

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

Tuesday Oct 25, 2022, 7:30 PM

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

Absent: Director Mike Hicks, Paul Williams

Guests & Invitees: Jim Potvin, Daren Pine, Kathy Crawley

Meeting called to order at 7:30 pm

1) Approval of Agenda

MOTION by Brent Kornelson, **SECONDED** by Vern McConnell that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Vern McConnell, **SECONDED** by Brent Kornelson that the minutes of Sept 27, 2022 be accepted as presented, **CARRIED**

3) Business Arising:

- a) Budget: Gary estimates we will have at \$700K in our capital accounts by 2025 that can be used to pay for the replacement truck. Fire Department operational budget has been finalized at \$84,671.
- b) Cell Tower: Brent read email update from Steven Henderson: there has been some correspondence from Rogers however no date to start construction: there continues to be interest from Freedom Mobile to co-locate on the new tower.
- c) Asphalt Hall Apron: Brian presented 2 quotes to pave apron, material prices are up about 50%, \$18K for apron, \$40K for full lot paving. Paving can't proceed until spring.
- d) Apparatus Replacement: Aran reported he was informed that CRD staff had been waiting for confirmation from Finance that we have sufficient funds before they submitted our RFQ, Gary will ensure CRD Finance get them appropriate information so the RFQ can proceed.
- e) Mutual Aid: Aran will be reaching out to Central Saanich to get the process moving again.
- f) Backflow Valve: Brian reported there is a central BF valve that protects the whole water system.
- g) Land Use Advisory Committee: Vern reports that the Land Use Commission is looking for applications that would serve for a 4 year term as advisors to the LUC.; the info has also been sent to WPCA.
- h) Insurance WPCA: Gary reported that even though the \$600 bill for the WPCA's insurance was paid by the commission this year he will remind Daniel they are responsible for this insurance. Jim Potvin also mentioned he has yet to receive a list of WPCA Hall activities that must be attached to the insurance policy.

4) Fire Chief Report: (see attached report)

MOTION by Joel Cotter, **SECONDED** by Vern McConnell that the Fire Department is authorized to dispose of any expired and surplus air packs: **CARRIED**

Next commission meeting Nov 29, 2022

Motion by Vern, seconded by Brent to adjourn meeting 9 pm, CARRIED.

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1. Fire Chief Report –
 - a. !!! Truck purchase !!! Last communication I had from Michael Sunshine was a request for the commission to reach out to Lia Xu (lxu@crd.bc.ca) and Jonathan regarding of confirmation of funding. Please advise.
 - b. 8 new recruits with strong attendance and training since September 7. 3 local, 1 at the end of WP road at Wallace, and a few a few kms from the end of WP road.
 - i. 31 members, including recruits, auxiliary and administrative roles.
 - c. WP strongly contributed to a regional forest fire in challenging terrain in the Highlands. WP, Highlands, BC wildfire, helicopters, Langford and Metchosin fire worked the fire over 2 days.
 - d. WPPFA AGM October 26 – anticipating 2 new captains. I have agreed to re-run as Fire Chief.
 - e. We will be running a first responder course for new recruits with a locally certified instructor – Cody Daku will co-teach this course and obtain his FR instructor license.
 - f. 2022 Budget – while staying within our budget, increased purchasing is anticipated.
 - i. firefighter PPE and truck accessories to increase firefighter safety (roll out trays)
 - ii. SCBA masks for new members and spares on truck
 - iii. 2.5” hose to replace hose taken out of service by 2022 testing.
 - iv. Donations – most likely targeted towards a “tidy tank” for fuel – should eliminate spills and hassle of 5g “jerry cans” - Diesel only. Location likely to be IN the seacan.
 - v. Grant request for \$30k submitted to CRD – 90 day period from October 21 to obtain results.
 - g. 2023 Budget – Kathy / Darren to discuss
 - h. OFC rolled out “Minimum Training Standard” – officers attended rollout session – scope essentially the same as the “playbook” with an emphasis on formal certifications and documentation.
 - i. EMA protocols are updated – training rollout in 2023 to allow us to use them – blood pressure, epi pens, etc.
 - j. CRD will be performing a pre-audit of WP in February – with a formal audit for September 2023
 - i. Scope is similar to the previous audit conducted by Kevin Brehart.
2. Halloween Bonfire – is it OK to have it out back so we don’t have to clean the parking lot after?
 - a. Event scheduling is dependent on weather/fire conditions.
 - b. If no bonfire on Halloween, a weekend event would have to be scheduled in November.

Art Wynans, Fire Chief

Willis Point Volunteer Fire Department