

Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **October 18, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation, Local Government or Fire Department
Name: Capital Regional District

File Number*:
LGPS-11271

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Eligibility Requirements

1. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant:

- Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Fire hall is owned by the primary applicant or sub-applicant.

2. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:

- a) Name of each fire department:
- b) Membership (volunteer or composite) of each department: See below
- c) Declared level of service of each department: See below
- d) East Sooke Volunteer Fire Department - Volunteer - Interior
- e) North Galiano Volunteer Fire Department - Volunteer - Exterior
- f) South Galiano Volunteer Fire Department - Volunteer - Interior

- g) Otter Point Volunteer Fire Department - Volunteer - Interior
- h) Shirley Volunteer Fire Department - Volunteer - Exterior
- i) Willis Point Volunteer Fire Department - Volunteer - Exterior
- j) Port Renfrew Volunteer Fire Department - Volunteer - Exterior

Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

3. FIRES Incident Reporting. Compliance with fire incident reporting is a requirement for eligible applicants. Please confirm below that each fire department included in this application has met this requirement. *Note: this is not applicable to First Nations on federal reserves.*

Confirming that each of the seven volunteer fire departments is registered with and submits reports through FIRES Incident Reporting.

SECTION 3: Detailed Project Information

4. Operating Budget(s).

- a) Please indicate the annual operating budgets of each fire department included in this application.

East Sooke - \$685,906

North Galiano \$328,770

South Galiano \$636,003

Otter Point \$728,032

Shirley \$219,094

Willis Point \$160,629

Port Renfrew \$228,171

- b) Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

The CRD operates seven fire departments in the Juan de Fuca and Southern Gulf Islands Electoral Areas. The project would enable the departments to work towards compliance with the minimum structure firefighter training and equipment for all their volunteer members. Due to the rural nature and small size of the service areas, there is limited opportunity to purchase essential equipment and comply with minimum levels of training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go

towards training, equipment, overhead, and capital (apparatus and hall) costs.

5. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5 and 6 of the *Program and Application Guide* for eligibility.

a) Purchase of equipment, including installation of and training for eligible equipment. Equipment for the seven departments are based on individual need, and includes basic personal protective equipment (PPE) and fire equipment (see attached budget worksheet for details per fire hall).

b) Training. Please list specific courses.

Note: training is for fire department members only and not community members. All proposed training activities must include the name of the course.

Training is for members of the seven included departments only. All training is aimed at adopting and implementing the new BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, and Incident Commander. CRD is working with the OFC and a contractor to confirm equivalencies. CRD Procurement policy requires the use of a competitive process to award the training contracts which will follow notification of success from UBCM. We will identify the contractor at that time.

6. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

East Sooke and Port Renfrew - This will assist in bringing these departments within compliance to the March 2024 BC Structure Firefighter Minimum Training Standards.

North and South Galiano - This project builds resiliency by providing training to members in Live Fire, Fire Officer 1 & 2, ESM, Team Leader, Interior and Exterior Fire, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of specialty PPE washer extractor improve toxin removal and the purchase of PPE will replace expired, ill-fitting and worn gear currently worn by members.

Otter Point and Shirley Fire- The additional equipment will enable the department to not only have more resources to deal with larger incidents more efficiently, but also to restock apparatus in a timelier manner thus being ready for the next call sooner. Without the approved Turnout gear they are unable to respond appropriately to emergencies. These departments will also train members in Fire Service, Officer and Incident Safety.

Willis Point - The purchase of specialty washer/dryer/extractor equipment will ensure better safety and toxin removal from PPE.

7. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

As a volunteer department it is important for members to know they are valued enough to have the proper safety equipment to do their job. As they enter many highly stressful situations with members that may have minimal training, it is very important for their mental health and well being to know that they have equipment that is up to the standard

to properly protect them. Having old, hand me down gear, expired, or toxin laden gear doesn't give the crew the confidence they need to psychologically do their job.

Improved response, PPE and training will improve the confidence and mental wellbeing of fire department staff and volunteers.

8. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.

Significant coordination will occur between the 11 Fire Services where CRD is Authority Having Jurisdiction. This project also benefits the Pacheedaht First Nation in that they provide 40% of funding for the Port Renfrew Fire Protection service area.

9. Additional Information. Please share any other information you think may help support your submission.

SECTION 4: Required Attachments

The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution).
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in this application worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

First Nation, local government, or improvement district applicants must submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,

Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

SECTION 5: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant’s jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Christopher J Vrabel

Title: Manager, Fire Services

Signature*:

Date: October 17, 2024

**A certified digital or original signature is required.*

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca.**

Please note “2024 Volunteer Fire Departments” in the subject line.

**Capital Regional District CEPF Fire
Department Grant Proposal UBCM 2024**

Item	Quantity	Cost	Total
East Sooke			
7/8" nozzle tips	16	\$200.00	\$3,200.00
1 1/8" nozzle tip	6	\$200.00	\$1,200.00
1.5" break apart bales	11	\$520.00	\$5,720.00
160GPM at 50psi Fog tips	4	\$265.00	\$1,060.00
2.5" break apart bales	5	\$550.00	\$2,750.00
lengths Kraken Exo 1.75" structural hose (15 lengths orange/ 15 lengths green)	30	\$385.00	\$11,550.00
lengths Aqua flow plus 2.5" structural hose (yellow)	12	\$455.00	\$5,460.00
1.5" Forestry hose 100 foot lengths	10	\$100.00	\$1,000.00
Big inch forestry hose 100' lengths	19	\$75.00	\$1,425.00
3/4" Econo forestry hose 100' lengths	10	\$150.00	\$1,500.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,000.00
TOTAL			\$39,865.00

North Galiano			
FFII Interior Operations VIERA	2	\$ 840.00	\$1,680.00 Online/exams
Fire Officer II	2	\$ 575.00	\$1,150.00 Online
ESM II	2	\$ 950.00	\$1,900.00 In person
ESM II Accommodations & meals	2	\$ 2,067.50	\$4,135.00 In person
Exterior Live Fire – 1 day	1	\$ 2,000.00	\$2,000.00 Pender
Interior Live Fire – 2 day	1	\$ 4,000.00	\$4,000.00 Pender
Live Fire travel & stipends	1	\$ 2,100.00	\$2,100.00
Hose Roller	1	\$ 3,500.00	\$3,500.00
Hose Dryer Rack	1	\$ 3,500.00	\$3,500.00
Hose Storage Rack	1	\$ 1,000.00	\$1,000.00
Gear Lockers (3 per unit)	5	\$ 2,000.00	\$10,000.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,000.00
TOTAL			\$39,965.00

South Galiano			
Fire Officer II	1	\$ 575.00	\$575.00 online
Fire Officer 1	2	\$ 575.00	\$1,150.00 online
ESM I	2	\$ 950.00	\$1,900.00 in person

ESM 2	1	\$ 950.00	\$950.00 in person
ESM 2 Accommodations & meals	1	\$ 2,067.50	\$2,067.50
ESM I Accommodations & meals	2	\$ 2,067.50	\$4,135.00
ESM I Mileage	2	\$ 235.00	\$470.00 Nanaimo
ESM 2 Mileage	1	\$ 235.00	\$235.00 Nanaimo
ESM I Training Stipend	2	\$ 500.00	\$1,000.00
Live Fire travel & stipends	1	\$ 2,100.00	\$2,100.00
			Pender; flat rate
Team Leader	6	\$ 4,000.00	\$4,000.00 \$2K per day
Team Leader Travel	1	\$ 2,000.00	\$2,000.00
Staber Extractor Washer	2	\$ 6,000.00	\$12,000.00
Staber Cabinet Gear Dryer	1	\$ 7,000.00	\$7,000.00
TOTAL			\$39,582.50

Otter Point

GRO-EW22G turnout gear washer (NFPA) Associated Fire			\$8,842.40
Wildland firefighting PPE, Associated Fire			\$2,929.92
Training prop for vertical ventilation; MMAH Contracting			\$3,150.00
PPE lockers Associated Fire			\$8,302.53
Forestry econo hose; 50' and 25'			\$2,000.00
Training FR kits; various suppliers			\$3,000.00
Officer training JIBC; upon availability			\$3,000.00
Driver training JIBC; upon availability			\$3,000.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,500.00
TOTAL			\$39,724.85

Shirley

3" trash pump			\$1,000.00
Leather structural boots	15	\$550.00	\$8,250.00
2.5" structural fire hose	15	\$430.00	\$6,450.00
1.75" structural fire hose	15	\$186.00	\$2,790.00
Air brakes course	6	\$250.00	\$1,500.00
Fire Service Instructor 1 course	4	\$495.00	\$1,980.00
Fire Service Instructor 1 textbooks	4	\$145.00	\$580.00
Forestry backpack pumps	3	\$500.00	\$1,500.00
Incident safety officer course	2	\$495.00	\$990.00
Incident safety officer textbooks	2	\$145.00	\$290.00
Travel and meal expenses (12 courses)	12	\$150.00	\$1,800.00
30" Halligan bar		\$360.00	\$360.00
36" Halligan bar		\$380.00	\$380.00
60 minute Scott 4500 psi SCBA bottle		\$870.00	\$870.00
45 mins Scott 4500 psi SCBA bottle	4	\$1,100.00	\$4,400.00

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$6,800.00

TOTAL

\$39,940.00

Willis Point

Circul-air express drying cabinet 6 gear cap; 6 gear hangers, 6 glove/boot hangers, 3 hose racks crating for above dryer

\$ 12,252.24

\$ 312.80

Circul-air accessory hangers

2 \$ 21.21 \$ 42.42

Circul-air extractor pump drain

2 \$ 9,700.88 \$ 19,401.76

Circul-air pre-programming fire industry

2 \$ - \$ -

Circul-air chemical dosing pump

2 \$ - \$ -

Citro squeeze 1 gallon container

2 \$ - \$ -

crating fees for above

2 \$ 88.40 \$ 176.80

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$ 7,800.00

TOTAL

\$39,986.02

Port Renfrew

Incident safety officer course

2 \$495.00 \$990.00

Fire Officer 1

2 \$ 575.00 \$1,150.00

Fire Officer II

2 \$ 575.00 \$1,150.00

ESM I

1 \$ 950.00 \$950.00

ESM II

2 \$ 950.00 \$1,900.00

Exterior Live Fire – 1 day

1 \$ 2,000.00 \$2,000.00

Live Fire travel

1 \$ 2,100.00 \$2,100.00

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$29,000.00

TOTAL

\$39,240.00

Total Grant Request

\$278,303.37