

WILLIS POINT FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Meeting on **Tuesday, September 29, 2026 @ 7:30 pm**

Hybrid Meeting – MS Teams and Willis Point Hall Annex

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/265531863030901?p=PpevmRGeL18c90JIIR>

Meeting ID: 265 531 863 030 901

Passcode: y6Ah7AR6

AGENDA

1. **Approval of Agenda**
2. **Approval of Previous Meeting Minutes – June 23, 2026**
3. **Q2 2026 Fire Chief's Report**
4. **Revenue and Expense Report to August 2026**
5. **First Responder Service Agreement**

Recommendations:

That the Willis Point Fire Protection and Emergency Response Services Commission:

1. *Receive the report titled "BCEHS First Responder Service Agreement (FRSA) and Operational Response Plan (ORP) Implementation" for information.*
 2. *Approve the attached Operational Response Plan for the Galiano Island Volunteer Fire Department as the department's operational framework for participation in the BCEHS First Responder Program.*
 3. *Authorize the Manager, Fire Services, to finalize the Operational Response Plan with BCEHS, including minor administrative amendments that do not materially alter the approved service level or participation model.*
6. **Willis Point Fire Services Sustainability Report**

Recommendations:

That the Willis Point Fire Protection and Recreation Facilities Commission:

1. *Receive this report and the equipment, compliance and people framework for information.*
2. *Advise staff to prepare a detailed 2027 budget report and revised 2027-2031 financial plan for the Commission's consideration, using the approved provisional financial plan as the starting point.*

3. *Advise staff to continue the operational viability, membership capability, succession, FUS, capital and alternative service-delivery analysis and report back through the phased work plan outlined in this report.*
4. *Provide staff with any additional questions or service options the Commission wishes to have addressed in the subsequent budget and sustainability report.*
7. **Next Meeting Date** October 27, 2026
8. **Adjournment**

WILLIS POINT FIRE PROTECTION AND REC FACILITIES COMMISSION

MEETING MINUTES

Date: June 23, 2026, 7:30 pm

Location: Willis Point Fire Station

In Attendance: A. Puritch, G. Howell, A. Wickheim, B. Story, G. Elvedahl, K. Vidalin

Guests: D. Pine, A. Wynans, D. Kenway

Regrets: J. Potvin

Meeting called to order at 7:35 pm.

Meeting agenda approved.

1. **Motion** to approve April 28, 2026 meeting minutes by B. Story, seconded K. Vidalin

Carried

2. Business Arising

- a. Tree work: \$1,000 already had been approved, action can proceed. No benefit to trees behind the hall so can be cut as required.
- b. B. Story reports on roof repair: snow stops and hardening of washers are probable cause of roof leaks. Estimate 4 hours of work at total cost \$500; B. Story authorized to proceed
- c. A. Puritch notes annex steps are in disrepair. G. Howell notes that \$10,000 in budget category and \$6,500 already committed. Informal estimate that repair will be under \$1,000. WPCVFD Worksafe Committee has noted hazard on stairs. D. Pine to direct J. Shaffer to proceed to repair.

3. New Business

- a. Kitchen Renovation

- i. Willis Point Community Association presented draft proposal seeking Commission approval of concept and budget recommendation.
- ii. **Moved** by A. Puritch, seconded by B. Story that the Commission support and oversee the proposal made by WPCA. **Carried**
- iii. **Moved** by A. Puritch, seconded by B. Story that the Commission earmark \$20,000 from 2027 capital reserve for kitchen renovation. **Carried**

- b. Staff Report 2027 Financial Plan

4. 2026 Meetings: September 29th, October 27th, November 24th

5. Adjournment



Making a difference...together

Department: Protective Services

Address: 625 Fisgard Street

Victoria, BC V8W 1R7

T: 250.360.3000

www.crd.bc.ca

Quarterly Fire Chief's Report

Willis Point Volunteer Fire Department

To: Willis Point Fire Protection & Emergency Response Commission

From: Fire Chief Art Wynans

Report Date: July 26, 2026

Commission Meeting: September 29, 2026

1.0 Executive Summary

- *Wildland 1 Truck – alternate pump swapped out for higher flow, pressure and drafting capability – inventory meets BCWS Type 6 engine requirements and is well suited for interface fires.*
- *UBCM grant equipment purchasing – 10 sets wildland PPE, portable pump, PFDs in process or completed. Approx 25% funds remaining.*
- *Preliminary operation budget submitted – ongoing discussions on funding / services levels of WPVFD to be held.*
- *WPVFD open house and FireSmart chipping day completed.*

2.0 Membership & Staffing

Position / Classification	Current Strength	Quarterly Change
Fire Chief	1	—
Deputy Chief(s)	1	—
Career Firefighters	1	—
Volunteer / Paid-On-Call Firefighters	21	—
Officers	3	—
Recruits	1	—
Other (Support, Medical Junior Members, etc)	3 support 1 junior	—
Total Membership	32	—

Additional Comments (if required)

2-4 members have seasonal availability (eg summer work with BCWS, winter vacations)



3.0 Operational Performance

Incident Activity

27 incidents YTD as summarized below.

Incident Type	Quarter	YTD
Structure Fire		
Outdoor Fire	1	1
Vehicle Fire		1
Alarm – No Fire	8	10
Medical First Responder	8	13
Motor Vehicle Incident		
Technical Rescue		
Public Hazard		
Public Service	2	2
Mutual/Auto Aid – In		
Mutual/Auto Aid – Out		

Operational Highlights

Alarm – No Fire relates primarily to smoke / fire investigations where no suppression activities were performed.

Mutual aid assistance to Harland Landfill for rubbish fire.

Car Fire for stolen vehicle set fire near Durrance Lake. Recent training on Electric Vehicle Fires established clear operational response activities to avoid and minimize hazards unique to EVs.

Incident Dashboard (Optional)

No significant updates to report.

4.0 Training & Competency

Provide a brief summary of significant training, certifications, exercises, or competency development completed during the reporting period.

- **Training conducted:**
- 

- Routine and ongoing maintenance training related to seasonal emergency types provided to crew to ensure operational readiness.
 - **Courses / Certifications:**
 - EV fire response
 - Two members received 1001 certifications from external training providers
 - **Significant activities:**
 - No significant updates to report.
 - **Issues / Priorities (if applicable):**
 - No significant updates to report.
-

5.0 Apparatus, Equipment & Facilities

- **Apparatus:** all operational – pump tests on Engines due this summer via SFD.
 - **Equipment:** Within past 1 year, SCBA flow testing completed, annual FIT testing, hose testing and ladder testing complete.
 - **Facilities:** hose tower safety deficiencies eliminated during renovation.
-

6.0 Fire Prevention & Community Engagement

- **Fire Prevention / Inspections:** WP community hall is not compliant with BCBC.
 - **FireSmart / Community Resilience:**
 - CRD FireSmart chipping coincident with WPVFD Open House and WPCA community cleanup.
 - **Public Education & Community Engagement:**
 - open house May 03 well attended by community members
 - **Significant Programs or Initiatives (if applicable):**
 - WP tank install on Mark Lane (details in Section 7.0)
-

7.0 Financial & Capital Update

Provide a high-level summary of significant financial, capital, grant, or major purchasing matters during the reporting period. Detailed financial reporting is not required.

- **Operating Budget:**
- 

- On plan
 - **Capital Projects / Major Purchases:**
 - Lighting interior / exterior of Rescue 1 (\$1k)
 - \$20k allocated for 10000g tank installation at Mark Lane – initial contact made with Gilbert Thompson, with updated poc Tyler Gaudry provided for project initiation.
 - **Grants & External Funding:**
 - 2026 UBCM spending on target – strong focus on wildfire.
 - **Emerging Financial Considerations (if applicable):**
 - Fire station paid work is increasing for improved operational readiness, documentation and regulatory compliance.
-

8.0 Strategic Issues & Commission Business

Fire Alarm panel was last serviced over a decade ago and it did not pass. Fire Extinguishers in Community hall were last inspected in 2017. JOHS inspections have identified emergency lighting as deficient in some of our apparatus bays. Quotes have been provided for service/replacement of deficient equipment.

For Information

Hose tower has been renovated to remove safety issues – ladder and hose hanging ropes. We will be focussing on ground based equipment which will require purchasing of additional equipment that will be managed from our operational budget.

For Discussion

None

Decision(s) Requested

Recommendation:

That the Commission fund services provided by Cantec to update emergency lighting and life safety systems present in the Willis Point Community Hall and adjacent buildings in accordance with BC Building Code and building usage.



Appendices

- *Quote for Cantec*





From Cantec Fire Alarms

444 William Street Victoria BC V9A 3Y9

<https://cantec.ca/>

Quote For Willis Point Volunteer Fire

Quote No.	1737869	
Type	Replacement	6933 Willis Point Rd (Willis
Prepared By	Jordan Zwicker	Point Fire Hall)
Created On	06/23/2026	
Valid Until	07/23/2026	6933 Willis Point Road

Department

Victoria BC V9E 2A1

Description of Work

Fire Alarm Control Unit Replacement

We are pleased to provide the following quotation for the replacement of your existing fire alarm control panel. This comprehensive pricing proposal includes, but is not limited to, the following, and is all subject to the review and approval of the authority having jurisdiction. **Cantec is currently running a promotion where we are extending the new fire alarm parts warranty from one to three years that would be valid after the fire alarm panel replacement is completed.**

1. Project coordination with the selected electrical contractor and municipal body (Electrical / Building Permits)
2. Fire Alarm Installation by an electrical contractor, includes electrical permit. Installation as per CAN/ULC S524 – “Standard for Installation of Fire Alarm Systems”
3. Fire Alarm Verification per CAN/ULC S537 – “Standard for Verification of Fire Alarm Systems” including the inspection and testing of field devices per CAN/ULC S536 – “Standard for Inspection and Testing of Fire Alarm Systems.”
4. Compatibility Documents
5. Permit Applications & associated costs (If Required)
6. Final city inspection if requested.

Items not included in Scope of Work

1. Hazardous materials investigation to be completed prior to project commencement. Cantec Fire Alarms reserves the rights to adjust the quote for re-approval based on the hazardous materials report.
2. Electrically Engineered Drawings & Schedules (If electrical engineering services are required, the cost of the required services will be presented in a separate quote. To be determined once building permit has been applied for.)

3. Elevator Access may be required into the elevator shaft for installation and/or testing. Any associated cost is not included within this quote.
4. Fire watch may be required during installation, up to and including the completion of the verification testing. This is including but not limited too overnight as well as during the day. If this is unable to be fulfilled by the building, then additional contractors my be required to monitor the building. This potential additional cost is not accounted for within this quote.
5. Painting and drywall work
6. Any fire alarm devices that are deemed inoperable during the testing portion of the project will be replaced to satisfy the verification testing. An additional invoice will be provided for these potential replacement.
7. If the (potentially required) fire alarm monitoring test does not meet the required 90-second transmission time from point of fire alarm activation too dispatch notification, additional troubleshooting and corrective work will be required to close out the building permit. If this happens, this will be billed as an extra cost.
8. Updating or creation of the fire safety plan, evacuation maps and passive graphics. Cantec can assist with gathering pricing if needed.
9. Alteration or troubleshooting of existing wiring. If required, this will be billed as an extra cost.
10. This quote is based on established protocols and adherence to ULC standards that are applied across Canada. Some municipalities may make alterations to the scope as they see fit. Therefore, this quote does not take into consideration additions or alterations to the aforementioned ULC standards.

Not included in this service proposal but charged afterwards if applicable: •

Parking Fees

Notes:

- This quote also included:

Annual Inspection of Building & Life Safety Equipment

We are pleased to provide the following quotation for the annual inspection of the building and life safety systems, based on the following:

1. 2015 Annual Inspection report completed by Cantec Fire Alarms Ltd.
2. ULC inspection standard CAN/ULC S536-19 (Standard for the Inspection and Testing of Fire Alarm Systems) which in referenced by the 2020 National Fire Code (2024 BC Fire Code) & Authorities Having Jurisdiction in the CRD.

The inspection that follows this proposal's acceptance will include the following annual inspection and testing services:

- Annual Inspection of the Fire Alarm System
- Annual Inspection of Passive, Initiating and Notification Devices
- Annual Inspection of Fire Extinguishers
- Annual Test of the Emergency Lighting Systems

Electronic Annual Inspection Report & Documentation for on site record keeping.

This service proposal does not include the following services or fees:

1. Associated Parking Charges if applicable
- 

Services to be completed

Fire Alarm

The supply of all parts, equipment, and materials related to the Mircom Fire Alarm System to be installed, programmed, tested, verified, and commissioned at the subject location in accordance with applicable codes, standards, and project requirements.

SUBTOTAL	\$1,670.80
TAX @ 5.0%	\$83.54
SERVICE TOTAL	\$1,754.34

Verification

Applicable services related to the installation, programming, testing, verification, and commissioning of a new conventional fire alarm control panel and/or associated fire alarm system modifications in accordance with applicable codes, standards, and project requirements.

SUBTOTAL	\$2,133.00
TAX @ 5.0%	\$106.65
SERVICE TOTAL	\$2,239.65

SUBTOTAL	\$3,803.80
TAX @ 5.0%	\$190.19
GRAND TOTAL	\$3,993.99

Terms and Conditions

- This quotation is valid for 30 days
- For projects that will be ongoing for longer than 2 weeks, you will receive three invoices in the form of 30%, 30% and 40%.
- Payment is due in full within 30 days of receiving invoice.
- All work is to be done during regular business hours, Monday - Friday 8:30am to 4:30pm. Any work outside of these hours will be charged at overtime or emergency rates.

Communications and Service: Our cell phone and after-hours answering service combination has proved invaluable for our in-house communications. All our staff can utilize the resource of others in the case of emergencies or in difficult troubleshooting situations and especially for after-hours service.

Disclaimer of Liability: Cantec Fire Alarms Ltd. (the "Company") shall not be liable for any loss of property or life arising out of the provision of our services, unless such loss is proven to be a direct result of bad faith or negligence. The Company takes all reasonable measures to ensure the proper testing and maintenance of fire alarm systems. However, it is expressly understood that the Company shall not be held responsible for any unforeseen circumstances, events, or factors beyond our control that may contribute to loss or damage. This disclaimer extends to all clients, customers, and third parties utilizing the services of Cantec Fire Alarms Ltd.

By engaging our services, you acknowledge and agree to the terms of this disclaimer.

Thank you for considering **Cantec** for the above work. If you have any questions, please call 250-475-6077, or email your approval to projects@cantec.ca.

Yours truly,



CANTEC FIRE ALARMS

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____



REVENUE AND EXPENSE REPORT - AUGUST [2026]

**FPWILLISPT.RE - FIRE PROTECTION WILLIS POINT
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REVENUE AND EXPENSE REPORT - AUGUST [2026]

FIRE PROTECTION WILLIS POINT

1001-100313 - WILLIS PT FIRE HALL REVENUE

REVENUE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$	%
420800 - Rentals	2,040.00	2,040.00	-	1,817.87	-	1,817.87	222.13	10.89
REVENUE TOTAL	2,040.00	2,040.00	-	1,817.87	-	1,817.87	222.13	10.89
1001-100313 - WILLIS PT FIRE HALL REVENUE TOTAL	2,040.00	2,040.00	-	1,817.87	-	1,817.87	222.13	10.89

1001-100314 - WILLIS PT FIRE REVENUE

REVENUE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$	%
420600 - Donations	-	-	-	300.00	-	300.00	(300.00)	-
429000 - Interest Income - Internal	-	-	-	1,519.58	-	1,519.58	(1,519.58)	-
486000 - Requisition- Municipal Electoral Area- O	175,904.00	175,904.00	175,904.00	175,904.00	-	175,904.00	-	-
490000 - Surplus	10,906.00	10,906.00	-	10,906.00	-	10,906.00	-	-
REVENUE TOTAL	186,810.00	186,810.00	175,904.00	188,629.58	-	188,629.58	(1,819.58)	(0.97)

EXPENSE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$	%
570010 - Interest Expense- internal	-	-	-	1,268.31	-	1,268.31	(1,268.31)	-
EXPENSE TOTAL	-	-	-	1,268.31	-	1,268.31	(1,268.31)	-
1001-100314 - WILLIS PT FIRE REVENUE TOTAL	186,810.00	186,810.00	175,904.00	187,361.27	-	187,361.27	(551.27)	(0.30)

REVENUE AND EXPENSE REPORT - AUGUST [2026]

FIRE PROTECTION WILLIS POINT

1001-100315 - WILLIS PT FIRE CELL TOWER

REVENUE

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
420800 - Rentals	33,590.00	33,590.00	-	-	-	-	33,590.00	100.00
REVENUE TOTAL	33,590.00	33,590.00	-	-	-	-	33,590.00	100.00
1001-100315 - WILLIS PT FIRE CELL TOWER TOTAL	33,590.00	33,590.00	-	-	-	-	33,590.00	100.00

1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE

EXPENSE

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
500090 - Honoraria	18,080.00	18,080.00	-	-	-	-	18,080.00	100.00
500280 - Wages & Benefits - Other - Regular/Auxil	-	-	-	700.53	-	700.53	(700.53)	-
500510 - W.C.B. Benefits	510.00	510.00	-	-	-	-	510.00	100.00
501000 - Travel Expenses CRD Business	2,720.00	2,720.00	156.27	650.89	-	650.89	2,069.11	76.07
501040 - CRD Vehicles - ORDERS ONLY	16,690.00	16,690.00	442.73	6,700.35	-	6,700.35	9,989.65	59.85
502030 - Telecommunications - Main account	2,720.00	2,720.00	157.74	773.59	-	773.59	1,946.41	71.56
503130 - Contract for Services	13,800.00	13,800.00	412.50	3,095.12	-	3,095.12	10,704.88	77.57
506010 - Insurance - Public Liability	1,493.00	1,493.00	-	1,493.00	-	1,493.00	-	-
506050 - Insurance - Group Accident	4,410.00	4,410.00	-	-	-	-	4,410.00	100.00
506090 - Insurance - Service Contract	30.00	30.00	-	30.00	-	30.00	-	-
508000 - Maintenance	6,890.00	6,890.00	1,808.17	5,828.26	-	5,828.26	1,061.74	15.41
508260 - Purchased Maintenance - Buildings	700.00	700.00	-	56.14	-	56.14	643.86	91.98
508270 - Purchased Maintenance - Equipment	6,860.00	6,860.00	1,760.68	4,835.53	-	4,835.53	2,024.47	29.51
514230 - Volunteer Appreciation Dinner	3,810.00	3,810.00	-	-	-	-	3,810.00	100.00
514260 - Training Development	10,440.00	10,440.00	-	10,154.20	-	10,154.20	285.80	2.74
514400 - Staff Training & Development	14,940.00	14,940.00	450.00	2,799.12	-	2,799.12	12,140.88	81.26
514420 - Memberships & Professional Dues	1,030.00	1,030.00	-	554.10	-	554.10	475.90	46.20
515300 - Firemen's Association Allowance	6,000.00	6,000.00	-	-	-	-	6,000.00	100.00
535000 - Gas & Lubricants	-	-	-	2,195.21	-	2,195.21	(2,195.21)	-
538000 - Supplies - Office	-	-	-	770.44	-	770.44	(770.44)	-

REVENUE AND EXPENSE REPORT - AUGUST [2026]

FIRE PROTECTION WILLIS POINT

1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE [continued]

EXPENSE [continued]

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
538130 - Supplies - Operating	3,260.00	3,260.00	1,881.98	2,993.61	-	2,993.61	266.39	8.17
590200 - Purchases-Equipment	6,840.00	6,840.00	-	-	-	-	6,840.00	100.00
601001 - Labour Consumption	-	-	336.00	3,864.00	-	3,864.00	(3,864.00)	-
EXPENSE TOTAL	121,223.00	121,223.00	7,406.07	47,494.09	-	47,494.09	73,728.91	60.82
1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE TOTAL	(121,223.00)	(121,223.00)	(7,406.07)	(47,494.09)	-	(47,494.09)	(73,728.91)	60.82

1001-100317 - WILLIS PT FIRE ADMINISTRATIVE EXPENSE

EXPENSE

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
502030 - Telecommunications - Main account	950.00	950.00	46.55	346.03	-	346.03	603.97	63.58
506030 - Insurance - Fire	4,430.00	4,430.00	-	4,430.00	-	4,430.00	-	-
506050 - Insurance - Group Accident	50.00	50.00	-	50.00	-	50.00	-	-
506090 - Insurance - Service Contract	80.00	80.00	-	80.00	-	80.00	-	-
514880 - Meeting Expenses	-	-	-	55.94	-	55.94	(55.94)	-
530010 - Alloc - StandardOH Allocation	6,487.00	6,487.00	540.58	4,324.64	-	4,324.64	2,162.36	33.33
535090 - Electricity	9,010.00	9,010.00	-	5,408.18	-	5,408.18	3,601.82	39.98
538130 - Supplies - Operating	-	-	-	3.41	-	3.41	(3.41)	-
570010 - Interest Expense- internal	320.00	320.00	-	-	-	-	320.00	100.00
590500 - Purchases- Buildings	-	-	-	4,689.60	-	4,689.60	(4,689.60)	-
601001 - Labour Consumption	-	-	-	276.50	-	276.50	(276.50)	-
EXPENSE TOTAL	21,327.00	21,327.00	587.13	19,664.30	-	19,664.30	1,662.70	7.80
1001-100317 - WILLIS PT FIRE ADMINISTRATIVE EXPENSE TOTAL	(21,327.00)	(21,327.00)	(587.13)	(19,664.30)	-	(19,664.30)	(1,662.70)	7.80

REVENUE AND EXPENSE REPORT - AUGUST [2026]

FIRE PROTECTION WILLIS POINT

1001-100318 - WILLIS PT FIRE GENERAL RECREATION EXP

EXPENSE

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
506000 - Insurance General	2,353.00	2,353.00	-	2,593.50	-	2,593.50	(240.50)	(10.22)
508260 - Purchased Maintenance - Buildings	10,180.00	10,180.00	361.30	4,708.21	-	4,708.21	5,471.79	53.75
508270 - Purchased Maintenance - Equipment	5,277.00	5,277.00	6,080.00	6,080.00	-	6,080.00	(803.00)	(15.22)
508330 - Purchased Maintenance - Grounds	1,020.00	1,020.00	925.00	1,050.00	-	1,050.00	(30.00)	(2.94)
538070 - Supplies - Janitorial	510.00	510.00	-	156.12	-	156.12	353.88	69.39
538130 - Supplies - Operating	310.00	310.00	-	-	-	-	310.00	100.00
EXPENSE TOTAL	19,650.00	19,650.00	7,366.30	14,587.83	-	14,587.83	5,062.17	25.76
1001-100318 - WILLIS PT FIRE GENERAL RECREATION EXP TOTAL	(19,650.00)	(19,650.00)	(7,366.30)	(14,587.83)	-	(14,587.83)	(5,062.17)	25.76

1001-100319 - WILLIS PT FIRE TRANSFER TO OWN FUND

EXPENSE

	Original Budget	Revised Budget	August Actuals	----- YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
547070 - Transfers to Equipment Replacement Fund	60,240.00	60,240.00	5,020.00	40,160.00	-	40,160.00	20,080.00	33.33
EXPENSE TOTAL	60,240.00	60,240.00	5,020.00	40,160.00	-	40,160.00	20,080.00	33.33
1001-100319 - WILLIS PT FIRE TRANSFER TO OWN FUND TOTAL	(60,240.00)	(60,240.00)	(5,020.00)	(40,160.00)	-	(40,160.00)	(20,080.00)	33.33
FIRE PROTECTION WILLIS POINT TOTAL	-	-	155,524.50	67,272.92	-	67,272.92	(67,272.92)	-

REVENUE AND EXPENSE REPORT - AUGUST [2026]

FIRE PROTECTION WILLIS POINT - ERF

1022-101429 - CR ERF WILLIS PT FIRE

REVENUE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$ %
429035 - ERF-Interest Income Equipment Replace Re	-	-	-	2,199.77	-	2,199.77	(2,199.77) -
470610 - ERF-Contributions to Equipment Replaceme	-	-	5,020.00	40,160.00	-	40,160.00	(40,160.00) -
490010 - ERF-Carry Forward Surplus/Deficit Equip	-	-	-	124,047.38	-	124,047.38	(124,047.38) -
REVENUE TOTAL	-	-	5,020.00	166,407.15	-	166,407.15	(166,407.15) -

EXPENSE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$ %
EXPENDITURE - EXPENDITURE	16,000.00	16,000.00	-	-	-	-	16,000.00 100.00
EXPENSE TOTAL	16,000.00	16,000.00	-	-	-	-	16,000.00 100.00
1022-101429 - CR ERF WILLIS PT FIRE TOTAL	(16,000.00)	(16,000.00)	5,020.00	166,407.15	-	166,407.15	(182,407.15) 1140.04
FIRE PROTECTION WILLIS POINT - ERF TOTAL	(16,000.00)	(16,000.00)	5,020.00	166,407.15	-	166,407.15	(182,407.15) 1140.04

FIRE PROTECTION WILLIS POINT - RESERVE

1014-101358 - CAP RES WILLIS PT FIRE S & A

REVENUE

	Original Budget	Revised Budget	August Actuals	Actuals	YTD Encumbered	Total	-- Budget Remaining -- \$ %
429000 - Interest Income - Internal	-	-	-	2,512.18	-	2,512.18	(2,512.18) -
490000 - Surplus	-	-	-	155,544.77	-	155,544.77	(155,544.77) -
REVENUE TOTAL	-	-	-	158,056.95	-	158,056.95	(158,056.95) -
1014-101358 - CAP RES WILLIS PT FIRE S & A TOTAL	-	-	-	158,056.95	-	158,056.95	(158,056.95) -
FIRE PROTECTION WILLIS POINT - RESERVE TOTAL	-	-	-	158,056.95	-	158,056.95	(158,056.95) -

REVENUE AND EXPENSE REPORT - AUGUST [2026]

FPWILLISPT.RE TOTAL	(16,000.00)	(16,000.00)	160,544.50	391,737.02	-	391,737.02	(407,737.02)	2548.36
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Making a difference...together

Willis Point Fire Protection & Emergency Response Services Commission

BCEHS FIRST RESPONDER SERVICE AGREEMENT (FRSA) AND OPERATIONAL RESPONSE PLAN (ORP) IMPLEMENTATION REPORT

Prepared for:

Willis Point Fire Protection & Emergency Response Services Commission

Prepared by:

Mike Burgess

Fire Services Advisor

Capital Regional District

Reviewed and Approved by:

Chris Vrabel

Manager, Fire Services

Capital Regional District

Date:

[Month Day, Year]

Table of Content

Executive Summary.....	3
1.0 Purpose	3
2.0 Background.....	3
3.0 Overview of the FRSA and ORP Framework	4
4.0 Key Governance, Legal and Operational Considerations.....	4
5.0 Implementation Approach	5
6.0 Department Participation Summary	6
7.0 Recommendations	7
Supporting Documents	7
Appendix A – BCEHS First Responder Service Agreement (FRSA) Overview Summary	8
Appendix B – Operational Response Plan (ORP) Summary	9
Appendix C – Clinical Response Model (CRM) Overview.....	11
Appendix D – Department Operational Response Plan.....	12
Appendix E – Supporting Operational Guidelines Overview	12
OG 2.1.5 Emergency Vehicle Driver Training Program.....	19
OG 4.2.1 Medical First Responder Response.....	21
OG 4.2.2 Ambulance Operations and Support (BCEHS Interface).....	25

Executive Summary

BC Emergency Health Services (BCEHS) is implementing a province-wide modernization initiative for fire service first responder programs. The initiative was developed in response to recommendations arising from the Office of the Auditor General review of emergency health services in British Columbia, which identified the need for standardized agreements, improved medical oversight, enhanced data sharing, and confirmation that appropriate responders are being notified of emergency events.

To address these recommendations, BCEHS has developed a new First Responder Service Agreement (FRSA) and Operational Response Plan (ORP) framework to replace historical Consent and Indemnity Agreements and other legacy participation arrangements. The new framework establishes a standardized provincial model while maintaining flexibility for local governments and fire departments to determine appropriate and sustainable levels of participation based on community needs, operational capacity, and available resources.

CRD Fire Services has been working collaboratively with BCEHS, participating Fire Chiefs, dispatch providers, and other stakeholders to support implementation of the new framework across participating CRD fire service areas. The proposed approach consists of a single regional FRSA between BCEHS and the Capital Regional District, supported by department-specific ORPs that reflect local service delivery models and operational requirements. Implementation is also supported by development of CRD operational guidelines intended to clarify first responder participation, ambulance interface responsibilities, responder safety expectations, and related risk-management considerations.

The purpose of this report is to provide an overview of the provincial modernization initiative, summarize key governance, legal, and operational considerations, and provide information regarding implementation of the BCEHS First Responder Service Agreement (FRSA) and seek approval of the attached department-specific Operational Response Plan (ORP).

1.0 Purpose

The purpose of this report is to provide an overview of the BC Emergency Health Services (BCEHS) First Responder Service Agreement (FRSA) and Operational Response Plan (ORP) framework, summarize the ongoing provincial modernization initiative, and outline the proposed implementation approach for participating Capital Regional District (CRD) fire services.

2.0 Background

BC Emergency Health Services is currently implementing a province-wide modernization initiative for fire service first responder programs. The initiative arose from recommendations contained within the Office of the Auditor General review of emergency health services, which identified opportunities to improve coordination between BCEHS and participating first responder agencies

through standardized agreements, medical oversight, information sharing, and confirmation that appropriate responders are notified of emergency events.

Historically, participation in medical first responder programs evolved differently across British Columbia. Local governments and fire departments adopted participation models based on community expectations, available resources, operational capacity, responder availability, and local response requirements. Over time, this resulted in varying agreement structures, dispatch configurations, response criteria, and service delivery models across the province.

In response, BCEHS worked collaboratively with local government, fire service, and stakeholder representatives to develop a new provincial framework consisting of the First Responder Service Agreement (FRSA) and department-specific Operational Response Plans (ORPs). The objective of the framework is to provide greater consistency, improved governance, and clearer operational expectations while preserving local flexibility and decision-making authority.

For participating CRD fire service areas, the modernization initiative represents an opportunity to formalize existing first responder participation through a consistent provincial framework while ensuring local service levels continue to reflect operational realities, community needs, and long-term sustainability considerations.

3.0 Overview of the FRSA and ORP Framework

The BCEHS modernization framework consists of two complementary documents: the First Responder Service Agreement and the Operational Response Plan.

The FRSA establishes the overarching governance and administrative relationship between BCEHS and participating first responder agencies. The agreement outlines the respective roles and responsibilities of the parties, establishes expectations regarding medical oversight, responder licensing, patient care documentation, privacy management, information sharing, indemnification, dispute resolution, and ongoing program administration.

The ORP is a department-specific operational document developed collaboratively between BCEHS and participating fire departments. The ORP identifies the categories of calls to which a department agrees to respond, dispatch procedures, service boundaries, responder licensing levels, operational contacts, and other local operational requirements.

Together, the FRSA and ORP create a standardized provincial framework while allowing participating departments to establish operational participation levels that reflect local circumstances, community expectations, and operational capacity.

4.0 Key Governance, Legal and Operational Considerations

Participation in the BCEHS First Responder Program should be viewed as a voluntary enhancement to core fire protection and emergency response services. While many fire departments have participated in medical first responder programs for many years, participation levels remain a local

governance decision that must balance community expectations, responder availability, operational sustainability, training requirements, and available resources.

The new framework establishes responsibilities related to medical oversight, responder licensing, patient care documentation, privacy protection, and information sharing. Participating departments must ensure that personnel providing medical first responder services maintain appropriate Emergency Medical Assistants Licensing Board (EMALB) licences and continue to meet applicable competency and training requirements.

A legal review of the FRSA was completed by CRD Legal Services. The review identified several key considerations including privacy obligations under the Freedom of Information and Protection of Privacy Act (FOIPPA), medical oversight responsibilities, licensing requirements, indemnification limitations, apparatus operation exclusions, alignment between the FRSA and department-specific ORPs, and termination and dispute resolution provisions. The review did not identify concerns that would prevent implementation of the framework and supporting agreements.

The modernization initiative also provides an opportunity to clarify the role of participating fire departments within the BCEHS First Responder Program. Historically, operational expectations regarding first responder participation, ambulance interface activities, responder responsibilities, and vehicle operation practices have varied between jurisdictions. To support consistent implementation of the new framework, CRD Fire Services has developed supporting operational guidelines that clarify participation expectations, define the role of fire department personnel when supporting BCEHS operations, establish limitations regarding ambulance transport responsibilities, and address risk-management considerations associated with operation of BCEHS vehicles and equipment. These guidelines are intended to support responder safety, operational consistency, and alignment with the responsibilities established under the FRSA and department-specific ORPs.

From an operational perspective, implementation of the ORP framework provides an opportunity to clearly define participation levels, response expectations, dispatch procedures, service boundaries, and operational responsibilities. The framework also supports improved consistency between BCEHS, dispatch providers, participating departments, and local governments. Together, the FRSA, department-specific ORPs, and supporting operational guidelines establish a comprehensive governance and operational framework intended to support effective program delivery, responder safety, regulatory compliance, and long-term service sustainability.

5.0 Implementation Approach

BCEHS has established a framework consisting of a First Responder Service Agreement (FRSA) and department-specific Operational Response Plans (ORPs).

The FRSA establishes the overarching governance and administrative relationship between BCEHS and the Capital Regional District for participating CRD fire service areas. The FRSA is intended to be executed by the CRD on behalf of participating service areas and establishes the common framework under which individual departments participate in the BCEHS First Responder Program.

The FRSA does not establish department-specific response levels or operational participation categories. These elements are established through individual ORPs developed collaboratively between BCEHS, CRD Fire Services, and participating fire departments. Accordingly, Commission review and approval is focused on the attached ORP and associated department participation model.

Individual ORPs establish the operational participation model for each department and service area. The ORP identifies the categories of calls to which the department agrees to respond, dispatch procedures, responder licensing levels, service boundaries, and other operational requirements specific to the department.

Draft ORPs have been prepared for participating departments based on existing service delivery models, current first responder participation practices, discussions with department leadership, and the requirements of the BCEHS framework.

The attached ORP has been developed for the [Department Name] and generally reflects the department's existing first responder participation model, operational capabilities, and service delivery objectives. Commission approval of the ORP will provide confirmation of the department's proposed participation model and allow implementation activities to proceed.

As part of implementation, CRD Fire Services will also introduce supporting operational guidelines related to medical first responder participation, ambulance operations and support, and limitations regarding the operation of BCEHS vehicles. These guidelines have been developed to provide consistent direction to departments participating in the BCEHS First Responder Program and to address operational, safety, and risk-management considerations identified through the modernization process.

Following Commission approval, CRD Fire Services will continue working with BCEHS, dispatch providers, and participating departments to finalize ORPs, complete implementation requirements, introduce supporting operational guidelines, coordinate dispatch integration requirements where necessary, and support rollout of the new framework.

6.0 Department Participation Summary

The attached Operational Response Plan (ORP) has been developed collaboratively between BC Emergency Health Services (BCEHS), CRD Fire Services, and the Willis Point Volunteer Fire Department based on existing service delivery practices, operational capacity, responder licensing levels, and community service expectations.

The proposed ORP establishes the department's participation within the BCEHS First Responder Program and identifies the categories of calls to which the department agrees to respond, dispatch procedures, responder licensing levels, service boundaries, and operational contact information.

Under the proposed ORP, Willis Point Volunteer Fire Department will participate in response to:

- Purple calls;

- Red calls;
- Orange calls where BCEHS response is anticipated to exceed 10 minutes; and
- Identified Exception Calls including motor vehicle incidents, rescue incidents, hazardous materials incidents, lift assists, and other public safety events as identified within the ORP.

The proposed participation model generally reflects the department's current first responder service delivery practices and is not intended to materially expand or reduce existing service levels. The ORP is intended to formalize participation within the BCEHS provincial framework while maintaining a service model that is operationally sustainable and appropriate for the department and community served.

Commission approval of the attached ORP will confirm the department's participation model and permit final implementation of the BCEHS First Responder Service Agreement and Operational Response Plan framework.

7.0 Recommendations

It is recommended that the Commission:

1. Receive the report titled "BCEHS First Responder Service Agreement (FRSA) and Operational Response Plan (ORP) Implementation" for information.
2. Approve the attached Operational Response Plan for the Willis Point Volunteer Fire Department as the department's operational framework for participation in the BCEHS First Responder Program.
3. Authorize the Manager, Fire Services, to finalize the Operational Response Plan with BCEHS, including minor administrative amendments that do not materially alter the approved service level or participation model.

Supporting Documents

- Appendix A – BCEHS First Responder Service Agreement (FRSA) Overview Summary
- Appendix B – Department Operational Response Plan (ORP) Summary
- Appendix C – Clinical Response Model (CRM) Overview
- Appendix D – Department Operational Response Plan
- Appendix E – Supporting Operational Guidelines Overview
- OG 2.1.5 Emergency Vehicle Driver Training Program
- OG 4.2.1 Medical First Responder Response
- OG 4.2.2 Ambulance Operations and Support (BCEHS Interface)

Appendix A – BCEHS First Responder Service Agreement (FRSA) Overview Summary

Purpose of the FRSA

BCEHS is implementing a province-wide modernization initiative for fire service first responder programs throughout British Columbia. The FRSA was developed to establish a more consistent provincial governance framework, clarify operational and administrative responsibilities, support standardized ORPs, improve coordination between BCEHS and participating agencies, and support ongoing modernization of first responder response systems throughout British Columbia.

Key Components of the FRSA

The FRSA establishes the overarching governance and operational framework between BCEHS and participating first responder agencies. Key components generally include governance and administrative responsibilities, medical oversight provisions, EMA licensing requirements, operational coordination expectations, privacy and information-sharing obligations, indemnification and insurance provisions, records-management expectations, and dispute-resolution processes.

Relationship Between the FRSA and ORP

The FRSA and ORP function together but serve different purposes. The FRSA establishes the overall governance and administrative framework. The ORP identifies the operational participation model, including CRM categories, dispatch procedures, service boundaries, licensing levels, and operational contacts.

Document	Primary Purpose
FRSA	Governance and administrative framework between BCEHS and participating agency
ORP	Operational participation and dispatch-response document

Regional CRD Implementation Approach

Within the CRD, Fire Services initiated a coordinated regional implementation approach involving one regional FRSA between BCEHS and the CRD, department-specific ORPs for participating departments, coordinated dispatch-provider engagement, and regional standardization of broad CRM participation categories where operationally appropriate.

Current Status of Implementation

At the time of preparation of this report, the regional CRD FRSA framework is in advanced stages of development and review, department-specific ORPs have been substantially completed for participating departments, and ongoing coordination discussions continue between BCEHS, CRD Fire Services, Saanich Fire Dispatch, and E-Comm regarding dispatch integration and operational implementation.

Appendix B – Willis Point Volunteer Fire Department Operational Response Plan (ORP) Summary

The ORP is an operational document developed jointly between BCEHS and participating first responder agencies under the FRSA framework. It identifies the categories of BCEHS calls a participating agency agrees to respond to, documents dispatch and notification procedures, establishes operational coordination expectations, and supports consistent implementation of the CRM framework.

Participation Summary

Response Category	Participation
Purple Calls	Yes
Red Calls	Yes
Orange Calls	Yes - where BCEHS response is expected to exceed 10 minutes
Yellow Calls	No
Low Acuity Calls	No
Exception Calls	Yes
EMA First Responder (FR) Level	Yes
EMA Emergency Medical Responder (EMR) Level	Yes
Dispatch Provider	Saanich Fire Dispatch
Dispatch Confirmation Method	CAD-to-CAD and verbal backup confirmation

CRM Participation Categories

Under the BCEHS CRM framework, Willis Point Volunteer Fire Department participation generally includes Purple calls, Red calls, and Orange calls where BCEHS response is expected to exceed 10 minutes. Additional CRM category details and representative call groupings are provided in Appendix C and Appendix C-1.

Exception Call Participation

In addition to CRM participation categories, the draft ORP identifies participation in selected Exception Calls where fire department response may be beneficial regardless of CRM medical acuity classification. Current identified exception-call participation includes motor vehicle

incidents, rescue incidents, hazardous materials incidents, lift assists, and related operational rescue events where applicable.

Dispatch and Notification Procedures

Under the draft ORP, Willis Point Volunteer Fire Department dispatch operationalization is coordinated through BCEHS dispatch systems, interCAD notification systems, E-Comm technical infrastructure, and Saanich Fire Dispatch. The draft ORP identifies Saanich Fire Dispatch as the dispatch service provider, CAD-to-CAD notification as the primary dispatch-confirmation mechanism, and verbal phone notification as a secondary backup process where required.

Appendix C – Clinical Response Model (CRM) Overview

BCEHS is transitioning from the historical MPDS framework toward the newer CRM. Historically, fire department first responder participation was often configured using large numbers of individual MPDS determinant codes and highly customized dispatch-response filters. Current BCEHS MPDS v14.0 event-type tables contain approximately 3,147 individual event-type rows and code combinations, contributing to significant operational and dispatch-configuration complexity. The newer CRM framework is intended to simplify operational response planning, improve provincial consistency, align response with patient acuity and clinical outcome priorities, reduce unnecessary dispatch complexity, and support more sustainable first responder participation models.

Historical MPDS Framework - Simplified Overview

Historical MPDS Category	General Acuity Description	Typical Examples
Echo	Immediately life-threatening	Cardiac arrest, not breathing, ineffective breathing
Delta	Serious or potentially life-threatening	Chest pain, stroke symptoms, severe breathing difficulty, seizures
Charlie	Urgent but generally stable	Falls, abdominal pain, moderate breathing issues
Bravo	Less urgent	Minor illness/injury
Alpha	Lowest acuity	Non-urgent medical complaints

Current CRM Framework - Simplified Overview

CRM Category	General Acuity Description	Representative Call Examples
Purple	Immediately life-threatening / resuscitation-critical	Cardiac arrest, apnea, ineffective breathing
Red	High-acuity / time-sensitive emergencies	Chest pain, stroke symptoms, seizures, anaphylaxis, severe respiratory distress
Orange	Potentially serious / urgent	Falls with injury, altered LOC, moderate breathing problems, diabetic emergencies
Yellow	Lower acuity / stable presentations	Minor illness/injury, low-risk medical complaints
Lower Acuity Categories	Non-emergent presentations	Non-urgent or referral-based events

Exception Calls

ORPs may include designated Exception Calls where fire department response is operationally beneficial regardless of CRM colour category. Typical exception calls may include motor vehicle incidents, rescue or entrapment incidents, hazardous materials incidents, lift assists, road rescue incidents, burns, and public safety support events.

Appendix D – Department Operational Response Plan



OPERATIONAL RESPONSE PLAN

1. Community Profile:

1.1. BCEHS and the Agency commit to provide all patients in the community with high quality out-of-hospital emergency health services. BCEHS and the Agency will endeavour to collect and analyse certain data points about the community to ensure that both parties are equipped to provide high quality patient care. The suggested data points that will be collected are:

- i. Call volumes.
- ii. Break down of the call acuities.
- iii. Geographical locations and limitations.
- iv. Average/median age of the demographic in the community.
- v. Additional data points can be requested by the Agency about the community.

2. First Responder Level of Response

2.1 Categories of calls:

BCEHS acknowledges that the Agency agrees¹ to respond to the following categories of calls²:

- i. ☐ All purple calls.
- ii. ☐ All purple and red calls.
- iii. ☒ All purple and red calls. Additionally, the Agency agrees to respond to orange calls where BCEHS is expected to have greater than 10-minute response time.
- iv. ☐ All purple, red, and orange calls. Additionally, the Agency agrees to respond to yellow where BCEHS is expected to have greater than 30-minute response time.
- v. ☐ Low acuity calls³.
- vi. ☒ Exception calls: (calls that Willis Point Volunteer Fire Department will respond to even when outside selected CRM calls. Examples of such calls are MVAs, lift assists, HAZMAT calls, road rescues, etc.) [MVA, Rescue, HAZMAT, Lift Assist]

The Agency can change the categories of call it responds to after discussing with BCEHS as given in section 5 of the ORP.

¹ Discussions will be held which categories of call FR agency wants to respond to, from the categories listed below.

² Response to calls based on CRM. CRM is being revised and may be changed.

³ Discussion required with BCEHS when selecting to respond to this category of call.

The Agency acknowledges that it will not transport patients unless BCEHS and the Agency have signed a Patient Transportation Addendum, along with this ORP.

2.2 Emergency Service Zones/Boundaries

Emergency service zone/boundaries are determined by the following geographic areas⁴:

- i. ☒ [insert emergency service zone]⁵
- ii. ☐ [insert emergency service zone and add additional geographical areas as needed] or
- iii. ☒ Attached Maps noted as “Service Agreement Schedule A – Maps”

[Note: The Agency and BCEHS will work together to fill this section of ORP in discussion with BCEHS and appropriate fire dispatch, if applicable.]

2.3 Short-term unforeseen operational changes

BCEHS and the Agency acknowledge that events like structure fires, flood, heat waves, wildfires are emergent in nature and these events require short-term unforeseen operational changes.

BCEHS and the Agency agree to provide notification of short-term unforeseen operational changes and operational updates to the other party as soon as possible. BCEHS and the Agency will use the information captured in Part 5.2 of the ORP to notify the other party.

2.4 Technical/ Road rescue

In addition to out-of-hospital emergency health services the Agency provides technical rescue and/or road rescue services. During a technical rescue or road rescue the Agency does not focus on treating and releasing a patient. During technical rescue or road rescue the Agency’s role is limited to completing the technical rescue or road rescue. The Agency can decide the methodology of completing technical rescue or road rescue and can self-release from the scene.

☐ 2.4 is not applicable for the Agency.

2.5 Level of Response⁶

2.5.1 Willis Point VFD can select their response level from the categories listed below⁷ :

- i. ☒ EMA FR
- ii. ☒ EMA EMR
- iii. ☐ Responding⁸ as community service⁹

⁴ BCEHS and FR agency will jointly decide the specific response areas and maps to be added to the ORP.

⁵ Response areas within these boundaries are those where road or trail access is available.

⁶ If the first responder agency selects both EMA FR and EMA EMR as their level of response then the first responder agency can choose to respond to either of the license levels.

⁷ ‘First Responder’ in society is a role and is not associated with a license level. FRs are recognized across North America and include police, fire, and paramedics

⁸ Insurance and indemnity coverage is for patient care related activities and would not be able to cover any FR agency providing community service. FR agency would need to have its own procedure in place for providing community services.

⁹ Community service means when the first responder agency provides non-medical services such as community and family support.

[Willis Point VFD can choose multiple categories].

2.6 Dispatch Procedures

2.6.1 BCEHS and the Agency have agreed that the Agency shall be dispatched using the following procedures:

- i. The Agency declares their dispatch service provider is [Saanich Fire Dispatch]
- ii. Alternate method of notification here:
☐ Pager ☒ Cell ☐ Satellite ☐ Radio ☐ Other¹⁰

Other: Saanich Fire Dispatch Fire Coordination Line
Pager/Cell #: 250-418-8708

2.6.2 Confirmation of dispatch

The Agency will confirm receipt of dispatch by:

- i. ☒ Technology (CAD to CAD)
- ii. ☒ Verbal through phone system if no CAD option
- iii. ☐ Other

Other: Saanich Fire Dispatch Fire Coordination Line
Phone # 250-418-8708

2.6.3 Cancellation after dispatch but before arrival at patient side:

The Agency can initiate cancellation of a call by:

- i. ☒ Phone call
- ii. ☒ through their dispatch center
- iii. ☐ Other

Other: Saanich Fire Dispatch Fire Coordination Line
Phone # 250-418-8708

2.6.4 BCEHS and the Agency may change the dispatch procedures by giving notification to the designated contact person as given in Part 5.

¹⁰ If FR Agency chooses an option not listed above, then internal discussion with BCEHS Dispatch will be required. BCEHS would need to ensure that BCEHS Dispatch can support the option proposed by the FR agency.

2.7 Patient Records and Information

As part of providing out of hospital care, the Agency agrees to create, maintain, and provide patient medical records to BCEHS in accordance with FOIPPA, any applicable privacy law, and the Emergency Health Services Act, 1996.

3. Use of Incident Response Data and Information¹¹

It is mutually agreed the linked or combined reciprocal incident response data that is provided through CAD-to-CAD technology is not intended to be used for external dissemination outside of BCEHS and the Agency.

BCEHS and the Agency shall endeavour to share with each other data that helps improve patient care.

4. Contact

At the time of signing the First Responder Service Agreement and Operational Response Plan, the Agency's Contact Person and an alternate is noted in the table below. If at any time, the Agency's Contact Person or the alternate changes, the Agency will follow the Operational Update and Change Request process outlined in Part 5 of this Operational Response Plan.

Contact Person for Willis Point Volunteer Fire Department

Name:	<u>Chris Vrael</u>
Title:	<u>Manager, Fire Services – Capital Regional District</u>
Primary Phone #	<u>250-360-3000</u>
E-Mail:	<u>cvrabel@crd.bc.ca</u>

Alternate Contact Person

¹¹ In the event, incident response data, patient records, or any other information linked to activities covered under the Agreement are shared with a third party, such disclosure will be in compliance with FOIPPA. If either party shares such information with a third party, a notification will be sent to the other party.

Name: Art Wynans

Title: Fire Chief, Willis Point Volunteer Fire Department

Primary Phone # 778-587-7109

E-Mail: firechief@willispoint.ca

5. Operational Update and Change Request

BCEHS and the Agency agree to provide a 60-day notice if making any planned operational changes or operational updates. The Agency will ensure to make changes to the level of response they wish to receive through their dispatch center and to notify BCEHS of any variances from the service provision declaration.

5.1 BCEHS Contact

Name: Tania Hansen

Title: First Responder Services, Manager

Primary Phone # 604-789-2197

E-Mail: firstresponderservices@bcehs.ca

5.2 (BCEHS Dispatch contact)

	Toll Free	PSTN
Lower Mainland/Sea to Sky/Sunshine Coast/Fraser Valley Dispatch - New	1-888-292-7591	604-708-7591
Lower Mainland/Sea to Sky/Sunshine Coast/Fraser Valley Dispatch - Update	1-844-408-7692	604-708-7691
Kamloops Dispatch - New	1-800-663-4563	250-371-5101
Kamloops Dispatch - Update	1-844-371-5140	250-371-5140
Vancouver Island Dispatch - New	1-800-668-9915	250-915-2249
Vancouver Island Dispatch - Update	1-855-915-2252	250-915-2252

Appendix E – Supporting Operational Guidelines Overview

Purpose

Implementation of the BCEHS First Responder Service Agreement (FRSA) and Operational Response Plan (ORP) framework extends beyond execution of agreements and establishment of response categories. The modernization initiative also provides an opportunity to clarify the role of participating fire departments within the BCEHS First Responder Program and establish consistent operational practices across participating Capital Regional District (CRD) fire service areas.

Historically, first responder participation, ambulance interface activities, responder responsibilities, and vehicle operation practices have varied between jurisdictions and departments. As part of the implementation process, CRD Fire Services has developed supporting operational guidelines intended to provide operational clarity, support responder safety, promote consistency, and address risk-management considerations associated with participation in the BCEHS First Responder Program.

Operational Guidelines

OG 4.2.1 – Medical First Responder Response

This guideline establishes operational expectations for participation in BCEHS Medical First Responder programs under the FRSA and department-specific ORPs. The guideline clarifies participation requirements, responder responsibilities, scope-of-practice limitations, dispatch and response expectations, patient care responsibilities, training requirements, and compliance obligations.

OG 4.2.2 – Ambulance Operations and Support (BCEHS Interface)

This guideline establishes operational expectations related to interaction with BCEHS personnel and ambulances. The guideline clarifies the role of fire department personnel in supporting patient care, patient movement, and ambulance operations while confirming that fire departments are not responsible for patient transport and are not intended to function as a substitute for BCEHS ambulance services.

OG 2.1.5 – Emergency Vehicle Driver Training Program

This guideline establishes emergency vehicle driver training and authorization requirements for CRD Fire Services personnel. The guideline also clarifies that authorization to operate CRD fire apparatus does not authorize operation of BCEHS vehicles and confirms that operation of BCEHS ambulances may only occur in exceptional circumstances where specific authorization, training, licensing, and safety requirements have been satisfied.

Summary

Together, the FRSA, department-specific ORPs, and supporting operational guidelines establish a comprehensive governance and operational framework intended to support effective program delivery, responder safety, regulatory compliance, operational consistency, and long-term service sustainability across participating CRD fire service areas.

OG 2.1.5 Emergency Vehicle Driver Training Program

Purpose

To establish emergency vehicle driver operating and training requirements to ensure safe operation of all CRD Fire Services Department apparatus and vehicles.

Scope

All CRD Fire Services members.

Guideline

All CRD Fire Services Departments will have in place an Emergency Vehicle Driver/Operator (EVO) training program consistent with the requirements identified in: NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, IFSTA *Pumping Apparatus Driver/Operator Handbook*, and related sections of the *BC Motor Vehicle Act*.

Where no department EVO Training Program is in place, a third-party service provider will be contracted to deliver an EVO program, including provision of member driver training, evaluation, and certification.

Completion of an Emergency Vehicle Operator (EVO) training program and authorization to operate CRD Fire Services apparatus and vehicles does not authorize members to operate non-CRD emergency vehicles, including those operated by external agencies such as BC Emergency Health Services (BCEHS).

Operation of non-CRD emergency vehicles is outside the scope of this guideline and shall only occur where explicitly authorized under applicable CRD Fire Services Operating Guidelines and external agency requirements.

Procedure

1. CRD Fire Services members operating fire department apparatus and vehicles must have a valid BC drivers license including the requisite classification of license and endorsement required for the fire department apparatus or vehicle being driven, as identified in *Division 30*, of the *BC Motor Vehicle Act Regulations*.
2. All CRD Fire Services members are to complete a recognized EVO program prior to operating CRD Fire Services apparatus and vehicles.
3. Upon application/selection to participate in an EVO training program, members will submit a copy of their valid BC drivers license and a drivers license abstract to their respective Fire Chief not more than 30 days old at the time of application into the EVO program.

4. Upon successful completion of the EVO program, fire department members will undertake the following prior to being assigned emergency vehicle driving duties:
- Schedule driver training sessions for each fire department vehicle to be driven with a qualified department EVO trainer/instructor,
 - Log a minimum of 2 hours operation time for each apparatus including driving, pumping, operation of all aerial and ladder devices and related equipment,
 - Demonstrate ability to perform complete pre and post trip inspections for each apparatus consistent Commercial Vehicle Safety Enforcement requirements.
5. Final clearance to operate CRD fire department apparatus and vehicles will be provided after all items noted in section 4 have been completed and the respective Fire Chief has provided a written letter of authorization to the member confirming successful completion of the EVO program and granting of driving privileges.
6. Authorization to operate CRD Fire Services apparatus and vehicles under this guideline is limited to those vehicles owned, leased, or under the direct control of CRD Fire Services Departments. Members shall not operate non-CRD emergency vehicles unless authorized in accordance with applicable CRD Operating Guidelines.

References

[Motor Vehicle Act – Emergency Vehicle Driving Regulation](#)

[Motor Vehicle Act – Section 122, Exemption for Emergency Vehicles](#)

[CRD Fire Services OG 4.2.2 – Ambulance Operations and Support \(BCEHS Interface\)](#)

NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*

IFSTA *Pumping Apparatus Driver/Operator Handbook*, 3rd Edition

Approvals and Version History

VERSION	DATE APPROVED by the MANAGER, FIRE SERVICES	EFFECTIVE DATE
Original	Chris Vrabel, 4 Sep 2025	4 Sep 2025
Revision 1		
Revision 2		

OG 4.2.1 Medical First Responder Response

Purpose

To establish operational guidance for CRD Fire Services Departments participating in BC Emergency Health Services (BCEHS) Medical First Responder programs in accordance with the First Responder Service Agreement (FRSA) and approved Operational Response Plans (ORPs).

Scope

All CRD Fire Services members.

Guideline

CRD Fire Services Departments that participate in BCEHS Medical First Responder programs shall do so in accordance with the terms and conditions of the FRSA and their department-specific Operational Response Plan (ORP).

Medical First Responder response is a voluntary support function intended to enhance patient care and outcomes within defined response parameters. Fire Departments are not a substitute for BCEHS ambulance services and shall not assume responsibilities beyond those identified within the FRSA, ORPs, and applicable CRD Operating Guidelines.

All responses shall be conducted within the defined scope of practice, training, and operational capabilities of the responding Fire Department and its members. Fire Chiefs are responsible for ensuring departmental compliance with the FRSA, ORPs, and all applicable CRD Operating Guidelines.

Procedure

1. Participation and Authority

CRD Fire Services participation in BCEHS Medical First Responder programs is governed by the FRSA and the applicable ORP for each department. These documents establish the framework for response, including the types of incidents to which Fire Departments will respond and the conditions under which those responses occur.

Fire Departments shall only respond to BCEHS medical first responder incidents in accordance with their approved ORP.

2. Dispatch and Response

BCEHS identifies and transmits calls for Medical First Responder attendance in accordance with established dispatch protocols. Fire Dispatch initiates Fire Department response based on ORP-defined call types, operational availability, and local procedures.

Not all BCEHS calls will require or result in Fire Department response. The determination to respond remains within the parameters established by the ORP.

3. Response Criteria

Fire Departments shall respond to medical first responder incidents as defined within their ORP. These generally include high acuity and time-sensitive incidents, as well as specific delay-based responses where BCEHS resources are not immediately available.

Fire Departments shall not expand their response beyond approved ORP parameters except where immediate life safety considerations exist and where actions remain within the member's scope of practice.

4. Scope of Practice

Members shall operate strictly within their level of medical training and certification (e.g., EMA-FR, EMR). Under no circumstances shall members perform medical procedures beyond their certified scope of practice.

Possession of additional or higher-level medical qualifications does not extend a member's scope of practice under the FRSA unless formally authorized.

5. Roles and Responsibilities at Incident

Upon arrival, Fire Department personnel shall provide patient care within their scope of practice and support BCEHS personnel upon their arrival. Patient care shall be transferred to BCEHS as soon as practicable.

Fire Department personnel operate in a support role and shall not assume primary responsibility for patient transport or ongoing medical care beyond their defined scope.

6. Ambulance Operations and Transport

CRD Fire Services personnel are not responsible for patient transport and shall not assume responsibility for ambulance operations except as explicitly permitted under CRD Operating Guidelines.

Where ambulance operations by Fire Department personnel are required, such actions shall be conducted strictly in accordance with CRD Fire Services OG 4.2.2 – Ambulance Operations and Support (BCEHS Interface).

7. Operational Limitations

Fire Departments shall not function as a replacement for BCEHS ambulance services or as a default response for gaps in BCEHS resourcing. Their role is to provide support within defined parameters.

Where BCEHS resources are delayed or limited, Fire Departments shall continue to provide care within scope, maintain scene safety, and coordinate with BCEHS until appropriate resources arrive.

8. Training and Competency

Fire Chiefs shall ensure that all members participating in Medical First Responder activities maintain current certification and competency appropriate to their role.

In addition, Fire Chiefs shall coordinate with local BCEHS representatives to support ongoing familiarization and training for Fire Department personnel on ambulance equipment and patient handling systems. This includes, but is not limited to:

- Stretchers and loading systems
- Stair chairs and patient movement equipment
- Basic ambulance equipment interface and safe handling practices

This coordination is intended to ensure that Fire Department personnel can safely and effectively support BCEHS personnel during patient care and movement, particularly in situations where additional assistance is required.

Training shall be coordinated locally and maintained as part of the department's overall training program and records system.

9. Documentation and Reporting

Fire Departments shall complete incident documentation in accordance with CRD policies and procedures. Any additional reporting requirements associated with the FRSA or ORPs shall be completed as required.

10. Compliance and Accountability

Fire Chiefs are responsible for ensuring departmental compliance with the FRSA, ORPs, and this guideline, including the establishment of any necessary internal procedures.

Members are responsible for adhering to their scope of practice, following CRD Operating Guidelines, and reporting any deviations or concerns through the chain of command.

References

- BCEHS First Responder Service Agreement (FRSA)
- CRD Fire Services Department Operational Response Plans (ORPs)

- British Columbia Emergency Medical Assistants Regulation
- British Columbia Fire Safety Act
- CRD Fire Services OG 2.1.5 – Emergency Vehicle Driver Training Program
- CRD Fire Services OG 4.2.2 – Ambulance Operations and Support (BCEHS Interface)

Approvals and Version History

VERSION	APPROVAL	EFFECTIVE DATE
Original		
Revision 1		
Revision 2		

OG 4.2.2 Ambulance Operations and Support (BCEHS Interface)

Purpose

To establish operational guidelines for CRD Fire Services personnel in relation to interaction with BC Emergency Health Services (BCEHS) ambulances, including the provision of support to BCEHS personnel and the limited circumstances under which Fire Department personnel may operate BCEHS vehicles.

Scope

All CRD Fire Services members.

Guideline

CRD Fire Services personnel may be required to support BCEHS personnel during medical incidents, including patient care and movement. This support shall be provided within the member's scope of training and in accordance with the First Responder Service Agreement (FRSA), applicable Operational Response Plans (ORPs), and CRD Operating Guidelines.

CRD Fire Services personnel are not responsible for patient transport and shall not assume responsibility for ambulance operations except as explicitly permitted under CRD Operating Guidelines.”

Operation of BCEHS ambulances by Fire Department personnel shall only occur as a last resort in exceptional circumstances where immediate patient care considerations require vehicle movement and no reasonable alternative exists

Fire Chiefs are responsible for ensuring that members are aware of these limitations and that appropriate controls, training, and oversight are in place.

Procedure

1. General Support to BCEHS

Fire Department personnel may assist BCEHS personnel with patient care and movement as required, including lifting, carrying, and operating patient handling equipment where trained to do so.

This support may include the use of ambulance-based equipment such as stretchers and stair chairs, provided members have received appropriate familiarization and training.

2. Responsibility for Transport

BCEHS retains responsibility for patient transport. CRD Fire Services personnel shall not assume responsibility for transport operations or patient conveyance except as explicitly permitted under CRD Operating Guidelines.

Fire Departments shall not function as a substitute for BCEHS transport services.

3. Operation of BCEHS Vehicles

Operation of BCEHS ambulances by Fire Department personnel shall be considered an exceptional circumstance and not routine practice.

A Fire Department member may operate a BCEHS vehicle only where all of the following conditions are met:

- No qualified BCEHS driver is available at the time of the incident
- Immediate patient care or transport considerations require vehicle movement
- The member holds a valid Class 4 (or higher) driver's licence appropriate to the vehicle
- The member has received prior orientation and familiarization on BCEHS vehicle operation
- The member is confident and capable of safely operating the vehicle under the conditions present

Where any of the above conditions are not met, Fire Department personnel shall not operate the vehicle.

4. Limitations and Restrictions

Fire Department personnel shall not operate BCEHS vehicles:

- As a matter of routine practice
- Where two BCEHS personnel are available to manage patient care and transport
- Where the member does not meet licensing or training requirements
- Where operation would place the member or public at undue risk

No member shall be directed or compelled to operate a BCEHS vehicle where they do not meet the requirements of this guideline or where they determine the operation cannot be carried out safely.

5. Training and Familiarization

Fire Chiefs shall coordinate with local BCEHS representatives to facilitate familiarization training for Fire Department personnel who may be expected to support ambulance operations.

This training should include:

- Safe operation of patient handling equipment (stretchers, stair chairs)
- Basic ambulance layout and equipment awareness
- Vehicle orientation where appropriate

Training shall be documented and maintained as part of the department training records system.

Completion of CRD Emergency Vehicle Operator (EVO) training does not qualify a member to operate BCEHS vehicles.

6. Accountability

Fire Chiefs are responsible for:

- Establishing clear expectations within their department regarding ambulance operations
- Ensuring members meet all requirements prior to any consideration of vehicle operation
- Maintaining records of training and familiarization

Members are responsible for:

- Operating within their training, qualifications, and comfort level
- Declining to operate a vehicle where requirements are not met
- Reporting any concerns or incidents through the chain of command

References

- BCEHS First Responder Service Agreement (FRSA)
- CRD Fire Services Operational Response Plans (ORPs)
- Emergency Medical Assistants Regulation (BC)
- Motor Vehicle Act (BC)
- CRD Fire Services OG 2.1.5 – Emergency Vehicle Driver Training Program
- CRD Fire Services OG 4.2.1 – First Responder Response (FRSA & ORP)

Approvals and Version History

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Original		
Revision 1		
Revision 2		



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REPORT TO WILLIS POINT FIRE PROTECTION AND RECREATION FACILITIES COMMISSION

SUBJECT

Willis Point 2027 Budget and Fire Service Sustainability Framework

Prepared by: Chris Vrabel, Manager, Fire Services

Date: September 29, 2026

ISSUE SUMMARY

The immediate matter before the Commission is the development of an appropriate 2027 budget for the Willis Point fire service. This introductory report establishes a neutral starting point by outlining the principal cost and service considerations and the phased analysis required before the budget is finalized by the end of December.

This report provides a high-level framework for the Commission's upcoming budget discussions. It identifies the principal costs and service considerations that must inform the 2027 budget without attempting to resolve all detailed financial and longer-term sustainability questions at this meeting. It is the first in a phased series of reports. Report 2 will provide the detailed budget analysis in October; Report 3 will address operational viability and service sustainability in November; and further reports will follow as necessary to complete the required analysis and recommendations.

BACKGROUND

The Willis Point service combines fire protection and recreation functions within one local service area and Commission structure. The fire hall and community center share portions of the same facility, but the functions have different operational purposes and financial drivers. Fire protection relies primarily on taxation to fund emergency readiness, leadership, training, apparatus and equipment, regulatory compliance and long-term replacement.

The Commission has raised concerns about the proposed budget, affordability, insurance implications, volunteer recruitment and retention, succession, the operational capability of the current membership and whether another delivery arrangement could provide the service more sustainably. These matters are related but need not be resolved at the same time. The immediate priority is a defensible 2027 budget; the longer-term service model should be informed by additional evidence and analysis.

ANALYSIS

1 2027 budget context

The approved 2026 fire service costs provide the starting point for the Commission's 2027 budget work. Staff will reassess the operating, administrative, capital and reserve requirements and return with a detailed budget report and funding options after the underlying assumptions and allocations have been reviewed.

This introductory report does not ask the Commission to confirm the 2027 provisional figures. Its purpose is to establish the service-cost framework and identify the work required for the detailed October budget report. The Board-approved provisional financial plan provides interim spending authority while the final 2027 budget is reviewed and refined.

Financial plan measure	2026 approved amount
Fire service operating expenses	\$121,223
Fire service administration expenses	\$21,327
Transfer to equipment replacement reserve	\$60,240
Total fire service costs	\$202,790

The October budget report will provide the detailed explanation of the proposed operating accounts, administrative and leadership capacity, volunteer support, equipment purchases, capital replacement contributions and the effect on participating properties.

2 Equipment, compliance and people cost framework

The fire service budget can be understood in three connected areas: equipment and capital, compliance and operational readiness, and people and organizational capacity. The service itself is optional. Once the CRD provides a fire service, it must meet its applicable legal, employer and governance obligations and operate within the service level adopted by the CRD.

Budget area	What it supports	Key consideration
Equipment and capital	Apparatus, protective equipment, communications, testing, maintenance and reserves for replacement.	Assets must remain reliable now and be replaced over their lifecycle.
Compliance and readiness	Training, supervision, health and safety, records, inspections, testing, operational guidelines and regulatory requirements.	Much of the baseline workload exists regardless of call volume.
People and capacity	Fire Chief leadership, administration, officer capacity, recruitment, retention, volunteer support and succession.	A service cannot remain viable without enough qualified and available people to perform the work.

3 Preliminary budget assessment

The approved 2026 costs provide a practical baseline for the detailed 2027 review, but they should not be assumed to represent the amount required for 2027. The October review will determine whether the proposed funding appropriately supports administration and leadership, training, volunteer support, equipment maintenance and testing, current equipment needs and longer-term capital replacement, and will present options where appropriate.

The detailed budget report should also explain the proposed compensation structure, significant account changes, the basis for shared costs and how Willis Point compares with selected CRD fire services using consistent financial and service information. This will allow the Commission to evaluate the budget as a whole rather than concentrating on individual line items without the surrounding service context.

4 Operational viability and service sustainability

The budget must also be considered in relation to the service the Department is presently capable of delivering. A financial plan can fund expected activities, but it cannot by itself establish that enough qualified, available and capable members exist to provide the service safely and reliably.

A subsequent phase of the review will assess membership capability, qualifications, response availability, officer and driver depth, administrative workload, recruitment, retention and succession. The purpose will be to establish the actual baseline, identify material gaps and determine whether they can reasonably be addressed within the current model. This work is important, but it does not need to be completed before the Commission advances the 2027 budget.

5 Fire Underwriters Survey and insurance considerations

The Fire Underwriters Survey currently recognizes most of the Willis Point service area at Dwelling Protection Grade 3B, generally associated with semi-protected insurance recognition. Maintaining DPG 3B requires an active recognized station and sufficient trained personnel, including a Fire Chief. FUS generally recognizes properties within eight kilometers of a qualifying station. Without an active recognized hall at Willis Point, affected properties would likely be treated as DPG 5 or unprotected.

FUS information indicates that average insurance costs may differ materially between semi-protected and unprotected classifications. Illustrative national information suggests an average difference in the order of 60 percent, although actual impacts vary by insurer, property and policy. Any material service reduction or alternative delivery arrangement must therefore be evaluated for both taxation and potential insurance consequences.

6 Alternative service delivery

The Commission has expressed interest in whether another local government could provide administrative or operational responsibility, including a satellite-station arrangement. This is a legitimate option to test, but it should not be assumed either to reduce costs or to preserve FUS recognition until discussions with potential providers and FUS have occurred.

A satellite or contracted model would likely continue to require the Willis Point station, apparatus, water-supply capability and an available local response force. Leadership, administration, training oversight,

records, safety systems and operational supervision would shift to the service provider and would normally be recovered through a service agreement. Central Saanich and Saanich may be considered as potential providers, subject to their interest, capacity, costs and FUS review.

7 Phased work plan

Report and timing	Primary focus
Report 1 September	Introduce the 2027 budget context, service-cost framework, principal sustainability issues and direction for the next phases of work.
Report 2 October	Present the detailed 2027 budget analysis and recommendation, including account explanations, administrative and leadership requirements, capital planning, tax impacts and selected CRD comparisons.
Report 3 November	Report on operational viability, membership capability, recruitment and succession, FUS requirements and the initial assessment of alternative service-delivery models.
Further reports As required	Complete any outstanding FUS, service-provider, capital or service-model analysis and return with additional options or recommendations required to conclude the review.

CONCLUSION

The immediate priority is to complete a defensible 2027 fire service budget. The approved 2026 costs provide a neutral baseline for that work, but further analysis is required before the Commission determines the operating, capital and reserve funding needed for 2027. Report 2 will provide the detailed financial analysis, options and recommendation.

The budget cannot be considered entirely apart from operational viability, FUS recognition and longer-term sustainability. These matters will continue through the phased reporting sequence outlined in this report, allowing the Commission to advance the 2027 budget while the more detailed service analysis is completed through Report 3 and any further reports required.

RECOMMENDATIONS

That the Willis Point Fire Protection and Recreation Facilities Commission:

1. Receive this report and the equipment, compliance and people framework for information.
2. Advise staff to prepare a detailed 2027 fire service budget report and revised 2027-2031 financial plan for the Commission's consideration, using the approved 2026 operating costs and capital and reserve contributions as the starting point.
3. Advise staff to continue the operational viability, membership capability, succession, FUS, capital and alternative service-delivery analysis and report back through the phased work plan outlined in this report.
4. Provide staff with any additional questions or service options the Commission wishes to have addressed in the subsequent budget and sustainability reports.