

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

Tuesday Jan 30, 2018

7:30 PM

Willis Point Community Centre Fire Annex

Present: Vern McConnell, Brent Kornelson, Ken Smith, Brian McCandless, Gary Howell, Ken Ilott

Absent: Director Mike Hicks, Joel Cotter

Guests & Invitees: Aran Puritch, Kathy Crawley

Meeting called to order at 7:30 pm

Election of Commission Officers:

**Elected 2018: Chair: Vern McConnell,
Vic Chair: Ken Smith
Secretary: Brent Kornelson
Treasurer: Gary Howell**

1) Approval of Agenda

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

2) MOTION by Gary Howell, **seconded** by Ken Smith that the minutes of **Nov 7, 2017** be accepted as amended and presented, **CARRIED**

3) Report from Chair: none

4) Hall Report: Brent read Mariann's report, floors have been cleaned, no outstanding issues.

5) 2018 Budget review: Gary Howell presented the final 2017 figures to the commission and reviewed the budget surplus from 2017.

MOTION by Ken Ilott, **SECONDED** by Ken Smith to transfer 2017 surplus of \$6613 to the ERF and \$16187 to 2018 Contingency Fund, **CARRIED**.

MOTION by Brent Kornelson, **SECONDED** by Ken Ilott to deposit the surplus revenue from the Wild Fire Deployment into the Capital Reserve Fund, **CARRIED**.

6) Business Arising:

- a) Brent provided an update on the ongoing cell tower contract renewal with Rogers as provided by Peter Breen CRD. Existing agreement expires Aug 2018.
- b) Invoicing has not been received for the material used to upgrade outside Hall lighting material, Vern will contact Art who has completed the work.

- c) Vern updated the commission regarding the implication of Building Permit requirements for firefighting water reservoirs on building plans. Vern and Ken Ilott will be seeking additional clarifications with the various CRD departments regarding this issue.
 - d) Vern will check with the CRD for the final Hydro balance Rogers report for the cell tower.
 - e) Brian reported that the Hall electric furnace replacement cost estimates for the 2 units are \$7,000 - \$8,000 or half that for one unit.
 - f) The Annex roof repairs were completed by Top Line Roofing for \$1100.
 - g) Potential wild fire call out guidelines were discussed, the FD will create guidelines and present to commission.
- 7) Fire Chief Report:** Aron presented report, Department is running well.

MOTION to adjourn by Ken Smith, seconded Brent Kornelson, **CARRIED: 9:30PM**