

**Shirley Fire Protection & Emergency Response Commission
 Monthly General Meeting March 30th, 2026
 Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
 Minutes - Approved
 Call to Order: 1931 Adjourned: 2003**

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

Agenda & Item #	Action Taken:
1. Agenda	Motion: To approve agenda; R. Gardner, W. Constantineau, Carried
2. Approval of Minutes	Motion: To approve February minutes; S. Berggren, H. Damude, Carried
3. Fire Chief's Report	<p>Shirley Fire Department Fire Chief's Report For: Shirley Fire Protection & Emergency Response Commission</p> <p>From: Leah Hill For Commission Meeting Dated: March 30, 2026</p> <p>1) Executive Summary: The Fire department is operating well, with a dedicated group of firefighters. We are keeping up to date with training, OHS meetings and maintaining equipment according to CSA standards.</p> <p>2) Membership and Staffing snapshot (Totals and changes): - Total number of crew members-21 - Interior Fire Fighters- TBD per the Minimum Training standards - Exterior Fire Fighters- TBD per the Minimum Training standards - Medical-8, Recruits-3, Maintenance-2</p> <p>3) Incident Activity: Total- 2 Incident Breakdown: - Medical First Responder: 1- Chest pain - Motor Vehicle Incident: 1- Vehicle in a ditch - Fire Permits Issued- 4 - Notable Incidents/Trends (if applicable): None</p> <p>4) Training and Competency: ~ There were 4 people to complete the traffic course ~ We have 1 member attending Live Fire 1 course in April ~ We had several members join in Otter Point's Thursday night practice to do some Live Fire exercises</p>

	<p>which was a great opportunity. ~ We did a complete Structure Fire Scenario for one of our practices involving IC, forceable entry, Hazmat, RIT and Search exercise. Everyone did exceptionally well and had an informative debrief after. ~I have also registered myself and one of the Captains to attend the FCABC Fire Chief's conference in June that is being held in Victoria. I found it very worthwhile when I attended the one in Kamloops and didn't want to miss the opportunity to attend this one since it is being held in Victoria.</p> <p>5) Apparatus, Equipment & Facilities: ~ All vehicles had there 6 month service and 1 year Commercial Vehicle Inspections done and passed. We have a couple minor things like a back side reflector light on Tender and a small air leak on Engine which we will get repaired. ~ We have purchased new traffic cones and traffic control signs to meet the new CSA standards. ~ Our cascade bottles for our filling station have been hydrostatically tested.</p> <p>6) Programs, Prevention & Community: We had some nice feedback from a member of the community in which we attended a medical call. They commented on how much they appreciated us being there and we were able to bring a calming presence to the situation and give explanations to questions they were having.</p> <p>7) Finance & Capital: Our larger expenditures this month were the new traffic cones and traffic signs. There have also been a few membership renewals and rentals due for propane tanks and O2 bottles.</p> <p>8) Issues, Risks & Decisions Requested: None needed</p> <p>Discussion: New template for Chief's report provided by CRD. New SFD member from JR. Still working through updating the Interior and Exterior training records. Some first responder training completed at Medical incident and 2 SFD members added to issue Fire permits. Chief's orientation meeting is very worthwhile and provides the opportunity to meet other small department personnel and discuss common interests. Question asked about Fire Smart program. Will chipping be carried out this year? Funding for FireSmart program is still being decided on. Could the department fund it? No. Many reimbursements were given to those who went through the program for various improvements made. Should members of the community reach out to the government to express support for the program?</p> <p>Motion: To approve Fire Chief's report; H. Damude, S. Berggren, Carried</p>
<p>4. Treasurer's Report</p>	<p>Shirley Fire Protection February 2026 Treasurer Report</p> <p>February 2026 expenses include \$815 for Cascade bottle testing and Air Liquid cylinder leasing, \$1,730 for staff training at the Logan Lake spring seminar (including meals), and \$830 reimbursed for batteries on truck 12 Engine. Operating supplies totaled \$1,400, covering medical and various supplies, with additional charges from Amazon, Sooke Home Hardware, and Global Industrial; \$116 was spent on miscellaneous fields, superstore reimbursements. Payroll for the month was</p>

	<p>\$1,500. The average normal monthly budget is in excess of \$2,000 based on annual wage budget of \$55,000 (including \$25,000 for honorariums). Overall, there are no budget overruns as expenditures remain on track for the 2026 year.</p> <p>Discussion: CC reimbursements were made for staff training (registration \$1,580.12, accommodations \$903.81). Future expenses are expected for meals purchased, traveling and fuel. Needed to charge expenses to Deputy Chief's personal credit card as his Fire Department credit card became inactive. Operating supplies of \$1400 included new larger pylons (old pylons will be still used for non-official purposes). Expense for new signs coming. Separately for the batteries there were 3 truck batteries purchased at \$257.00 each.</p> <p>Motion: To approve Treasurer's report; H. Damude, R. Gardner, Carried</p>
5. Old Business	<p>1) Better return on CapRes & EquipRep Funds – W. Constantineau</p> <p>Discussion: Susan will continue to work with CRD finance and push for more realistic return on Funds.. We typically get less than 1% interest from CRD when current rates are much larger (~3%). Why? Are funds being used to fund operating budget of CRD. It was recommended that Susan work with Director Wickheim to find agreeable solution.</p>
6. New Business	
7. Adjournment	2003 adjourned
Next Meeting	April 27th, 2026