

Community Emergency Preparedness Fund

Volunteer and Composite Fire Departments

Equipment and Training

2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **October 31, 2025**. Applicants will be advised of the status of their application within 120 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.**

For detailed instructions regarding application requirements, please refer to the 2025 Volunteer and Composite Fire Departments Equipment and Training Program and Application Guide.

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-12312

**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, please provide the following information.

If multiple fire departments are included, please submit a separate summary document.

- a) Name of each fire department:
- b) Membership of each department(s): Volunteer ☐ Composite ☐
Please describe: See below
- c) Declared level of service of each department:

Exterior ☐ Interior ☐ Full Service ☐

Please describe: See below

- East Sooke Volunteer Fire Department - Volunteer - Interior
- North Galiano Volunteer Fire Department - Volunteer - Exterior
- South Galiano Volunteer Fire Department - Volunteer - Interior
- Otter Point Volunteer Fire Department - Volunteer - Interior
- Shirley Volunteer Fire Department - Volunteer - Exterior
- Willis Point Volunteer Fire Department - Volunteer - Exterior
- 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.

SECTION 3: Detailed Project Information

3. Operating Budget(s).

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

East Sooke - \$712,360

North Galiano \$334,680

South Galiano \$634,717

Otter Point \$755,830

Shirley \$233,570

Willis Point \$163,520

Port Renfrew \$221,165

- b) Describe the extent to which the annual operating 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 equipment and training for all their volunteer members. Due to the rural nature and small size of the service areas, plus the increased costs of firefighting equipment (+25%) there is limited opportunity to purchase essential equipment and comply with minimum levels of equipment and training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go towards equipment, training, overhead, and capital (apparatus and hall) costs.

4. Proposed Activities to Support Response to Structure Fire. 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 essential equipment to support response to Structure Fire, including installation of and training for eligible equipment.

Equipment requests for the seven departments are based on individual need, and include basic personal protective equipment (PPE) and fire equipment (see attached budget worksheet for details per fire hall).

- b) Training to support response to structure fires. Where possible, please list specific courses.

Training is for members of the seven included departments only. All training is aimed at adopting and implementing the BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, Officer, and Incident Commander.

Note: training is for fire department members only and not community members.

Detailed budget attached.

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

5. Proposed Activities to Support Response to Interface Fire. 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 essential Interface Fire equipment, including installation of and training for eligible equipment.

Focus this year on the purchase of SCBA tanks and related equipment that run about \$12K per set, and SCBA refill equipment. Two of the departments are wanting thermal imaging cameras. Request for wildland protective clothing and turnout gear from four of the seven departments.

- b) Cross-training to support response to interface fires. Where possible, please list specific courses.

Note: training is for fire department members only and not community members.

WSPP WFF1 - Wildland Firefighter Level 1

ICS 100 - Incident Command System

FireSmart BC Wildfire Resiliency and Training Summit

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

6. Resiliency. Describe how the proposed project will enable volunteer fire departments and composite fire departments to prepare for and respond to emergencies through training and the purchase of essential equipment.

East Sooke, Shirley and Port Renfrew - The purchase of costly SCBA equipment will assist in providing these departments with basic equipment required for the departments to strive for compliance with 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, Team Leader, Driver/Operator for Interior and Exterior Fire, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of

wildland fire shirts, pants and helmets will supplement and replace expired, ill-fitting and wornout gear currently used by members.

Otter Point and Willis Point - The additional nozzle and pump equipment will enable the departments to not only have more resources to deal with larger incidents more efficiently. Without the approved Turnout gear they are unable to respond appropriately to emergencies. These departments will also train members in Officer training.

7. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the physical and 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 and/or expired 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.

Costs have risen significantly over the past two years making it nearly impossible for the volunteer fire departments to house the firefighting and safety equipment they need for their volunteers to safely and effectively do their jobs. This grant of \$30K per volunteer department helps significantly in helping them fulfill their wish lists for equipment that they need but they don't have the budgets for.

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:
 - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
 - 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; and ☐ 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: Chris J. Vrabel	Title: Manager, Fire Services
Signature*:  <i>*A certified digital or original signature is required.</i>	Date: October 28, 2025

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 “2025 Fire Departments” in the subject line.