

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)  
BOARD OF TRUSTEES MEETING**

**REGULAR MEETING**

**Thursday, March 6, 2025**

**7:00 P.M.**

**In-person at Anmore Community Hub  
2697 Sunnyside Road**

**A G E N D A**

**1. ADOPTION OF THE AGENDA**

**1.1 March 6, 2025 Regular Meeting Agenda**

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for March 6, 2025 as circulated.

**2. ADOPTION OF THE MINUTES**

**2.1. November 20, 2024 Special Meeting Minutes**

That the SVFD Board of Trustees adopt the minutes for its special meeting held November 20, 2024 as circulated.

**3. INVITED PRESENTATIONS**

None.

**4. REPORTS FROM COMMITTEE OR STAFF**

**4.1 SVFD Service Review**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the verbal update regarding a service review.

**4.2 SVFD Service Conversion Bylaw**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the verbal update regarding a Service Conversion Bylaw.

**4.3 2024 Financial Actuals – Sasamat Fire Protection Service**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2024 financials as presented in the report dated February 28, 2025 titled “2024 Financial Actuals – Sasamat Fire Protection Service”.

**4.4 2025 SVFD Quarterly Work Plan**

That the SVFD Board of Trustees endorse the work plan as presented in the report dated February 28, 2025 titled “2025 SVFD Quarterly Work Plan Update”.

**4.5 Fire Chief's Report**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 6, 2025, titled "SVFD Fire Chief's Report".

**5. INFORMATION ITEMS**

**5.1 2024 Call-Out Statistics**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 28, 2025 titled "2024 Call-Out Statistics".

**5.2 2025 – 2029 Surrey Dispatch Agreement**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 28, 2025 titled "City of Surrey Dispatch Services Agreement".

**6. OTHER BUSINESS**

**8. ADJOURNMENT/CONCLUSION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of March 6, 2025.

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Membership:

Penner, Darrell (C) - MV Board  
Clark, Carolina - Village of Belcarra  
McEwen, John - Village of Anmore  
Ross, Jamie - Village of Belcarra  
Trowbridge, Kim - Village of Anmore  
Weverink, Paul - Village of Anmore  
Wilder, Liisa - Village of Belcarra

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)  
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Wednesday, November 20, 2024 in person and via Teams.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Carolina Clark, Belcarra  
Mayor John McEwen, Anmoore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Kim Trowbridge, Anmore

**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management, Metro Vancouver  
Amie Hadley, Office Supervisor, Corporate Safety, Protective Services and Emergency Management, Metro Vancouver  
Dorothy Shermer, Director, Board and Information Services, Metro Vancouver  
Sonu Kailley, Director, Financial Planning, Metro Vancouver

**GUESTS PRESENT:**

Scott Zukiwsky, Vice President, Liberty Construction Group

**1. ADOPTION OF THE AGENDA**

**1.1 November 20, 2024 Regular Meeting Agenda**

During consideration of adoption of the agenda, Mayor Ross indicated that he would like the minutes of the September 5, 2024 meeting corrected, and also that he would like to further discuss item 3.2 – SVFD Service Review from the September 5, 2024 meeting.

Staff noted that Item 3.2 – SVFD Service Review on the current meeting agenda concerns the same issue, and would allow further discussion on this topic without the addition of a separate agenda item.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its meeting scheduled for November 20, 2024 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 September 5, 2024 Regular Meeting Minutes**

Councillor Clark requested a change to the minutes to record that all Belcarra Trustees voted in opposition to the motion under item 3.2 – SVFD Service Review.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held September 5, 2024 with the following amendment to note that all Belcarra Trustees voted in opposition to the motion in item 3.2 – SVFD Service Review.

**CARRIED**

**3. REPORTS FROM COMMITTEE OR STAFF**

**3.1 Fire Hall Conceptual Drawings – Liberty Construction Group**

Scott Zukiwsky shared a presentation on screen and provided a background on the scope of the project.

Scott reviewed the features of the drawings of the Belcarra fire hall and then Anmore.

Presentation slides provided a breakdown and then total estimated project totals: Belcarra at \$7,658,516 and Anmore at \$13,445,543.

The projected totals are complete project costs including site work and reflect today’s costs.

Discussion and questions followed regarding more specific details such as the various types of generators. Scott confirmed that included within the budget is an energy model to analyze the needs of the fire halls.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the update with project planning presentation of the two fire halls.

**CARRIED**

**3.2 SVFD Service Review**

Metro Vancouver staff Dorothy Shermer provided a verbal update on the Service Review initiated under s. 257 of the *Local Government Act* by the Village of Belcarra.

Representatives for Metro Vancouver, Anmore, and Belcarra attended a Preliminary Meeting for the Sasamat Volunteer Fire Department Service Review on September 27, 2025. It was agreed that the scope of the Service Review would be to review the following three options for allocation of capital costs:

1. Apportionment based on the net taxable value of land and improvements for each municipality;

2. Apportionment based on the size of the geographical area of each municipality; and
3. Apportionment based on the population size of each municipality.

Negotiations will begin by no later November 26, 2024, with Metro Vancouver providing the three options to each of the three review participants.

Staff noted that a Service Conversion Bylaw will need to be in place before any changes can be made to the service, and that, with the agreement of Service Review representatives, Metro Vancouver staff have been preparing a Service Conversion Bylaw for consideration at the MVRD Board meeting to be held on November 29, 2024. The provisions in the Service Conversion Bylaw will match current provisions in the Supplementary Letters Patent as much as possible.

While the SVFD Board of Trustees resolved at the previous meeting that costs associated with the Service Review will be the responsibility of the Village of Belcarra as the initiator of the Review, and the cost of developing the Service Conversion bylaw would be split equally between Anmore and Belcarra, staff noted that section 356(1)(c) of the *Local Government Act* stipulates that any costs incurred by the board in relation to the Service Review are deemed to be the costs of the service and must be apportioned and recovered from the service area on the same basis as other cost of the service. Staff further noted that all work on the Service Review and the Service Conversion Bylaw have been performed by Metro Vancouver staff, that no outside costs have been incurred, with the result that there are currently no requirements to recover any costs associated with the review.

Staff provided further information on the expected timeline for consideration of the Service Conversion Bylaw, noting that the Bylaw will go to the Metro Vancouver Board at the November 29<sup>th</sup> meeting; after 3 readings, it will be referred to the Villages of Anmore and Belcarra. There will be a reasonable timeline to consider this at the respective council meetings – maybe sometime in January.

Chair Penner notes that these processes have not happened before, this is a unique situation, and all members are trying to find a way through a complicated process.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the verbal update regarding a service review.

**CARRIED**

**3.3 Update to Budget Impact for the Construction of New Fire Halls**

Metro Vancouver staff Sonu Kailley provided a verbal update.

Metro Vancouver staff worked with BC Assessment and Belcarra Village staff for a more accurate number of households. The previous calculations included water lots.

The updated table provided a 10 million borrowing scenario as well.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the report titled "Update to Budget Impact for the Construction of New Fire Halls".

**CARRIED**

**4. INFORMATION ITEMS**

As a follow up to an earlier inquiry, Brant Arnold-Smith provided the cost incurred so far from Liberty Construction which is approximately \$14,000.

**5. OTHER BUSINESS**

None

**6. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its special meeting of November 20, 2024.

**CARRIED**

(Time: 8:30 p.m.)

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To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management

Date: February 28, 2025 Meeting Date: March 6, 2025

Subject: **2024 Financial Actuals – Sasamat Fire Protection Service**

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### **RECOMMENDATION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2024 financials as presented in the report dated February 28, 2025 titled “2024 Financial Actuals – Sasamat Fire Protection Service”.

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### **EXECUTIVE SUMMARY**

This report provides a review of the 2024 year-end financials for the SVFD service. Note this is the second close to the financials and minor adjustments will take place at the final close. On a budget with total expenditures of \$416,195, the expenditures for 2024 were \$304,362, with an under budget of \$111,833, or twenty-six (26%). This was primarily due to an underspend in salaries and contracted services (volunteer remuneration).

### **PURPOSE**

For the SVFD Trustees to review the 2024 Sasamat Fire Protection Service (“Service”) financial actuals.

### **BACKGROUND**

Metro Vancouver’s annual budget process includes the development of detailed annual budgets and the updating of five year financial plans for each of the four Metro Vancouver legal entities (Metro Vancouver Regional District, Metro Vancouver Housing Corporation, Greater Vancouver Water District and Greater Vancouver Sewerage and Drainage District) and related functions.

This report provides to the SVFD Trustees the 2024 financial actuals.

### **SASAMAT FIRE PROTECTION SERVICE**

SVFD is a Metro Vancouver Regional District (MVRD) service that includes the Villages of Anmore and Belcarra.

The Service’s initiatives planned over the next four years are guided by direction provided in the *Board Strategic Plan*, specifically:

- Continue to engage with members on processes and initiatives that contribute to an effective and well functioning organization
- Build resilience in communities to prepare for and adapt to changing physical and environmental conditions

- Develop and implement financial plans and policies that reflect a commitment to sound financial management and long-term planning, in consideration of current and future ratepayers
- Enhance relationships between Metro Vancouver and other orders of government, First Nations, adjacent regional districts, and key stakeholders.

The Service has two fire halls and is staffed by approximately forty (40) trained volunteers who provide emergency response services. The Service has the following vehicle/emergency response fleet:

Unit	Type	Year	In Service Date
1-3112	Tender 2 Truck (TopKick)	1996	12/12/1995
1-3120	Freightliner Rescue	2004	1/13/2004
1-8011	Fire Engine 1 /Pumper (Spartan)	2017	4/25/2017
1-8015	Ladder Truck 7	1998	7/6/2018
1-3121	Utility Vehicle (Kubota ATV)	1998	7/6/2018
A- 2001	Pickup Truck (Ford F150)	2011	9/22/2021
A-4000	Fire Engine/Pumper Truck (International)	2023	12/28/2023
A5002	Cargo Trailer	2021	4/12/2021
A5049	Cargo Trailer	2014	3/31/2022
V0091	Portable Generator (mounted in Fire Engine)	2023	12/28/2023

**2024 BUDGET AND ACTUALS**

The annual budget for 2024 was approved at \$416,195. The end of year reconciliation of the service produced a total cost for 2024 of \$304,362. The service was under budget of \$111,833, or twenty-six percent (26%).

**Budget Highlights**

The major cost drivers are Salaries and Benefits and Contract Services, which were under budget by \$93,934. Other areas of note such as Materials and Supplies and Uniforms were over budget by \$28,358 due to the purchase of new turnout gear and emergency supplies.

**Reserve Funds**

The surplus generated in last year’s actuals will be applied to future years operating reserve funds.

**ALTERNATIVES**

This is an information report there are no alternatives.

**FINANCIAL IMPLICATIONS**

This report is for information. There are no financial implications.

**CONCLUSION**

On a budget with total expenditures of \$416,195, the service's expenditures for 2024 were \$304,362 with an under budget of \$111,833, or twenty-six percent (26%).

**Attachment**

1. 2024 Financial Actuals
2. 2024 Preliminary Year End Reserve Balance

Metro Vancouver  
 Business Unit Report  
 Sasamat Fire Protection Service  
 RA06080  
 As of: Dec 31, 2024

Account	Expand to View Current Month	YTD Budget	YTD Actuals	YTD Variance	Total Actuals and Commitments	2024 Annual Budget
<b>EXPENDITURES</b>						
Salaries and Benefits		100,396	41,680	58,716	41,680	100,396
Consulting, Contracted and Professional Services		83,271	54,905	28,366	54,905	83,271
Asset Purchase and Maintenance		48,380	42,737	5,643	42,737	48,380
Debt Charges		51,058	76,566	(25,508)	76,566	51,058
Utilities Permits and Taxes		32,490	24,158	8,332	24,158	32,490
Corporate Services		-	-	-	-	-
Services Provided Internally		-	-	-	-	-
Contribution to Reserve Funds		-	-	-	-	-
Other Expenses		100,600	64,317	36,283	64,317	100,600
Capital Budgets		-	-	-	-	-
<b>Subtotal Expenditures</b>		<b>416,195</b>	<b>304,362</b>	<b>111,833</b>	<b>304,362</b>	<b>416,195</b>
Debt Charges		-	-	-	-	-
<b>Total Expenditures</b>		<b>416,195</b>	<b>304,362</b>	<b>111,833</b>	<b>304,362</b>	<b>416,195</b>
<b>REVENUES</b>						
<b>Total Revenues</b>		<b>416,195</b>	<b>417,695</b>	<b>1,500</b>	<b>417,695</b>	<b>416,195</b>

Date Run: 02/07/2025

**SASAMAT FIRE PROTECTION SERVICE  
PRELIMINARY RESERVE STATEMENT  
AS AT DECEMBER 31, 2024**

**OPERATING RESERVES**

	2023 Ending Balance	2024 Opening Balance	Contribution	Withdrawals	Interest	2024 Ending Balance
Sasamat Fire Protection Service	\$ 211,101	\$ 211,101	\$ 113,337	\$ -	\$ 9,683	\$ 334,121

**STATUTORY RESERVES**

	2023 Ending Balance	2024 Opening Balance	Contribution	Withdrawals	Interest	2024 Ending Balance
<b>Sasamat Fire Protection Service (SFPS)</b>						
SFPS Capital Reserve Fund	\$ 645,279	\$ 645,279	\$ 87,100	\$ -	\$ 31,561	\$ 763,940
SFPS Communications Capital Reserve Fund	\$ 62,705	\$ 62,705	\$ 10,000	\$ -	\$ 3,101	\$ 75,806
SFPS Emergency Equipment Reserve Fund	\$ 35,941	\$ 35,941	\$ 10,000	\$ -	\$ 1,869	\$ 47,810
SFPS Capital Facility Reserve	\$ 795,762	\$ 795,762	\$ 348,192	\$ -	\$ 44,346	\$ 1,188,300
<b>Total</b>	<b>\$ 1,539,687</b>	<b>\$ 1,539,687</b>	<b>\$ 455,292</b>	<b>\$ -</b>	<b>\$ 80,877</b>	<b>\$ 2,075,856</b>

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To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management, Metro Vancouver

Date: February 28, 2025 Meeting Date: March 6, 2025

Subject: **2025 SVFD Quarterly Work Plan Update**

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### **RECOMMENDATION**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated February 28, 2025, titled “2025 SVFD Quarterly Work Plan Update”.

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### **EXECUTIVE SUMMARY**

The quarterly work plan presented in this report conveys the priorities for the Sasamat Volunteer Fire Department in 2025 and aligns with the 2025 Business Plans and Budget for the Metro Vancouver Sasamat Fire Protection Service function, approved by the Metro Vancouver Regional District (MVRD) Board.

### **PURPOSE**

To provide the SVFD Board of Trustees an update on the priorities and the quarterly work plan for the SVFD for the year 2025.

### **BACKGROUND**

At its September 5, 2024 meeting, the SVFD Board of Trustees endorsed the 2025 Budget and Annual Work Plans for the SVFD, which served as the basis of the 2025 Budget approved by the MVRD Board on November 1, 2024. The 2025 Annual Work Plans included a list of key actions that have been used to develop the SVFD’s quarterly work plan presented in this report.

### **2025 WORK PLAN**

Attached to this report is the 2024 Quarterly Work Plan updated to account for actions taken in Quarter 4, and the 2025 Quarterly Work Plan Update. The SVFD Board of Trustees is the committee that provides advice and recommendations on policies, bylaws, plans, programs, budgets and issues related to the Sasamat Fire Protection Service.

Key actions in the 2025 work plan for the SVFD Board of Trustees are described below:

- Reviewing and endorsing the annual budget and five-year financial plan for the Fire Protection Service;
- Work with Anmore and Belcarra villages regarding new capital facilities;
- Guiding policy and strategic direction on the performance, operations, and management of SVFD service and assets;
- Guide and support the procurement of a new Firefighting apparatus.

The 2025 Quarterly Work Plan for the Fire Protection Service is attached, including the expected time frame for reports to this Committee. The Committee will be updated on the status of the actions and projects in this work plan per the Committee's schedule.

**ALTERNATIVES**

1. That the SVFD Board of Trustees receive for information the 2025 Quarterly Work Plan Update as presented in the report dated February 28, 2025 titled "2025 SVFD Quarterly Work Plan Update".
2. That the SVFD Board of Trustees receive for information the 2025 Quarterly Work Plan Update as presented in the report dated February 28, 2025 titled "2025 SVFD Quarterly Work Plan Update" with amendments provided at the March 6, 2025, SVFD Board of Trustees meeting.

**FINANCIAL IMPLICATIONS**

The priorities in the 2025 Quarterly Work Plan of the Sasamat Volunteer Fire Department are consistent with the 2025 Budget approved by the MVRD Board on November 1, 2024 and with key actions included in the 2025 Annual Work Plans.

**CONCLUSION**

The 2025 Quarterly Work Plan Update conveys the priorities for the Sasamat Volunteer Fire Department in 2025 and is consistent with its function and the 2025 Budget approved by the MVRD Board. Staff recommend that Alternative 1 be approved.

**Attachment**

1. Sasamat Volunteer Fire Department 2024 Quarterly Work Plan Update dated February 28, 2025.
2. Sasamat Volunteer Fire Department 2025 Quarterly Work Plan Update dated February 28, 2025.

**2024 Sasamat Volunteer Fire Department Work Plan**

Report Date: February 28, 2025

**Priorities**

<b>1<sup>st</sup> Quarter</b>	<b>Status</b>
Firefighter Training (monthly)	ongoing
Planning with the two new Deputy Chiefs	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	pending
Fleet Maintenance - CVIPs	ongoing
Live Fire moved from December	postponed
BC Volunteer Fire Chief's Summit in Kamloops	pending
New Recruit Orientation presentation	completed
Firefighter Safety Fit Testing and Audiometric Testing	pending
Work on Tender 2 replacement for 2025	ongoing
Decision and action regarding disposal of Engine 3	pending
<b>2<sup>nd</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Fleet Maintenance	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	ongoing
Produce 2024 SVFD Budget	ongoing
Update SVFD 5 Year Financial Plan	ongoing
Yearly meeting with Port Moody Fire Department, Metro Parks, BC Hydro, RCMP, BC Parks for Wild Fire action plan	Complete
Fire Chief's conference	Did not attend
MV Wildfire conference	Did not attend
Review Fire Inspections and action	Complete
Transfer data from lam Responding – mothball lam Responding	ongoing
Work on Tender 2 replacement for 2025	ongoing
Decision and action regarding disposal of Engine 3	ongoing
<b>3<sup>rd</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Ground Ladder testing	scheduled
Annual OG review	ongoing
Live Fire Training Prep	ongoing
Review and update Operational Guidelines Same as Annual OG review	updating
Approve 2024 SVFD Budget and 5 Year Work Plan	ongoing
Work on Tender 2 replacement for 2025	suspended

<b>4<sup>th</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	Completed
Live Fire (Firefighter Training)	Postponed
Equipment review - purchases	Completed
Work on Tender 2 replacement for 2025	On hold

**2025 Sasamat Volunteer Fire Department Work Plan**  
 Report Date: February 28, 2025

**Priorities**

<b>1<sup>st</sup> Quarter</b>	<b>Status</b>
Firefighter Training (monthly)	ongoing
Planning with the two new Deputy Chiefs	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	pending
Fleet Maintenance - CVIPs	ongoing
New Recruit Orientation presentation	pending
Firefighter Safety Fit Testing and Audiometric Testing	pending
Work on Tender 2 replacement for 2025	On hold
<b>2<sup>nd</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Fleet Maintenance	pending
Firefighter Safety Fit Testing and Audiometric Testing	pending
Produce 2026 SVFD Budget	pending
Update SVFD 5 Year Financial Plan	pending
Yearly meeting with Port Moody Fire Department, Metro Parks, BC Hydro, RCMP, BC Parks for Wild Fire action plan	pending
Fire Chief's conference	pending
MV Wildfire conference	pending
Review Fire Inspections and action	pending
Work on Tender 2 replacement for 2025	On hold
<b>3<sup>rd</sup> Quarter</b>	
Firefighter Training (monthly)	pending
Ground Ladder testing	pending
Annual OG review	pending
Live Fire Training Prep	pending
Review and update Operational Guidelines Same as Annual OG review	pending
Approve 2024 SVFD Budget and 5 Year Work Plan	pending
Work on Tender 2 replacement for 2025	On hold
<b>4<sup>th</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Firefighter Safety Fit Testing and Audiometric Testing	pending
Live Fire (Firefighter Training)	pending
Equipment review - purchases	pending
Work on Tender 2 replacement for 2025	On hold

# SASAMAT VOLUNTEER FIRE DEPARTMENT

## FIRE CHIEF'S REPORT

March 6, 2025

### Staffing Levels:

Fire Station	Officers	Regular Members	Recruits In Training	Field Incident Techs	Extended Leave	Net Responders
Anmore Hall	5	14	0	2	3	21 + 3
Belcarra Hall	5	5	0	2	0	12 + 0
<b>Totals</b>	<b>10</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>33 + 3</b>
<i>Targets</i>	<i>1 per 5 (9)</i>	<i>31 Members</i>		<i>5 Members</i>	<i>0</i>	<i>45 + 0</i>

### APPARATUS:

GVRD #	Vehicle Description:	Status / Summary:
1-3120	2003 Freightliner Rescue 5	Regular PMP from Metro Fleet
1-3112	1995 GMC TopKick Tender 2	Regular PMP from Metro Fleet
1-8015	1998 Spartan/Smeal Ladder 7	Limited Service
1-8011	2017 Spartan Engine 1	Regular PMP from Metro Fleet
1-3121	2006 Kubota ATV ATV #1	Regular PMP from Metro Fleet
A-2001	2011 Ford F150 Sierra 8	Regular PMP from Metro Fleet
A-4000	2023 International New Engine 3	New in service

### 2.0 EQUIPMENT:

- 2.1 No major truck issues since the last meeting.
- 2.2 All Inspections have been successfully completed.
- 2.3 Further work on Tender 2 replacement has been put on hold pending Trustee direction.

### 3.0 HALLS AND GROUNDS:

- 3.1 Maintained by Municipal Staff, Cleaned by Contract Cleaners.

3.2 Snow plowing at the Anmore Fire Hall needs to be discussed with the Village of Anmore.

**4.0 TRAINING:**

4.1 Training is ongoing.

4.2 There are currently no recruits in Training.

4.3 Training for this year has included some of the following:

- Ladders
- Auto Extrication
- Water Supplies
- Ropes and Knots
- Radio Communications
- WIFF Training
- FR Medical training
- Incident Command
- Fire attack

4.4 Live Fire training is scheduled for this May at the Langley Fire Training Center.

**5.0 PUBLIC EDUCATION:**

5.1 School tours continue at the fire department

5.2 We recently held a session on Home Fire Safety that was open to all residents of Anmore and Belcarra. 30 residents attended and the general feedback was positive. The department will look at holding future sessions.

**6.0 OLD BUSINESS / UPDATES:**

6.1 None.

**7.0 REPORTS AND INFORMATION:**

7.1 Duty Roster (Attached)

7.2 2024 Call out Stats

Total Call-outs for 2024 year

17	FIRES, structural, ground, vehicle & hydro
69	MESA
7	MVI
1	Other
34	Alarms
128	<b>Total calls</b>

Total Callouts Year to date for 2025

2	FIRES, structural, ground, vehicle & hydro
8	MESA
1	MVI
1	Other
3	Alarms
15	<b>Total calls YTD</b>

**8.0 NEW BUSINESS:**

8.1 At a recent boat fire call the fire department was denied resources from RCMSAR by EMBC. We are looking into this situation further, but this could mean that we no longer have access to RCMSAR over water transport. This means that we may not be able to reach water access only properties for any reason.

8.1 Firefighter Brad Taverna has been hired by the New Westminster Fire Department. Brad has volunteered with us for the past seven years and was a very active member. We will feel his loss on the department.

8.2 Firefighter Miranda Venos has been promoted to Lieutenant. Firefighter Adon Albanese and Keiran Lancaster have both been promoted to Captain.

**9.0 CORRESPONDENCE:**

9.1 None.

**RESPECTFULLY SUBMITTED:**



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Jay Sharpe, Fire Chief

# SASAMAT VOLUNTEER FIRE DEPARTMENT

**TO:** SASAMAT BOARD OF FIRE TRUSTEES  
**FROM:** Jay Sharpe, Fire Chief  
**DATE:** March 6, 2025  
**RE:** 7.1 Duty Rosters

## PURPOSE:

On a regular basis Operating Guideline #5.01.20 and the individuals whose names appear therein, will be submitted to the Sasamat Board of Fire Trustees as part of the Fire Chiefs Report.

## RECOMMENDATION:

That Duty Roster Operating Guideline #5.01.20 as amended is received.

## OPERATIONAL GUIDELINE

<b>SASAMAT VOLUNTEER FIRE DEPARTMENT</b>	<b>O.G. #5.01.20</b>
<b>TITLE: SVFD DUTY ROSTER (45 FF + 5 AM max)</b>	<b>Page 2 of 2</b>

## REGULAR MEMBERS:

Jay Sharpe	Fire Chief
Colin Richardson	Deputy Chief, Administration
Mike Bolam	Deputy Chief, Operations
Robert Schofield	Captain
Jason Sadler	Captain
Jol Drake	Captain
Britt Andersen	Lieutenant
Adon Albanese	Captain
Keiran Lancaster	Captain
Nigel Terrett	Lieutenant
Miranda Venos	Lieutenant
Bill Cooke	Fire Fighter
Bradley Smith	Fire Fighter
Ken Honigman	Fire Fighter
William Crocker	Fire Fighter
Sarah Coombes	Fire Fighter
Greg Wright	Fire Fighter
Isaac Heisler	Fire Fighter
Brielle Rheaume	Fire Fighter
Don Babineau	Fire Fighter
Steven Chislom	Fire Fighter
Allan Stevenson	Fire Fighter
Will Muxworthy	Fire Fighter
Sophie Gable	Fire Fighter
Clare Heisler	Fire Fighter

## Field Incident Technicians (FITs)

Greg Winterbottom	FIT
Al Harmer	FIT
Doug Brain	FIT

Owen Wood

FIT

**Probationary Fire Fighters:**

Sonny Mann  
Daniel Sutton  
Josh Hansma  
Richard Friedland  
Katherine Golbey  
Ian Marchese

Probationary  
Probationary  
Probationary  
Probationary  
Probationary  
Probationary

**Recruits in Training:**

None at this time

**Work Experience Student**

None at this time

**On Leave**

Reverend David Anderson  
Derek Schmidt

Asst. Chief SVFD Chaplin  
Fire Fighter

**ASSOCIATE MEMBERS:**


Keith Evans  
Judy Evans  
Jamie Roberts

Associate  
Associate  
Associate

*Note - Those names appearing with an asterisk \* are on leave from active duty but are still considered Members, Probationary Members, Recruits in Training or Associate Members.*

<p>_____ Signature of Fire Chief</p> <p>Date of Issue: _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p>
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**RESPECTFULLY SUBMITTED:**



\_\_\_\_\_  
Jay Sharpe, Fire Chief

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To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management

Date: February 28, 2025 Meeting Date: March 6, 2025

Subject: **2024 Sasamat Volunteer Fire Department Call-Out Statistics**

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**RECOMMENDATION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 28, 2025 titled "2024 Sasamat Volunteer Fire Department Call-Out Statistics".

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**EXECUTIVE SUMMARY**

The Sasamat Volunteer Fire Department (SVFD) call-outs during 2024 totaled 128 calls. The 2024 call volumes are slightly lower (4.5% lower) than 2023, but higher than the average of 117 call-outs per year over the past five years.

**PURPOSE**

To provide for information the SVFD Board of Trustees the compiled data regarding 2024 call-out statistics.

**BACKGROUND**

Annually the Fire Chief provides the statistics from the previous year's call-outs detailing the types of calls, frequency and breakdown per village. With this information, staff compiles the data into a document showcasing the statistics as well as a chart reviewing the call-outs by year and call type. Call types include: Fire calls (FIRE); Medical Emergencies (MESA); Motor Vehicle Incidents (MVI) and Other (Misc.). In 2021 the Fire Chief added new call types: Power Line; Alarms and Burning Complaint call-outs.

**2024 CALL-OUTS**

Total call-outs amounted to 128 during 2024, and were distributed between the two Villages as such: Anmore Village 92 (72%); Belcarra Village 36 (28%). This is typical distribution. Further details are included in the attachment.

**ALTERNATIVES**

This is an information report. No alternatives are presented.

**FINANCIAL IMPLICATIONS**

This is an information report. There are no financial implications.

**CONCLUSION**

The SVFD call-outs during 2024 totaled 128 calls. This represents an increase of nine percent (9%) over the five (5) year average. They were typical in distribution and are consistent with the recent trend of year-over-year increases.

**Attachments**

1. "2024 SVFD Call-Out Statistics"

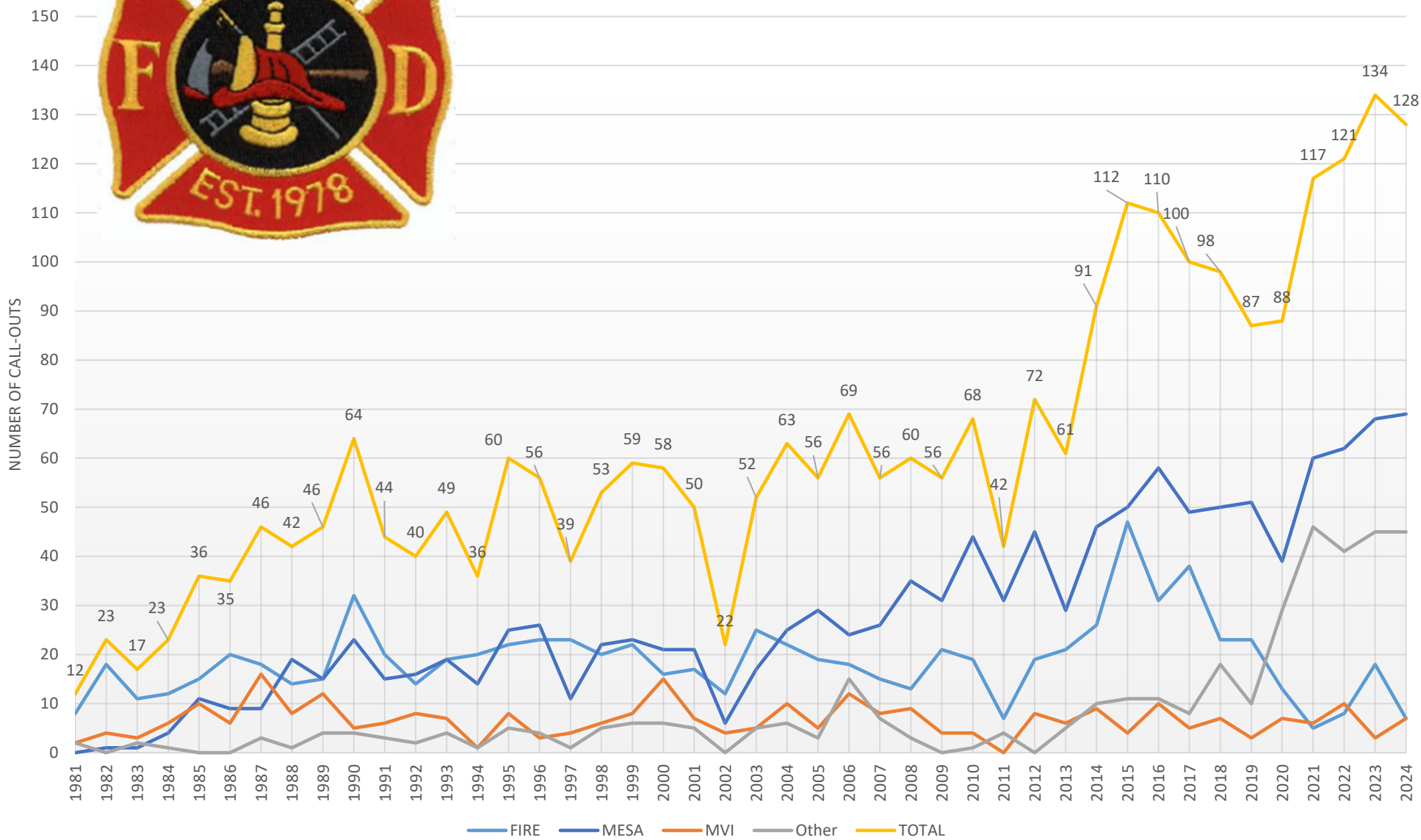
## 2024 SVFD CALL-OUT STATISTICS

The **SVFD** call-outs during 2024:

- **Total Call-Outs** amounted to 128 during **2024**, distributed as follows:
  - Anmore Village 92 (72%)
  - Belcarra Village 36 (28%)
- **Fire Calls (FIRE)** accounted for **7** call-outs (**5%**):
  - Anmore Village 5 (71%)
  - Belcarra Village 2 (29%)
- **Medical Emergencies (MESA)** accounted for **69** call-outs (**54%**):
  - Anmore Village 54 (78%)
  - Belcarra Village 15 (22%)
- **Motor Vehicle Incidents (MVI)** accounted for **7** call-outs (**5%**):
  - Anmore Village 5 (71%)
  - Belcarra Village 2 (29%)
- **Power Lines** accounted for **7** call-outs (**5%**):
  - Anmore Village 3 (43%)
  - Belcarra Village 4 (57%)
- **Alarms** accounted for **34** call-outs (**27%**):
  - Anmore Village 21 (62%)
  - Belcarra Village 13 (38%)
- **Burning Complaints** accounted for **2** call-outs (**2%**):
  - Anmore Village 2 (100%)
  - Belcarra Village 0 (0%)
- **Gas Leak** accounted for **1** call-outs (**1%**):
  - Anmore Village 1 (100%)
  - Belcarra Village 0 (0%)
- **Other (Misc.)** accounted for **1** call-outs (**1%**):
  - Anmore Village 1 (100%)
  - Belcarra Village 0 (0%)



## Sasamat Volunteer Fire Department Call-Outs by Year and Type



To: Sasamat Volunteer Fire Department (SVFD) Board of Trustees

From: Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management

Date: February 28, 2025 Meeting Date: March 6, 2025

Subject: **City of Surrey Dispatch Services Agreement**

### RECOMMENDATION

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2025 – 2029 Surrey Dispatch Services Agreement in the report dated February 28, 2025 titled “City of Surrey Dispatch Services Agreement”.

### EXECUTIVE SUMMARY

This report provides an update of the renewal dispatch service agreement and pricing for a further five (5) year term of fire dispatch services.

### PURPOSE

For the SVFD Trustees to receive for information an update on the 2025 – 2029 Surrey Dispatch Agreement.

### BACKGROUND

Metro Vancouver contracts with City of Surrey for fire dispatch services for Sasamat Volunteer Fire Department within the Villages of Anmore and Belcarra. The renewal agreement for a further five-year term was reviewed by Metro Vancouver Legal and was fully executed in February 2025. The 2025 annual cost will be based on 2024’s incident volumes and includes an estimated 2025 labour and technology inflation amount of 5%.

#### Sasamat Dispatch Service Fee Schedule

Previous Year's Call Volume		2025	2026	2027	2028	2029
Annual call volume up to:	<b>133</b>	\$9,430	\$9,760	\$10,101	\$10,455	\$10,821
Annual call volume up to:	<b>146</b>	\$10,373	\$10,736	\$11,111	\$11,500	\$11,903
Annual call volume up to:	<b>161</b>	\$11,410	\$11,809	\$12,222	\$12,650	\$13,093
Annual call volume up to:	<b>177</b>	\$12,551	\$12,990	\$13,445	\$13,915	\$14,402
Annual call volume up to:	<b>195</b>	\$13,806	\$14,289	\$14,789	\$15,307	\$15,843
Annual call volume up to:	<b>214</b>	\$15,186	\$15,718	\$16,268	\$16,837	\$17,427
Annual call volume up to:	<b>236</b>	\$16,705	\$17,290	\$17,895	\$18,521	\$19,169
Annual call volume up to:	<b>259</b>	\$18,376	\$19,019	\$19,684	\$20,373	\$21,086
Annual call volume up to:	<b>285</b>	\$20,213	\$20,921	\$21,653	\$22,411	\$23,195
Annual call volume up to:	<b>314</b>	\$22,234	\$23,013	\$23,818	\$24,652	\$25,515
Annual call volume up to:	<b>345</b>	\$24,458	\$25,314	\$26,200	\$27,117	\$28,066

**SASAMAT FIRE PROTECTION SERVICE**

The Service is a Metro Vancouver Regional District (MVRD) function that includes the Villages of Anmore and Belcarra.

**ALTERNATIVES**

This is an information report there are no alternatives.

**FINANCIAL IMPLICATIONS**

This report is for information. There are no financial implications.

**CONCLUSION**

Metro Vancouver has executed an extension agreement with City of Surrey for 2025 – 2029 fire dispatch services.