

# East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

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**Commissioners Present:** John Clarkson (Chair) Wendy Herring, Edward Helm, Jon Kuzyk (Secretary), Al Wickheim, Mike Yeager

**Absent:** Simon Miles

**FD Present:** Chief Fiona Larkin

**Public Present:** 1 Member of the public present



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## MINUTES - COMMISSION MEETING DATE October 22, 2025 7:00 PM

### 1. Adoption of Agenda

Changes requested to the Agenda for ESVFC meeting agenda of Oct 22, 2025

#### **Wendy Herring**

1. Motion previously presented by Wendy Herring and approved by the Commission should be recorded as: "I move that we approve an expenditure of no more than \$8,000.00 CAD from the East Sooke Community Hall funds to repair and enhance the blacktop apron at the driveway entrance to the East Sooke Community Hall."
2. New Business Item to be added to the Agenda: Present proposed 2026 Budget for East Sooke Community Hall for discussion and motion: "I move that the 2026 Operating Budget be the same as the 2025 budget as shown in the R&E Reports (net of \$22,255 without adding in Contingency) with a 3.5% increase in 2026 and subsequent 4 year budgets."

#### **John Clarkson**

1. New business item to be added to the Agenda: Discussion on Commission Vacancies.

MOVED: Wendy Herring SECONDED: Ed Helm CARRIED

## **2. Adoption of Minutes from September 24, 2025 Meeting**

MOVED: Ed Helm SECONDED: Mike Yeager CARRIED

## **3. Public Participation on Agenda Items**

None

## **4. Reports**

### **a. Chair's report (John Clarkson)**

Chair John Clarkson reviewed his report for the month. It was announced that Ed Helm will assume the role of Vice Chair. The Commission was reminded that next month's meeting will be the Annual General Meeting (AGM).

### **b. Fire Chief's report (Chief Fiona Larkin)**

October 2025 Fire Chiefs Report reviewed by Chief Fiona Larkin. See attached copy of October 2025 Fire Chiefs Report.

### **Discussion – Communication System "First Due"**

Commissioner Al Wickheim inquired about the new communication system "First Due," asking whether it had been implemented and how it was performing. Chief Larkin reported that the department has been using the system; however, there have been some challenges with cell reception in certain remote areas of East Sooke. Chief Larkin also noted that they are waiting for other departments to resolve some outstanding issues before the system can be utilized to its full potential.

### **c. Finance report (Chief Fiona Larkin)**

There was no October 2025 Finance Report Reviewed this meeting

### **d. Community Hall report (Wendy Herring)**

October 2025 ESCH Report reviewed by Wendy Herring. See attached report for details. Wendy made a note that the \$8000.00 for asphalt work

for the entrance apron with funds coming from the ESCH Capital Reserve.

## **5. Old Business**

- Rejuvenation of Community Fire Awareness Program**

Chief Fiona Larkin reported that one of the brigade members is preparing posters and fire awareness posters ready for the East Sooke Community Hall Halloween event.

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

### **Working Group Discussion**

Commissioner Ed Helm reported that he has reached out to Chief Fiona Larkin and Commissioner Simon Miles via email to schedule a working group meeting.

Chief Larkin reported that the CRD is conducting a review of its wildfire plan as it relates to firefighting operations in East Sooke Park. He noted that the working committee will await the outcomes of the CRD's review. Chief Larkin will continue to keep the Commission informed as progress is made.

## **6. New Business**

### **1. Commissioner Wendy Herring: Motion.**

Present proposed 2026 Budget for East Sooke Community for discussion and motion: After some review of the amended 5 year budget plan prepared and provided by Commissioner Wendy Herring the motion was adjusted and will be written as follows.

"I move that the 2026 Operating Budget be the same as the 2025 budget as shown in the R&E Reports (net of \$22,255 without adding in Contingency) with a 3.5% increase in 2026 and subsequent 4 year budgets."

SECONDED: Ed Helm

CARRIED.

## **2. Chair John Clarkson: Upcoming November 2025 AGM Meeting.**

### **Pre-AGM Planning:**

Chair John Clarkson requested that a pre-AGM meeting be scheduled with the Commission to discuss items the Commissioners would like brought forward at the November AGM. Commissioners are encouraged to prepare lists of topics they wish to have included for discussion. Suggested topics include recruitment, finances, the fire awareness program, the application process for filling the current vacancy on the Commission, and ways to improve Commission operations moving forward.

## **3. Chair John Clarkson: December 2025 Commission meeting.**

### **December Meeting Schedule:**

Chair John Clarkson noted that the December 2025 Commission meeting is scheduled to fall on Christmas Eve. He asked the Commission to consider whether they would be in favor of cancelling the December meeting and resuming with the next regular meeting in January 2026. All commissioners agreed to cancel the December 2025 Meeting and reconvene the commission for the January 2026 meeting.

## **4. Chair John Clarkson; Upcoming Commission Vacancies.**

### **Commission Vacancies and Reappointments:**

Chair John Clarkson brought forward discussion regarding the upcoming Commission vacancies effective December 31, 2025. Three Commissioners — Mike Yeager, Wendy Herring, and Ed Helm — will reach the end of their current terms at that time. Chair Clarkson asked each Commissioner if they intended to seek reappointment for another term. Commissioners Yeager, Herring, and Helm each confirmed their interest in continuing to serve on the Commission. Chair

Clarkson will provide Al Wickheim with the necessary reappointment forms to complete and forward to Chris Vrabel at the CRD.

**5. Chief Fiona Larkin: Adoption of 2025 CRD Fire Services Operating Guideline Manual.**

After discussion with the Commission members and a brief review of the documents the Chair will correspond with Chris Vrabel to clarify The Commission's role in adopting this document.

**7. Adjournment 8:43 PM** MOVED: Ed Helm SECONDED: Mike Yeager CARRIED



# East Sooke Volunteer Fire Department

## Fire Chief's Report – October 2025

### Membership Status – 23 total

- Interior/Full Service FFs on pagers: 15
- Exterior FFs on pagers: 5
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

### Staffing 2025

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 work days.

### Callouts *Jan 01, 2025– Oct 16<sup>th</sup>, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	2		2			12
Duty Calls	1		2	1	4	2	3	1	3	3			20
Hydro					1								1
Medical	8	10	6	6	7	9	1	6	4	3			60
MVI	3					2				2			7
Rescue				1		1							2
Structure Fire	1	2	3	1	1	2		1	1	1			13
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	2	2	1			10
<b>Overall Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>9</b>	<b>16</b>	<b>19</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>10</b>			<b>136</b>

*Notes:*

\*13 Automatic mutual aid calls structure fire.

Calls without minimums since Jan 2025 = 0

## Training

### Highlights

- Continuing with weekly skill reviews. October will focus on hose handling.

## Projects/Initiatives

### Budgeting

- 2026 Budget planning is in progress, on track for board consideration in November. (Sept 23 CRD update)

### UBCM Grants

- 2024 leftover: in the works with CRD
- 2025 new application: in the works with CRD

### Records Management

- First due is consistently used for truck checks and incident reports. Still needs work on use during incidents and for training reports.
- Starting the process of setting up First due to document hours worked, and payroll.

### Training Building

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

### Benefits for

### Members

#### Status:

- Paused- will revisit in the future.

### Recruitment:

- 4 tentative new recruits so far, we will finalize numbers later in Oct for 2026 recruit group.
  - One has had interviews completed and has joined East Sooke Fire Rescue as a recruit.

### FireSmart:

- Continues to be a steady stream of assessments being done.

***Squad replacement:***

- In progress with Custom Express in Parksville. Fabrication of the box/ cabinets is complete (minor changes after our inspection on Oct 08.) Powder coating is the next step.

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**REPORT TO EAST SOOKE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION  
MEETING OF OCTOBER 22, 2025**

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**SUBJECT 2025 CRD Fire Services Operating Guideline Manual**

**ISSUE SUMMARY**

Adoption of the 2025 (September 15) CRD Fire Service Operating Guideline Manual.

**BACKGROUND**

The new CRD Fire Services Operating Guideline manual is intended to provide the foundation for effective governance and support across the individual fire services within the Capital Regional District (CRD). Prior to September 2025, Operating Guidelines (OGs) ranged from non-existent to very thoroughly developed. Many of the former OG sets appeared to have originated from an OG template set that was widely shared across the BC fire service some years ago, in some cases with various, apparently coordinated, updates to address emerging issues. In many cases, individual department matters had been addressed through department-specific OGs. In short, the OGs of the nine fire departments reflected some cooperation between departments, but did not reflect centralized coordination, management or oversight by the CRD.

None of the CRD OG sets was fully aligned with the draft Fire Chiefs Association of BC OG set. Most CRD fire departments had specific OGs not included in the FCABC index while lacking content in other areas. One of the critical elements in a properly maintained set of OGs is ensuring that they are dated, and that revisions or changes are properly tracked. The prior approach taken in the CRD sets ranged from undated to OGs dated variously between 1998 and 2020. In general, evidence of regular update processes was lacking.

Operating Guidelines can be divided into three key areas:

1. **Administration (High Priority):**

- Organizational Structure: Fire Chief, Training Officer, Safety Officer, Exterior Firefighter, Interior Firefighter, Recruit Firefighter.
- Governance: Fire Department Levels of Service, Appointment of Fire Chiefs, Promotions, Meetings, Compensation/Honorariums, Commissions/Committees.
- Conduct and Discipline: Code of Conduct, Guidelines for Progressive Discipline, Respectful Workplace, Respectful Workplace Complaint Procedure, Use of Alcohol and Drugs, Smoking, Media, Social Media.
- General Administrative Policies: Standard Operating Guidelines and Administrative Policies, Records Retention and Management, Indemnification and Liability, Driver's License Abstracts, Use of Department Vehicles and Equipment, Accident Reporting (Damage to Fire Apparatus and Vehicle), Leave of Absence, Volunteer Tax Credit.

## 2. Inspections and Maintenance (Medium Priority):

- Apparatus: Apparatus Inspection (Pre-Trip/Post Fire), Apparatus Maintenance, Apparatus Fire Rated Pump Testing.
- General Equipment: Fire Hose Annual Pressure Test, Ground Ladders, Hydrants.
- Personal Protective Equipment (PPE): Turnout Gear Inspection and Cleaning, Turnout Gear Transport and Storage, Self Contained Breathing Apparatus (SCBA) Maintenance.

## 3. Fire Service Operations (Low Priority):

- Incident Safety: Vehicle Operations, Vehicle Safety, Radio Communications, Personal Protective Clothing and Equipment (Use), Self Contained Breathing Apparatus (Use), Personal Alert Safety Devices, Fire Department Members Accountability (Passport), Incident Safety Officer, Incident Rehabilitation Sector, Firefighter Rehabilitation, Fire Department Members' Risk, Initial Fire Attack Team, Rapid Intervention Team, Emergency Evacuation, Traffic Control, Electrical Emergency Safety, Prevention of Workplace Violence (On Scene).
- Incident Response: Officer Emergency Response, Incident Management, Structure Fires, Roof Operations, Vehicle Fires, Other Fire Incidents, Wildland-Urban Interface and Grass Fires, Illegal Outdoor Burning, HAZMAT Scene Assessment, Bomb Scare, Non-conventional Weapons Threat.
- General Incident Procedures: Fire Scene Turnover to Owner, Post Incident Liability Release Form Instructions, Incident Reports, Pre-Incident Planning Inspections, Fire Call-out Outside Service Area, Mutual Aid, Inter-Agency (Office of the Fire Commissioner).

The following sections are complete:

**Section 1 – Occupational Health and Safety and Appendix A,**

**Section 2 – Fire Services Training, and**

**Section 3 – Administration**

The following sections are flagged as “under construction”:

**Section 4 – Fire Services Operations, and**

**Section 5 – Inspections and Maintenance**

Following administration, the next priority will be Inspections and Maintenance guidelines, which are crucial for operational safety and equipment readiness. Fire Service Operations will be addressed last, with input from individual Fire Chiefs due to the operational expertise and service area differences in each.

### **Alternatives**

Alternative # 1 – That the East Sooke Fire Protection and Emergency Response Services Commission adopt the 2025 (September 15) CRD Fire Service Operating Guideline Manual.

Alternative #2 – Refer back to staff for more information as directed by the commission.

### **Conclusion**

The new CRD Fire Services Operating Guideline manual is intended to provide the foundation for effective governance and support across the individual fire services within the Capital Regional District (CRD). The Commission has Administrative Authority to Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff.

### **RECOMMENDATION**

Staff recommend to the Commission:

***That the East Sooke Fire Protection and Emergency Response Services Commission adopt the 2025 (September 15) CRD Fire Service Operating Guideline Manual.***

<u>Prepared By</u>	Fiona Larkin, Fire Chief
<u>Concurrence</u>	Chris Vrabel, CRD, Manager, Fire Services

### **ATTACHMENT(S)**

1. CRD Fire Services Operating Guideline Manual
2. Detailed List of Outstanding Standard Operating Guidelines (SOGs)

#### **Section 4 - Fire Service Operations:**

- **Incident Safety:**
  - Vehicle Operations
  - Vehicle Safety
  - Radio Communications
  - Personal Protective Clothing and Equipment - Use
  - Self Contained Breathing Apparatus - Use
  - Personal Alert Safety Devices

- Fire Department Members Accountability (Passport)
- Incident Safety Officer
- Incident Rehabilitation Sector
- Firefighter Rehabilitation
- Fire Department Members' Risk
- Initial Fire Attack Team
- Rapid Intervention Team
- Emergency Evacuation
- Traffic Control
- Electrical Emergency Safety
- Prevention of Workplace Violence (On Scene)
- **Incident Response:**
  - Officer Emergency Response
  - Incident Management
  - Structure Fires
  - Roof Operations
  - Vehicle Fires
  - Other Fire Incidents
  - Wildland-Urban Interface and Grass Fires
  - Illegal Outdoor Burning
  - HAZMAT Scene Assessment
  - Bomb Scare
  - Non-conventional Weapons Threat
- **General Incident Procedures:**
  - Fire Scene Turnover to Owner
  - Post Incident Liability Release Form Instructions
  - Incident Reports
  - Pre-Incident Planning Inspections
  - Fire Call-out Outside Service Area
  - Mutual Aid
  - Inter-Agency - Office of the Fire Commissioner

#### **Section 4. Inspections and Maintenance:**

- **Apparatus:**
  - Apparatus Inspection (Pre-Trip/Post Fire)
  - Apparatus Maintenance
  - Apparatus Fire Rated Pump Testing
- **General Equipment:**
  - Fire Hose Annual Pressure Test
  - Ground Ladders
  - Hydrants
- **Personal Protective Equipment (PPE):**
  - Turnout Gear - Inspection and Cleaning
  - Turnout Gear - Transport and Storage
  - Self Contained Breathing Apparatus (SCBA) Maintenance

## **East Sooke Community Hall Report 2025-10-22**

1. New Seniors program starting two Weds per month. This is the third SRCHN program at the Hall this year.
2. Hot water tank was replaced due to age and corrosion.
3. Motion being brought to repair and upgrade asphalt apron of Hall driveway in 2026 using Capital Funds.
4. No approved ESCH Group minutes to forward.

## **East Sooke Community Hall Finances** as of 30 September 2025

### **YTD Budget % of Budget**

#### **Income**

Lower Hall rental	5,578	1,770	315
JDF SAR rental	18,918	25,224	75
Interest Income	402	210	191
Surplus	<u>8,781</u>	<u>8,781</u>	
<b>TOTAL</b>	<b><u>33,679</u></b>	<b><u>35,985</u></b>	

#### **Operating Expenses** 12,123 35,985 34

**TOTAL** **12,123** **35,985** \* budget includes \$13,730 contingency

**ESCH TOTAL** **21,556** 60

**ESCH Capital Reserve** **13,925**

The Hall was rented as both an advanced polling station and a regular polling station for the Federal

Notes:

Election. This contributed to the significant increase in rental income for the lower Hall.



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## REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

FPESOOKE.RE - FIRE PROTECTION EAST SOOKE

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## REVENUE AND EXPENSE REPORT - SEPTEMBER [2025] SOOKE - CRF

### 1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE

#### REVENUE

	Original -----	YTD -----			
Revised			September --	Budget Remaining --	
			Budget \$		
Actuals			Budget Actuals	Encumbered Total %	
429000 - Interest Income - Internal -- 337.12 <b>1,121.76</b> - <b>1,121.76</b> ( <b>1,121.76</b> ) - 490000 - Surplus --- <b>37,747.83</b> - <b>37,747.83</b> ( <b>37,747.83</b> ) -					
<b>REVENUE TOTAL</b> - - 337.12 <b>38,869.59</b> - <b>38,869.59</b> ( <b>38,869.59</b> ) - <b>1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE TOTAL</b> - - 337.12 <b>38,869.59</b> - <b>38,869.59</b> ( <b>38,869.59</b> ) - <b>1079-102246</b> -					

### CAPITAL RESERVE EAST SOOKE COMMUNITY HAL

#### REVENUE

	Original -----	YTD -----			
Revised			September --	Budget Remaining --	
Budget \$					
Budget Actuals Encumbered Total %					
Actuals					
429000 - Interest Income - Internal -- 120.77 <b>401.87</b> - <b>401.87</b> ( <b>401.87</b> ) - 490000 - Surplus --- <b>13,523.12</b> - <b>13,523.12</b> ( <b>13,523.12</b> ) -					
<b>REVENUE TOTAL</b> - - 120.77 <b>13,924.99</b> - <b>13,924.99</b> ( <b>13,924.99</b> ) -					
<b>1079-102246 - CAPITAL RESERVE EAST SOOKE COMMUNITY</b> -					
<b>- 120.77 13,924.99 - 13,924.99</b> ( <b>13,924.99</b> ) -					
<b>HAL TOTAL</b>					



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## REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION

### REVENUE

	Revised	Original -----	YTD -----	September --	Budget Remaining --	Budget \$	Budget	Actuals	Encumbered	Total %
470610 - ERF-Contributions to Equipment Replaceme -- 9,083.33	81,749.97 - 81,749.97 ( <b>81,749.97</b> )	-	-	490010 - ERF-Carry Forward Surplus/Deficit Equip -- -	1,031,939.18 - 1,031,939.18 ( <b>1,031,939.18</b> )	-	-	-	-	-
REVENUE TOTAL -- 9,083.33	1,113,689.15 - 1,113,689.15 ( <b>1,113,689.15</b> )	-	-	-	-	-	-	-	-	-

### EXPENSE

Original ----- YTD -----

	Revised	September -- Budget	Remaining --	Budget \$
	Actuals	Budget Actuals	Encumbered	Total %
501040 - CRD Vehicles - ORDERS ONLY - - - 243,737.44 243,737.44 (243,737.44) - 590100 - Purchases - Equipment - Replacement Rese - - 829.43 17,363.39 - 17,363.39 (17,363.39) - EXPENDITURE - EXPENDITURE 502,500.00 502,500.00 - - - 502,500.00 100.00				
<b>EXPENSE TOTAL</b> 502,500.00 502,500.00 829.43 17,363.39 243,737.44 261,100.83 241,399.17 48.04 1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION TOTAL (502,500.00) (502,500.00) 8,253.90				
1,096,325.76 (243,737.44) 852,588.32 (1,355,088.32) 269.67				

**FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 8,253.90 1,096,325.76 (243,737.44) 852,588.32 (1,355,088.32) 269.67 FP EAST SOOKE**

#### 1001-101943 - EAST SOOKE FIRE REVENUE

##### REVENUE

Budget \$	Revised	Original -----	YTD -----	September -- Budget Remaining --
Budget Actuals				
Encumbered				
Actuals				
403200 - Fees - Service 71,430.00 71,430.00 - 110,246.67 - 110,246.67 (38,816.67) (54.34) 429000 - Interest Income - Internal 1,090.00 1,090.00 1,569.15 1,569.15 - 1,569.15 (479.15) (43.96) 429040 - MFA Debt Reserve Fund Earnings 720.00 720.00 - - - 720.00 100.00 486000 - Requisition- Municipal Electoral Area- O 612,666.00 612,666.00 - 612,666.00 - 612,666.00 - -				
<b>REVENUE TOTAL</b> 685,906.00 685,906.00 1,569.15 724,481.82 - 724,481.82 (38,575.82) (5.62)				

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Making a difference...together **FP EAST SOOKE**

#### REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 1,569.15 724,481.82 - 724,481.82 (38,575.82) (5.62) **1001-101944 - EAST SOOKE FIRE EXPENSE**

##### EXPENSE

Revised	Original -----	YTD -----	September -- Budget Remaining --	Budget \$

**Budget Actuals Encumbered Total %**

500000 - Salaries - Full/Part Time Regular - - - (106.46) - (106.46) **106.46** - 500280 - Wages & Benefits - Other - Regular/Auxil 92,080.00 92,080.00 9,593.70 **87,704.01** - **87,704.01** **4,375.99** **4.75** 500510 - W.C.B. Benefits 450.00 450.00 - **59.65** - **59.65** 390.35 86.74 501000 - Travel Expenses CRD Business 400.00 400.00 - **1,029.70** - **1,029.70** (**629.70**) (**157.43**) 501040 - CRD Vehicles - ORDERS ONLY 38,740.00 38,740.00 (1,390.73) **23,198.48** - **23,198.48** **15,541.52** **40.12** 502030 - Telecommunications - Main account 5,890.00 5,890.00 553.38 **5,138.65** - **5,138.65** **751.35** **12.76** 503130 - Contract for Services 11,350.00 11,350.00 3,103.56 **7,709.66** - **7,709.66** **3,640.34** **32.07** 505010 - Legal Services 1,420.00 1,420.00 - - - **1,420.00** **100.00** 506010 - Insurance - Public Liability 1,732.00 1,732.00 - **1,732.00** - **1,732.00** - - - **1,732.00** - - -

506020 - Insurance - Fidelity 10.00 10.00 - **10.00** - **10.00** - - 506030 - Insurance - Fire 7,690.00 7,690.00 - **7,690.00** - **7,690.00** - - 506050 - Insurance - Group Accident 3,400.00 3,400.00 - **60.00** - **60.00** **3,340.00** **98.24** 506090 - Insurance - Service Contract 170.00 170.00 - **170.00** - **170.00** - - 508260 - Purchased Maintenance - Buildings 8,500.00 8,500.00 2,112.31 **15,836.95** - **15,836.95** (**7,336.95**) (**86.32**) 508270 - Purchased Maintenance - Equipment 9,000.00 9,000.00 190.00 **4,506.92** - **4,506.92** **4,493.08** **49.92** 514030 - Advertising 360.00 360.00 - **273.70** - **273.70** **86.30** **23.97** 514090 - Subscriptions 540.00 540.00 - **(81.57)** - **(81.57)** **621.57** **115.11** 514230 - Volunteer Appreciation Dinner 7,200.00 7,200.00 2,838.56 **7,181.36** - **7,181.36** **18.64** **0.26** 514250 - Information and Education 620.00 620.00 - - - **620.00** **100.00** 514400 - Staff Training & Development 28,620.00 28,620.00 6,515.59 **13,501.94** - **13,501.94** **15,118.06** **52.82** 514420 - Memberships & Professional Dues 1,180.00 1,180.00 200.00 **784.00** - **784.00** **396.00** **33.56** 514660 - Cleaning Services 5,150.00 5,150.00 385.24 **3,518.15** - **3,518.15** **1,631.85** **31.69**

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# REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

**1001-101944 - EAST SOOKE FIRE EXPENSE** *[continued]*

## EXPENSE *[continued]*

514880 - Meeting Expenses 250.00 250.00 - **22.27 - 22.27 227.73 91.09** 515010 - Water 640.00 640.00 - **72.65 - 72.65 567.35 88.65** 515300 - Firemen's Association Allowance 10,080.00 10,080.00 - **10,080.00 - 10,080.00** - - 530010 - Alloc - StandardOH Allocation 16,504.00 16,504.00 1,375.33 **12,377.97 - 12,377.97 4,126.03 25.00** 535040 - Fuel - Diesel 550.00 550.00 - **1,906.38 - 1,906.38 (1,356.38)** **(246.61)** 535050 - Fuel - Propane 7,500.00 7,500.00 - **4,634.73 - 4,634.73 2,865.27 38.20** 535090 - Electricity 10,550.00 10,550.00 - **5,858.28 - 5,858.28 4,691.72 44.47** 538000 - Supplies - Office 2,500.00 2,500.00 80.82 **3,398.42 - 3,398.42 (898.42) (35.94)** 538020 - Supplies - First Aid/Safety 6,200.00 6,200.00 891.16 **6,434.69 - 6,434.69 (234.69) (3.79)** 538130 - Supplies - Operating 16,852.00 16,852.00 1,814.95 **10,033.10 - 10,033.10 6,818.90 40.46** 538360 - Supplies - Protective Clothing 13,094.00 13,094.00 - **7,125.05 - 7,125.05 5,968.95 45.59** 570010 - Interest Expense- internal 1,090.00 1,090.00 -

1,809.10 - 1,809.10 **(719.10) (65.97)** 599200 - Contingency 82,450.00 82,450.00 - - - **82,450.00 100.00** 600029 - Vehicle/Equipment Costs Clearing - - - **201.36 - 201.36 (201.36)** - - 601001 - Labour Consumption - - - **14,014.50 - 14,014.50 (14,014.50)** - 601002 - Labour Settlement - - - **706.50 - 706.50 (706.50)** -

**EXPENSE TOTAL** 392,762.00 392,762.00 28,263.87 258,592.14 - 258,592.14 **134,169.86 34.16** 1001-101944 - EAST SOOKE FIRE EXPENSE TOTAL (392,762.00) (392,762.00) (28,263.87) (258,592.14) - (258,592.14) (134,169.86) 34.16 **1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND**

### EXPENSE

	Revised	Original ----- YTD -----	September -- Budget Remaining --
<b>Budget \$</b>			
<b>Budget Actuals Encumbered Total %</b>			
<b>Actuals</b>			
547060 - Transfers to General Capital Fund 5,150.00 5,150.00 - - - <b>5,150.00 100.00</b> 547070 - Transfers to Equipment Replacement Fund 109,000.00 109,000.00 9,083.33 <b>81,749.97 - 81,749.97 27,250.03 25.00</b>			
<b>EXPENSE TOTAL</b> 114,150.00 114,150.00 9,083.33 81,749.97 - 81,749.97 32,400.03 28.38			

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Making a difference...together **FP EAST SOOKE**

## REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND (114,150.00)

(114,150.00) (9,083.33) (81,749.97) - (81,749.97) **(32,400.03) 28.38**

**TOTAL**

### 1001-102109 - EAST SOOKE FIRE OTHER DEBT

### EXPENSE

	Revised	Original ----- YTD -----	September -- Budget Remaining --
<b>Budget \$</b>			
<b>Budget Actuals Encumbered Total %</b>			
<b>Actuals</b>			
570050 - M.F.A. Debt Reserve Fund 720.00 720.00 - - - <b>720.00 100.00</b> 570100 - Principal Payment 101,324.00 101,324.00 - - - <b>101,324.00 100.00</b> 570110 - Interest Payment 76,950.00 76,950.00 - 38,475.00 - 38,475.00 <b>38,475.00 50.00</b>			
<b>EXPENSE TOTAL</b> 178,994.00 178,994.00 - 38,475.00 - 38,475.00 <b>140,519.00 78.50</b> 1001-102109 - EAST SOOKE FIRE OTHER DEBT TOTAL (178,994.00) (178,994.00) - (38,475.00) - (38,475.00)			

(140,519.00) 78.50

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Making a difference...together **FP EAST SOOKE**

## REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

**1001-102163 - EAST SOOKE FIRE COMMUNITY HALL**

### REVENUE

	Original -----	YTD -----	
Revised			September -- Budget Remaining --
			Budget \$
Actuals			Budget Actuals Encumbered Total %

420800 - Rentals 1,770.00 1,770.00 200.00 **5,577.81 - 5,577.81 (3,807.81) (215.13)** 421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 **18,918.00 - 18,918.00 6,306.00 25.00** 429000 - Interest Income - Internal 210.00 210.00 158.64 **401.90 - 401.90 (191.90) (91.38)** 490000 - Surplus 8,781.00 8,781.00 - **8,781.00 - 8,781.00 --**

**REVENUE TOTAL 35,985.00 35,985.00 2,460.64 33,678.71 - 33,678.71 2,306.29 6.41**

## EXPENSE

	Revised	Original -----	YTD -----	September --	Budget Remaining --	Budget \$	Actuals	Encumbered Total %
502030 - Telecommunications - Main account 290.00 290.00 - - - <b>290.00 100.00</b> 503130 - Contract for Services 790.00 790.00 - <b>347.75 - 347.75 442.25 55.98</b> 508260 - Purchased Maintenance - Buildings 11,045.00 11,045.00 2,936.00 <b>9,450.74 - 9,450.74 1,594.26 14.43</b> 514420 - Memberships & Professional Dues 170.00 170.00 - - - <b>170.00 100.00</b> 514590 - Security 450.00 450.00 - <b>270.00 - 270.00 180.00 40.00</b> 514660 - Cleaning Services 3,920.00 3,920.00 - <b>4,070.00 - 4,070.00 (150.00) (3.83)</b> 535090 - Electricity 4,670.00 4,670.00 - <b>567.04 - 567.04 4,102.96 87.86</b> 535100 - Garbage Disposal 170.00 170.00 15.89 <b>143.01 - 143.01 26.99 15.88</b> 538000 - Supplies - Office 130.00 130.00 29.94 <b>29.94 - 29.94 100.06 76.97</b> 538130 - Supplies - Operating 620.00 620.00 - <b>296.09 - 296.09 323.91 52.24</b> 599200 - Contingency 13,730.00 13,730.00 - - - <b>13,730.00 100.00</b>								

**EXPENSE TOTAL 35,985.00 35,985.00 2,981.83 15,174.57 - 15,174.57 20,810.43 57.83 1001-102163 - EAST SOOKE FIRE COMMUNITY HALL TOTAL -- (521.19) 18,504.14 - 18,504.14 (18,504.14) - FP**

**EAST SOOKE TOTAL -- (36,299.24) 364,168.85 - 364,168.85 (364,168.85) - FPESOOKE.RE TOTAL (502,500.00) (502,500.00) (27,587.45) 1,513,289.19 (243,737.44) 1,269,551.75 (1,772,051.75)**

**352.65 GRAND TOTAL (502,500.00) (502,500.00) (27,587.45) 1,513,289.19 (243,737.44) 1,269,551.75 (1,772,051.75) 352.65**

