

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

**Tuesday Jan 23 2024 7:30 PM**

**Present:** Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Joel Cotter, Jim Potvin, Vern McConnell, Director Al Wickheim (Video)

**Absent:**

**Guests & Invitees:** Art Wynans, Daniel Kenway

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 Nov 28 2023 be accepted as presented, **CARRIED**

**3) Election of Officers:** Aran conducted elections: Aran will follow-up with CRD to update records:

Elected:                   **Chair: Aran Puritch**  
                                  **Vice Chair: Vern McConnell**  
                                  **Secretary: Brent Kornelson**  
                                  **Finance: Gary Howell**

**4) Governance Report:** Aran Reports there will be a meeting Jan 24 with Chris Vrael to discuss report and hear our concerns. Al discussed report and the potential changes to the Commission's authority and how it may affect Fire Department. Discussions followed and concerns expressed.

**5) Business Arising:**

- a) **Rodent Control:** Brian reports the rodent issue is resolved, contractor now coming monthly.
- b) **Cell Tower:** Brent reports the replacement cell tower project is underway; the large dirt pile behind hall will be removed by contractor. Power conduit has been routed, tower foundation completed.
- c) **Asphalt Hall Apron:** nothing to report, waiting for tower construction
- d) **Water Cistern Project:** Joel reports drawings have been submit to MOT for approval.
- e) **Engine 2:** Art reports the truck was delivered to CRD disposal to be posted online for sale.
- f) **Hall Lighting:** new lighting has been installed in the Annex, project completed under budget.

**6) Fire Chief Report:** Art reports the department is running well, 2 new recruits start training.

**7) Hall Managers Report:** see attached

**8) Finance:** Gary reports the CRD confusion with the Rogers tower payments has been resolved and the funds that were mistakenly returned to Rogers and been returned. The surplus funds from 2023 must be allocated:

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**MOTION** by Gary Howell, **Seconded** by Jim Potvin that \$34,765.77 of the 2023 surplus (including the \$14,765.77 Fire protection surplus) be allocated to the Equipment Replacement Fund. The balance of the 2023 year surplus will be carried forward to 2024 and added to the general recreation expense contingency account. **CARRIED**

**9) New Business:**

- a) **Generator Contract:** Vern noted we will be assuming responsibility for the Hall Standby Generator once Rogers removes the old tower; we should start planning for scheduled maintenance and required wiring modifications.
- b) **Grant Update:** the Fire Associations grant application for annex improvements was rejected.
- c) **Annex Insulation:** Art noted the water pipes froze during the recent cold spell as the annex floor/pipes are not insulated, he will investigate quotes for spray foam insulation.

**MOTION** by Brent Kornelson, **Seconded** Gary Howell that \$5000 is allocated from the Capital Reserve fund to insulating the annex floor/water pipes. **CARRIED**

**Motion by Brent, seconded by Vern to adjourn meeting 9:50 pm, CARRIED.**

**January 23, 2024**

**Hall Manager Report**

**The WPCA has started off the new year with a number of bookings:**

**Karaoke on February 3rd, a Valentines Day dance on February 17th, a**

**St Patricks Day gathering on March 16th and a Dart Night on April 20th.**

**In addition there is a private hourly booking on the afternoon of**

**February 4th and a full day private booking on April 30th.**

**The Pickle ball group continues using the hall four times per week.**

**There are no issues of concern at this time.**

**Submitted by,**

**Mariann Malvet**

**Hall Manager**