

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

**Tuesday, April 23, 2024 7:30 PM**

**Present:** Brent Kornelson, Gary Howell, Aran Puritch, Joel Cotter, Director Al Wickheim, Jim Potvin, Vern McConnell

**Absent:** Brian McCandless,

**Guests & Invitees:** Darren Pine, At Wynans, Daniel Kenway

Meeting called to order at 7:30 pm

**1) Approval of Agenda**

**MOTION** by Gary Howell, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

**2) MOTION** by Gary Howell, **SECONDED** by Vern McConnell that the minutes of Mar 26, 2024 be accepted as presented, **CARRIED**

**3) Business Arising:**

- a) **Water Cistern Project:** Joel reports he now received all permits and the \$144K grant is in the bank and preliminary work should begin in May (see attached report)
- b) **Cell Tower:** Brent reports the tower is nearing completion, the excess dirt has yet to be removed. Brent will discuss this with contractor.
- c) **Field Improvements:** Daniel the suggested the WPCA might be able to utilize the dirt as fill to raise the level of the grass play field in the saturated south end, there are a group of equipment owners willing to do this project at no cost.
- d) **Governance Report:** Aran reports the final CRD approval process has been moved back several months.
- e) **Asphalt Hall paving:** no report
- f) **Wheel Chair Access:** There have been inquiries for Wheel Chair access to gym portion of the Hall; Al mentioned potential grant money might be available. Consider for next year capital project.
- g) **Hall Usage Agreement:** Aran and Bob Scott are finalizing 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.
- i) **Generator Service Contract:** Vern reminded commission that we will be assuming responsibility for the standby generator servicing, Darren mentioned fire fighter Ryan Leaky might be interceded in doing the servicing. There will also be some rewiring required once the old Rogers cell tower is removed.

**4) Hall Managers Report:** no report

**5) Fire Chief Report:** spring training is underway with 5 new recruits, budget is on track.

**Motion by Brent, seconded by Joel to adjourn meeting 9 pm, CARRIED**

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**Water Cistern Report: Joel Cotter**

- 1. All permits from MOTI and funding are in place.**
- 2. Brian and I had a meeting 17 April to discuss SOW and other details**
- 3. First thing: Dig test hole with small excavator to determine depth of soil and obstructions**
- 4. Reg, a tree guy will be looking at the trees this Friday and will provide a price for removal**
- 5. SOW for tendering to be developed for main excavation; will be sent to CRD for approval.**
  - a. Site Work: I would like to tender the work on an hourly basis to select contractors. This will be cheaper and more manageable as there are unknowns; SOW for tendering of excavation involves purchase and installation of culvert along Mark Lane; build parking lot and install or not removable bollards; dig and remove soil for tank farm. Install or not engineered fill and gravel as base for tanks.**
  - b. Send out request for quote for 8-10 tanks to be delivered and installed.**
- 6. Once test holes have been complete and no issues, we proceed as per:**
  - a. Trees to be topped and removed**
  - b. Culvert installed and parking lot constructed; bollards installed and tank location excavated and prepped**
  - c. Tanks to be delivered and placed**
  - d. Plumbing to be installed as per Fire Department specs (possible Cullen Water Service)**
  - e. Pea gravel placed by slinger fill between tanks and cover them as per Engineer specs**
  - f. Landscape soil to be spread by Slinger.**
  - g. Landscaping to be contracted to local company to blend site to surrounding Veg.**