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## STAFF REPORT

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**TO:** Chief Administrative Officer  
**FROM:** Ronnie Gill, Director of Finance  
**SUBJECT:** FIRE DEPARTMENT BUDGET FOR 2026  
**MEETING DATE:** OCTOBER 28, 2025

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### PURPOSE

To provide Council with a proposed budget for the Lake Cowichan Fire Department for 2026.

### BACKGROUND

The Cowichan Valley Regional District requires that a budget for the Lake Cowichan Fire Department be forwarded for its budget considerations annually. The CVRD requires these budgeted figures to be forwarded to their finance department annually in October. Council has expressed that it wishes to review a budget for the Lake Cowichan Fire Department prior to the submission to the CVRD.

### IMPLICATIONS

**a. Financial:**

The proposed 2026 is an increase of \$97,200. A 7.5% increase over the prior year.

The Fire Chief will be available to inform Council of the changes in the 2026 budget.

**b. Policy/Legislation:**

The Community Charter, Section 165 requires a municipality to prepare and adopt a financial plan.

**c. Strategic Priority:**

The operations of the Lake Cowichan Fire Department align with the Town's Community Safety on ongoing apparatus and facilities needs.

**d. Sustainability:**

N/A

**e. Communication:**

N/A

**f. Staffing Implication:**

**Note from CAO:** a core aspect of this budget includes plans and preparations for succession planning so that the business continuity of the fire department remains sound and uninterrupted.

**Options:**

1. Receive this staff report and approve the budget as presented;
2. Receive this report and approve the budget [as amended, with the amendments to be listed in point form];
3. Receive this staff report and request staff amend the budget and bring it forward to the next meeting for further review and approval.

**Recommendation**

Option 1

Signed:

***Ronnie Gill***

Ronnie Gill, CPA, CGA

Director of Finance

Concurrence:

John T

John Thomas

Chief Administrative Officer

**2026 Proposed Budget**

## Town of Lake Cowichan Fire Department

<b>Budget</b>	2025 Budget	2025 Sept.		2026 Budget
<b>Revenues</b>				
Contribution from fire equipment reserve funds	260,000	-		820,000
Contribution from Town Residents	576,500	(102,921)		684,700
Contribution from CVRD	461,000	447,923		450,000
Other	-	-		-
<b>Total Revenues - Town of LC/CVRD</b>	<b>1,297,500</b>	<b>345,002</b>		<b>1,954,700</b>
<b>Operational Costs</b>				
Firefighters Indemnities	135,000	62,513	46%	150,000
Other Wage Expenses	121,500	106,934	88%	130,000
Officer Duty	18,000	11,260	63%	25,000
Succession Planning	-	-	-	70,000
PW Labour - Fire Force	300	60	20%	300
Internet	2,000	-	0%	2,000
Vaccinations	1,000	-	0%	1,000
Conferences, Travel And Training	35,000	14,814	42%	35,000
In-house Training	10,000	-	0%	10,000
Advertising	1,800	-	0%	1,000
Memberships And Subscriptions	6,500	9,490	146%	12,000
Contracted services - fire force	12,000	-	0%	14,000
Public Awareness	1,400	1,159	83%	1,400
Administration Charges	16,000	16,000	100%	16,000
Materials And Supplies	16,000	4,682	29%	17,000
Pagers & Radios	8,000	4,588	57%	8,000
Uniforms	28,000	2,740	10%	28,000
Foam	5,000	2,853	57%	5,000
Fire Fighting Charges Recovered	-	-	-	-
<b>Total Fire Force</b>	<b>417,500</b>	<b>237,093</b>	57%	<b>525,700</b>
<b>Fire Alarm And Fire Hall</b>				
Telephone	5,000	4,677	94%	5,000
Janitor's Wages - Fire Department	4,500	3,416	76%	5,000
PW Labour - Fire Hall	3,000	1,599	53%	3,000
Firehall repairs	9,000	150	2%	10,000
Contracted Services	10,000	10,211	102%	11,000
Fuel and Oil - Generator	2,000	-	0%	2,000
Hydro	16,000	12,584	79%	18,000
Heat	11,000	15,396	140%	12,000
Materials And Supplies	17,000	8,265	49%	18,000
PW Equipment - Fire Hall	1,500	44	3%	1,500
Recoveries	-	-	-	-
<b>Total Fire Alarm And Fire Hall</b>	<b>79,000</b>	<b>56,342</b>	71%	<b>85,500</b>
<b>Training Ground Facilities</b>				
Fuel	3,000	-		-
Contracted services	3,000	-	0%	-
Materials and supplies	2,000	-	0%	2,000
<b>Total Training Ground Facilities</b>	<b>8,000</b>	<b>-</b>	0%	<b>2,000</b>

## Town of Lake Cowichan Fire Department

<b>Budget</b>	2025 Budget	2025 Sept.		2026 Budget
<b>Fire Department Fleet</b>				
FD#1 - GMC	8,000	181	2%	3,000
FD#2 2012 Freightliner Tanker	16,700	8,669	52%	18,700
FD#3 Crew Command	9,700	8,290	85%	10,200
FD#4 Brush Truck - 2014 Dodge 4x4	12,200	2,998	25%	12,700
FD#5 Forestry Trailer	6,300	1,380	22%	6,800
FD#6 2019 SPARTAN PUMPER	18,000	4,627	26%	19,500
FD#7 Freightliner 2014 Rescue Truck	25,000	5,985	24%	25,000
FD#8 2002 Freightliner Tanker	9,200	1,163	13%	6,700
FD#9 2005 Crew Cab	9,700	4,362	45%	10,000
FD#10 2008 Fort Garry Spartan Pumper	18,400	9,017	49%	17,900
FD#11 Polaris rescue boat and trailer	4,200	439	10%	4,400
FD#12 2023 Kubota RTV	3,000	498	17%	3,500
FD#13 Express Custom Trailer	1,600	276	17%	1,600
FD#14 - Aerial	5,500	-	0%	2,000
FD#15	-	-	0%	4,000
	<b>147,500</b>	<b>47,885</b>		<b>146,000</b>
<b>Sundry And Insurance</b>				
Materials And Supplies	3,000	332	11%	3,000
Insurance	2,500	-	0%	2,500
<b>Total Sundry And Insurance</b>	<b>5,500</b>	<b>332</b>	6%	<b>5,500</b>
<b>Fire Prevention</b>				
Contracted Services	10,000	-	0%	20,000
Materials and Supplies	10,000	-	0%	10,000
<b>Total Fire Prevention</b>	<b>20,000</b>	<b>-</b>	0%	<b>30,000</b>
<b>Total Operational Costs</b>	<b>677,500</b>	<b>341,652</b>	50%	<b>794,700</b>

# Town of Lake Cowichan Fire Department

<b>Budget</b>	2025 Budget	2025 Sept.		2026 Budget
<b>Reserve Funds And Capital</b>				
Transfer to Firehall Repair & Maintenance Reserve	35,000	-	0%	35,000
Transfer to Equipment Reserve	190,000	-	0%	200,000
Aerial	60,000	-	0%	60,000
Chasis on Fire Truck #8 replacement (FD 14)	200,000	-	0%	760,000
Heat Pumps/Generator Replacement	10,000	-	0%	15,000
Firehall roof repair	70,000	3,350	5%	-
Holmatro Tools	10,000	-	0%	15,000
Repairs	16,000	-	0%	30,000
Structure Hose & Gear	12,000	-	0%	14,000
Tools and equipment - SPU sprinkler kits	5,000	-	0%	5,000
Trailer	-	-	-	14,000
Wildland Hose	12,000	-	0%	12,000
<b>Total Reserve Funds And Capital</b>	<b>620,000</b>	<b>3,350</b>	<b>1%</b>	<b>1,160,000</b>
<b>Total Expenditures</b>	<b>1,297,500</b>	<b>345,002</b>	<b>27%</b>	<b>1,954,700</b>
<b>Surplus / Deficit</b>	-	-		-
Increase in operational costs				117,200
Increase in reserve fund and capital costs				540,000
Increase in transfer from equipment reserve funds			-	560,000
Total increase in operational costs and capital			7.5%	97,200
Equipment Reserve	665,000.00			45,000.00
Building Reserve	407,663.00			442,663.00