

**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, September 11, 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 September 11, 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 September 11, 2025 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 June 5, 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 June 5, 2025 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

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

Brant Arnold-Smith provided an overview of the 2026 budget and the 2026 – 2030 Financial Plan.

The total operating budget in 2026 is proposed at \$952,629, which is a \$3,550 increase over 2025 largely due to inflationary adjustments.

The financial plan does not include the potential replacement of fire halls.

Discussion

Discussion followed over the amounts in the projected reserves under table 3.1 attachment 3. The Capital Facility Reserve currently projected to be \$1,623,008 at close of 2025.

The contribution in 2026 will be \$400k, should this stay the same or increase. Trustees discussed increasing contribution to all reserves by rate of inflation.

Trustees agreed that all four reserves should increase by inflation (3%).

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees endorse the 2026 Budget and 2026 – 2030 Financial Plan with changes made at its regular meeting scheduled for September 11, 2025.

CARRIED

3.2 2025 SVFD Quarterly Work Plan Update

Brant Arnold-Smith presented the report to Trustees, the work plan in 2025 aligns with the Business Plans and budget for the SVFD function.

Jay Sharpe provided a work plan update.

Ahead of schedule. Fire fighter training is ongoing. Live fire training preparation on hold, it was delayed from last year. Waiting to see what the budget looks like at the end of the year.

Work on tender 2 for 2025 on hold.

Discussion

11 people on waitlist, 1 from Belcarra. Some applicants from Port Moody, right on border. Mandate to only train volunteers from Villages of Anmore and Belcarra, but if deficient, would consider taking.

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 September 5, 2025 titled "2025 SVFD Quarterly Work Plan Update".

CARRIED

3.3 Fire Chief's Report

Staffing Levels – Currently 33 responders.

Equipment – All vehicles completed CVIP and pump tests. Ladder 7 required work on valves, it was determined that the main intake valve had been wired incorrectly. Further work on tender 2 replacement has been put on hold pending Trustee direction.

Halls and Grounds – Looking for clarification on expectation of village staff to cut grass at fire halls. In the winter, it should be a priority of village staff to ensure snow plowing which is essential for ability of trucks to get out of the fire hall driveway.

Training – New recruit training class will start this October.

SVFD Association put on a fire safety talk which went well. A lot of interest in holding a CPR training day.

Reports and Information:

Radio system upgrade in Belcarra is now complete. Will now have three redundancies built into system.

Experiencing some issues with thieves stealing copper wire.

Call outs as of September 3rd include a total of 95 calls – 12 fire, 57 medical, 8 MVIs and 18 alarm and other.

New Business:

Applied for a BC Gaming grant for total of \$67K with \$41K to purchase of PPE cleaning machine.

The remaining \$26K would be for battery operated extraction equipment. Currently only have 100 feet of hose, cannot always reach comfortably if car goes of bank etc.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 11, 2025, titled "SVFD Fire Chief's Report".

CARRIED

4. INFORMATION ITEMS

Fire Hall Funding

M.P. Royer will do what she can, however, there needs to be a formal design to make funding requests to the government and other organizations.

Question from Trustees on whether issues over capital costs should be resolved prior to moving forward. Could proceed with fire hall plans and tackle both at the same time.

Metro Vancouver staff will connect with MV Procurement about going to market with an

RFP.

Trustees voiced concerns over putting forward money without knowing how much the total cost will be. Have not agreed on certain details on what needs to be included. A few items were discussed including the level of public use of the new buildings and stipulating what building details are council directed and what are fire hall directed.

Village of Anmore has sent a funding proposal to Village of Belcarra. Belcarra council will be responding.

Metro Vancouver staff will bring back a report withing the next 30 days on suggested next steps and schedule a special meeting.

Buildings need to be resilient as they may serve as community refuge.

Trustees tasked the Fire Chief to put together a report on what temporary facilities would be required in each village.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees direct Metro Vancouver staff to draft a report on next steps looking at different options for building two fire halls.

CARRIED

5. OTHER BUSINESS

Command vehicle for Fire Chief

There may be a need for a command vehicle to supplement operations. The Fire Chief has been utilizing personal vehicle during responses to recent structure fires. Metro Vancouver has a 2024 Ford Escape Hybrid with the option for SVFD to take over the lease. This is a fully outfitted emergency vehicle which would meet those operational needs.

Response fleet currently includes a Ford F150 which served as the duty chief vehicle; however, its real value became apparent as an emergency response vehicle (speed, agility). As department gets busier and demands increase, not fair to expect members to use their personal vehicles.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees approve up to \$1,500 a month for the lease of the Duty Chief vehicle.

CARRIED

6. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

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

CARRIED

(Time: 7:54 p.m.)