# WILLIS POINT FIRE PROTECTION AND RECREATION FACILITIES COMMISSION MEETING MINUTES

#### Monday, Jan 27, 2025 7:45 PM

**Present**: Marni Krismer, Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Joel Cotter Absent: Director Al Wickheim, Greg Elvedahl Guests & Invitees: Art Wynans

Meeting called to order at 7:46pm

# 1) Approval of Agenda

MOTION Vern McConnell, SECONDED by Jim Potvin that the Agenda be accepted as presented, CARRIED

# 2) Commission Positions

- Officer Elections:
  - Chair: Vern McConnell nominates Aran Puritch as chair, seconded by Joel Cotter. No other nominations. **CARRIED**
  - Vice Chair: Aran Purtich nominates Vern McConnell as vice chair, seconded by Joel Cotter. No other nominations. CARRIED.
- Appointments: Gary Howell agrees to continue as treasurer, Marni Krismer agrees to assume the role of secretary.

3) MOTION by Vern McConnell SECONDED by Joel Cotter that the minutes of Nov 26, 2024 be accepted as presented, CARRIED

#### 4) Fire Chief Report: Verbal report from Fire Chief, Art Wynans

- Expected response on \$40k grant application is more than 2 weeks overdue, hopeful for next month,
- Two new local volunteers for WP are training at Port Renfrew with funding from UBCM
- Safety reviews underway based on CRD audit from last year
- 2025 training calendar under review live fire x2, dates booked.
- New initiative for "day crew" staffed by 1001 certified "out of district" volunteers for one 8-hour shift per month.
- Financials: Smoke machine \$1k, R1 updates \$10k

#### **5) Hall Managers Report:** *limited activity / new bookings – no formal report submitted.*

#### 6) Business Arising:

- a) **Cell Tower:** Commissioner Vern reports recent conversations with Rogers confirmed: that the old tower lease remains in effect until it is removed. *No new action by the Commission required.*
- b) **Generator**: Table new agenda item for next meeting for Commission to take over the regular safety and maintenance of the generator.
- c) Hall Manager: new manager Karen has fully assumed the duties of Hall Manager with our thanks.

#### 7) New Business:

- a) Financial Report Commissioner Gary
  - A significant budget surplus is expected due to realized additional funds from the old cell tower lease and wildfire revenue.

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**MOTION** by Gary Howell, **SECONDED** by Vern McConnell to allocate the 2024 surplus as follows:

- \$25,000 carried forward to 2025

- \$12,585 to the ERF

- the balance of \$43,600 to the CRF.

CARRIED

- 2017 Accounting error costs discovered that should have been billed to WPFRC during the Wildfire service will be funded from the Capital Reserve Fund.
- b) **Commission Duties** Aran encourage the Commissioners to review materials provided by CRD regarding the duties of the Commission.
  - Bylaw No 3654
  - CRD 2020 Commission Orientation Handbook
- c) Hall Rental Procedures Marni / Aran are working to modernize the hall rental process by creating an online form, streamline processes and provide online payment options. Rates and terms of rental will also be reviewed.

MOTION by Aran Puritch SECONDED by Jim Potvin to adjourn the meeting at 9:56pm, CARRIED