

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

Tuesday Oct 27, 2020

7:30 PM

**Present:** Vern McConnell, Brent Kornelson, Brian McCandless, Paul Williams, Gary Howell, Gary Anderson,

**Absent:** Director Mike Hicks, Joel Cotter

**Guests & Invitees:** Darren Pine, Art Wynans

Meeting called to order at 7:30 pm

**1) Approval of Agenda**

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

**2) MOTION** by Brian McCandless, **SECONDED** by Gary Anderson that the minutes of Sept 29, 2020 be accepted as presented, **CARRIED**

**3) Chair Report:** Aran Puritch has resigned as Fire Chief; Fire Department has nominated Art Wynans.

**MOTION** by Vern McConnell, **SECONDED** by Paul Williams, that the nomination of Art Wynans by the Fire Department be accepted for the new Fire Chief. **CARRIED**

**4) Hall Report:** Brent read report from Mariann (see attached). Brent will address recent Rodent problem. Vern outlined the Hall Covid 19 cleaning protocols (see attached), The new Fire Chief agreed to document the Fire Departments Covid 19 sanitation protocols.

**5) Business Arising:**

- a) Cell Tower: nothing new to report.
- b) Tank Farm: no report.
- c) Durrance Close: We are waiting for the CRD to create documentation letter (that Vern will take to residents) for the property owners to sign that formalize their desire to join WP Fire District.
- d) Mutual Aide with Saanich: nothing new to report.
- e) Hall Heating: Brian received a \$35K quote for new ducting and combination heat pump and electric backup system. He will pursue 2 more quotes with option for potential hybrid option.
- f) Financial Report: Gary Howell indicated there is currently a \$49,466 surplus projected for this year some of which needs to be reallocated.

**MOTION** by Gary Howell, **SECONDED** by Brent Kornelson that funds from the projected 2020 surplus of \$49,466 be allocated as follows:

Fire Dept Capital Fund--- \$6315,  
Capital Reserve Fund---- \$15000,  
Equip Reserve Fund-----\$11,000. **CARRIED**

**5) Fire Chiefs Report:** no fire Chief report

**6) WCPA Report:** Gary Anderson reported on the association activities, new flooring for Hall is being purchased; Vern requested that the WCPA submit the plans for the proposed play ground shelter is submitted to the commission for approval.

**Meeting adjourned 9:30 pm**

October 27, 2020

Hall Managers Report

The Provincial Elections were held at the hall on October 24th. A cheque will be forwarded directly to the CRD in the amount of \$250. Payment is made in accordance with the number of ballot boxes used - \$150 for the first one and \$100 for any additional boxes.

I have been sanitizing the hall and annex subsequent to each fire practice starting in the month of October. The hall was also sanitized after the elections. Hospital grade sanitizer was purchased from Acme Supplies.

I had one recent inquiry by a Willis Point family requesting the rental of the hall for a small gathering. I advised them that the hall is currently reserved exclusively for the use of the Fire Department. Unfortunately, with the arrival of the cooler weather, the mice have returned to the hall.

There are no additional issues at this time.

Submitted by,

Mariann Malvet

# Willis Point Fire Protection & Recreation Facilities Commission

## Covid 19 Protocols October, 2020

The commission as of our meeting on September 29th 2020 is instituting the following temporary protocols governing the use of the fire/community hall and facilities. Recognizing the importance of training to the emergency services provided by the fire department the community hall will be used as a indoor training facility, do to coming winter.

The hall manager will take on the additional responsibility of maintaining and oversight of sanitizing the hall and annex after all usage. The Commission will pick up the costs of sanitizing after the training night activities.

People wanting to use the hall will be responsible for covering the costs of sanitizing after their events. To ensure strict adherence to CRD mandated procedures the hall manager will assess the cost and charge the renters appropriately as long as Covid 19 is deemed to be a threat, by the CRD and the Commission.

Please contact Mariann, hall manager, with any questions concerning the measures which will be taken to maintain the sanitary security of the facilities. No measure is too insignificant when it comes to protecting our firefighters during these times. They are our frontline defence and deserve our unconditional support.

Vernon McConnell Chair  
Willis Point Fire Protection & Recreation Facilities Commission