

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

### **REGULAR MEETING**

**Thursday, September 11, 2025**

**7:00 P.M.**

**Belcarra Municipal Hall  
4084 Bedwell Bay Road, Belcarra**

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

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

##### **1.1 September 11, 2025 Regular Meeting Agenda**

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for September 11, 2025 as circulated.

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

##### **2.1 June 5, 2025 Regular Meeting Minutes**

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

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

##### **3.1 2026 Draft Budget and 2026 – 2030 Financial Plan – Sasamat Fire Protection Service**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees endorse the 2026 Budget and 2026 - 2030 Financial Plan for the Sasamat Fire Protection Service as presented in the report “2026 Budget and 2026 - 2030 Financial Plan – Sasamat Fire Protection Service” dated September 5, 2025 and forward it to the Metro Vancouver Board for approval.

##### **3.2 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 “2025 SVFD Quarterly Work Plan Update” dated September 5, 2025.

##### **3.3 Fire Chief's Report**

That the Sasamat Volunteer Fire Department (SVFD) receive for information the report “SVFD Fire Chief's Report”.

**4. INFORMATION ITEMS**

- 4.1 Letter to Member of Parliament Port Moody/Coquitlam readdressing critical funding for replacement of fire halls.

**5. OTHER BUSINESS**

**6. ADJOURNMENT/CONCLUSION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 11, 2025.

---

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, 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.)

---

To: Sasamat Volunteer Fire Department Board of Trustees

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

Date: September 5, 2025 Meeting Date: September 11, 2025

Subject: **2026 Budget and 2026-2030 Financial Plan – Sasamat Fire Protection Service**

---

**RECOMMENDATION**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees endorse the 2026 - 2030 Financial Plan for the Sasamat Fire Protection Service as presented in the report “2026 Budget and 2026 - 2030 Financial Plan – Sasamat Fire Protection Service” dated September 5, 2025 and forward it to the Metro Vancouver Board for consideration at the October 31, 2025 Board Meeting.

---

**EXECUTIVE SUMMARY**

The 2026 operating budget for the Sasamat Fire Protection Service is proposed at \$952,629, which is a \$3,550 increase over 2025 largely due to inflationary adjustments. The proposed 2026 Budget is \$937,629 funded from participating member requisitions and the balance funded from external revenues. This plan does not include the potential replacement of fire halls.

**PURPOSE**

To present the 2026 Budget and 2026 - 2030 Financial Plan for the Sasamat Fire Protection Service for consideration by the SVFD Board of Trustees.

**BACKGROUND**

Sasamat Fire Protection Service is a Metro Vancouver Regional District (MVRD) function established to provide fire protection service to the Villages of Anmore and Belcarra by service MVRD Bylaw No. 1402, 2024. MVRD established the SVFD Board of Trustees to administer the fire protection service including matters pertaining to expenditures.

This report focuses on the Sasamat Fire Protection Service function and presents the 2026 annual budget and the updated five-year plan for the years 2026 to 2030 for the Board of Trustees for consideration.

**SASAMAT FIRE PROTECTION SERVICE**

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

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
Jan-12	Tender 2 Truck (TopKick)	1996	12/12/1995
Jan-20	Freightliner Rescue	2004	1/13/2004
Jan-11	Fire Engine 1 /Pumper (Spartan)	2017	4/25/2017
Jan-15	Ladder Truck 7	1998	7/6/2018
Jan-21	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

### **Operating Budget Highlights**

The Service operating budget is proposed to increase by \$3,550 in 2026 for a total budget of \$952,629. This increase can be attributed to inflationary adjustments.

The 2026 operating budget anticipates the following key actions:

- Ongoing fire protection service to the two Villages.
- Continue to provide safety training such as respiratory fit testing and audiometric testing. Review and update Operational Guidelines.

### **Reserve Funds**

The 2026 - 2030 Projected Reserves for Sasamat Fire Protection Service is included in Attachment 3.

### **APPROVAL PROCESS**

The proposed 2026 Budget and 2026 - 2030 Financial Plan and Annual Work Plan is presented for endorsement from Trustees before being forwarded to the Finance Committee and Metro Vancouver Board for consideration.

### **ALTERNATIVES**

1. That the Sasamat Volunteer Fire Department Board of Trustees endorse the 2026 - 2030 Financial Plan for Sasamat Fire Protection Service as presented in the report "2026 Budget and 2026 - 2030 Financial Plan - Sasamat Fire Protection Service" and forward it to the Finance Committee on October 8, 2025 for consideration.
2. That the Sasamat Volunteer Fire Department Board of Trustees make recommendations and endorse an amended 2026 Budget and 2026 - 2030 Financial Plan for Sasamat Fire Protection Service and forward the amended 2026 - 2030 Financial Plan to the Finance Committee on October 8, 2025 for consideration.

## **FINANCIAL IMPLICATIONS**

The 2026 operating budget for the Sasamat Fire Protection Service is proposed at \$952,629, which is a \$3,550 increase over 2025 largely due to inflationary adjustments. The proposed 2026 Budget is \$937,629 funded from participating member requisitions and the balance funded from external revenues. If the MVRD Board endorses the 2026 Budget and 2026 - 2030 Financial Plan for the Service, as presented under Alternative 1, the Sasamat Fire Protection Service requisition in 2026 will decrease by \$6,450 (<1%) for a total requisition of \$937,629.

Over the term of the five-year plan, the annual Service requisition is projected to increase by an average of \$8,824 per year (0.9%) to provide the required revenue to offset projected expenditures.

Under Alternative 2, the Board of Trustees may wish to consider recommending amendments to the 2026 Budget and 2026-2030 Financial Plan for consideration at the Board Budget Workshop.

## **CONCLUSION**

The 2026 Budget and 2026 - 2030 Financial Plan for the Service has been prepared to respond to direction provided in the *Board Strategic Plan*. It is presented for endorsement from Trustees before being forwarded to the Finance Committee and Metro Vancouver Board for consideration.

Staff recommend endorsing the 2026 Budget and 2026 - 2030 Financial Plan for the Service as presented under Alternative 1.

## **Attachments**

1. *DRAFT* 2026 Budget and 2026 - 2030 Sasamat Fire Protection Service Financial Plan
2. 2026 Annual Work Plan for Sasamat Fire Protection Service
3. 2026 - 2030 Projected Reserves for Sasamat Fire Protection Service

**METRO VANCOUVER REGIONAL DISTRICT  
SASAMAT FIRE PROTECTION SERVICE  
2026 — 2030 FINANCIAL PLAN  
2026 BUDGET REVIEW**

**Attachment 1**

	2025 BUDGET	2026 BUDGET	% CHANGE	2027 FORECAST	% CHANGE	2028 FORECAST	% CHANGE	2029 FORECAST	% CHANGE	2030 FORECAST	% CHANGE
<b>REVENUES</b>											
Metro Vancouver Regional District Requisitions	\$ 944,079	\$ 937,629	(0.7%)	\$ 947,497	1.1%	\$ 955,785	0.9%	\$ 964,261	0.9%	\$ 972,925	0.9%
Other External Revenues	5,000	15,000		15,000		15,000		15,000		15,000	
<b>TOTAL REVENUES</b>	<b>\$ 949,079</b>	<b>\$ 952,629</b>	<b>0.4%</b>	<b>\$ 962,497</b>	<b>1.0%</b>	<b>\$ 970,785</b>	<b>0.9%</b>	<b>\$ 979,261</b>	<b>0.9%</b>	<b>\$ 987,925</b>	<b>0.9%</b>
<b>EXPENDITURES</b>											
Operating Programs:											
Sasamat Fire Protection Service	\$ 415,435	\$ 418,663		\$ 427,634		\$ 435,168		\$ 442,873		\$ 450,750	
Contribution to Capital Reserve	92,100	92,100		92,100		92,100		92,100		92,100	
Contribution to Capital Facilities Reserve	400,000	400,000		400,000		400,000		400,000		400,000	
	907,535	910,763	0.4%	919,734	1.0%	927,268	0.8%	934,973	0.8%	942,850	0.8%
Allocation of Centralized Support Costs	41,544	41,866	0.8%	42,763	2.1%	43,517	1.8%	44,288	1.8%	45,075	1.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 949,079</b>	<b>\$ 952,629</b>	<b>0.4%</b>	<b>\$ 962,497</b>	<b>1.0%</b>	<b>\$ 970,785</b>	<b>0.9%</b>	<b>\$ 979,261</b>	<b>0.9%</b>	<b>\$ 987,925</b>	<b>0.9%</b>

## SASAMAT FIRE PROTECTION SERVICE

### Description of Services

Sasamat Fire Protection Service is a Metro Vancouver Regional District (MVRD) function established to provide fire protection service to the Villages of Anmore and Belcarra. The service has two fire halls and six trucks staffed by approximately 40 trained volunteers. In 2024, Sasamat Fire Protection Service responded to approximately 128 calls for service with this volume expected to increase as development continues in the service area.

### Strategic Directions and High Level Goals Supported

The MVRD Board supports the function of fire protection with respect to Villages of Anmore and Belcarra, as conferred by authority provided through Bylaw No. 1402, 2024.

Daily fire operations and long term planning for the fire service is the responsibility of a Board of Trustees which is comprised of members from both Villages and one member assigned by the MVRD Board.

MVRD supports the fire service with providing administration services.

### 2026 Sasamat Volunteer Fire Department Board of Trustees Key Actions

- Commence review of requirements and preparation of job description for possible full-time Fire Chief in 2026.
- Work with Villages of Anmore and Belcarra regarding new capital facilities.
- Continue to provide safety training.
- Review and update Operational Guidelines.

**METRO VANCOUVER DISTRICTS**  
**2026 — 2030 PROJECTED RESERVES - SASAMAT FIRE PROTECTION SERVICE**

**OPERATING RESERVES**

	2025 ENDING BALANCE	2026 OPENING BALANCE	TRANSFER	CONTRIBUTION	WITHDRAWALS	INTEREST	2026 ENDING BALANCE	2027 ENDING BALANCE	2028 ENDING BALANCE	2029 ENDING BALANCE	2030 ENDING BALANCE
Sasamat Fire Protection Service	\$ 342,474	\$ 342,474	\$ —	\$ —	\$ —	\$ 8,562	\$ 351,036	\$ 359,812	\$ 368,807	\$ 378,027	\$ 387,478

**STATUTORY RESERVES**

	2025 ENDING BALANCE	2026 OPENING BALANCE	TRANSFER	CONTRIBUTION	WITHDRAWALS	INTEREST	2026 ENDING BALANCE	2027 ENDING BALANCE	2028 ENDING BALANCE	2029 ENDING BALANCE	2030 ENDING BALANCE
<b>Sasamat Fire Protection Service (SFPS)</b>											
SFPS Capital Reserve Fund	\$ 871,227	\$ 871,227	\$ —	\$ 87,100	\$ —	\$ 22,869	\$ 981,196	\$ 1,093,915	\$ 1,209,452	\$ 1,327,877	\$ 1,449,263
SFPS Communications Capital Reserve Fund	77,701	77,701	—	—	—	1,943	79,644	81,635	83,676	85,768	87,912
SFPS Emergency Equipment Reserve Fund	54,068	54,068	—	5,000	—	1,414	60,482	67,057	73,796	80,703	87,783
SFPS Capital Facility Reserve	1,623,008	1,623,008	—	400,000	—	45,575	2,068,583	2,525,298	2,993,430	3,473,266	3,965,098
<b>Total</b>	<b>\$ 2,626,004</b>	<b>\$ 2,626,004</b>	<b>\$ —</b>	<b>\$ 492,100</b>	<b>\$ —</b>	<b>\$ 71,801</b>	<b>\$ 3,189,905</b>	<b>\$ 3,767,905</b>	<b>\$ 4,360,354</b>	<b>\$ 4,967,614</b>	<b>\$ 5,590,056</b>

---

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

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

Date: September 5, 2025 Meeting Date: September 11, 2025

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

---

**RECOMMENDATION**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated September 5, 2025, titled “2025 SVFD Quarterly Work Plan Update”.

---

**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 September 5, 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 September 5, 2025 titled "2025 SVFD Quarterly Work Plan Update" with amendments provided at the September 11, 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 September 5, 2025.

**2025 Sasamat Volunteer Fire Department Work Plan**

Report Date: September 5, 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	Complete
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	Complete
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	On going
Work on Tender 2 replacement for 2025	On hold
<b>3<sup>rd</sup> Quarter</b>	
Firefighter Training (monthly)	On going
Ground Ladder testing	Complete
Annual OG review	Complete
Live Fire Training Prep	On hold
Review and update Operational Guidelines Same as Annual OG review	Complete
Approve 2026 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

## FIRE CHIEF's REPORT

September 11,

### 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	Regular PMP from Metro Fleet

### 2.0 EQUIPMENT:

- 2.1 All vehicles recently completed their CVIP and pump tests.
- 2.2 Unit 1-8015 Ladder 7 recently had work done on some valves. It was determined that that main intake valve had been wired incorrectly and when the indicator said Open it was in fact closed. Same as when it said closed it was in fact open.
- 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.

#### **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 We have 11 people on our current waitlist unfortunately 6 of them reside in Port Moody, one is from Belcarra and four are from Anmore

#### **5.0 PUBLIC EDUCATION:**

5.1 No recent Public education activities. The SVFA and Fire Department are looking at jointly hosting a CPR Training day sometime in the fall.

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

6.1 Radio System upgrade at Belcarra is now complete. The base station at Belcarra can remain operational even if the Shaw hardwire connection and the Telus hardwire connection both go down. Belcarra Hall is using a Rogers Wireless connection.

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

7.1 Duty Roster (Attached)

7.2 2025 Call out Stats

Total Callouts Year to date for 2025

12	FIRES, structural, ground, vehicle & hydro
57	MESA
8	MVI
1	Other
17	Alarms
95	<b>Total calls YTD</b>

## **8.0 NEW BUSINESS:**

8.1 The SVFA has applied for a BC Gaming grant with a total request of \$67,165.00. This is made up of \$41,098.00 for a PPE Extractor machine with a gear dryer and the appropriate cleaning supplies. The other item is a cordless combination cutter/spreader unit for use during Auto Extrication. This combo unit costs \$26,067.00. The PPE Extractor is long overdue and will save us time when we need to clean our gear after a fire event. Currently PPE needs to go out of service for up to a week and get taken to Associated Fire in Burnaby to be properly cleaned.

## **9.0 CORRESPONDENCE:**

9.1 None.

## **RESPECTFULLY SUBMITTED:**

A handwritten signature in black ink, appearing to read "Jay Sharpe", written in a cursive style.

---

Jay Sharpe, Fire Chief

# SASAMAT VOLUNTEER FIRE DEPARTMENT

**TO:** SASAMAT BOARD OF FIRE TRUSTEES  
**FROM:** Jay Sharpe, Fire Chief  
**DATE:** September 11, 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	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

**RESPECTFULLY SUBMITTED:**



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

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

July 16, 2025

File: CR-07-08

Zoe Royer, M.P.  
 Port Moody-Coquitlam  
 1116 Austin Avenue  
 Coquitlam, BC V3K 3P5  
**VIA EMAIL:** [zoe.royer@parl.gc.ca](mailto:zoe.royer@parl.gc.ca)

Dear M.P. Royer:

### **Readdressing Critical Funding for Replacement of Sasamat Volunteer Fire Department Fire Halls**

Following our correspondence sent on April 14, 2025 titled “Funding Required for Replacement of Sasamat Volunteer Fire Department Fire Halls” (Attachment), we are writing to readdress the urgent need to replace the fire halls in both Anmore and Belcarra.

The current facilities, having served the community for many decades, are significantly outdated and no longer meet contemporary standards for emergency response infrastructure. Their physical condition and design limitations are increasingly impeding the Sasamat Volunteer Fire Department’s ability to provide timely and effective service. Without the replacement of these buildings, we risk exacerbating critical operational inefficiencies that could compromise public safety.

Key concerns include, but are not limited to:

- **Structural Deficiencies:** The existing halls lack seismic resilience, and their aging systems present ongoing risks to continuity of operations.
- **Inadequate Spatial Capacity:** The facilities do not accommodate modern apparatus, equipment, or sufficient training areas.
- **Environmental Inefficiency:** Current energy systems are outdated, contributing to higher operating costs and environmental impact.
- **Recruitment and Retention Challenges:** Substandard working environments deter volunteer engagement and impact departmental sustainability.

The proposed replacement of these fire halls represents a prudent and proactive investment in the safety, resilience, and long-term well-being of over 3,000 residents across the two communities.

77349428

As a Member of Parliament and a dedicated advocate for this community, your leadership in prioritizing this issue and championing the necessary financial commitment to drive this initiative forward is essential. As such, Metro Vancouver staff will be contacting officials in your office to schedule a meeting in the near term to discuss federal funding commitments to support the replacement of the two fire halls. If you have any questions, please contact Jean Lawson, Manager, Intergovernmental Relations, External Relations, by phone at 604-218-1717 or by email at [jean.lawson@metrovancover.org](mailto:jean.lawson@metrovancover.org).

Thank you for your continued attention to this matter. We look forward to your leadership and support in protecting the safety and well-being of our residents.

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

Encl: Correspondence dated April 14, 2025 titled "Funding Required for Replacement of the Sasamat Volunteer Fire Department Fire Halls".

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.

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

75647721