

**Shirley Fire Protection & Emergency Response Commission
 Monthly General Meeting January 26th, 2026
 Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
 Minutes - Approved
 Call to Order: 1940 Adjourned: 2120**

Present: Chair B. Einarson, R. Gardner, S. Berggren, H. Damude, A. Wickheim, W. Constantineau (non-voting)
Ex officio: Fire Chief L. Hill
Absent: J. Powell
Guests: M. Taylor

Agenda & Item #	Action Taken:
1. Agenda	Motion: To approve agenda; H. Damude, A. Wickheim, Carried
2. Approval of Minutes	Motion: To approve December minutes; R. Gardner, S. Berggren, Carried
3. Fire Chief's Report	<p>SHIRLEY FIRE COMMISSION FIRE CHIEF'S REPORT</p> <p><u>Callouts</u> CO alarm Chest pain Very ill, weakness Chimney fire</p> <p><u>Fire Permits</u> We issued or gave extensions to 7 people for Fire permits. Some permits were given before or during the rainy season and people didn't have the opportunity to get their burning done.</p> <p><u>Membership</u> We are still holding at 20 members. We had a new recruit that started in January.</p> <p><u>Training</u> Jarvis has been right on top of training. He held a meeting with all those that will be helping with training to go over expectations and lessons. Himself, Hollie and Frances spent last weekend in Renfrew doing the Incident Command/Incident Safety Officer training with some of our member and their members. We are working on coordinated approach to get people caught up on what they are missing in training.</p> <p><u>Budget</u> Chris has the final budget for 2026 done. It just needs our final approval. We also need to direct the CRD on where we want our surplus from last year to go. Susan and I met to go over questions we had and I am going to organize a time for us to meet with the CRD finance to get some answers to those questions.</p> <p><u>Grant</u> We have ordered a Halligan bar and an SCBA pack with the leftover money from last years grant. Some of the things we had put down for, for example some training, was either not approved or paid for through</p>

	<p>money available from the CRD training amount. That left us with money for other equipment.</p> <p><u>Equipment</u> All equipment and vehicles are in good working order. No major repairs needed.</p> <p><u>Additional Notes</u> Campfires on beaches. To clarify, most of the beaches here fall under Provincial or CRD Parks. They only allow fires in designated areas, not on beaches. They also don't allow people to collect driftwood for fires. Permits are not required for campfires in those areas.</p> <p>Discussion: Chief issues permits year round even during rainy times to enable better tracking, not all departments do; logistically better to use Grant monies for equipment rather than training; Cedar Coast Rd has designated Emergency Evac helicopter landing pad but road is in disrepair after heavy rains. Requesting upgrades to the road. 2 other helicopter landing sites in Shirley are Muir Creek and Blueberry Flats. For beach fires, below the high tide mark is under Provincial Jurisdiction and anything below the low tide mark is Federal.</p> <p>Motion: To approve Fire Chief's report; H. Damude, R. Gardner, Carried</p>
<p>4. Treasurer's Report</p>	<p>Shirley Fire Protection December 2025 Treasurer Report,</p> <p>This review covers the Shirley Fire Department's 2025 financial performance to budget at a summary level with consideration to numerous allocation changes during the year.</p> <p>The requisition from the CRD Shirley residents historically has been \$194,422 (2023), \$200,772 (2024). In 2025 the amount increased to \$231,094.</p> <p>Annual Operating expenses totaled \$66,209 against a \$69,080 budget, resulting in a \$2,870 surplus. However, the budget included \$11,730 for equipment purchases and \$3,090 for contingency, these funds were not spent as planned but were used through operations during 2025.</p> <p>Annual Administration expenses for the year were \$79,093 compared to a budget of \$83,774, resulting in an unspent surplus of \$4,681.</p> <p>The total combined unspent surplus for the year amounts to \$8,075. This will be rolled into the ERF.</p> <p>Notably, in December, the building expense of \$5,500 were recorded and matched the budget. Annual wages were \$51,180 versus a budgeted \$53,860. Year-over-year wage comparisons are somewhat difficult because individuals previously classified as contractors, with expenses recorded by activity (such as building or repairs), are now categorized under wages.</p> <p>Payroll accounting entries were more frequent throughout the year, with \$9,459 recorded in November (honorariums) and an additional \$1,032 December. We will be requesting the payroll sub-ledger reports for 2025/ 2026 to give the Chief clear visibility into these amounts. \$772 of 2025 auxiliary wages were accrued,</p>

	<p>to be reversed in 2026 when actually paid.</p> <p>December costs included \$300 for fuel, with no unusual or significant expenses upon review. There were a few minor reimbursements (<\$250) to employees for supplies bought for the fire department.</p> <p>The annual cost of vehicle servicing amounted to \$10,730 in the equipment subledger for vehicle maintenance, which exceeded the budget of \$9,750.</p> <p>Breakdown of 2025 equipment expenses:</p> <ul style="list-style-type: none"> • 2007 Hub Rescue Pumper: \$1,079 • 2010 Freightliner Fire Truck: \$1,163 • 2012 Ram 4500: \$594 • 2019 Ram: \$7,893 (light bar purchased in year) <p>The Shirley Fire Protection Capital Reserve Fund (CRF) stands at \$229,989 year-end. The Equipment Replacement Fund (ERF), including \$52,640 of 2025 funding, now totals \$499,607.</p> <p>Discussion: Are we getting higher maintenance costs using CRD 2x/year tuneup? Compare year on year to determine. New truck purchase scheduled for 2037 (30 year extension) and others to follow (Tender 2040). Rescue purchased 2012 & Battalion 2019. Will need to get the truck order in much earlier (18mo before).</p> <p>Motion: To approve Treasurer's report; R. Gardner, H. Damude, Carried</p>
<p>5. Old Business</p>	<p>Motion: To approve budget edits for 2026 as proposed by the Chief resulting in a Requisition of \$264,969 (12.51% increase) with surplus being transferred to the ERF; S. Berggren, R. Gardner, Carried</p>
<p>6. New Business</p>	<p>1) Election of the Chair for 2026; Chair B. Einarson recuses himself and A. Wickheim takes over the meeting. 1st call for nominations, H. Damude nominates B. Einarson; 2nd call for nominations, none; 3rd call for nominations, none; Brian is acclaimed 2026 Chair and accepts the position for another year</p> <p>2) Financial information requested by W. Constantineau. Recommend starting with current 5-year plan. Discussion regarding Financial responsibilities being mainly carried out by CRD, including audits. Going back 10 years might not be useful since there have been many changes. Recommended contacting Manager, Fire Services as a good resource to answer questions.</p> <p>3) Brief Roundtable introductions of commission members. Good variety of complementary backgrounds.</p> <p>4) M. Taylor summarized the recent Shirley Fire Society AGM. It's going very well. Chief Hill attended.</p>
<p>7. Adjournment</p>	<p>2120 adjourned</p>
<p>Next Meeting</p>	<p>February 23rd, 2026</p>