Agenda for the OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION meeting, Wednesday, 18 November 2026 at 1900 hrs, 3727 Otter Point Rd, Sooke BC

Commissioners: B. Gibbons (Treasurer), D. Gollmer (Vice Chair), J. Hemphill (Chair), S. Hemphill (FFs Rep), D. Morton, P. White, A. Wickheim (Dir JDF)

Called to order.

Approval of Agenda.

Commission Business:

1. Fire Chief's Report. N/A

2. Treasurer's Report. N/A

3. Firefighter's Representative Report. N/A

Correspondence.

New Business:

1. 2026 Financial Plan Amendment - CREST Radios (Attachment)

   RECOMMENDATION: That the Otter Point Fire Protection and Emergency Response Services Commission recommend the Capital Regional District Board approve an amendment to the 2026 Financial Plan by adding a Capital Project expenditure in the amount of $15,000 from the Capital Reserve Fund for the purpose of procuring new CREST radios.

2. 2027-2031 Financial Plan Amendment – Operating and Capital Projects (Attachment)

   RECOMMENDATIONS:

   a. that the 2027 operating budget reallocations outlined in this report be endorsed, with no net increase to the approved 2027 operating expenditure budget;

   b. that the proposed 2027-2031 Capital Program, totalling an estimated $805,000, be endorsed for inclusion in the CRD 2027-2031 Financial Plan, subject to confirmation of final project costs and eligible funding sources;

c. that a one-time additional contribution of $81,012 to the Otter Point Fire Protection Equipment Replacement Fund be recommended for 2027, in addition to the currently forecast annual reserve transfer, subject to CRD Finance confirming the opening reserve balance, existing commitments, project eligibility, final Engine 23 payment and the proposed funding source; and

d. that staff be directed to return to the Commission with any material changes to the Capital Schedule, required reserve contribution or resulting tax requisition implications identified through the final CRD Finance review.

Adjournment.

OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
ANNUAL GENERAL MEETING

Wednesday 18 November 2026, 1930 hrs
Otter Point Fire Department, 3727 Otter Point Road

Commissioners: B. Gibbons (Treasurer), D. Gollmer (Vice Chair), J. Hemphill (Chair), S. Hemphill (FFs Rep), D. Morton, P. White, A. Wickheim (Dir JDF)

Call to Order

Approval of Agenda

Address by:

- Chair
- Fire Chief
- Treasurer
- Firefighter's Representative

New Business

- Election of two Commission Positions.

Adjournment.

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REPORT TO OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
MEETING OF November 19, 2026

SUBJECT **2026 Financial Plan Amendment – CREST Radios**

ISSUE SUMMARY

To consider an amendment to the 2026 Financial Plan for the Otter Point Volunteer Fire Department.

BACKGROUND

The Otter Point Volunteer Fire Department is seeking approval to purchase four (4) new CREST fire department radios in 2026 for a cost of $13,743.08 including provincial sales tax. The recommended funding source is the Capital Reserve Fund.

ALTERNATIVES

Alternative 1
That the Otter Point Fire Protection and Emergency Response Services Commission recommend the Capital Regional District Board:

1. Approve an amendment to the 2026 Financial Plan by adding a capital project expenditure in the amount of $15,000 from the Capital Reserve Fund for the purpose of procuring new CREST fire department radios.

Alternative 2
That the Otter Point Fire Protection and Emergency Response Services Commission:

1. Refer this report back to staff for more information.

CONCLUSION

The Otter Point Volunteer Fire Department has identified a need to replace four CREST radios to support reliable emergency communications and operational readiness. The total cost of the replacement program is $13,743.08, which can be accommodated through the Capital Reserve Fund.

Approval of a 2026 Financial Plan amendment in the amount of $15,000 will provide funding for the procurement of the radios without impacting taxation or operating budgets. The proposed expenditure supports the department's ability to maintain essential communications equipment required for the delivery of fire protection and emergency response services

RECOMMENDATION

That the Otter Point Fire Protection and Emergency Response Services Commission recommend the Capital Regional District Board:

1. Approve an amendment to the 2026 Financial Plan by adding a capital project expenditure in the amount of $15,000 from the Capital Reserve Fund for the purpose of procuring new CREST fire department radios.

Prepared By	Ben Patterson, Fire Chief
Concurrence	Chris Vrabel, Manager of Fire Services CRD

ATTACHMENT(S) None

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REPORT TO OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
MEETING OF November 19th, 2026

SUBJECT **2027-2031 Final Financial Planning Process**

ISSUE SUMMARY

To consider amendments to the 2027-2031 Financial Plan (Final) for the Otter Point Volunteer Fire Department.

BACKGROUND

The Capital Regional District (CRD) 2027–2031 final budget intake closes at the end of 2026 and will be considered by the CRD Board in the Spring 2027.

For the 2027 final budget process, staff recommend that the following operating budget adjustments be included in the 2027–2031 Financial Plan.

Recommended Budget Adjustments for 2027 – Operating Final

500510 – W.C.B. Benefits – Net Reduction: $4,640

The existing allocation for W.C.B. benefits was established under previous staffing arrangements when the Fire Chief and Deputy Fire Chief positions were contracted services. With both positions now established as full-time equivalent (FTE) employees, this allocation is no longer required and has remained unused.

Staff recommend reallocating the existing $4,640 budget to support two operational priorities:

- **514400 – Staff Training and Development – Increase: $4,000.** The additional funding will provide greater flexibility to support firefighter training and professional development opportunities, ensuring members continue to maintain and enhance the skills necessary to deliver safe and effective emergency response services.
- **508330 – Grounds Maintenance – Increase: $640.** The remaining funds will support additional seasonal grounds maintenance, including winter cleanup activities, to maintain the safety, accessibility, and appearance of department facilities.

514230 – Training Development – Reallocation: $6,000

The existing $16,940 allocation under GL 514230 provides funding for the department's annual volunteer appreciation dinner and year-end firefighter honorariums.

Staff recommend establishing a separate general ledger account for the **Volunteer Appreciation Dinner**, with an annual allocation of $6,000 transferred from GL 514230.

The remaining $10,940 will continue to be allocated toward year-end firefighter honorariums.

Separating these expenditures will improve financial transparency, accountability, and annual budget tracking while maintaining the existing funding commitment to volunteer recognition and appreciation.

Financial Implications

The proposed operating budget adjustments represent a reallocation of existing approved funding and will result in **no net increase to the 2027 operating budget**.

These adjustments will allow the department to better align available financial resources with current operational requirements, enhance firefighter training opportunities, support facility maintenance, and improve the transparency of volunteer recognition expenditures.

Recommended Capital Projects 2027-2031

Year	Project	Estimated cost
2027	Battalion 26 duty officer pickup replacement	$120,000
2027	Building security and IT modernization	$25,000
2027	Main entrance and accessibility improvements	$35,000
2027	Annual fire equipment replacement	$25,000
2028	Engine 23 – estimated remaining payment	$325,000
2028	Annual fire equipment replacement	$25,000
2029	Firehall office expansion – design and scope	$25,000
2029	Firehall office expansion – construction	$100,000
2029	Annual fire equipment replacement	$25,000
2030	Annual fire equipment replacement	$25,000
2031	Firehall roof replacement	$50,000
2031	Annual fire equipment replacement	$25,000
	TOTAL IDENTIFIED CAPITAL PROGRAM	$805,000

2027 – Battalion 26 Duty Officer Vehicle Replacement ($120,000)

The current 2011 Ford Ranger duty vehicle is experiencing increased maintenance demands and does not provide sufficient passenger space or storage for incident command and emergency response equipment. Staff recommend replacement with a full-size half-ton pickup equipped with an enclosed canopy, emergency lighting, communications equipment and an incident command work area. The investment will improve reliability, officer response capability and the safe transportation of personnel and operational resources.

2027 – Building Security and IT Modernization ($25,000)

The existing intrusion and fire detection systems are aging and have experienced monitoring and user-management deficiencies. Outstanding keys from former members further limit

effective control of facility access. The proposed project would provide monitored intrusion and fire detection, programmable fob access and renewed network cabling and wireless coverage in the firehall, apparatus bays, workshop and Training Centre classroom. The project is intended to safeguard essential emergency response assets and improve operational communications and administrative reliability.

2027 – Main Entrance and Accessibility Improvements ($35,000)

The former wheelchair access ramp was decommissioned in 2026 due to safety concerns. Staff recommend a comprehensive entrance and deck replacement incorporating an accessible transition, composite decking and aluminum railings. Addressing accessibility promptly is the primary project objective. The expanded outdoor area will also provide functional space for firefighter activities and member engagement, while durable materials will help reduce future maintenance requirements. Final design will be reviewed for applicable accessibility and building requirements.

2028 – Engine 23 Replacement ($325,000 Estimated Remaining Payment)

The new Engine 23 is anticipated to be delivered in 2028. The proposed $325,000 represents the department's estimated remaining payment. The CRD reserve forecast currently contains a $350,000 expenditure allocation in 2028 intended for Engine 23; this is an existing provision and must not be counted as a second project. Staff recommend retaining the allocation pending confirmation of the final supplier payment, and separately accounting for the annual equipment replacement program.

2029 – Firehall Office Expansion ($125,000)

With two full-time staff now working at the firehall, existing office space is increasingly constrained. Staff recommend $25,000 for design, scope development and drawings and $100,000 for construction in 2029. The proposed expansion will improve administrative efficiency and accommodate current operational planning and potential future Training Centre administrative needs. The design and construction amounts remain preliminary estimates subject to detailed scope and costing.

2031 – Firehall Roof Replacement ($50,000)

A recent inspection by Topline Roofing assessed the roof as being in fair condition, with an estimated four to five years of remaining service life. Staff recommend moving replacement to 2031 rather than undertaking premature capital work. The deferral is supported by a condition-based asset management approach, subject to ongoing inspections and any deterioration requiring earlier intervention.

2027–2031 – Annual Fire Equipment Replacement ($25,000 per year)

Staff recommend maintaining the established $25,000 annual allocation for protective turnout clothing, firefighter pagers, portable saws, hose, nozzles and other essential equipment. The program supports replacement of approximately two to three sets of turnout gear annually as part of the department's intended ten-year replacement cycle. Predictable annual funding supports firefighter safety and reduces the likelihood of unplanned large equipment purchases.

IMPLICATIONS

Financial – Capital Program and Reserve Cash Flow

The identified five-year capital program totals $805,000, with scheduled expenditures of $205,000 in 2027, $350,000 in 2028, $150,000 in 2029, $25,000 in 2030 and $75,000 in 2031. The 2028 total assumes a $325,000 Engine 23 final payment plus $25,000 in annual equipment replacement expenditures.

The CRD Equipment Replacement Fund (Reserve 1.353) forecast shows an estimated 2027 opening balance of $141,958 and annual operating transfers of $164,370, $167,660, $171,010, $174,430 and $177,920 for 2027 through 2031 respectively. Applying the proposed capital program to these transfers produces a projected lowest year-end balance of negative $81,012 in 2028, assuming no other changes or sources of funding.

Year	Planned capital spending	Reserve closing balance – no increase	With one-time $81,012 transfer
2027	$205,000	$101,328	$182,340
2028	$350,000	($81,012)	$0
2029	$150,000	($60,002)	$21,010
2030	$25,000	$89,428	$170,440
2031	$75,000	$192,348	$273,360

The mathematical minimum additional contribution to prevent a negative projected year-end balance under this scenario is $81,012. Staff recommend a one-time additional transfer of $81,012 in 2027, providing a projected year-end reserve balance of $0 in 2028, with no contingency for unforeseen costs. This would be in addition to the currently forecast annual transfer and is not included in the zero-net-change operating reallocations described above.

This recommendation is conditional on CRD Finance confirming that all identified building and equipment projects are eligible expenditures from Reserve 1.353, verifying the 2027 opening balance and existing commitments, and confirming the source of the additional transfer. If the full $350,000 Engine 23 allocation is required in addition to the $25,000 annual equipment program, the five-year capital requirement would increase to $830,000 and the calculated minimum additional contribution would increase to $106,012; a $125,000 one-time contribution would then be the comparable rounded provision. These amounts do not include a separate minimum reserve balance policy or other unbudgeted contingencies.

The proposed one-time reserve contribution is a funding recommendation, not an assertion that a $81,012 tax requisition increase is necessary. Finance should determine whether existing available funds, an eligible transfer or additional requisition would be required and report the resulting financial implications before final adoption.

Service Delivery and Risk

The proposed investments are intended to preserve incident command reliability, replace essential equipment on a planned basis, improve facility security and restore accessible public entry. Deferral of the roof project based on a recent inspection offsets immediate pressure by directing capital resources to higher-priority needs. Postponing the duty vehicle, security or entrance work would leave identified operational or facility deficiencies unresolved.

ALTERNATIVES

Alternative 1

That the Commission endorse the proposed operating reallocations and capital priorities, and recommend a one-time additional $81,012 Equipment Replacement Fund contribution in 2027, subject to confirmation by CRD Finance of the funding source, eligible reserve expenditures and final Engine 23 payment.

Alternative 2

That the Commission refer the capital plan and reserve contribution recommendation back to staff for further information or a revised project schedule.

CONCLUSION

The proposed 2027–2031 Financial Plan aligns existing operating allocations with current needs without increasing the approved operating budget. The recommended capital program addresses aging apparatus, facility security and accessibility, workspace needs and planned equipment replacement, while deferring roof work in accordance with its assessed remaining service life.

The preliminary reserve cash-flow analysis identifies a temporary funding gap associated with the timing of capital expenditures, principally the Engine 23 final payment in 2028. A one-time $81,012 contribution in 2027 would avoid negative projected year-end balances (reaching $0 in 2028) under the stated assumptions, allowing the Commission to support the identified priorities while requiring final financial validation before adoption.

RECOMMENDATION

The Otter Point Fire Protection and Emergency Response Service Commission recommends:

1. That the 2027 operating budget reallocations outlined in this report be endorsed, with no net increase to the approved 2027 operating expenditure budget;

2. That the proposed 2027–2031 capital program, totaling an estimated $805,000, be endorsed for inclusion in the CRD 2027–2031 Financial Plan, subject to confirmation of final project costs and eligible funding sources;

3. That a one-time additional contribution of $81,012 to the Otter Point Fire Protection Equipment Replacement Fund be recommended for 2027, in addition to the currently forecast annual reserve transfer, subject to CRD Finance confirming the opening reserve balance, existing commitments, project eligibility, final Engine 23 payment and the proposed funding source; and

4. That staff be directed to return to the Commission with any material changes to the capital schedule, required reserve contribution or resulting tax requisition implications identified through the final CRD Finance review.

Prepared By	Ben Patterson, Fire Chief Otter Point Volunteer Fire Department
Concurrence	Chris Vrabel, CRD Fire Services Manager

ATTACHMENT(S)

2027-1.353 OtterPointFire Financial Budget

1.353 Otter Point Fire

ID	CC	Name	GL	GL Name	Actuals 2024	Actuals 2025	Actuals April30 (Report date@May19)	Budget 2026	Actuals Est	Budget 2027 Preliminary Budget	Budget 2027 Commission Adjusted	Budget Ongoing	Budget One-Time	Budget Total	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Notes	Update from SAP	% Increase	$ Increase
					(8,097)	-	223,494	-	-	-	-		-	-	-	-	(10)	(20)	*Finance Use Only			
	100332	FP Otter Pt Rev																				
D			429000	Interest Income	(1,668)	(2,091)		(360)	(360)	(370)				(370)	(380)	(390)	(400)	(410)			2.78%	(10)
F			460070	Grant- Provincial	-	-		-		-				-	-	-	-	-				-
X			486000	Req Mun EA Other	(671,120)	(742,112)		(771,678)	(771,678)	(802,200)	(27,760)		(81,000)	(910,960)	(846,590)	(863,524)	(880,813)	(898,388)			18.05%	(139,282)
G			490000	Surplus		(8,097)		-						-								
	100332			Subtotal	(672,788)	(752,300)	-	(772,038)	(772,038)	(802,570)	(27,760)	-	(81,000)	(911,330)	(846,970)	(863,914)	(881,213)	(898,798)			18.04%	(139,292)
														18.0%	-7.1%	2.0%	2.0%	2.0%	*Requisition % increase over prior year			
	100333	FP Otter Pt Exp																				
1			500000	Salaries-FT/PT Reg		303,822	103,035	307,450	307,450	335,050				335,050	341,460	347,998	354,645	361,390	Chief/Assistant linked to FTE Tab		8.98%	27,600
1			500090	Honoraria	299,183	-		1,550	1,550	1,550	56,480			58,030	59,190	60,370	61,580	62,810			3643.87%	56,480
			500280	Wages & Benefits Other																		
1			500510	W.C.B. Benefits	2,787	301		4,640	4,640	4,640	(4,640)			-	-	-	-	-			-100.00%	(4,640)
2			501000	Travel Expenses CRD	175	848		1,240	1,240	1,240				1,240	1,260	1,290	1,320	1,350			0.00%	-
2			501040	CRD Vehicles - ORDERS	26,294	29,010	14,440	35,000	35,000	35,000				35,000	35,700	36,410	37,140	37,880			0.00%	-
10			502030	Telecomm All	3,345	3,561	1,211	5,750	5,750	5,750				5,750	5,870	5,990	6,110	6,230			0.00%	-
3			503130	Contract for Srvces	(19,787)	11,118	130	42,000	42,000	42,000	(36,880)			5,120	5,220	5,320	5,430	5,540			-87.81%	(36,880)
4			506010	Insurance-PublicLiab	1,777	2,012		2,093	2,093	2,867				2,867	3,011	3,162	3,320	3,486		MR_May22,2	36.98%	774
4			506020	Insurance- Fidelity	10	20		10	10	10				10	11	12	13	14		MR_May22,2	0.00%	-
4			506030	Insurance- Fire	3,880	6,220		5,980	5,980	6,430				6,430	6,752	7,090	7,445	7,817		MR_May22,2	7.53%	450
4			506050	Insurance-GroupAccid	5,931	6,053	6,003	60	60	50	6,000			6,050	6,170	6,290	6,420	6,550		MR_May22,2	9983.33%	5,990
4			506090	Insurance- SrvcContr	150	150		140	140	140				140	147	154	162	170		MR_May22,2	0.00%	-
7			508000	Repairs&Maintenance	5,770	6,962	3,886	6,330	6,330	6,330				6,330	6,460	6,590	6,720	6,850			0.00%	-
7			508130	R&M-Mac&Equ-Gen	7,827	4,884	2,346	9,430	9,430	9,430				9,430	9,620	9,810	10,010	10,210			0.00%	-
7			508210	PurchRprs-OffcBldgs	3,323	3,701	832	3,540	3,540	3,540	390			3,930	4,010	4,090	4,170	4,250			11.02%	390
7			508330	Purch Mtce- Grounds	4,189	2,729		2,860	2,860	2,860	640			3,500	3,570	3,640	3,710	3,780			22.38%	640
10			514030	Advertising	232	-		530	530	530				530	540	550	560	570			0.00%	-
5			514060	Program Development	11,562	10,541	7,965	14,020	14,020	14,020				14,020	14,300	14,590	14,880	15,180	New Mental health program		0.00%	-
			514230	Vol Appreciation Dinner							6,000			6,000	6,120	6,250	6,370	6,500				
6			514260	Training Development	14,569	14,981		16,940	16,940	16,940	(6,000)			10,940	11,160	11,380	11,610	11,840			-35.42%	(6,000)
5			514400	StaffTraining&Develp	23,830	20,358	6,710	22,010	22,010	22,010	4,000			26,010	26,530	27,060	27,600	28,150			18.17%	4,000
10			515295	Contribution Projects	1,041	-		-	-	-				-	-	-	-	-			#DIV/0!	-
10			515300	Firemen's Assn Allow	8,704	9,134	238	9,420	9,420	9,420	1,400			10,820	11,040	11,260	11,490	11,720			14.86%	1,400
1			**515310**	Fire Chief's Allow	35,420	-		-	-					-	-	-	-	-	Review Contracts for Final budget - are becom		#DIV/0!	-
1			**515310**	Assistant Chief Contract				-	-					-	-	-	-	-	Otter Point created a new Assistant Chief Cont		#DIV/0!	-
10			515340	Licences & Fees	1,402	1,945	1,387	2,050	2,050	2,050				2,050	2,090	2,130	2,170	2,210			0.00%	-
8			530010	Alloc - Standard OH	18,823	25,000	8,862	26,585	26,585	27,873				27,873	28,459	29,028	29,608	30,201		MR_May22,2	4.84%	1,288
10			535090	Electricity	8,899	8,644	4,687	11,490	11,490	11,920				11,920	12,160	12,400	12,650	12,900			3.74%	430
9			538000	Supplies - Office	1,758	4,966	806	5,340	5,340	5,340				5,340	5,450	5,560	5,670	5,780			0.00%	-
9			538070	Supplies-Janitorial	342	496		620	620	620	370			990	1,010	1,030	1,050	1,070			59.68%	370
9			538130	Supplies-Operating	6,911	8,665	5,246	9,570	9,570	9,570				9,570	9,760	9,960	10,160	10,360			0.00%	-
9			538360	Supplies-PrtctClthg	8,013	6,463		8,860	8,860	8,860				8,860	9,040	9,220	9,400	9,590			0.00%	-
10			570010	Interest - Internal	3,345	3,513	920	1,960	1,960	1,960				1,960	2,000	2,040	2,080	2,120			0.00%	-
A			590200	Purchases - Equipment	5,381	12,836		6,160	6,160	6,160				6,160	6,280	6,410	6,540	6,670			0.00%	-
	100333			Subtotal	495,086	508,933	168,704	563,628	563,628	594,160	27,760	-	-	621,920	634,390	647,084	660,033	673,188			10.34%	58,292
																						-
	100334	FP Otter Pt Trf Fd																				-
B			547040	TrsfrsToCapResFund	42,000	43,260		44,040	44,040	44,040				44,040	44,920	45,820	46,740	47,670			0.00%	-
C			547070	TrsfrToEquipReplFund	127,605	200,107	54,790	164,370	164,370	164,370			81,000	245,370	167,660	171,010	174,430	177,920	EI0016		49.28%	81,000
	100334			Subtotal	169,605	243,367	54,790	208,410	208,410	208,410	-	-	81,000	289,410	212,580	216,830	221,170	225,590			38.87%	81,000
E	1.353	Otter Point Fire		Grand Total	(8,097)	-	223,494	-	-	-	-	-	-	-	-	-	(10)	(20)				

Carryforward to 2026
to ERF