

**DATE:** January 21, 2020**FILE:** 1700-02/2020/Function 225**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer  
*R. Dyson*

**RE:** 2020 - 2024 Financial Plan – Fanny Bay Fire Protection Service – Function 225**Purpose**

To provide the Electoral Areas Services Committee with the proposed 2020 - 2024 Financial Plan and work plan highlights for the Fanny Bay Fire Protection Service, function 225.

**Recommendation from the Chief Administrative Officer:**

THAT the proposed 2020 – 2024 Financial Plan for Fanny Bay Fire Protection Service, function 225, be approved.

**Executive Summary**

The proposed 2020-2024 Financial Plan includes the following key aspects:

- An estimated residential tax rate in 2020 of \$0.8165 per \$1,000 of assessed value, a decrease of \$0.0421 compared to 2019.
- Tax requisition of \$175,000 for 2020 an increased \$10,000 over 2019.
- Personnel costs of \$76,931 in 2020 which is an increase of \$27,861 over 2019.
  - Attributed to re-allocation of firefighter and officer honoraria from the operating grant to CVRD personnel costs
- Operating expenses in 2020 of \$87,987, a decrease of \$11,924 from 2019.
  - Re-allocation of firefighter and officer honoraria from operations to personnel costs.
- The planned capital replacement of the 1995 duty truck in 2020 for \$30,000
- Contributions to reserve of \$535 in 2020 which is a decrease of \$12,736 from 2019.
  - Attributable to increased training and personal protective equipment costs in 2020

Note: beginning in 2020, the fire department operational funding will be captured within the Comox Valley Regional District (CVRD) operating expense lines and managed by the CVRD directly.

Note: the Fanny Bay Volunteer Fire Department will be undertaking specific training in 2020 towards providing medical first responder service to the residents of the service area.

Prepared by:

*J. Bast*

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James Bast  
Manager of Fire Services

Concurrence:

**D. DeMarzo**

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Doug DeMarzo  
General Manager of  
Community Services

**Board Strategic Drivers**

The CVRD Board has set four strategic drivers to guide service delivery. Table 1 notes the degree of influence the drivers have on projects and work plans.

**Table 1: Strategic Drivers**

<p><b>Fiscal responsibility:</b></p> <ul style="list-style-type: none"> <li>• Grant funding program application for minor capital purchases.</li> <li>• Sustainable asset planning in advance of capital replacement</li> </ul>	<p><b>Climate crisis and environmental stewardship and protection:</b></p> <ul style="list-style-type: none"> <li>• Service provides protection to address increase in wildfire risk as a result of climate change</li> </ul>
<p><b>Community partnerships:</b></p> <ul style="list-style-type: none"> <li>• The volunteer fire department continues involvement with community events such as Halloween, Fire Prevention week and emergency preparedness.</li> </ul>	<p><b>Indigenous relations:</b></p> <ul style="list-style-type: none"> <li>• This service is not significantly influenced by this driver</li> </ul>

**Financial Plan Overview**


The 2020 - 2024 proposed five-year Financial Plan for Fanny Bay Fire Protection Service, function 225, including service establishment information, the requisition summary and the operating and capital budget, is available within the full proposed budget binder, provided in both searchable PDF and e-reader formats, located on the CVRD Financial Plan web page at [www.comoxvalleyrd.ca/currentbudget](http://www.comoxvalleyrd.ca/currentbudget).

A major component of the proposed 2020 budget is the fire department operational funding which is based on the Fire Chief’s budget submission attached as Appendix A.

In previous years, the fire department operational funding was provided by way of operational grant which was managed by the Fanny Bay Volunteer Fire Department. In order to meet the current requirements of the Canada Revenue Agency, in 2020 and future years, the fire services operational funding will be captured within the individual CVRD operating expense line items and managed by the CVRD directly.

Table 2 on the following page summarizes the 2020 proposed budget as compared to the 2019 adopted budget. Significant variances from 2019 adopted budget will be discussed in the Financial Plan sections below.

Table 2: Financial Plan Highlights

 <b>2020 Proposed Budget</b>		<b>#225 Fanny Bay Fire</b>		
<b>Operating</b>	<b>2019 Budget</b>	<b>2020 Proposed Budget</b>	<b>Increase (Decrease)</b>	
<b>Revenue</b>				
Requisition	165,000	175,000	10,000	
Prior Years Surplus	18,252	11,453	(6,799)	
	<b>\$ 183,252</b>	<b>\$ 186,453</b>	<b>\$</b>	<b>3,201</b>
<b>Expenditures</b>				
Personnel Costs	49,070	76,931	27,861	
Operating	99,911	87,987	(11,924)	
Contribution to Reserve	13,271	535	(12,736)	
Debt Charges	21,000	21,000	-	
	<b>\$ 183,252</b>	<b>\$ 186,453</b>	<b>\$</b>	<b>3,201</b>
<b>Capital</b>				
<b>Funding Sources</b>				
Transfer from Reserve	30,000	30,000	-	
	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$</b>	<b>-</b>
<b>Funding Applied</b>				
Capital Projects & Equip	30,000	30,000	-	
	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$</b>	<b>-</b>

Highlights of the 2020 - 2024 proposed Financial Plan for function 225 include:

#### Revenue Sources

The proposed 2020-2024 Financial Plan includes:

- A tax requisition of \$175,000 in 2020 which is an increase of \$10,000 over 2019;
  - Largely attributed to the introduction of medical first responder training;
  - Increased protective gear and equipment;
- Estimated prior year surplus of \$11,453 is carried forward from 2019.

Staff have applied for funding from the Community Emergency Preparedness Fund grant program towards the purchase of additional wildland firefighting equipment in Fanny Bay. Confirmation of grant funding is anticipated in February 2020. If successful, an additional revenue and expenditure of \$25,000 will be included in the 2020 recommended budget

#### Personnel

The proposed 2020-2024 Financial Plan includes:

- Personnel costs of \$76,931 in 2020; an increase of \$27,861 over 2019 which is attributed to:
  - Re-allocation of firefighter and officer honoraria from operations (formerly within the operational grant) to personnel costs and managed directly by the CVRD.
  - A portion of the administrative assistant costs are now allocated to fire services.

- A portion of the personnel costs attributed to the Manager of Fire Services are apportioned to this service.
- Funding for the annual remuneration of the Fire Chief.

### Operations

The proposed 2020-2024 Financial Plan includes:

- The total operating expense in 2020 of \$87,987, a decrease of \$11,924 from 2019.
  - Largely attributable to re-allocation of firefighter and officer honoraria from operations to personnel costs and;
  - Reduced bookkeeping and accounting costs as financial administration will now be managed directly by the regional district.
- The Fanny Bay Volunteer Fire Department will be undertaking specific training in 2020 towards providing medical first responder service to the residents of the service area.

### Capital

The proposed 2020-2024 Financial Plan includes:

- The planned capital replacement of the 1995 duty truck in 2020, budgeted at \$30,000.
- No other capital projects are planned for 2021 to 2024.

Table 3 highlights capital projects within this Financial Plan.

**Table 3: Capital Projects**

Project Description	Budget year	Anticipated cost	Anticipated schedule
Duty truck <ul style="list-style-type: none"> <li>• to be funded by transfer from capital reserve</li> <li>• Project carried forward from 2019 due to delay in truck availability</li> </ul>	2020	\$30,000	Spring 2020
All projects approved in the Financial Plan will be procured in accordance with Bylaw No. 510, being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 510, 2018.” and the Board approved Procurement Policy.			

### **Sustainable Asset Funding**

Staff have developed a sustainable asset funding model (SAF) for the Fanny Bay Fire Protection Service. The SAF is a long range planning tool used to anticipate future capital purchases and to identify future capital replacement obligations, towards maintaining a sustainable service delivery. The SAF model will inform the development of an asset management plan for fire services.

Discussions with the Fire Chief and Officers of the fire department identified major capital assets and their respective life-cycle, expected replacement cost, and estimated annual contributions to capital reserve required to fully fund their replacement at the time they are needed. The Fanny Bay Fire Protection Service SAF is attached as Appendix B.

### **Funding options:**

In the context of the SAF, staff has identified three possible options for the accrual of funds to meet future capital replacement obligations and maintain service levels. Specifically:

- Today’s taxpayers may be engaged to provide funding to meet future capital replacement obligations. This could be accomplished by increasing the tax requisition of 2020 and subsequent years, sufficiently to fund the capital replacements in the year that they are anticipated.
- Future taxpayers may be engaged to provide funding to meet future capital replacement obligations. This could be accomplished by way of the financing of capital replacements in the year that they are acquired with tax requisitions increased at that time to service the debt.
- A combination of today’s and future taxpayers may be engaged to provide funding to meet future capital replacement obligations. This could be accomplished by engaging today’s taxpayer to fund a portion of the capital replacement obligation, recognizing that future taxpayers will be required to fund the remaining costs.

In the context of the SAF, to maintain the current level of service by way of “today’s taxpayers” the contribution to capital reserve would need to be increased by approximately \$187,255 in 2020 which is not being recommended in this report.

### Reserves

The proposed 2020-2024 Financial Plan includes:

- Contributions to reserve of \$535 in 2020 which is a decrease of \$12,736 from 2019.
  - Attributable to increased training costs in 2020, and;
  - Increased personal protective equipment costs in 2020

The Fanny Bay Fire Protection Service has approximately \$88,374 of capital reserve funds at the end of 2019. Table 3 illustrates the anticipated contributions and annual balances based on the recommendations of the proposed 2020-2024 Financial Plan.

**Table 3: Estimated Capital Reserve Fund Status**

<b>Capital reserve (machinery &amp; equipment) activity</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Beginning balance	\$88,374	\$58,909	\$62,749	\$72,880	\$98,271
Contributions to reserve	\$535	\$3,840	\$10,131	\$25,391	\$34,796
Applied to capital	(30,000)	0	0	0	0
<b>Estimated balance at year end</b>	<b>\$58,909</b>	<b>\$62,749</b>	<b>\$72,880</b>	<b>\$98,271</b>	<b>\$133,067</b>

There is also a future expenditure reserve balance of \$67,734 at the end of 2019.

### Debt Charges

Debt charges of \$21,000 annually are to support short term financing for the fire engine until 2022.

Tax Impacts

The 2020 - 2024 Financial Plan indicates the following residential tax impact:

- Based on the 2020 completed assessment roll, the estimated residential tax rate for this service is expected to be \$0.8165 per \$1,000 of taxable assessed value.
- The 2019 residential tax rate for the service was \$0.8586 per \$1,000 of taxable assessed value.
- For a residence with an assessed value of \$500,000, the total tax impact is estimated to be \$408.25.

**Citizen/Public Relations**

The Fanny Bay Fire Protection Service provides for protection of life and property for the residents of the local service area.

Staff and the Fanny Bay Volunteer Fire Department continue to host annual public open house events to share and receive input regarding the operational and administrative delivery of the service. These annual open house events will continue through the 2020-2024 Financial Plan years.

Attachments: Appendix A – “Fanny Bay Fire Chief Budget Submission”  
Appendix B – “Sustainable Asset Funding model”

**Fanny Bay Volunteer Fire Department**

	Budget 2019	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025
<b>Income</b>							
4020 · Operating Grant, CVRD	67,262	68,562	71,262	70,662	70,662	70,662	70,662
4042 - Donation and misc.							
<b>Total Income</b>	<b>67,262</b>	<b>68,562</b>	<b>71,262</b>	<b>70,662</b>	<b>70,662</b>	<b>70,662</b>	<b>70,662</b>
<b>Expense</b>							
5010. Vehicle Maintenance	6,500	7,000	7,200	7,300	7,400	7,500	7,600
5020 · Vehicle - fuel	2,800	3,000	3,400	3,450	3,500	3,550	3,600
5100 · Fire Fighting Equipment Maint.	2,900	2,900	3,000	3,100	3,100	3,150	3,200
* 5110 · Small Eq/ Gear, Supplies	1,200	1,500	1,500	1,500	2,000	2,000	2,000
5111 · Uniforms	1,400	2,000	2,000	2,000	2,000	2,000	2,000
5130 · Communications Expense	1,200	3,600	3,600	2,000	2,000	2,000	2,000
* 5140 · Training	6,200	5,200	5,200	5,200	5,200	5,200	5,200
5200 · Accident Insurance- Off Duty	1,800	1,800	1,800	1,800	1,800	1,800	1,800
5210 · Volunteer Encouragement	11,000	13,000	13,000	13,500	13,500	14,000	14,000
5220 · Community Involvement	1,000	1,000	1,000	1,000	1,000	1,000	1,000
5600 · Accounting	6,237	-	-	-	-	-	-
5610 · Membership and Subscriptions	900	1,900	1,900	1,900	1,900	1,900	1,900
5615 · Courier and Postage and Freight	100	100	100	100	100	100	100
5625 · Office, bank charges	500	500	500	500	500	500	500
* 5626 · Software	1,100	1,100	1,100	1,100	1,100	1,100	1,100
5630 · Travel and Meals	2,200	2,200	2,200	2,200	2,200	2,200	2,200
5634 · Fit for Duty Checks	100	100	100	100	100	100	100
5635 · Miscellaneous Expense	300	300	300	300	300	300	300
5640 · GST/HST Expense	750	750	750	750	750	750	750
* 5645 · Repair and Maintenance	4,000	4,500	5,000	5,500	6,000	6,000	6,000
5650 · Hydro and Water	3,200	3,200	3,200	3,200	3,200	3,200	3,200
5655 · Telephone	1,100	1,100	1,100	1,100	1,100	1,100	1,100
5660 · Internet, Cable	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5665 - New Truck Equipment: 2017 only							
5666 · Security	375	375	375	375	375	375	375
6000 · Payroll Expenses	8,400	8,400	8,400	8,400	8,400	8,400	8,400
<b>Total Expense</b>	<b>67,262</b>	<b>67,525</b>	<b>68,725</b>	<b>68,375</b>	<b>69,525</b>	<b>70,225</b>	<b>70,425</b>
<b>Net Income</b>							

NOTES: 2019  
 CVRD Gear and Equipment: added to CVRD side of Budget  
 2019 purchase 6 helmets to replace units beyond expiry dates \$2,000  
 2019 purchase 16 replacement balaclavas \$800  
 2019 Clear brush and trees to Fire Smrt Fire Hall \$3,000  
 2019 Prepare Fire Hall Addition submission Drawings \$ 2,000  
 2020 purchase 6 replacement 2216 SCBA Bottles \$ ???  
 2021 purchase 6 replacement 2216 SCBA Bottles \$ ???  
 2022 purchase 6 replacement 2216 SCBA Bottles \$ ???  
 2023 purchase 6 replacement 2216 SCBA Bottles \$ ???

NOTES: 2020  
 CVRD Gear and Equipment: added to CVRD side of Budget  
 2020 Clear brush and trees to Fire Smrt Fire Hall \$3,000  
 2020 Prepare Fire Hall Addition submission Drawings \$ 2,000  
 2020 purchase 6 replacement 2216 SCBA Bottles \$ 8400  
 2021 purchase 6 replacement 2216 SCBA Bottles \$ ???  
 2022 purchase 6 replacement 2216 SCBA Bottles \$ ???  
 2023 purchase 6 replacement 2216 SCBA Bottles \$ ???

**Cell: D8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,000
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 6,500
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**Cell: E8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,500
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 7,000
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**Cell: F8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,700
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 7,200
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**Cell: G8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,800
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 7,300
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**Cell: H8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,900
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 7,400
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**Cell: I8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500
Repairs to vehicles	\$1,950
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks,shelving,lites,electronics	\$2000

Total	Acc 5010	\$ 7,500
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**Cell: I8****Comment:**

CVI annual Service Pumper 81	\$1,000
CVI annual Service Tanker 84	\$1,000
Annual Service Dty OffR 82	\$500



Repairs to vehicles	\$2,100
Annual Service Fire Package	\$1,000
Upgrades to vehicles, storage, racks, shelving, lites, electronics	\$2000

Total	Acc 5010	\$ 7,600
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**Cell: D10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$200	
Emergency and other Lights	\$200	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$500	
Total	Acc 5100	\$2,900

**Cell: E10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$200	
Emergency and other Lights	\$200	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$500	
Total	Acc 5100	\$2,900

**Cell: F10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$200	
Emergency and other Lights	\$200	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$600	
Total	Acc 5100	\$3,000

**Cell: G10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$200	
Emergency and other Lights	\$300	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$600	
Total	Acc 5100	\$3,100

**Cell: H10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$200	
Emergency and other Lights	\$300	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$600	
Total	Acc 5100	\$3,100

**Cell: I10****Comment: a/c 5100**

Fire Hall Compressor	\$200	
Two Generators	\$250	
Emergency and other Lights	\$300	
Chain Saws and Sawsall	\$200	
SCBA Annual Verification	\$1,600	
Firehose	\$600	
Total	Acc 5100	\$3150

**Cell: I10****Comment: a/c 5100**

Fire Hall Compressor	\$200
Two Generators	\$200
Emergency and other Lights	\$300

Chain Saws and Sawsall	\$200
SCBA Annual Verification	\$1,600
Firehose	\$700
Total Acc 5100	\$3200

**Cell: D11**

<b>Comment:</b> First Aid Supplies	\$400
Helmet/Jacket Lights	\$500
Batteries ( AED, OH Doors, Emergency Lights	\$300

Total a/c5110	\$1,200
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**Cell: E11**

<b>Comment:</b> First Responder Supplies	\$700
Helmet/Jacket Lights	\$500
Batteries ( AED, OH Doors, Emergency Lights	\$300

Total a/c5110	\$1,500
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**Cell: F11**

<b>Comment:</b> First Responder Supplies	\$700
Helmet/Jacket Lights	\$500
Batteries ( AED, OH Doors, Emergency Lights	\$300

Total a/c5110	\$1,500
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**Cell: G11**

<b>Comment:</b> First Aid Supplies	\$700
Helmet/Jacket Lights	\$500
Batteries ( AED, OH Doors, Emergency Lights	\$300

Total a/c5110	\$1,500
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**Cell: H11**

<b>Comment:</b> First Aid Supplies	\$900
Helmet/Jacket Lights	\$600
Batteries ( AED, OH Doors, Emergency Lights	\$500

Total a/c5110	\$2,000
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**Cell: I11**

<b>Comment:</b> First Aid Supplies	\$900
Helmet/Jacket Lights	\$600
Batteries ( AED, OH Doors, Emergency Lights	\$500

Total a/c5110	\$2,000
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**Cell: J11**

<b>Comment:</b> First Aid Supplies	\$900
Helmet/Jacket Lights	\$600
Batteries ( AED, OH Doors, Emergency Lights	\$500

Total a/c5110	\$2,000
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**Cell: D12**

<b>Comment:</b> Station gear, t shirts	
Total a/c 5111	\$1400

**Cell: E12**

<b>Comment:</b> Station gear, t shirts	
Total a/c 5111	\$2,000

**Cell: F12**

<b>Comment:</b> Station gear, t shirts	
Total a/c 5111	\$2,000

**Cell: G12**

<b>Comment:</b> Station gear, t shirts	
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Total a/c 5111 \$2,000

Cell: H12

**Comment:** Station gear, t shirts

Total a/c 5111 \$2,000

Cell: I12

**Comment:** Station gear, t shirts

Total a/c 5111 \$2,000

Cell: J12

**Comment:** Station gear, t shirts

Total a/c 5111 \$2,000

Cell: D13

**Comment:**

Equipment repairs and maintenance \$1,200

Total a/c 5130 \$1,200

Cell: E13

**Comment:**

Equipment repairs and maintenance \$1,200

Purchase 3 Pagers \$ 2400

Total a/c 5130 \$3600

Cell: F13

**Comment:**

Equipment repairs and maintenance \$1,200

Purchase three Pagers \$2,400

Total a/c 5130 \$3,600

Cell: G13

**Comment:**

Equipment repairs and maintenance \$2,000

Total a/c 5130 \$2,000

Cell: H13

**Comment:**

Equipment repairs and maintenance \$2,000

Total a/c 5130 \$2,000

Cell: I13

**Comment:**

Equipment repairs and maintenance \$2,000

Total a/c 5130 \$2,000

Cell: J13

**Comment:**

Equipment repairs and maintenance \$2,000

Total a/c 5130 \$2,000

Cell: D14

**Comment:** Air Brake Course 2 FF @ \$300 \$600  
 Training Officers Conference \$600  
 First Aid \$300  
 START Comox FD 2 FF @ \$250 \$500  
 Playbook Practical Training \$ 3,500

Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$6,200

**Cell: E14**

<b>Comment:</b> Air Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
First Responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

**Cell: F14**

<b>Comment:</b> Air Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
First Responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$ 1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

**Cell: G14**

<b>Comment:</b> Air Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
Firs responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$ 1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

**Cell: H14**

<b>Comment:</b> AAir Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
Firs responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$ 1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

**Cell: I14**

<b>Comment:</b> Air Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
Firs responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$ 1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

**Cell: J14**

<b>Comment:</b> Air Brake Course 2 FF @ \$300	\$600
Training Officers Conference	\$600
Firs responder	\$1,300
START Comox FD 2 FF @ \$250	\$500
Playbook Practical Training	\$ 1,500
Fire Chiefs' Conference 1 @ 700	\$ 700
Total a/c 5140	\$5,200

Cell: D15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: E15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: F15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: G15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: H15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: I15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: J15

**Comment:** Provident:  
Total Acc 5200 \$1800

Cell: D16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$11,000

Cell: E16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$13,000

Cell: F16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$13000

Cell: G16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$13,500

Cell: H16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$13,500

Cell: I16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$14,000

Cell: J16

**Comment:** Members Honorarium, Annual Awards Dinner, bbqs  
Total a/c 5210 \$14,000

Cell: D17

**Comment:** Hallowe'en Party \$200  
Open Houses 2 @ \$150 \$300  
Fire Prevention Handouts \$450  
OAP Support \$50

Total a/c5220 \$1000

**Cell: E17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: F17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: G17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: H17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: I17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: J17**

**Comment:** Hallowe'en Party \$200  
 Open Houses 2 @ \$150 \$300  
 Fire Prevention Handouts \$450  
 OAP Support \$50  
 Total a/c5220 \$1000

**Cell: D18**

**Comment:** Bookkeeping \$385  
 Technology \$110  
 sub-Total \$495 Main price increase is in the app costs going up.  
 GST 24.75  
 TOTAL: \$519.75 per Month

Total Acc 5600 \$6237

**Cell: E18**

**Comment:** Bookkeeping \$400  
 Technology \$150  
 sub-Total \$550 Main price increase is in the app costs going up.  
 GST 33.00  
 TOTAL: \$583 per Month

Total Acc 5600 \$6996

**Cell: D19**

**Comment:** Fire Fighter Magazines and Periodicals  
 Comox Valley Fire Chiefs \$450  
 Volunteer FF Assoc of BC \$140  
 BC Fire Trg Officers Assoc \$160

Total Acc 5610 \$900

**Cell: E19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: F19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: G19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: H19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: I19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: J19****Comment:** Fire Fighter Magazines and Periodicals \$500

Comox Valley Fire Chiefs	\$450
Volunteer FF Assoc of BC	\$140
BC Fire Trg Officers Assoc	\$160
Van Isl Vol FF	\$450

Total Acc 5610 \$1,900

**Cell: D22****Comment:** Fire Pro, Vipre Virus Checker, Active 911

Total Acc 5626 \$1,100

**Cell: E22****Comment:** Fire Pro, Vipre Virus Checker, Active 911

Total Acc 5626 \$1,100

**Cell: F22**

**Comment:** Fire Pro, Vipre Virus Checker, Active 911  
Total Acc 5626 \$1,100

**Cell: G22**

**Comment:** Fire Pro, Vipre Virus Checker, Active 911  
Total Acc 5626 \$1,100

**Cell: H22**

**Comment:** Fire Pro, Vipre Virus Checker, Active 911  
Total Acc 5626 \$1,100

**Cell: I22**

**Comment:** Fire Pro, Vipre Virus Checker, Active 911  
Total Acc 5626 \$1,100

**Cell: J22**

**Comment:** Fire Pro, Vipre Virus Checker, Active 911  
Total Acc 5626 \$1,100

**Cell: D23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: E23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: F23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: G23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: H23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: I23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: J23**

<b>Comment:</b> Training Travel,Community Events	\$1,000
Fire Chiefs' Conference 5 Days	\$1100
Travel for Training Conference	\$100
Total a/cc 5630	\$2200

**Cell: D25**

**Comment:** 5635 Misc Expenses \$300



Total \$300

**Cell: D27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$300
Garbage Collection	\$250
Snow Removal	\$200
Computer hardware fixes	\$200
Fire Hall Building painting, baseboards, storage electrical	\$ 2,450
Total a/c 5645	\$4,000

**Cell: E27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$300
Garbage Collection	\$250
Snow Removal	\$300
Computer hardware fixes	\$500
Fire Hall Building painting, baseboards, storage electrical	\$ 2,550
Total a/c 5645	\$4,500

**Cell: F27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$300
Garbage Collection	\$250
Snow Removal	\$300
Computer hardware fixes	\$500
Fire Hall Building painting, baseboards, storage electrical	\$ 3,050
Total a/c 5645	\$5,000

**Cell: G27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$400
Garbage Collection	\$250
Snow Removal	\$500
Computer hardware fixes	\$400
Fire Hall Building painting, baseboards, storage electrical	\$ 3,350
Total a/c 5645	\$5,500

**Cell: H27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$400
Garbage Collection	\$250
Snow Removal	\$500
Computer hardware fixes	\$400
Fire Hall Building painting, baseboards, storage electrical	\$ 3,750
Total a/c 5645	\$6,000

**Cell: I27**

<b>Comment:</b> Septic Tank Pumping	\$600
Grounds Maintenance	\$400
Garbage Collection	\$250
Snow Removal	\$500
Computer hardware fixes	\$400
Fire Hall Building painting, baseboards, storage electrical	\$ 3,750
Total a/c 5645	\$6,000

**Cell: J27**

**Comment:** Septic Tank Pumping \$600  
 Grounds Maintenance \$400  
 Garbage Collection \$250  
 Snow Removal \$500  
 Computer hardware fixes \$400  
 Fire Hall Building painting, baseboards, storage  
 electrical \$ 3,750  
 Total a/c 5645 \$6,000

**Cell:** D32

**Comment:** Price Alarms  
 Total \$375

**Cell:** E32

**Comment:** Price Alarms  
 Total \$375

**Cell:** F32

**Comment:** Price Alarms  
 Total \$375

**Cell:** G32

**Comment:** Price Alarms  
 Total \$375

**Cell:** H32

**Comment:** Price Alarms  
 Total \$375

**Cell:** I32

**Comment:** Price Alarms  
 Total \$375

**Cell:** I32

**Comment:** Price Alarms  
 Total \$375

**Cell:** D33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** E33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** F33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** G33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** H33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** I33

**Comment:** Deputy Chief, Assistant Chief  
 Total \$8,400

**Cell:** J33

**Comment:** Deputy Chief, Assistant Chief  
Total \$8,400

