

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

Tuesday Jan 26, 2021

7:30 PM

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

**Absent:** Director Mike Hicks,

**Guests & Invitees:** Art Wynans  
Meeting called to order at 7:36 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 Paul Williams that the minutes of Oct 27, 2020 be accepted as presented, **CARRIED**

**3) Election of Officers: Art Wynans chaired election; the following were nominated and elected:**

**Chair: Vern McConnell**

**Vice Chair: Paul Williams**

**Secretary: Brent Kornelson**

**Treasurer: Gary Howell**

**4) Chair Report:** nothing new to report

**5) Hall Report:** Brent read report from Mariann (see attached). Brian will contact Island Pest Control to assist in addressing the rodent problem.

**6) Business Arising:**

- a) Cell Tower: Brent reported he has in contact with Rogers's property manager, Rogers projected timeline for rebuilt tower is spring 2022. Rogers requested permission to top one cedar tree that is blocking tower microwave signal.

**MOTION by Brent Kornelson, seconded by Brian McCandless to authorize Rogers to remove up to 3 meters from the tree that is blocking the microwave signal. CARRIED**

- b) Tank Farm: Joel reports he has confirmed 2 locations for water tanks on private property, one each on the east and west ends of Mark Lane. Property owners will receive a letter from the commission confirming they can request the tanks be removed from their property with reasonable notice. Joel has also applied for a \$37K grant from Canada Infrastructure Program.
- c) Durrance Close: Vern read email from Johann Reimer indicating (covid-19 issues) he has not yet been able to get the necessary documentation completed to send to Provincial Government. Vern will meet with Johann end of Feb to discuss.

- d) Mutual Aide with Saanich: nothing new to report.
- e) Hall Heating: Brian received 3 quotes ranging from \$28K to \$35K for new ducting and combination heat pump and electric backup system. The commission discussed and agreed we would proceed with a Heat pump/electric backup system. Brian will pursue 2 updated quotes with the Samsung Heat pump option before we award the contract.
- f) Financial Report: Gary reports the CRD confirmed it should be no problem borrowing addition funds (if necessary) for a replacement Fire Engine, however the application should be made well in advance. The final 2020 surplus is \$50,096 that needs to be reallocated.

**MOTION by Gary Howell, SECONDED by Brent Kornelson that funds from the 2020 surplus of \$50,096 be allocated as follows:**

**Capital reserve fund: \$15,000**

**Equipment reserve: \$20,514 (of which \$9514 is related to fire services)**

**Carry forward to 2021: \$14,582**

**The contingency account 100318-599200 in the 2021 budget will be adjusted to \$19,062. CARRIED**

**5) Fire Chiefs Report:** department membership is strong and there are no issues.

**6) WCPA Report:** Gary Anderson reported on the association activities, new flooring for Hall will be postponed until the heating system is completed; WCPA submit the plans for the proposed play ground shelter is submitted to the commission for approval.

**MOTION by Paul Williams, SECONDED by Brian McCandless that the WPCA shelter location and project is approved. CARRIED**

**Meeting adjourned 9:00 pm**

January 26, 2021

Hall Manager's Report

Given the ongoing pandemic, things remain quiet at the hall.

I did have a request from a location scout for the film production company, Maid, to view the hall and annex as a possible setting for one of their movies. I opened the hall so that photographs could be taken, however, it appears that another site has been selected.

I continue to sanitize the Annex after each fire practice. There continues to be evidence of mice in both the Annex and the main hall.

There are no additional issues to report at this time.

Submitted by: Mariann Malvet, Hall Manager