

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting June 29th, 2026
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes - Approved
Call to Order: 1927 Adjourned: 2132

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

Agenda & Item #	Action Taken:
1. Agenda	Motion: To approve agenda; R. Gardner, W. Constantineau Carried
2. Approval of Minutes	Motion: To approve May minutes; H. Damude, W. Constantineau 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: June 29, 2026 1) Executive Summary The department is running well. Chief Hill and Captain Patrick were able to attend quite a bit of the FCABC Fire chiefs conference at the beginning of June. It was very informative and a great way to network with various vendors and also to meet with other Fire Chiefs from all over BC and from differently structured departments. It is reassuring to know that there is tremendous support for Fire Chiefs out there. Moral within the department is doing well and with everyone supporting each other. 2) Membership and Staffing snapshot (Totals and changes) Total - 18 New Recruits- 0 Maintenance- 2 3) Incident Activity: Total- 5 Incident Breakdown: Structure Fire: 0 Outdoor Fire: Responded to a burn pile complaint for a neighbour with a larger than campfire size burn pile. Spoke to wife of resident that had started the fire. Told her to make fire was out, burn pile need to be moved and reminded of the burning restrictions. Medical First Responder: 1-Attended to 1 medical call Motor Vehicle Incident: Responded to a MC MVI in Jordan River. Patient had multiple fractures.

	Technical Rescue: Responded to a trail rescue at Sheringham Point trail. Public Hazard: Tree on lines causing some sparking. On arrival tree had fallen back and no longer a hazard Notable Incidents/Trends (if applicable): None 4)Training and Competency: Practices have been well attended and all members are doing well at progressing their theory knowledge and practical application. Some time was spent with the Chiefs close to our district regarding doing some more training with their departments. I would like to see our department used more for different mutual aid calls and that will require some more ongoing discussion with the other department chiefs. 5)Apparatus, Equipment & Facilities: All in good working order 6)Programs, Prevention & Community: The Shirley Market seemed to go well. I didn't notice issues with parking. Will remind organizers to leave pylon in front of hydrant so no one parks there. 7)Finance & Capital: The 2027 budget updates have been completed. Accompanying will be a staff report outlining the changes for approval. Most of the changes put forth will be regarding increase in wages to include an administrative wage for the Fire Chief. Otherwise no large purchases for June. 8)Issues, Risks & Decisions Requested: For information- For discussion- Hydrant testing for the hydrant on Lighthouse Point Rd. To possibly be brought forth to the Strata on Lighthouse Point Rd. Decisions Requested: Approval for the 2026 budget Discussion: - New subdivisions should be responsible for maintenance of new water tanks. Ongoing discussions. - Hydrant on Lighthouse Point Rd is owned by Strata. Not sure if it can be registered or not but Strata would have to do the testing. Doesn't have the expertise. - Do we apply for Emerg Prepar Grants. Yes & CRD distributes monies. W. Constantineau intends to apply for other new grants for the Department in Sept. Motion: To approve Fire Chief's report; H. Damude, J. Powell Carried

4. Treasurer's Report	SFD May 2026 Treasurer Report May 2026 operating expenses included \$283 for telecommunications, \$997 for staff training and development (primarily accommodations), \$128 for propane, and \$87 for operating supplies. Wages and benefits were approximately \$2,500 for May. Year-to-date expenses total \$11,200, averaging \$2,240 per month. If this rate continues, we will be at \$27,000 for wages and will likely pay approximately \$25,000 for honorariums. The budget for the year is \$47,000. Building maintenance was \$856, memberships were \$300, and the standard overhead CRD allocation was on budget at \$588. Operating supplies totaled \$240, mainly for grocery purchases from Superstore. Chris Wakefield's unallocated purchasing card showed a net amount of \$300. Last month's charges in error of \$1,000 were reversed and the subsequent expense increase remain mis-coded, but are being allocated out on distribution. Accounting CRD has indicated that this will be corrected by August, along with a journal entry needed to remove the \$1,105 honorarium charged to SFD in error January 2026. Discussion: - Decision Re: Final approval of 2026 budget change will be at Aug meeting. Susan & Leah have looked over budget and have identified some areas to shift money to pay for increased honoraria for the Chief for an increase in time of about 18 hrs more per week to cover additional administrative tasks. Reduce new monies into ERF from 63k to 50k per year. Reduce contingency from \$7000 back to \$3150. Reduce additions to capital equipment fund to zero. Goal is to keep requisition increase to below 5% in upcoming year. Motion: To modify the 2026 budget by reducing transfers to CapResFund to zero and EquipReplFund to \$50,000. J. Powell, R. Gardner Carried - Treasurer S. Berggren has drafted a letter to send to CRD re: return on ERF and Capital accounts. Letter was sent out to all by email and reviewed. Motion: To send letter as written by treasurer. W. Constantineau J. Powell Carried Motion: To approve Treasurer's report; H. Damude, J. Powell Carried
5. Old Business	
6. New Business	- B. Einarson reports that people have been parking in the loop at the bottom of Cedar Coast Rd in front of the hydrant. Chief Hill will look into putting a pylon and No Parking sign there to discourage this.

	- Discussed next meeting. Due to holiday schedules, many will be away and so July meeting has been cancelled and August meeting will be held on the 17 th instead of end of month.
7. Adjournment	2132 adjourned
Next Meeting	August 17th, 2026