

**WILLIS POINT FIRE PROTECTION  
AND RECREATION FACILITIES COMMISSION  
MEETING MINUTES**

**Tuesday Feb 27 2024 7:30 PM**

**Present:** Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Joel Cotter, Jim Potvin, Vern McConnell

**Absent:** Director Al Wickheim

**Guests & Invitees:** Daren Pine, Daniel Kenway, Mariann Malvet

Meeting called to order at 7:38 pm

**1) Approval of Agenda**

**MOTION** by Vern McConnell, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

**2) MOTION** by Brian McCandless, **SECONDED** by Vern McConnell that the minutes of Jan 23 and Feb 6, 2024 be accepted as presented, **CARRIED**

**3) Governance Report:** Aran Reports there will be a “second round” meeting March 4, 12:30 with Chris Vrael to discuss the feedback he has received on the governance report and to hear our perspectives.

**4) Business Arising:**

- a) **Rodent Control:** Brian reports the contractor now coming monthly, hatch was left open and as a result 1 rodent caught
- b) **Cell Tower:** Brent reports the replacement cell tower project is underway; Power conduit has ditching is complete, control panels installed and tower foundation completed.
- c) **Asphalt Hall Apron:** nothing to report, waiting for tower construction
- d) **Water Cistern Project:** Joel reports he is waiting for MOT approval.
- e) **Engine 2:** Truck has been sold for about \$18,800 less BC Bid fees, net about \$15K.
- f) **Annex Insulation:** floor insulation to be applied on March 4
- g) **Generator:** on agenda until old cell tower decommission is started.

**5) Fire Chief Report:** (see attached) Darren reports the department is running well, 3 new recruits start training. Heat pump to be installed in Annex by new recruit at materials cost \$5000. Pad has been poured. Door locks has been recently rekeyed, considering combination locks on all doors to will provide more security over access to buildings.

Wildfire Mandate: the Fire Department is seeking support and clarification from the commission on provincial wildfire deployment callouts;

Aran will work with FD to update and clarify criteria for FD when considering acceptance of a provincial wildfire callout.

**MOTION** by Gary Howell, **SECONDED** by Vern McConnell to authorize up to \$5000 for the new Heat Pump system in the Annex, **CARRIED**

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**6) Hall Managers Report:** Mariann read report, (see attached)

**7) New Business:**

**Hall usage agreement:** Vern presented updated agreement and Aran highlighted his discussions with CRD staff and the commission discussed the suggested minor modifications to the agreement. Jessica assured Daniel the existing agreement will continue until the new contract has been signed.

Aran will have CRD Jessica implement the recommended changes to the agreement. Mariann noted the new contract for a renter is nearly identical as the old agreement;

Commission agreed we should be reviewing/updating rental rates.

**Motion by Brent, seconded by Vern to adjourn meeting 9:20 pm, CARRIED.**

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Hall Managers Report

In addition to the earlier bookings made by the WPCA for St Patricks Day (March 16th) and Dart Night (April 20th) they have booked April 28th for Spring Cleanup. The previously scheduled full day private booking has been changed from April 30th to March 30th. There are three new private bookings - one hourly on March 23rd and another hourly on June 1st. The June 1st booking is from outside the Point.

There is also a 3 day booking in July from the 19th to the 21st.

The Pickleball group continues using the hall four times per week.

There are no issues of concern at this time.

Submitted by,

Mariann Malvet

Hall Manager

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Hi Aran, I'll be away for the next scheduled F&R meeting. I'll ask Darren if he can attend if any discussion or clarity is required.

...a few things:

1. Looking for a F&R motion of support, or not to participate in BCWS deployments. 2023 was a great opportunity as we had a "spare" engine. It is a positive volunteer experience for those that have deployed in the past.

3 options:

- a. Support with E1 under conditions
  - i. State of emergency in BC
  - ii. Crew available at WP with engine away

- b. Support with R1 enhanced to be a "type 6 engine"

Financial requirement of a few to five thousand dollars, residual benefit to WP

- c. No support

Of course, being chosen to go on deployment is not guaranteed. BCWS is looking for resource availability reports from regional departments now.

**Chief's report:**

1. Truck sold – 18800 less 10% - funds destined to our account end of March
2. Heat pump – looking for motion and financial support to \$5000, installation in March.
  - a. I have purchased a breaker, and teck90 cable on my pcard outside of this process to get ahead of the insulation date
  - b. Cement form for pad is done, cell tower contractor meant to pour it next week
3. Insulation – scheduled March 4
4. Floor plug
  - a. Breaker, wiring and outlet purchased on pcard, install on 2/17
  - b. Locks Annex code changed
  - c. Annex door locked
  - d. New knobs purchased for \$180 for north end door
  - e. Longer term, looking for a high security key (non duplicatable) option. Local access would be accessing a key on site with an electronic access system.
5. Live fire – Darren leading, March 8<sup>th</sup> and 17<sup>th</sup>
6. New recruits – 3 recruits for training in 2024
7. UBCM grant – spending on 23k grant has commenced

That's all for now...Art