

**OTTER POINT FIRE PROTECTION AND  
EMERGENCY RESPONSE SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 08 OCTOBER 2025  
OTTER POINT FIRE HALL, 3727 Otter Point Road, Sooke, BC**

**Members Present:**

Ms. J. Hemphill – Chair	Ms. D. Morton - Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. S. Hemphill – Trustee & FFs Rep	

**Members Absent:**

Mr. D. Gollmer – Vice Chair  
Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. C. Vrabel – CRD Manager, Fire Services

**Call to Order:**

Meeting called to order at 1901 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the September 10th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2025. On track. End September financial report not yet received.  
Budget 2026. Budget package submitted end July.

**Firefighter's Rep. Report:**

- 27 Sep, Appreciation Dinner. This year's dinner was once again well attended. Members recognized for service included FF A. Stoettner for Five Years, FF R. Morton for 35 Years Long Service, and FC J. McCrea for 30 Years Exemplary Service, as well as the Otter Point Firefighter of the Year, FF G. Williams. Also recognized were Commission members D. Morton with 10 Years Service, P. White 25 Years combined service as FF and Commission Member, and D. Gollmer with 45 Years combined service as FF and Commission Member. Congratulations to all.
- 31 Oct, Hallowe'en. Upcoming. Bonfire at 1830 hrs, fireworks at 1930 hrs.

**Firefighter's Rep. Report (Con't):**

- 07 Dec, Sooke Christmas Parade.
- 13 Dec, Annual Santa's Candy Cane Run.
- 18 Dec, Association Members Annual Get Together at the Hall.

**Old Business:**

None.

**New Business:**

C. Vrabel (CRD Manager, Fire Services)

- a. Amendment to Bylaw 3654 re. appointment of a Fire Chief.

MOTION: That the Board amend Bylaw 3654 to change the authority for the Otter Point Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of a Fire Chief and Deputy Fire Chief. Gollmer/Gibbons. All in favour. Motion carried.

- b. Conversion of Chief Officers to CRD employees. For Otter Point is planned for January 2026.
- c. Operational Powers Bylaw Version 2. Still in Draft stage, stakeholder engagement ongoing. Para 25 requires language to emphasize that the Manager Fire Services would not forward hire recommendations to the CAO without consensus from the Selection Committee.
- d. Fire Inspection and Investigation Policy. Refers to Section 9 of the Fire Safety Act and capacity to provide enhanced service for fire inspections, and cost recovery. Example, owners may request an inspection for occupancy or insurance purposes (charges as set out in Schedule B of the Operational Powers Bylaw. Could also assist in pre-planning and preventative considerations.

MOTION to adjourn at 2028 hrs. White/Gibbons. All in favour. Motion carried.

Next Commission meeting to be held on Wednesday, 12 Nov 2025, 1900 hrs followed by the AGM at 1930 hrs.

**OTTER POINT VOLUNTEER FIRE DEPARTMENT  
FIRE CHIEF'S REPORT  
Wednesday October 8, 2025**

October 8, 2025

**Calls:**

September 2025; 15 calls

2025 Year to date total; 121 Calls

**Membership:**

- Current roster is 23 members.
- 3 applications in progress

**Administration:**

- No CREST update. Al Marston has been named as the new general manager.
- First Due; the new RMS system. We are having ongoing training 3-5 times a month with setting up First Due to meet our record management requirements. We are actively using First Due for almost all of our records management at this time.
- The FireSmart program in Otter Point is progressing slowly. 2 assessments last month. We have a chipping day scheduled for Oct. 18<sup>th</sup>.
- The Mental Health Program: The program continues to be well accessed.
- CRD Occupational Health and Safety Program. We have instituted changes based on the program requirements. Gavin Williams and Steve Whitmore represent the workers. Ben Patterson and I represent the employer. We are performing monthly inspections of our facility. CRD will be out to participate in our meeting on Wednesday Nov 5th
- The Fire Hazard rating has finally come down to LOW. Otter Point has opened up Category 2 open burning as of Oct 2nd. Permits are required for the month of October.
- Our annual Appreciation Dinner took place on Saturday September 27<sup>th</sup>. Next year's dinner is scheduled for September 26, 2026.
- Our Truck Committee has met twice and we have narrowed down the spec to the point of submitting for a PO to purchase the cab and chassis. We will be working with CRD on the process of moving forward.
- CRD is finalizing some new Operating Guidelines for all the fire departments. They will be wanting the Commission to review the guidelines and recommend approval.
- We had a second structure fire in Otter Point last month. Although we achieved a quick knockdown on the fire there was significant smoke damage to the house. The family will be out of their home for 6months to a year.

**Training:**

- We are expecting our members to meet the minimum 70% attendance commitment.
- We currently have 6 firefighters working through the exterior and interior firefighter program. NFPA1001.
- We have 3 members currently working their way through the NFPA Fire Officer 1 training program. In addition to that training, we are having monthly meetings with them to help prepare them to become Officers and Duty Officers within our fire department. The goal is to have 3 new Lieutenants in the department in 2026 to share the load of training and duty shifts in the years to come.
- Three members are taking the training to transition from First Responder to EMA level certification.

**Building and Grounds:**

- Regular grounds maintenance is ongoing.
- The building is in good condition at this time. We are still considering beginning an expansion of the training office this year.

**Vehicles and Equipment:**

- Vehicle servicings are up to date. We introduced CRD fleet into the commercial vehicle servicing in August.
- All equipment is in good working order at this time.
- Hose testing and ladder testing have been completed.
- Engines will have their pump testing done next Friday.
- T22 will be at Wilson and Proctor for 3 days for cab air ride bags to be replaced.
- S24 went in for new front tires this week.

**Training Centre:**

- The Training Centre lower burn room ceiling suffered a serious failure requiring extensive repairs in early September. A work party last Saturday began the process. We had to cancel all remaining bookings at the Training Centre in 2025.
- The Training Centre Grant Application was submitted last month. We should hear before the end of 2025.

*Respectfully submitted*

*John McCrea, Fire Chief.*

*Appreciation dinner; We have booked the caterer for Sept. 26, 2026.*

*Budget: I would like to do some work on the budget with Chris Vrabel.*

*Budget increases: CRD fleet maintenance, Approximately \$10,000.*

*Contract for services: Wages; CRD is trying to standardize wages for casual work and "paid on call" at \$35.00 / hr.*

*Fire inspections and investigations. Future budget impacts.*

*Warburton's water system. Ownership and maintenance requirements.*

*Fire Chief positions*

*CRD Training program*

**Next meeting Wednesday Nov 12, 2025. AGM. 7:30pm**