

**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, June 5, 2025 in person.

**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 June 5, 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 June 5, 2025 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 March 6, 2025 Special Meeting Minutes**

**It was MOVED and SECONDED**

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

**CARRIED**

### 3. REPORTS FROM COMMITTEE OR STAFF

#### 3.1 SVFD Service Review

Brant Arnold-Smith provided a verbal update including a summary of the process to date:

- June 19, 2024 the Village of Belcarra initiated a Service Review.
- At a preliminary meeting held September 27, 2024, participants of the Service Review agreed a service conversion bylaw should be drafted based on existing terms set out in the Supplementary Letters Patent.
- On February 28, 2025, the Metro Vancouver Regional District Board gave third reading to Bylaw No. 1402, 2024.
- Bylaw No. 1402, 2024 received approval from the Inspector of Municipalities on April 25, 2025 and presented to the MVRD Board for consideration of adoption.
- The MVRD Board adopted the Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024, at the May 23, 2025 Board Meeting.
- There is no deadline for concluding negotiations and Metro Vancouver staff are waiting to hear from the Villages on possible dates for a meeting with MV to continue negotiations.

Mayor McEwen and Mayor Ross are discussing potential dates/times to meet following the next MVRD Board Meeting.

If Villages would like to discuss alternate options for allocation of capital costs, nothing to prevent discussion of those items.

#### **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**

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

Brant Arnold-Smith provided an overview of the year-to-date financials as of April 30, 2025.

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.

Attached to the report are the year-to-date financials as of April 30, 2025 as well as the 2025-2029 Projected Reserves.

Trustees asked if a full-time fire chief position was included in the budget which was confirmed.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the 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".

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

Brant Arnold-Smith presented the report to Trustees and Chief Sharpe provided an update.

Fleet maintenance is complete for this part of the year.

Fit testing and audiometric testing are currently underway.

Chief Sharpe recently completed a yearly meeting with the Port Moody Fire Department, Metro Parks, BC Hydro, RCMP, BC Parks for a discussion and planning around wild fires. An important outcome is making contacts and understanding other agencies' capabilities.

Chief Sharpe will not be attending the Fire Chiefs conference this year; topics not of particular interest this year.

Metro Vancouver held the annual Wildfire Workshop on May 7<sup>th</sup>; this was well attended and provided great information.

2<sup>nd</sup> quarter to review fire inspections, waiting to receive both reports from villages. Work on tender 2 on hold.

Discussion followed regarding funding for the fire halls. Chair Penner commented that there is likely funding available through FCM; can apply but won't be eligible for funding unless it meets the requirements of the application. The federal government may also have tariff relief fund for fire equipment.

Metro Vancouver staff are also looking into funding for green infrastructure under the FCM fund. The cost of apparatus has significantly increased with tariffs.

**It was MOVED and SECONDED**

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

**CARRIED****3.4 Fire Chief's Report**

**Staffing Levels** – Currently 33 responders.

**Equipment** – All vehicles completed CVIP and pump tests. Ladder 7 required work on valves; successfully completed pump test. Ladder 7 frame continues to

separate due to corrosion. A Corrosion inhibitor added to the frame in March. Further work on Tender 2 replacement has been put on hold pending Trustee direction.

**Halls and Grounds** – The garden at the front of the Anmore Fire Hall is being maintained by local resident at personal cost.

**Training** – Yearly certification (Ladders etc.) has occurred. Live fire training happened May 31<sup>st</sup>; about a year and a half behind; was able to get 14 fire fighters through the training.

Following the heat dome that occurred in 2021, there were changes to the scope of practice for first responders including fire fighters. There has been a significant amount of training added as well as about 12K in additional equipment. This raises the skill level and what the fire fighters can do, including pre-hospital care. A lot more around monitoring patient status.

**Reports and Information:**

To date, there have been 54 calls including 7 structure fires, 30 medical, 5 MVAs, 10 alarm calls and a misdirected call. Overall false alarm calls are down.

**New Business:**

There are ongoing issues with radio communications. The current system is a VOIP system; both fire halls have a primary and backup connection. There has been a loss of the wire internet connection twice resulting in no radio connection. Working to potentially add a cellular connection as well. This work would be approximately 12K. These funds are currently available in the budget.

Volunteer numbers were briefly discussed. Chief Sharpe confirmed that the most efficient number of volunteers is around 35. The Chief would like to see a stronger presence in Belcarra; the volunteers that are there are strong, this is backed up by a few members from Anmore.

**It was MOVED and SECONDED**

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

**CARRIED**

### **3.5 Fire Hall Funding Options**

Mayor McEwen and Mayor Ross along with Metro Vancouver staff drafted letters to leaders of all three federal political parties; those letters are attached to the agenda package. A request for federal funding was made. It would be a good idea to follow up with a congratulatory letter to the Liberal candidate and include further details on the aging fire halls.

There are green municipal funding options; it is difficult to receive this funding, but beneficial to apply. One caveat is that the Villages will not be able to apply for funding with a service review ongoing. It would be beneficial to try and move through the service review as quickly as possible and then apply for funding.

**It was MOVED and SECONDED**

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

**CARRIED**

#### 4. OTHER BUSINESS

##### **BC Hydro Funding**

BC Hydro had historically contributed 5K each year until 2023 when this stopped without any reasoning. Brant wrote to the President and CEO of BC Hydro and requested answers as to why the funding stopped with a reminder of the amazing work that the SVFD does and highlighted some of BC Hydro's investments in the area. Brant requested an additional 5K for a total of 10K which BC Hydro has agreed to for 5 years.

##### **Meeting Venue**

Discussion on meeting venue was added to gauge interest in alternating meetings between Anmore and Belcarra or Metro Vancouver facilities. Staff looking to get feedback from the Trustees.

The meeting rooms at Metro Vancouver have the technology built in to facilitate livestream.

Trustees agreed to alternate, the next meeting will take place at Anmore with the option to test the livestream option. Depending on how that meeting works, Trustees will decide how to proceed.

#### 5. ADJOURNMENT/CONCLUSION

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of June 5, 2025.

**CARRIED**

(Time: 7:38 p.m.)