Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting August 17, 2026
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes - Approved
Call to Order: 1929 **Adjourned:** 2048

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

Agenda & Item #	Action Taken:
1. Agenda	**Motion:** To approve agenda; R. Gardner, W. Constantineau **Carried**
2. Approval of Minutes	**Motion:** To approve June 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: August 17, 2026 (includes July)** **1) Executive Summary:** The Fire department is still running well with some dedicated members. We have had great community support and hoping everyone has been able to have some time away to enjoy the summer and come back ready to go in September. We will be holding a Captains meeting beginning of September to set our goals for the remainder of the year. **2) Membership and Staffing snapshot (Totals and changes)** Interior Fire Fighters- TBD Exterior Fire Fighters- TBD Medical- 6 Recruits- 0 Maintenance- 0 . Recruiting efforts were made by all at Shirley days and a more public advertisement will be forth coming. **3) Incident Activity:** Total- Includes incidents since June 29, 2026 - 13 Incident Breakdown: Outdoor Fire: Campfire complaint at Flea Beach -1 Smoke Complaint - 2 Medical First Responder: 5 Motor Vehicle Incident: 1- car, 1- Motorcycle, 1- dirtbike Jordan River callout- 1- Motorcycle

	Technical Rescue: Beach rescue at China Beach - 1 Public Hazard: Tree leaning across hwy support by phone lines. Traffic was able to get through. We were enroute to 2 calls so left it with hydro and Emcon Public Service- Frances is taking over the FireSmart program and had an evaluation request come in already. Notable Incidents/Trends (if applicable): Nothing that is out of the ordinary **4) Training and Competency:** We have had another firefighter complete their airbrakes course. Training nights have been going well with crew stepping up to do training and putting in a lot of effort for it and doing a great job at it. **5) Apparatus, Equipment & Facilities:** Everything in good working order. We had our Air system serviced and should be receiving our new filling station in September. That expense is through the grant program. **6) Programs, Prevention & Community:** Shirley Days was held yesterday and was a great success. We had a very popular kids obstacle race which was a big hit with all ages actually. We drew a good crowd for the auto ex demo. We didn't have to leave for a callout which was good. The firefighters that were there put a lot of energy and enthusiasm into making it a very fun day for all. **7) Finance & Capital:** Still waiting to have questions answered about where some of our funds are being expensed to in our budget. Next month there will be an expense from Garden stitches for more t-shirts etc. **8) Issues, Risks & Decisions Requested:** For information- The no parking signs on Sheringham Point rd should be up soon. I had asked for a rush for Shirley days but apparently they are still waiting for the actual signs to be done. **For discussion-** **Decisions Requested: Funding for more hours for the Fire Chief.** **Discussion:** Shirley is currently on High fire danger while ES, OP & Met on Extreme. When SFD repsonds to calls, there is strict confidentiality in place. Blueberry Flats addition to SFD map is in 3rd reading at CRD. There is a home in Kirby Creek area that is out of the SFD jurisdiction and they have been notified. Al-Any application to be included must be passed by CRD. Staffing of SFD down to 18 due to retention, not retirement.

	Motion: To approve Fire Chief's report; H. Damude, S. Berggren **Carried**
4. Treasurer's Report	**June Activity** • **Training – $1,500:** Includes **$663** for Justice Institute live-fire training, travel/fuel and meals, and **$573** in Otter Point Collision charges. • **Telecommunications – $1,243:** Primarily **$1,112** for CREST pager financing and **$130** for Shaw. • **Fire operating supplies – $515:** Includes **$229**for custom pony hose rubber and **$33** for naloxone, with the balance consisting of smaller P-card purchases. • **Administrative supplies – $1,491:** Includes a **$675 memorial plaque reimbursement** and **$568 ULINE** purchase, plus smaller purchases. • **Insurance – $4,503:** June recorded the full annual allocations for public liability ($1,533), fire insurance ($2,850), group accident ($40) and service contract ($80). General insurance of $4,810 not yet charged for 2026. • **Wages & benefits – $1,831.13** for June. • **Interest Expense – Internal $722 in ytd,** previously $193 in May, not on transaction detail budget of $203. **July activity** • **Wages & benefits – $4,042** for July. **$40,982** of 2026 budget remaining. • **Staff training: $982 credit** in July, reducing the YTD expense in this category to **$4,617** • **Operating supplies:** July included **$659** for boots/shipping from Associated Fire Safety Equipment. • **$253 telecommunications** Network Innovations 2X, Jun and Jul **Budget concerns / unusual items** • **CRD vehicle costs are over budget:** YTD expenditure is **$5,296 against a $4,680 budget**, exceeding budget by **$616.** Additional **$2,216** in CRD labour consumption (?) not budgeted. Vehicle Maintenance has **$9,058** of unused budget for 2026. • **Administration – Operating Supplies: $2,169 YTD against a $1,540 budget**, an overage of **$629.** Offset by Operations - operating supplies under budget **$19,535** • **Labour consumption:** There is an unbudgeted **$2,016** in operating expenditures and an additional **$201** in administration. These should be monitored because no corresponding budget is shown. **$2,016** appears in vehicle charges

	YTD overall position The operating statement shows **$92,932.49 of YTD operating activity**, with **$35,697** transferring to reserve funds. The reserve accounts contain substantial accumulated balances, including **$233,703.76 in the Capital Reserve** and **$554,688.03 in the Equipment Replacement Fund**. **Discussion:** More efficient for Chief Hill and Treasurer Berggren to speak to CRD Finance representatives directly rather than going through Manager, Fire Services administrative assistant. **Motion:** To approve Treasurer's report; H. Damude, R. Gardner **Carried**
5. Old Business	- Letter to CRD regarding market rate of return Nelson Chan from CRD Finance will assign staff to look into our request. S. Berggren will followup. - Follow up on 2026 budget changes There is approximately 42K to be made up in budget changes. 26K will be moved from Capital Budget as per June meeting. Equip Replacement fund to 50K from approximately 64K. Plan for the approximately 2K more required will be developed by Treasurer. Chief Hill will discuss with Manager, Fire Services to determine process/path to get this done.
6. New Business	M. Taylor- Shirley Fire Society is losing a board member and is looking for a treasurer.
7. Adjournment	2048 adjourned
Next Meeting	September 28, 2026