than 1% which is significantly less than the current Canadian rates for low-risk non-redeemable GIC's. The board members agreed to review the draft with follow up discussion at the next monthly meeting. Motion: To approve Treasurer's report; H. Damude, W. Constantineau Carried
5. Old Business	1) Community Outreach ideas – Pushed to next meeting because of time restraints
6. New Business	Director Wickheim provides update on Speed limit and Passing signs for West Coast Rd. No Parking signs to be added to both sides of Sheringham Pt. Rd. Pedestrian roadside trail from Kirby Creek to Sheringham Pt. and crosswalk across West Coast Rd at Shirley Delicious to be added. Other roadside trails added as

	new developments occur.
7. Adjournment	2121 adjourned
Next Meeting	June 29th, 2026