

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

### **REGULAR MEETING**

**Thursday, June 5, 2025**

**7:00 P.M.**

**In-person at the Anmore Community Hub - 2697 Sunnyside Rd**

### **A G E N D A**

#### **1. ADOPTION OF THE AGENDA**

##### **1.1 June 5, 2025 Regular Meeting Agenda**

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for June 5, 2025 as circulated.

#### **2. ADOPTION OF THE MINUTES**

##### **2.1. March 6, 2025 Regular Meeting Minutes**

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

#### **3. REPORTS FROM COMMITTEE OR STAFF**

##### **3.1 SVFD Service Review**

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

##### **3.2 2025 Year to Date Financials as at April 30, 2025 – Sasamat Fire Protection Service**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2025 financials as presented in the report dated May 29, 2025 titled "2025 Year to Date Financials as at April 30, 2025 – Sasamat Fire Protection Service".

##### **3.3 2025 SVFD Quarterly Work Plan Update**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated May 29, 2025 titled "2025 SVFD Quarterly Work Plan Update".

##### **3.4 Fire Chief's Report**

That the Sasamat Volunteer Fire Department (SVFD) receive for information the report dated May 29, 2025 titled "SVFD Fire Chief's Report".

**3.5 Fire Hall Funding Options**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a verbal update on funding options for the fire halls.

**4. OTHER BUSINESS**

- BC Hydro Funding
- Meeting venue and recordings

**5. ADJOURNMENT/CONCLUSION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of June 5, 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 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 4<sup>th</sup> 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.)

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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: May 29, 2025 Meeting Date: June 5, 2025

Subject: **2025 Year to Date Financials as at April 30, 2025 – Sasamat Fire Protection Service**

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### **RECOMMENDATION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the April 30, 2025 financials as presented in the report “2025 Year to Date Financials as at April 30, 2025 – Sasamat Fire Protection Service” dated May 29, 2025.

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### **EXECUTIVE SUMMARY**

This report provides a review of the 2025 year to date (YTD) financials as at April 30, 2025 for the SVFD service. On a YTD budget of \$117,751 the function is currently under budget by \$30,436, mainly due to lower costs relating to consulting, contracted, and professional services, and salaries and benefits.

### **PURPOSE**

For the Sasamat Volunteer Fire Department (SVFD) Trustees to receive for information the 2025 Sasamat Fire Protection Service YTD financials as at April 30, 2025.

### **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.

### **SASAMAT FIRE PROTECTION SERVICE**

The 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 five 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

## 2025 BUDGET AND ACTUALS

Attached to this report are the YTD financials as at April 30, 2025. The annual operating budget for 2025 was approved at \$415,435. On a YTD budget of \$117,751 the function is currently under budget by \$30,436, mainly due to lower costs relating to consulting, contracted, and professional services, and salaries and benefits.

## 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 YTD budget of \$117,751 the function is currently under budget by \$30,436.

## Attachment

1. 2025 Year to Date Financials as at April 30, 2025
2. Sasamat Fire Protection Service 2025-2029 Project Reserves

Metro Vancouver  
Business Unit Report  
Sasamat Fire Protection Service  
RA06080  
As of: Apr 30, 2025

	Account	Expand to View Current Month	YTD Budget	YTD Actuals	YTD Variance	Total Actuals and Commitments	2025 Annual Budget
EXPENDITURES							
Salaries and Benefits			34,300	13,391	20,909	13,391	102,906
Consulting, Contracted and Professional Services			22,768	-	22,768	122,492	84,075
Asset Purchase and Maintenance			9,431	9,287	144	14,906	48,836
Materials and Supplies			10,000	8,249	1,751	8,249	43,200
Utilities Permits and Taxes			13,151	12,782	369	12,980	33,303
Corporate Services			-	-	-	-	-
Services Provided Internally			-	-	-	-	-
Contribution to Reserve Funds			-	-	-	-	-
Other Expenses			28,101	43,606	(15,505)	48,456	103,115
Capital Budgets			-	-	-	-	-
Subtotal Expenditures			117,751	87,315	30,436	220,474	415,435
Debt Charges			-	-	-	-	-
Total Expenditures			117,751	87,315	30,436	220,474	415,435
REVENUES							
Allocated to Functional Depts			-	-	-	-	-
Transfer from Capital			-	-	-	-	-
GVRD Municipal Levy			-	-	-	-	410,435
GVS and DD Levy			-	-	-	-	-
Electoral Areas Levy			-	-	-	-	-
User fees recoveries and other			-	-	-	-	-
Water Sales Revenue			-	-	-	-	-
Transfer from DCC Reserves			-	-	-	-	-
BOD/TSS Industrial Charges			-	-	-	-	-
Other External Revenue			1,668	1,667	(1)	1,667	5,000
Other Funds Reserves Surplus			-	-	-	-	-
Total Revenues			1,668	1,667	(1)	1,667	415,435

**METRO VANCOUVER DISTRICTS**  
**2025 - 2029 PROJECTED RESERVES - SASAMAT FIRE PROTECTION SERVICE**

**OPERATING RESERVES**

	2024 ENDING BALANCE	2025 OPENING BALANCE	CONTRIBUTION	WITHDRAWALS	INTEREST	2025 ENDING BALANCE	2026 ENDING BALANCE	2027 ENDING BALANCE	2028 ENDING BALANCE	2029 ENDING BALANCE
Sasamat Fire Protection Service	\$ 216,379	\$ 216,379	\$ –	\$ –	\$ 5,409	\$ 221,788	\$ 227,333	\$ 233,016	\$ 238,841	\$ 244,812

**STATUTORY RESERVES**

	2024 ENDING BALANCE	2025 OPENING BALANCE	CONTRIBUTION	WITHDRAWALS	INTEREST	2025 ENDING BALANCE	2026 ENDING BALANCE	2027 ENDING BALANCE	2028 ENDING BALANCE	2029 ENDING BALANCE
<b>Sasamat Fire Protection Service (SFPS)</b>										
SFPS Capital Reserve Fund	\$ 759,725	\$ 759,725	\$ 87,100	\$ –	\$ 20,082	\$ 866,907	\$ 976,768	\$ 1,089,376	\$ 1,204,799	\$ 1,323,108
SFPS Communications Capital Reserve Fund	74,398	74,398	–	–	1,860	76,258	78,164	80,118	82,121	84,174
SFPS Emergency Equipment Reserve Fund	46,965	46,965	5,000	–	1,237	53,202	59,595	66,147	72,863	79,747
SFPS Capital Facility Reserve	661,950	661,950	400,000	–	21,549	1,083,499	1,515,586	1,958,476	2,412,438	2,877,749
<b>Total</b>	<b>\$ 1,543,038</b>	<b>\$ 1,543,038</b>	<b>\$ 492,100</b>	<b>\$ –</b>	<b>\$ 44,727</b>	<b>\$ 2,079,866</b>	<b>\$ 2,630,113</b>	<b>\$ 3,194,117</b>	<b>\$ 3,772,221</b>	<b>\$ 4,364,778</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: May 29, 2025 Meeting Date: June 5, 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 May 29, 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 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 May 29, 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 May 29, 2025 titled "2025 SVFD Quarterly Work Plan Update" with amendments provided at the June 5, 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 2025 Quarterly Work Plan Update dated May 29, 2025.

**2025 Sasamat Volunteer Fire Department Work  
Plan Report Date: May 29, 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	May
Work on Tender 2 replacement for 2025	On hold
<b>2<sup>nd</sup> Quarter</b>	
Firefighter Training (monthly)	ongoing
Fleet Maintenance	complete
Firefighter Safety Fit Testing and Audiometric Testing	ongoing
Produce 2026 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	Not going
MV Wildfire conference	Complete
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

May 29, 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 All vehicles recently completed their CVIP and pump tests.
- 2.2 Unit 1-8015 Ladder 7 required work on some valves in order to complete the pump test. The repairs were successful, and it passed the ULC pump test. The approximate cost of pump repairs was under \$2400.00.
- 2.3 Engineering firm Matec has inspected the frame jacking on 1-8015 Ladder 7 and reports the frame is continuing to separate due to corrosion. Last year the separation was 10.5 mm, this year it has increased to 11.7 mm; the engineer recommends that we apply corrosion inhibitor to the frame. This was completed back in late March at a cost of \$4850.00
- 2.4 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 The garden at the front of the Anmore Firehall is being maintained by local resident Cheryl Parton.

### **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 happened on May 31. I will give a verbal update.
- 4.5 As of May 30 18 members have completed the FR Scope of Practice Change training as mandated by EMALB. See Old business report 6.1 for more details.

### **5.0 PUBLIC EDUCATION:**

- 5.1 School tours continue at the fire department

### **6.0 OLD BUSINESS / UPDATES:**

- 6.1 Scope of Practice update. See Report 6.1 for more information.

### **7.0 REPORTS AND INFORMATION:**

- 7.1 Duty Roster (Attached)
- 7.2 2025 Call out Stats

Total Callouts Year to date for 2025

7	FIRES, structural, ground, vehicle & hydro
30	MESA
5	MVI
1	Other
10	Alarms
53	<b>Total calls YTD</b>



**8.0 NEW BUSINESS:**

8.1 Radio system modification at the Belcarra Fire Hall to build in operational redundancy of the internet connection. See report 8.1 for additional information.

**9.0 CORRESPONDENCE:**

9.1 None.

**RESPECTFULLY SUBMITTED:**

A handwritten signature in black ink, appearing to read "Jay Sharpe". The signature is fluid and cursive, with the first name "Jay" being more prominent than the last name "Sharpe".

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Jay Sharpe, Fire Chief

## **SASAMAT VOLUNTEER FIRE DEPARTMENT**

**TO:** SASAMAT BOARD OF FIRE TRUSTEES  
**FROM:** Jay Sharpe, Fire Chief  
**DATE:** June 5, 2025  
**RE: 6.1 Scope of Practice Update**

**PURPOSE:** To provide an update on the Scope of Practice update as mandated by the Emergency Medical Assistant Licensing Board.

**BACKGROUND:** Following the devastating 2021 heat dome in British Columbia, which resulted in over 600 fatalities, the Emergency Medical Assistants Licensing Board (EMALB) implemented significant changes to enhance the province's emergency medical services. Key Changes Implemented by EMALB:

Expanded Scope of Practice for First Responders which included Enhanced Diagnostic Capabilities. First responders, including firefighters were granted the authority to perform additional diagnostic tests, such as measuring blood pressure, use and interpretation of glucometers and use and interpretation of pulse and CO oximeters to better assess patient conditions. Additional treatments that our firefighters had to train for are wound packing and pelvic binding.

These additional skills required another 8 hours of training and the purchase of additional medical equipment and supplies. Most of the equipment required will last for several years. The training and equipment cost approximately \$16,000.00. Most of this will be a one-time cost as moving forward the new training will be rolled into the normally EMA FR program.

**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:** June 5, 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
Jason Sadler	Captain
Jol Drake	Captain
Britt Andersen	Lieutenant
Adon Albanese	Captain
Keiran Lancaster	Captain
Nigel Terrett	Lieutenant
Miranda Venos	Lieutenant
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
Steven Chislom	Fire Fighter
Allan Stevenson	Fire Fighter
Will Muxworthy	Fire Fighter
Sophie Gable	Fire Fighter
Clare Heisler	Fire Fighter

**Field Incident Technicians (FITs)**

Robert Schofield	Captain of the FIT Team
Greg Winterbottom	FIT
Al Harmer	FIT
Doug Brain	FIT

Owen Wood  
Bill Cooke

FIT  
Fire Fighter

**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  
Don Babineau

Asst. Chief SVFD Chaplin  
Fire Fighter  
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.*

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



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

# SASAMAT VOLUNTEER FIRE DEPARTMENT

**TO:** SASAMAT BOARD OF FIRE TRUSTEES  
**FROM:** Jay Sharpe, Fire Chief  
**DATE:** June 5, 2025  
**RE: 8.1 Radio system internet connectivity redundancy**

**PURPOSE:** To improve eliminate the possibility of a radio system failure due to no internet.

## **BACKGROUND:**

The fire department radio system is a legacy VHS non-encrypted system that uses a Radio Over Internet Protocol system or what is commonly referred to as a ROIP system. The Surrey Fire Department is our contracted radio dispatcher. Surrey receives our calls from the 911 system and transmits the call information to our radio base stations at each fire hall. Due to the distance between the Surrey dispatch center and our fire halls the radio signal is sent over the internet to our base stations which in turn broadcast it out to our pagers and radios through our antennas. This allows for us to have two way communication with our dispatchers. This is a critical service that gets us the information that we need and allows us to call for additional resources. Other functions that dispatch provides are communication between the 911 callers and other agencies such as the RCMP, BC Ambulance, BC Wildfire, Metro Vancouver Safety and Security, tow trucks and various other resources. Dispatch also time stamps critical scene updates that are essential for documenting incident events.

Both firehalls have two independent hard-wired internet connections for redundancy. Belcarra uses Shaw as the primary connection with a Telus back up and Anmore uses Telus as a primary with Shaw as the backup. On several occasions both ISPs been down due to extreme weather events. This is essence cuts our members off of critical communication with dispatch.

## **ACTION TAKEN:**

In order to eliminate the risk of losing the hardwired connections, we are installing a cellular backup at the Belcarra Fire hall. The cellular backup will maintain the internet link between our system and Surrey dispatch. The approximate cost for this upgrade is \$11,000.00.

## **RESPECTFULLY SUBMITTED:**



---

Jay Sharpe, Fire Chief

Executive Offices  
Tel. 604-432-6215 or via Email  
[CAOAdministration@metrovancover.org](mailto:CAOAdministration@metrovancover.org)

April 14, 2025

File: CR-07-08

Paul Lambert  
Candidate for Member of Parliament  
Conservative Party of Canada  
Port Moody-Coquitlam Electoral District, including Anmore & Belcarra  
**VIA EMAIL:** [paul@paul Lambert.ca](mailto:paul@paul Lambert.ca)

Dear Paul Lambert:

### **Funding Required for Replacement of Sasamat Volunteer Fire Department Fire Halls**

The Sasamat Volunteer Fire Department (SVFD) serves the Villages of Anmore and Belcarra, providing essential fire protection and emergency response services to over 3,000 residents. As a volunteer-based department, SVFD plays a crucial role in safeguarding the communities, responding to fire incidents and medical emergencies, and undertaking rescue operations.

However, the department is facing two aging fire halls in both Anmore and Belcarra that require urgent replacement. Modernized fire halls are essential for ensuring public safety, providing efficient emergency response, improving firefighter safety, and accommodating updated equipment and training facilities. Securing adequate funding for these replacements is critical to maintaining effective fire protection in the region and the safety of these communities. Without investment, the department risks operational inefficiencies that could impact response times and put lives at risk.

It is of utmost importance to ensure that emergency services remain effective and capable of protecting residents. If elected, as a champion for your community and public safety, will you commit to ensuring federal finances to assist with the replacement of the two fire halls in the Villages of Anmore and Belcarra?

Yours sincerely,



Mayor John McEwen, Village of Anmore  
Board of Trustees, Sasamat Volunteer Fire Department



Mayor Jamie Ross, Village of Belcarra  
Board of Trustees, Sasamat Volunteer Fire Department

JM/JR/RC/jl  
75647899

Executive Offices  
Tel. 604-432-6215 or via Email  
[CAOAdministration@metrovancover.org](mailto:CAOAdministration@metrovancover.org)

April 14, 2025

File: CR-07-08

Zoe Royer  
Candidate for Member of Parliament  
Liberal Party of Canada  
Port Moody-Coquitlam Electoral District, including Anmore & Belcarra  
**VIA EMAIL:** [veroniquegauthier@cmail.carleton.ca](mailto:veroniquegauthier@cmail.carleton.ca)

Dear Zoe Royer:

### **Funding Required for Replacement of Sasamat Volunteer Fire Department Fire Halls**

The Sasamat Volunteer Fire Department (SVFD) serves the Villages of Anmore and Belcarra, providing essential fire protection and emergency response services to over 3,000 residents. As a volunteer-based department, SVFD plays a crucial role in safeguarding the communities, responding to fire incidents and medical emergencies, and undertaking rescue operations.

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Yours sincerely,



Mayor John McEwen, Village of Anmore  
Board of Trustees, Sasamat Volunteer Fire Department



Mayor Jamie Ross, Village of Belcarra  
Board of Trustees, Sasamat Volunteer Fire Department

JM/JR/RC/jl

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Executive Offices  
 Tel. 604-432-6215 or via Email  
[CAOAdministration@metrovancover.org](mailto:CAOAdministration@metrovancover.org)

April 14, 2025

File: CR-07-08

Bonita Zarillo  
 Candidate for Member of Parliament  
 New Democratic Party of Canada  
 Port Moody-Coquitlam Electoral District, including Anmore & Belcarra  
**VIA EMAIL:** [bonita.zarillo@ndp.ca](mailto:bonita.zarillo@ndp.ca)

Dear Bonita Zarillo:

### **Funding Required for Replacement of Sasamat Volunteer Fire Department Fire Halls**

The Sasamat Volunteer Fire Department (SVFD) serves the Villages of Anmore and Belcarra, providing essential fire protection and emergency response services to over 3,000 residents. As a volunteer-based department, SVFD plays a crucial role in safeguarding the communities, responding to fire incidents and medical emergencies, and undertaking rescue operations.

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Yours sincerely,



Mayor John McEwen, Village of Anmore  
 Board of Trustees, Sasamat Volunteer Fire Department



Mayor Jamie Ross, Village of Belcarra  
 Board of Trustees, Sasamat Volunteer Fire Department

JM/JR/RC/jl  
 75650199





**Matt Wilson, Senior Vice-President, Safety**  
BC Hydro

May 26, 2025

**Brant Arnold-Smith**

Metro Vancouver  
Division Manager, Protective Services & Emergency Management  
Corporate Services  
VIA EMAIL: [brant.arnold-smith@metrovancover.org](mailto:brant.arnold-smith@metrovancover.org)

Dear Brant Arnold-Smith,

**Subject:** Re: Continued Partnership and Support for SVFD

Thank you for your thoughtful letter and for outlining the role the Sasamat Volunteer Fire Department (SVFD) continues to play in safeguarding the Buntzen Lake area, the Eagle Bluff Lookout powerline corridor, and surrounding communities.

We're pleased to confirm our agreement to resume financial support at the revised annual contribution of **\$10,000**. This agreement will remain in effect for five years, until May 1st, 2030, at which time it will be reviewed for potential extension. Please submit your invoice annually by March 1 to [fireriskmanagement@bchydro.com](mailto:fireriskmanagement@bchydro.com).

This renewed commitment reflects our recognition of the increasing demands placed on Sasamat Volunteer Fire Department, the growing number of park visitors, and the emergency services you provide, ranging from medical response, rescue operations and wildfire suppression.

Your operational readiness contributes to the resilience of BC Hydro's assets and the safety of our personnel and the public. We value your consistent and professional emergency response, which helps us protect our facilities, build trust with this community, and reinforce public safety.

We look forward to continuing our strong and productive collaboration, and we thank you for your dedication and service.

With gratitude,

Matt Wilson

Senior Vice-President, Safety