

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

Tuesday Oct 15, 2019

7:30 PM

Willis Point Community Centre Fire Annex

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

Absent: Director Mike Hicks, Ken Smith,

Guests & Invitees: Darren Pine, Kathy Crawley, Paul Williams

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION by Gary Howell, **SECONDED** by Brian McCandless, that the Agenda be accepted as presented. **CARRIED**

2) MOTION by, Brent Kornelson **seconded** by Ken Ilott that the minutes of July 24, 2019 be accepted as presented, **CARRIED**

3) Report from Chair: Vern has inquired with CRD regarding progress of the Durrance Close fire protection issue; Vern discussed this with Mike Hicks who will investigate the status of the issue.

4) Hall Report: (see attached report) **Moved** by Joel Cotter, **SECONDED** by Gary Howell, that the Report be accepted as presented. **CARRIED**

5) Business Arising:

- a) Cell Tower: nothing new to report, Brent
- b) Rogers Overpayment: Gary has contacted Steven Henderson CRD about this.
- c) Tank Farm: Joel reports they are considering a site for the new tank by the Mail boxes, property lines have been identified and nearby residences contacted, size and aesthetics of tank will be a concern: Darren Pine indicated the FD preference is for a 25,000 gal tank as this will qualify as Hydrant status for nearby homes.
- d) Paving Project: Deputy Fire Chief, Darren Pine: the site work is almost complete but may go over budget due to the amount of solid rock encountered. The runoff water will exit onto the Kornelson property and under the Kornelson driveway.

Brent Kornelson has agreed to the drain water plan subject to the following conditions:

1. asphalt patch on the driveway must be smoothly blended into existing asphalt, subject to Brent's final approval,
2. A 4" conduit will be installed beside the drain water pipe under driveway,
3. Culverts added to pathways to accept water flow from drain pipe.

MOTION by Gary Howell, seconded by Ken Ilott that the commission transfer \$10,000 from the Capital Replacement Fund to the contingency fund for the Paving Project. **CARRIED**

- e) Gary Howell, Joel Cotter, Paul Williams were elected at the AGM for 2 year terms.

6) Fire Chief report: none

7) Financial Review: 2020 general and Fire Department budget was reviewed by commission, Kathy Crawley detailed the FD budget. (see attached report)

MOTION by Brent Kornelson, seconded by Ken Ilott that the commission approve the Fire Department budget for \$75,370 as presented. **CARRIED**

MOTION by Ken Ilott, seconded by Brian McCandless that the commission approve the 2020 budget as presented. **CARRIED**

MOTION to adjourn by Ken Ilott, seconded Brent Kornelson, **CARRIED**: 9:00 pm

October 15, 2019

Hall Manager's Report

The hall has now been booked for the Halloween celebrations and for the Fire Fighters' Christmas party which will be on December 7th. Also the WPCA has booked the hall for the evening of November 12th. Somatics continues on Tuesday mornings. There are no other bookings at this time.

There are currently no new issues to report.

Submitted by,

Mariann Malvet

Willis Point Fire Protection and Recreation Budget 2020

1.350 Willis Point Fire Protection and Recreation

	<u>2017</u>	<u>2018</u>	<u>2019</u>			<u>2020</u>
			<u>May</u>	<u>Est</u>	<u>Budget</u>	<u>Core</u>
Cost Center Group: 100313						
Wills Hall Revenue						
420800 Rentals	-833	-1,746	-400	-	-500	-510
Total	-833	-1,746	-400	-	-500	-510
Cost Center Group: 100314						
Willis Point Fire Revenue						
420600 Donations	-1,315			-	-1,000	-
422300 Recovery Cost	250,717			-	-	-
429000 Interest Income	-495	-498	-9	-250	-250	-250
470300 Transfer JDF P&R	-6,160			-	-	-
486000 Requisition	118,970	-128,260		-130,830	-130,830	-125,208
490000 Surplus	-8,366	-6,950	-12,915	-12,915	-12,920	-41,233
Total	386,023	-135,709	-12,924	-143,995	-145,000	-166,691
Cost Center Group: 100315						
Willis Point Fire Cell Tower						
420800 Rentals	-7,880	-8,274		-49,500	-7,880	-28,500
422300 Recovery Cost	-3,838	-3,458	-779	-4,000	-10,790	-3,605
Total	-11,718	-11,732	-779	-53,500	-18,670	-32,105
Cost Center Group: 100316						
Willis Point Fire Protection Expense						
500090 Honoraria	9,209	9,251		9,280	9,280	9,280
500280 Wages&Ben-Other Reg	93,787	-1,550		-	-	
500510 W.C.B. Benefits	364	471	112	460	460	460
501000 Travel Expenses	1,116	1,277		3,470	3,470	2,500
501040 CRD Vehicles -ORDERS	9,166	7,206	452	9,530	9,530	9,530
502030 Telephone - Telecomm	1,946	2,221	530	1,530	1,530	1,800
506010 Insurance-PublicLiab	1,217	1,090		1,090	1,090	1,110

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506020 Insurance - Fidelity	7	10		10	10	10
506030 Insurance - Fire					-	
506050 Insurance - Group Accident	4,010	3,937		4,280	4,280	3,995
506090 Insurance- SrvcContr	62	60		60	60	60
508000 Maintenance	15,256	12,724	8,927	8,927	6,220	6,220
508260 Purchased Mtce - Buildings	484	480		650	650	650
508270 Purchased Mtce - Equipment	1,478	1,164		3,320	3,320	3,320
514010 Postage & Freight	-	8		8	-	-
514020 Courier & Express		30		30	-	-
514230 Volunteer Appreciation Dinner	-		530	530		3,000
514260 Training Development	7,848	7,996	2,316	7,140	7,140	9,625
514400 Staff Training & Development	5,378	6,351	3,500	13,770	13,770	13,770
514420 Memberships & Professional Dues	527	641	1,010	610	610	610
538130 Supplies - Operating	4,440	3,519	1,040	3,260	3,260	3,260
590200 Purchases - Equipment	-	5,919		6,170	6,170	6,170
	156,295	62,806	18,416	74,125	70,850	# 75,370

Cost Center Group: 100317

Willis Point Fire Administrative Expenses

502030 Telephone - Telecomm	613	697	273	790	790	807
506030 Insurance - Fire	1,743	1,740		1,760	1,760	# 1,750
506050 Insurance - Group Accident	73	80		70	70	70
506090 Insurance- SrvcContr	91	90		90	90	90
514020 Courier & Express		-			-	-
530010 Alloc - Finance & Corp Svc	3,500	3,710	1,653	3,970	3,970	4,889
535090 Electricity	9,597	11,197	6,290	11,690	11,690	11,947
570010 Interest - Internal	271	385	114	200	200	204
599200 Contingency	-		9		- 12,920	
600000 Labour Consumption		- 618	1,737	1,737		-
	15,888	18,517	10,075	20,307	31,490	19,757

Cost Center Group: 100318

Willis Pt Fire General Rec Expense

506000 Insurance-General	710	725		770	770	790
508260 Purchased Mtce - Buildings	5,108	4,761	1,862	2,550	2,550	2,606
508270 Purchased Mtce - Equipment	988	1,663		1,020	1,020	1,042
508330 Purchased Mtce - Grounds	294			5,100	5,100	5,212
538070 Supplies - Janitorial	245	96	38	210	210	215

draft

538130 Supplies - Operating	51		77		270		270		275
599200 Contingency			361		3,410		3,410		33,039
	7,396	7,244	2,338		13,330		13,330		43,179
Cost Center Group: 100319									
Willis Pt Fire Transfer to Own Fund									
547040 Contribution to Capital Reserve Fund	164,430		-		-	7,500	7,500		20,000
547070 Contribution to ERF	47,617	47,704	17,083		41,000	41,000	41,000		41,000
	212,047	47,704	17,083		48,500	48,500	48,500		61,000
Net (Surplus)/Deficit	-6,948	-12,915	33,809		-41,233			-	#