

**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 Thursday, March 6, 2025 in person and via Zoom.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Carolina Clark, Belcarra
Mayor John McEwen, Anmore
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

1. ADOPTION OF THE AGENDA

1.1 March 6, 2025 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for March 6, 2025 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 November 20, 2024 Special Meeting Minutes

It was MOVED and SECONDED

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

CARRIED

3. INVITED PRESENTATIONS

None

4. REPORTS FROM COMMITTEE OR STAFF

4.1 SVFD Service Review

On June 19, 2024, the Village of Belcarra initiated a Service Review of the Sasamat Volunteer Fire Department (SVFD) Service under the Local Government Act (the Act). The process remains ongoing and representatives for Metro Vancouver, Anmore, and Belcarra attended a preliminary meeting for the SVFD Service Review on September 27, 2024. All parties agreed that a service bylaw should be drafted, and three options have been made available for the village of Anmore and Village of Belcarra to consider on allocation of capital costs. The Conversion Bylaw received three readings, was referred to participating areas for approval, and has now been forwarded to the Inspector of Municipalities for approval. Once the Inspector of Municipalities approves the Bylaw, it can be adopted by the Board.

It was MOVED and SECONDED

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

CARRIED

4.2 SVFD Conversion Bylaw

Villages of Belcarra and Anmore have had the opportunity to review with their respective councils and approval obtained. The Conversion Bylaw has now been forwarded to the Inspector of Municipalities for approval.

It was MOVED and SECONDED

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

CARRIED

4.3 2024 Financial Actuals – Sasamat Fire Protection Service

Brant Arnold-Smith provided a high-level overview of the expenditures with Trustees.

On a budget with total expenditures of \$416,195, the expenditures for 2024 were \$304,362, with an under budget of \$111,833. The underspend was primarily due to an underspend on salaries and contracted services (volunteer remuneration).

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the status update of the 2024 financials as presented in the report dated February 28, 2025 titled “2024 Financial Actuals – Sasamat Fire Protection Service” and direct staff to apply the 2024 surplus to future operating reserve funds.

CARRIED

4.4 2025 SVFD Quarterly Work Plan Update

Update included a report out of 2024 quarter 4 items as well as the 2025 Work Plan update.

Live fire training was postponed in 4th quarter of 2024 and will likely occur twice in 2025.

It was MOVED and SECONDED

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”.

CARRIED

4.5 Fire Chief’s Report

Staffing Levels – Currently 33 responders.

Equipment – Further work on tender 2 replacement on hold pending direction from Trustees.

Halls and Grounds – Snow plowing at Anmore Fire Hall needs to be discussed with the Village.

Training – There are currently no recruits in training. Live fire training scheduled for May at the Langley Fire Training Centre.

SVFD held a Home Fire Safety session that was attended by 30 residents from Anmore and Belcarra. General feedback was very positive.

Reports and Information:

Total call-outs in 2024 were 128 which continues the trend of higher call-volume for the past five years.

At a recent boat fire call, SVFD was denied resources from RCMSAR by EMBC. This could mean that the department would no longer have access to RCMSAR over water transport.

Huge loss of firefighter Brad Taverna who has taken a position with New Westminster Fire Department.

It was MOVED and SECONDED

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”.

CARRIED

5. INFORMATION ITEMS

5.1 2024 Call-Out Statistics

Call-outs during 2024 totaled 128 calls; a slight decrease from 2023 but continue to trend upwards in the last five years.

It was MOVED and SECONDED

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

CARRIED

5.2 2025-2029 Surrey Dispatch Agreement

Metro Vancouver recently signed a new agreement for a further 5-year term for fire dispatch services.

Trustees agreed that this has been an effective service.

It was MOVED and SECONDED

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".

CARRIED

6. OTHER BUSINESS

It was MOVED and SECONDED

Metro Vancouver staff to explore funding options at the provincial and federal levels to support the construction of public safety buildings within Villages of Anmore and Belcarra.

CARRIED

Discussion followed regarding radios and radio antennae; Village of Anmore has held off with Rogers Communication on getting a tower up until finalizing building of fire halls. Chief Sharpe confirmed the recent antennae replacement at both fire halls, but there is much room for improvement.

Trustees discussed the absence of yearly funding from BC Hydro of \$5k to SVFD. Trustees suggest putting forward a formal letter to BC Hydro.

There was further discussion on a fee for service model. Staff can explore this option following efforts to reach out to BC Hydro via letter.

It was MOVED and SECONDED

Trustees direct staff to draft a letter to BC Hydro on behalf of Trustees cc'd by Villages asking to reinstate funding including for the past few years.

CARRIED

7. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

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

CARRIED

(Time: 7:25 p.m.)