

# East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke, BC, V9Z1B2

[commissioners@eastsookefirecommission.ca](mailto:commissioners@eastsookefirecommission.ca)

**Commissioners Present:** John Clarkson (Chair), Jonathan Kuzyk (Secretary), Mike Yeager, Simon Miles, Wendy Herring

**Commissioners Absent:** Jacqueline Brown (Vice Chair), Ed Helm, Al Wickheim

**FD Present:** Chief Fiona Larkin

**Public Present:** 1 member of the community in attendance.



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## MINUTES - COMMISSION MEETING, August 27, 2025, 1900 hours

### 1. Adoption of Agenda

Moved: Wendy Herring Seconded: Jon Kuzyk Carried.

### 2. Adoption of Minutes from July 23, 2025

Moved: Jon Kuzyk Seconded: Simon Miles Carried.

### 3. Public Participation on Agenda Items

- No public participation on agenda items at this time.

### 4. Reports

#### a. Chair's Report (John Clarkson)

John Clarkson has no Chair's report for this month. Due to the fact 2 commission members were missing for tonight's meeting, the question of how many members make a quorum. A **quorum** is the minimum number of commission members who must be present in order for us to legally conduct business, hold discussions, and take votes. For our commission of **8 members**, a quorum is reached when at least **5 members** are present. This ensures that decisions are made with sufficient representation and input from the group.

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

August Fire Chiefs report reviewed by Chief Fiona Larkin. See attached report for details of report. Nothing out of the ordinary to report for this month.

c. Finance report (Reviewed by Chief Fiona Larkin)

July finance report reviewed by Chief Fiona Larkin. See attached report for details. UBCM Grant for \$30,000.00 CAD Will be applied for by the CRD. Last year this was used to upgrade hoses on the trucks.

d. Community Hall report (Wendy Herring)

August Community Hall report reviewed by Wendy Herring. See attached report for details.

## **5. Old Business**

- Rejuvenation of Community Fire Awareness Program - **Chief Larkin gave a update on this and nothing to report to date but once the summer is over they are looking at updating the Fire Awareness Program for the fall.**
- Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area. - **Nothing to report at this time.**

## **6. New Business**

- Chief Fiona Larkin raised the possibility of holding Commission meetings bimonthly rather than monthly. The Commission agreed to revisit this discussion in November 2025, following the Annual AGM.

## **7. Adjournment of Meeting 19:20 Hours**



# East Sooke Volunteer Fire Department

## Fire Chief's Report – August 2025

### Membership Status – 22 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: 0

### 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–Aug 18th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	1					9
Duty Calls	1		2	1	4	2	3	1					14
Hydro				1									1
Medical	8	10	6	6	7	9	1	5					52
MVI	3					2							5
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2							10
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	1					6
<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>8</b>					<b>110</b>

**Notes:**

\*10 Automatic mutual aid calls structure fire.

Calls without minimums since Jan 2025 = 0

## Training

### Highlights

- Continuing with weekly skill reviews.
  - We have 2 members that have completed Emergency Vehicle Operator (EVO)

## Projects/Initiatives

### Budgeting

- 2026 Budget planning is in progress, notable increases are: increase to full time chief position, building maintenance, diesel fuel and FR supplies.
- Increase in Revenue from Silverspray resulted in surplus to 2025 revenue.
- 2026 Provisional Budget is forecast at 4.75% increase over 2025 (Info from 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.
- Painting the structure is in progress.

### Benefits for

### Members

#### Status:

- Paused- will revisit in the future.

### Recruitment:

- 4 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

### FireSmart:

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

***Squad replacement:***

- In progress with Custom Express in Parksville. Cab and Chassis is now on site, specs for dimensions and layout of the box is complete, fabrication will commence soon.



## REVENUE AND EXPENSE REPORT - JULY [2025]

**FPESOOKE.RE - FIRE PROTECTION EAST SOOKE**  
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## REVENUE AND EXPENSE REPORT - JULY [2025]

**FP EAST SOOKE - CRF**

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

#### REVENUE

	Original -----	YTD -----		
	Revised		July -- Budget	Remaining --
			Budget \$	
			Budget Actuals	Encumbered Total %
429000 - Interest Income - Internal - - - 784.64 - 784.64 (784.64) - 490000 - Surplus - - - 37,747.83 - 37,747.83 (37,747.83) -				
<b>REVENUE TOTAL</b> - - - 38,532.47 - 38,532.47 (38,532.47) - 1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE <b>TOTAL</b> - - - 38,532.47 - 38,532.47 (38,532.47) -				

### RESERVE EAST SOOKE COMMUNITY HAL

#### REVENUE

	Original -----	YTD -----		
	Revised		July -- Budget	Remaining --
			Budget \$	
<b>Budget \$</b>				
<b>Budget Actuals</b>				
<b>Actuals</b>				
429000 - Interest Income - Internal - - - 281.10 - 281.10 (281.10) - 490000 - Surplus - - - 13,523.12 - 13,523.12 (13,523.12) -				
<b>REVENUE TOTAL</b> - - - 13,804.22 - 13,804.22 (13,804.22) -				
1079-102246 - CAPITAL RESERVE EAST SOOKE COMMUNITY -				
-- 13,804.22 - 13,804.22 (13,804.22) -				
<b>HAL TOTAL</b>				

**FP EAST SOOKE - CRF TOTAL** - - - 52,336.69 - 52,336.69 (52,336.69) - Monday, August 11, 2025 7:06:34AM Page 1 of 6



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

## REVENUE AND EXPENSE REPORT - JULY [2025]

### 1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION

#### REVENUE

	Revised	Original ----- July -- Budget Remaining -- Budget \$ Budget Actuals Encumbered Total %
	Actuals	
470610 - ERF-Contributions to Equipment Replaceme	-- 9,083.33 <b>63,583.31 - 63,583.31 (63,583.31)</b>	- 490010 - ERF-Carry Forward Surplus/Deficit Equip
	--	--- <b>1,031,939.18 - 1,031,939.18 (1,031,939.18)</b>
<b>REVENUE TOTAL</b>	<b>-- 9,083.33 1,095,522.49 - 1,095,522.49 (1,095,522.49)</b>	<b>-</b>

#### EXPENSE

	Revised	Original ----- July -- Budget Remaining -- Budget \$ Budget Actuals Encumbered Total %
	Actuals	
501040 - CRD Vehicles - ORDERS ONLY	-- <b>243,737.44 243,737.44 (243,737.44)</b>	- 590100 - Purchases - Equipment - Replacement Rese
EXPENDITURE	--	--- <b>16,533.96 - 16,533.96 (16,533.96)</b>
EXPENDITURE 502,500.00 502,500.00	--- <b>502,500.00 100.00</b>	- EXPENDITURE -
<b>EXPENSE TOTAL</b>	<b>502,500.00 502,500.00 - 16,533.96 243,737.44 260,271.40 242,228.60 48.20</b>	<b>1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION TOTAL (502,500.00) (502,500.00) 9,083.33</b>
		<b>1,078,988.53 (243,737.44) 835,251.09 (1,337,751.09) 266.22</b>

**FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 9,083.33 1,078,988.53 (243,737.44) 835,251.09 (1,337,751.09) 266.22 FP EAST SOOKE**

### 1001-101943 - EAST SOOKE FIRE REVENUE

#### REVENUE

Budget \$  
Budget Actuals Encumbered Total %  
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 - - - **1,090.00 100.00** 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 - - - **612,666.00 100.00**

REVENUE TOTAL 685,906.00 685,906.00 - 110,246.67 - 110,246.67 575,659.33 83.93 Monday, August 11, 2025 7:06:34AM Page 2 of 6



REVENUE AND EXPENSE REPORT - JULY [2025] Making a difference...together **FP EAST SOOKE**

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 - 110,246.67 - 110,246.67 575,659.33 83.93 1001-101944 - EAST SOOKE FIRE EXPENSE

## EXPENSE

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

500280 - Wages & Benefits - Other - Regular/Auxil 92,080.00 92,080.00 10,968.06 **67,945.21 - 67,945.21** **24,134.79** **26.21** 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 2,988.51 **20,720.21 - 20,720.21** **18,019.79** **46.51** 502030 - Telecommunications - Main account 5,890.00 5,890.00 533.49 **4,001.74 - 4,001.74** **1,888.26** **32.06** 503130 - Contract for Services 11,350.00 11,350.00 67.08 **3,986.10 - 3,986.10** **7,363.90** **64.88** 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** - - 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** - - 508070 - R & M - Eng Structures - Vandalism - - (952.20) - - - - 508260 - Purchased Maintenance - Buildings 8,500.00 8,500.00 - **10,461.75 - 10,461.75** **(1,961.75)** **(23.08)** 508270 - Purchased Maintenance - Equipment 9,000.00 9,000.00 952.20 **4,161.67 - 4,161.67** **4,838.33** **53.76** 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 - **416.74 - 416.74** **6,783.26** **94.21** 514250 - Information and Education 620.00 620.00 - - - **620.00** **100.00** 514400 - Staff Training & Development 28,620.00 28,620.00 480.38 **6,601.85 - 6,601.85** **22,018.15** **76.93** 514420 - Memberships & Professional Dues 1,180.00 1,180.00 - **584.00 - 584.00** **596.00** **50.51** 514660 - Cleaning Services 5,150.00 5,150.00 385.24 **2,747.67 - 2,747.67** **2,402.33** **46.65**

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## REVENUE AND EXPENSE REPORT - JULY [2025]

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

#### EXPENSE *[continued]*

	Revised	Original ----- July -- Budget Remaining --	YTD ----- Budget \$
	Actuals	Budget Actuals Encumbered Total %	
514880 - Meeting Expenses 250.00 250.00 - <b>22.27</b> <b>22.27</b> <b>227.73</b> <b>91.09</b> 515010 - Water 640.00 640.00 - <b>72.65</b> <b>72.65</b> <b>567.35</b> <b>88.65</b> 515300 - Firemen's Association Allowance 10,080.00 10,080.00 - <b>10,080.00</b> <b>-10,080.00</b> - - 530010 - Alloc - StandardOH Allocation 16,504.00 16,504.00 1,375.33 <b>9,627.31</b> <b>-9,627.31</b> <b>6,876.69</b> <b>41.67</b> 535040 - Fuel - Diesel 550.00 550.00 (1,152.06) <b>2,099.30</b> <b>-2,099.30</b> <b>(1,549.30)</b> <b>(281.69)</b> 535050 - Fuel - Propane 7,500.00 7,500.00 - <b>4,634.73</b> <b>4,634.73</b> <b>2,865.27</b> <b>38.20</b> 535090 - Electricity 10,550.00 10,550.00 - <b>5,109.98</b> <b>-5,109.98</b> <b>5,440.02</b> <b>51.56</b> 538000 - Supplies - Office 2,500.00 2,500.00 190.71 <b>2,283.68</b> <b>-2,283.68</b> <b>216.32</b> <b>8.65</b> 538020 - Supplies - First Aid/Safety 6,200.00 6,200.00 - <b>4,729.84</b> <b>-4,729.84</b> <b>1,470.16</b> <b>23.71</b> 538130 - Supplies - Operating 16,852.00 16,852.00 583.14 <b>8,041.23</b> <b>-8,041.23</b> <b>8,810.77</b> <b>52.28</b> 538360 - Supplies - Protective Clothing 13,094.00 13,094.00 - <b>5,904.17</b> <b>-5,904.17</b> <b>7,189.83</b> <b>54.91</b> 570010 - Interest Expense- internal 1,090.00 1,090.00 - <b>1,809.10</b> <b>-1,809.10</b> <b>(719.10)</b> <b>(65.97)</b> 599200 - Contingency 82,450.00 82,450.00 - - - <b>82,450.00</b> <b>100.00</b> 600029 - Vehicle/Equipment Costs Clearing - - - <b>201.36</b> <b>-201.36</b> <b>(201.36)</b> - 601001 - Labour Consumption - - 785.00 <b>7,803.50</b> <b>-7,803.50</b> <b>(7,803.50)</b> - 601002 - Labour Settlement - - - <b>706.50</b> <b>-706.50</b> <b>(706.50)</b> -			
<b>EXPENSE TOTAL</b>	<b>392,762.00</b>	<b>392,762.00</b>	<b>17,204.88</b> <b>195,696.04</b> <b>-195,696.04</b> <b>197,065.96</b> <b>50.17</b> 1001-101944 - EAST SOOKE FIRE EXPENSE TOTAL (392,762.00) (392,762.00) (17,204.88) (195,696.04) - (195,696.04) (197,065.96) 50.17

### 1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND

#### EXPENSE

	Revised	Original ----- July -- Budget Remaining --	YTD ----- Budget \$
	Actuals	Budget Actuals Encumbered Total %	
Budget \$			
Budget Actuals			
Encumbered			
Total %			
547060 - Transfers to General Capital Fund 5,150.00 5,150.00 - - - <b>5,150.00</b> <b>100.00</b> 547070 - Transfers to Equipment Replacement Fund 109,000.00 109,000.00 9,083.33 <b>63,583.31</b> <b>-63,583.31</b> <b>45,416.69</b> <b>41.67</b>			
<b>EXPENSE TOTAL</b>	<b>114,150.00</b>	<b>114,150.00</b>	<b>9,083.33</b> <b>63,583.31</b> <b>-63,583.31</b> <b>50,566.69</b> <b>44.30</b> Monday, August 11, 2025 7:06:34AM Page 4 of 6

## REVENUE AND EXPENSE REPORT - JULY [2025]

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

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

**(114,150.00) (9,083.33) (63,583.31) - (63,583.31) (50,566.69) 44.30**

TOTAL

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

EXPENSE

	Revised	Original -----	YTD -----		Budget \$
			July --	Budget Remaining --	
		Actuals		Budget Actuals Encumbered Total %	
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> <b>1001-102109 - EAST SOOKE FIRE OTHER DEBT TOTAL</b> <b>(178,994.00) (178,994.00) - (38,475.00) - (38,475.00)</b> <b>(140,519.00) 78.50</b>					

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

# REVENUE AND EXPENSE REPORT - JULY [2025]

## 1001-102163 - EAST SOOKE FIRE COMMUNITY HALL

### REVENUE

	Revised	Original -----	YTD -----	July -- Budget	Remaining --	Budget \$
						Budget Actuals Encumbered Total %
420800 - Rentals 1,770.00 1,770.00 90.00 <b>5,277.81 - 5,277.81 (3,507.81) (198.18)</b> 421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 <b>14,714.00 - 14,714.00 10,510.00 41.67</b> 429000 - Interest Income - Internal 210.00 210.00 <b>- 243.26 - 243.26 (33.26) (15.84)</b> 490000 - Surplus 8,781.00 8,781.00 <b>- 8,781.00 - 8,781.00 --</b>						
<b>REVENUE TOTAL</b> <b>35,985.00 35,985.00 2,192.00 29,016.07 - 29,016.07 6,968.93 19.37</b>						

### EXPENSE

	Revised	Original -----	YTD -----	July -- Budget	Remaining --	Budget \$
						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>- 231.50 - 231.50 558.50 70.70</b> 508260 - Purchased Maintenance - Buildings 11,045.00 11,045.00 <b>- 6,514.74 - 6,514.74 4,530.26 41.02</b> 514420 - Memberships & Professional Dues 170.00 170.00 - - - <b>170.00 100.00</b> 514590 - Security 450.00 450.00 90.00 <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>- 497.66 - 497.66 4,172.34 89.34</b> 535100 - Garbage Disposal 170.00 170.00 15.89 <b>111.23 - 111.23 58.77 34.57</b> 538000 - Supplies - Office 130.00 130.00 - - - <b>130.00 100.00</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>						
<b>EXPENSE TOTAL</b> <b>35,985.00 35,985.00 105.89 11,991.22 - 11,991.22 23,993.78 66.68</b> <b>1001-102163 - EAST SOOKE FIRE COMMUNITY HALL TOTAL</b> <b>- - 2,086.11 17,024.85 - 17,024.85 (17,024.85) - FP</b>						

**EAST SOOKE TOTAL** **- - (24,202.10) (170,482.83) - (170,482.83) 170,482.83 - FP** **EAST SOOKE.RE TOTAL** **(502,500.00) (502,500.00) (15,118.77) 960,842.39 (243,737.44) 717,104.95 (1,219,604.95) 242.71**

**GRAND TOTAL** **(502,500.00) (502,500.00) (15,118.77) 960,842.39 (243,737.44) 717,104.95 (1,219,604.95) 242.71**

## **East Sooke Community Hall Report** 2025-08-25

1. Repairs to the exterior doors for the bays in the JdF SAR area have been scheduled.
2. Fire inspection of the Hall has been successfully completed.
3. Approved minutes of the meeting of the East Sooke Community Hall group for 4 July 2025 have been submitted to the ESVFC secretary.

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

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

#### **Income**

Lower Hall rental	5,188	1,770	293
JDF SAR rental	12,612	25,224	50
Interest Income	396	210	
Surplus	<u>8781</u>	<u>8,781</u>	
<b>TOTAL</b>	<b><u>26,977</u></b>	<b><u>35,985</u></b>	

#### **Operating Expenses** 11885 35985 33

<b>TOTAL</b>	<b><u>11,885</u></b>	<b><u>35,985</u></b>	
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#### **ESCH TOTAL 15,092**

Notes: The Hall was rented as both an advanced polling station and a regular polling station for the Federal Election. This contributed to the significant increase in rental income for the lower Hall.