

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

Tuesday, Nov 26, 2024 7:30 PM

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

Absent: Director Al Wickheim

Guests & Invitees: Marni Krismer, Mariann Malvet, Darren Pine, Daniel Kenway, Art Wynans (online)

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION Jim Potvin, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Vern McConnell, **SECONDED** by Gary Howell that the minutes of Oct 22, 2024 be accepted as presented, **CARRIED**

3) Fire Chief Report: Aran read report, (see attached).

4) Hall Managers Report: Mariann read her final report (see attached)

Aran expressed the commission appreciation for her 13 years of service; she was presented with a gift expressing thanks. She will assist with transition to new manager Karen Kay

5) Business Arising:

- a) **Water Cistern Project:** Joel presented a cost summary (see attached), he anticipates there will be a \$20K project surplus from the grant, Gary will discuss with CRD if the funds can be allocated for additional water storage tanks.
- b) **Cell Tower:** Brent reports we are still waiting for Rogers to agree to the amendment to the new tower lease for the generator usage.
- c) **Generator:** Brent will pass the contact info for Jessica CRD to Vern for follow-up on the lease amendment for the generator.
- d) **Hall Manager:** Aran will work with Marni to setup an online Hall rental and payment system, the rental rate review also needs to be completed.

6) New Business:

- a) **Hall Maintenance:** Brian reported the Annex door replacement has been scheduled, getting quotes for bathroom upgrades, proposed an exterior, attached storage unit for chairs addition be considered, he will get quotes.
- b) **Budget:** Gary indicated our requisition must be approved via a motion by the commission in Jan/Feb.
- c) **AGM:** Aran confirmed that incumbents Aran Puritch and Jim Potvin re-elected, 2 new community members Marni Krismer and Greg Elvedahl were elected to the commission. The commission expressed their appreciation to Brian and Brent for their contributions to the commission and presented them with gifts expressing thanks.

MOTION by Vern McConnell, **SECONDED** by Gary Howell that the AGM commission minutes of Nov 3, 2024 be accepted as presented, **CARRIED**

Motion by Brent, seconded by Brian to adjourn meeting 9:00 pm, CARRIED

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FD update November 2024:

First responder training for nasal airways completed for most of our FR licenses. This was the minimum requirement as we understand it to maintain our license. Thank you to Greg E for the initial training session and equipment.

New trainees are slowly progressing through the minimum training standard.

CRD (Chris V, Mike B and Wayne Humphry) is surveying the departments on training. Most in the region will be in person, WP will be remote Dec 9 or 10.

New tires on E1, \$6k on operational budget.

Year end purchasing, ~\$15k. Items to be purchased include

- Steamer valve for E1
- Tool bag and tools for E12
- New whiteboard for annex training area
- FOG machine
- Rubber mats for entrance safety
- Updated stationwear
- R1 enhancements (cargo slide, custom cap) – running into 2025 budget
- Pressure washer for equipment maintenance and hose cleaning (electric, wired)

No word on 2024/2025 UBCM grant yet.

Other items for discussion

- Purchase poly tanks (x2) to use up cistern grant – they can be held at the hall until funds and authorization to install them are available
- Emerg lighting and annual inspection at the hall (fire extinguishers, lighting)
 - Annex emerg lighting has had a battery replaced October 2024.
 - Emerg lighting in community hall is not functional
 - Emerg lighting in old bay is not functional, although a lighting circuit is available on generator power.

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Cistern Installation Expense Breakdown 2024				
1	14-May	Leader Merc.	transport Mini to site and back to Joels for testing soil type and depth	\$ 354.38
2	23-May	RC Tree Service	falling trees at site	\$ 1,890.00
3	21-May	Armtec	culvert purchase (3)	\$ 2,452.92
4	06-Jun	Leader Merc	culvert transport. Nanaimo-Victoria	\$ 420.00
5	18-Jul	Galcon Industries	10 x 2800 gal cisterns and parts	\$ 63,050.40
6	25-Jul	Joel cotter	additional culvert purchase, transport and miss pa	\$ 1,163.51
7	25-Jul	Verasco hammer	rock hammer for 2.5 days	\$ 5,915.70
		Verasco excavation	site excavation, tank and culvert install, trucking and site supervision, assist tank install, leveling and backfill, parking lot construction	\$ 25,342.28
8	03-Aug	Cullen Water	supply and install vent and suction plumbing	\$ 6,427.27
9	13-Aug	JMC Forest	Joel/Kevin run ex 200 on Lot 8 temp storage/disposal dig holes for stumps and debris. Receive 48 trucks dirt and rock. Spread, pile and disposal of overburden Reload rock chips, dirt for backfill and parking lot	\$ 4,189.50
9	14-Aug	Carlise Fab	draft and vent piping fab and install	\$ 8,024.00
10	12-Aug	Trans Sign	Fire lane signs x 2	\$ 450.00
11	10-Oct	Pacific Grass seed	Hydroseeding	\$ 525.00
12	05-Nov	Mitchell Ex	Slinger service	\$ 749.00
#	30-Nov	Carlilse Fab	Bollard fab and delivery/install	\$ 3,300.00
#	30-Nov	Leader Merc	Bollard site prep (excavator)	\$ 400.00
#	30-Nov	miss part joel	anchor bolts/sign hardware	\$ 109.80
			sicaflex sleggs	\$ 42.71
			bollard delivery	\$ 275.00
			\$ 427.51	\$ 427.51
#	31-Dec	Fire department	plants steve	\$ 500.00
				\$ 125,581.47

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November 25, 2024

Hall Managers Report

The AGM was held on November 3rd followed by a Remembrance Day service on November 11th and November fest on November 16th.

Pickle Ball continues four times per week and the Fire Fighters continue with floor hockey on Thursday evenings. On November 24th there was a private rental of the hall parking lot only. There are currently two bookings in December - the Christmas Potluck on December 1st and the Fire Fighters; Christmas party on December 21st. There is one new private booking for 2025 in March for three days from the 28th through the 30th.

The first quarterly floor maintenance visit will be scheduled in December. The date has not yet been determined.

There are not other outstanding issues at this time.

Submitted by,

Mariann Malvet

Hall Manager