

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

**Tuesday March 26, 2024 7:30 PM**

**Present:** Brent Kornelson, Gary Howell (video), Brian McCandless, Aran Puritch, Joel Cotter,

**Absent:** Director Al Wickheim, Jim Potvin, Vern McConnell

**Guests & Invitees:** Daren Pine, At Wynans, Mariann Malvet

Meeting called to order at 7:35 pm

**1) Approval of Agenda**

**MOTION** by Brian McCandless, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

**2) MOTION** by Brian McCandless, **SECONDED** by Joel Cotter that the minutes of Feb 27, 2024 be accepted as presented, **CARRIED**

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

**MOTION** by Brian McCandless, **SECONDED** by Joel Cotter to hire a janitorial company to clean the Hall and Annex once a month for a 3 month trial at an estimated cost of \$500, **CARRIED**

**4) Business Arising:**

- a) **Rodent Control:** Brian reported the company indicated no activity
- b) **Annex Insulation:** Brian reports floor insulation completed
- c) **Annex Heat Pump:** Brian reports heat pump has been installed and working well.
- d) **Water Cistern Project:** Joel reports he received MOT approval and approval of the \$144K grant (see attached report)
- e) **Cell Tower:** Brent reports the replacement cell tower project should be completed mid April.
- f) **Governance Report:** Aran reports he has send the commissions comments and feedback to Chris Vrael.
- g) **Hall Usage Agreement:** Aran and Bob Scott will get together and finalize the Hall Usage Agreement incorporating the suggestions recommended by CRD staff.
- h) **Wild land fire fighting Guidelines:** Aran will work with Art to draft the call out criteria.

**5) Fire Chief Report:** (see attached)

**Motion by Brent, seconded by Joel to adjourn meeting 8:45 pm, CARRIED.**

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**March 26, 2024**

**Hall Managers Report**

I was contacted by a representative of Elections BC. They requested a viewing of the hall and subsequently reserved the hall for October 19th. I was also contacted by a family from Brentwood regarding a hall viewing and they have reserved the hall for a family gathering to take place on September 21st. The WPCA has the hall booked for April 20th for Dart Night and April 28th for the spring clean up. There are three additional private bookings - one on March 30th, one on June 1st and a three day booking from July 19 - 21 for a wedding.

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

I provided the cel tower workers with a key to the hall so that they could access the hall for bathroom use while they are working here. They should be done within the next few days.

I contacted Acme Supplies and was given the name of a floor cleaner. We are in the process of co-ordinating a time for him to view the hall in order to determine the best approach to cleaning and re-waxing it. I was advised to be aware that there are questionable people offering the service. I have also located a cleaning team of two women who are willing to come and clean the hall should we decide to go forward. They charge \$80/hour for both of them.

There are no other issues of concern at this time.

Submitted by,

Mariann Malvet

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**Tank Farm Installation update -Fire and Rec Meeting March 26<sup>th</sup> 2024 (Joel Cotter)**

**1. MOTI (Ministry of Transportation and Infrastructure)**

-after Brian and Joel's initial site meeting with Ryan Pinches (Development Officer) on Nov 21<sup>st</sup> 2023, the MOTI has verbally approved a "License of Occupation" as of March 7<sup>th</sup> 2024. There are no major concerns or objections from MOTI. We are required to have two work permits issued by MOTI in order for any construction on the right of way. As of March 10<sup>th</sup> two permits have been applied for; one, to proceed with test holes which will determine the depth and type of soil on the site; and second, the construction permit which provides authority to excavate the site and install tanks etc.

Receipt of these permits should be in our hands no later than 15<sup>th</sup> April.

**2. CRD**

-as per Chris Vrabel, Manager Fire Service, the CRD board passed a budget bylaw on March 14<sup>th</sup> 2024. One item that was approved was the grant money for our tank installation of approx. 144K. Subsequently, Chris had CRD staff post into our WP budget a line item number with the 144K. As part of the project he wanted a Scope of Work and rough budget estimate for each phase/task of the project. I've provided him with a spreadsheet detailing that information; he has submitted it to his General Manager for approval. My impression was that the GM will approve and we will be able to begin the work. It was pointed out to me that any expense between 10K to 75K require 3 written quotes; anything under can be direct awarded, and anything over 75K must be posted to BC bid.

**3. Construction**

-the first task will be to dig a number of test holes on site to determine the depth and type of soil. This will be done most likely in late April or once the soil is no longer saturated. This will give us an idea of depth to mineral soil, bedrock location and any other anomalies. That information will be provided to the excavation contractor.

-the main construction work will commence on or about July 15<sup>th</sup> based on availability of contractor and soil moisture. We will be considering the most reputable contractors and asking for pricing within the next month.

**4. Tanks**

-contact has been made with Galcon precast in Duncan to get some information re piping/holes/venting etc on their tanks. They are flexible allowing us to design our plumbing to suit the ground, grade, and location of the parking lot for the fire truck.

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

## **Fire Chief Report (for Spring Pointer edition)**

Your Willis Point Volunteer Fire Department has had a busy year! We've had 44 callouts since last spring spanning all of our critical training we do each and every Wednesday, and some weekends too. We respond to a variety of medical calls, search and rescue, fires / smoke, vehicle accidents and power lines down.

Recently, we were at the Otter Point Fire Centre training in Live Fire scenarios for car, propane and house fires. This environment really gets us familiar with our fellow firefighters and equipment, and ready for when that emergency happens. If you'd like to be part of our team, and vital community service, please contact us.

Our members are licensed first responders and we've had several new licences issued in the past year. This requires a significant investment of time from our members and trainers to provide this service to the community. We participate in ongoing training to maintain and renew our licence every 3 years. Four members of our department participated in "Engine Boss" hosted by Errington Fire Department.. Engine Boss is a BC Wildfire course certification for leading fire suppression efforts in a Wildland Urban Interface such as our community in Willis Point.

As part of our ongoing effort to update and improve our response to incidents in our neighbourhood, there will be work done to enhance water supply for fighting fires in our community. Several sites are being considered and the ultimate intent is to provide coverage to all areas with an ample supply of water, while an effort is being made to ensure that the natural beauty of the area remains undisturbed.

The first of these reservoirs will be located at the intersection of Willis Point Road and Mark Lane. Ministry of Transport approval has been secured and final details are being worked out with the CRD. Materials and services are about to be contracted so expect to see excavation and other preparations there soon. Funding for this was secured through government grants.

WPVFD received another \$23,000 in UBCM grants for 2024 contributing to equipment purchases for our Engine 12. The Union of BC Municipalities, in conjunction with the CRD, makes various funding programs available to emergency services organisations in our province.

FireSmart will be sponsoring a chipping event in our community the last weekend in April. Please feel free to bring your chipping to the community hall and leave it on the concrete pad across the road from the firehall. The chipping day will correspond with WPCA's road cleanup initiative. If you have any questions about fire and emergency services in our area, please email: [firechief@willispoint.ca](mailto:firechief@willispoint.ca) or visit [www.willispoint.ca/wpvfd](http://www.willispoint.ca/wpvfd) for more information.

**Art Wynans: Fire Chief**