

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), Simon Miles

Absent: Mike Yeager, Al Wickheim

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, May 27, 2026. 7:00 PM

1. Adoption of Agenda

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

2. Adoption of Minutes from Meeting April 29, 2026

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

3. Reports

a. Chair's Report (John Clarkson)

No Chair's Report this month.

Discussion: Chair John Clarkson made a note The Commission will be following the new CRD Commission meeting schedule and August and September 2026 there will be no Commission meetings these months.

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

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

c. Finance Report (Chief Fiona Larkin)

No Finance Report for May 2026.

d. Community Hall Report (Wendy Herring)

Commissioner Wendy Herring reviewed the March 2026 Community Hall Report. As per addendum. There were no Community Hall Minutes this month as there was no Community Hall meeting in April 2026.

5. Old Business

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

Chair John Clarkson reported the CRD recognizes the 2024 Staff Report was not completed. Now that Chief Larkin has been hired she will be tasked to Complete the CRD Staff Report. Chief Larkin will update the Commission during the October 2026 Commission Meeting.

- Nominees for New Commission Member 2026

Al Wickheim was not in attendance this month so there's no Update on potential Nominees at this time.

- Update on ESVFD 40th Anniversary Spring Celebration June 6, 2026.

A Member of the Public gave an Update on the 40th Anniversary Spring Celebration including possible attendees and Celebration events.

- Update on Firefighter Appreciation Dinner 2026.

A member of the Fire Department has expressed interest in organizing the 2026 Firefighter Appreciation Dinner and is currently developing plans for the event. The Commission requested that a status update be provided at the next Commission meeting.

6. New Business

There is no new business this month.

7. Public Question and Answer

There were no questions from the public at this time.

8. Adjournment of meeting

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

Meeting Adjourned 7:25 PM



East Sooke Fire Rescue Chiefs Report May 2026

Membership Status – 23 total

- Interior/Full-Service Firefighters: 14
- Exterior Firefighters: 3
- Support Members: 2
- Recruits: 4

Staffing Jan 01 – May 31, 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.

Staffing change – June 01, 2026

- Full Time Chief: 35 hours/week

Callouts in the Last 12 months *June 01, 2025–May 25th, 2026*

Type of Call	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Total
Alarm Bells		2	2				2		1	2	1		10
Duty Calls	2	3	1	3	3	1		1	1			5	20
Hydro					1								1
Medical	9	1	6	4	7	8	9	8	8	4	2	4	70
MVI	2			2		2	2		1	1			10
Rescue													0
Structure Fire (MA)	(2)		(1)	(1)	1 (1)	(2)	(2)		(2)		(2)	1(3)	2(16)
Wildfire	1	2	2										5
Car/garbage/other fire	1				1								2
Smoke investigation	2	2	2	2	3					1			12
Overall Total	19	10	14	12	17	13	15	9	13	8	5	13	148

Notes:

Calls without minimums since Jan 2025 = 1 mutual aid

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, June will see wildfire equipment reviews and scenarios.

Projects/Initiatives

Fire department 40 year / 10 year building celebration

- Saturday June 06, 1-3 pm

UBCM Grants

- Application is approved, purchasing items is underway.

Records Management

- First due is consistently used for truck checks and incident reports.
- Members have transitioned to using it for response status for calls.
- New updates coming June 01 and June 15, improvements for training documentation.

Website Changes

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

Training Building

- 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, almost finished training.
 - The other three are registered in courses and working through exterior training in East Sooke.

FireSmart:

- Grant funding is still available. Chipper day in April filled up quickly, no date set for the next one yet.

Squad replacement:

- Currently at CREST to have radio and electronics components installed. Should be in East Sooke by the end of May. Additional striping and department logo still need to be installed.
- New Squad will be showcased at the Fire Expo in June.

East Sooke Community Hall Report

2026-05-27

1. Regular rentals starting to slow for the summer. SRCHN and SeaParc exercise classes continuing through the summer.
2. Routine maintenance and checks continue. Island Health kitchen inspection complete.
3. Hall booked for Civic Elections (CRD JdF) on October 17th.
4. No new meeting minutes since last ESVFC meeting.

East Sooke Community Hall Finances as of 30 April 2026

	YTD	Budget	% of Budget
Income			
Lower Hall rental	1,215	1,800	68
JDF SAR rental	8,620	25,860	33
Interest Income	192	210	91
Surplus	20,552		
Fees/Charges	32		
TOTAL	30,611	27,870	
Operating Expenses	3,440	27,780	12
Contingency		13,980	0
TOTAL	3,440	27,780	
ESCH TOTAL R&E	27,171		
ESCH TOTAL	27,171		

ESCH Capital Project established 2026 budget

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

Project came in under budget. Detailed reporting to follow.

East Sooke Community Hall Minutes March 20 2026

Call to order 6.58pm.

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

Regrets: Wendy Lane.

Minutes of February 17 2026. Moved by Bruce to adopt, seconded by Wendy. Carried.

Treasurer's report. Leslie presented the monthly financial statements. All expenditures within budget. Moved by Bruce to adopt. Seconded by Wendy. Carried.

Hall Bookings. Wendy reported that April 4th will be the Easter event, April 12 there is a private birthday party. Regular hall users continuing.

Old business. Paving quote visits booked. Roof fasteners checked and tightened. Septic tank connection to distribution box checked with line camera by Save on Septic and passed.

New business. Ant problem in the SAR space. Armin to arrange pest control contractor to attend. Will use the same local company that Wendy used for the hall problem. Hall entrance landscaping needs maintenance and improvement. Also this includes the lost parking area due to the overgrowth of brush and blackberry vines plus a small load of gravel. Armin made the following motion. Allow a budget of \$1950.00 to address these outside deficient items.

Moved by Leslie, seconded by Bruce. Carried.

Meeting adjourned at 6.50 pm.

Respectfully submitted,
Armin Sielopp