

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

**Monday, Jan 27, 2025 7:45 PM**

**Present:** Marni Krismer, Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Joel Cotter

**Absent:** Director Al Wickheim, Greg Elvedahl

**Guests & Invitees:** Art Wynans

Meeting called to order at 7:46pm

**1) Approval of Agenda**

**MOTION** Vern McConnell, **SECONDED** by Jim Potvin that the Agenda be accepted as presented, **CARRIED**

**2) Commission Positions**

- Officer Elections:
  - Chair: Vern McConnell nominates Aran Puritch as chair, seconded by Joel Cotter. No other nominations. **CARRIED**
  - Vice Chair: Aran Puritch nominates Vern McConnell as vice chair, seconded by Joel Cotter. No other nominations. **CARRIED**.
- Appointments: Gary Howell agrees to continue as treasurer, Marni Krismer agrees to assume the role of secretary.

**3) MOTION** by Vern McConnell **SECONDED** by Joel Cotter that the minutes of Nov 26, 2024 be accepted as presented, **CARRIED**

**4) Fire Chief Report:** *Verbal report from Fire Chief, Art Wynans*

- Expected response on \$40k grant application is more than 2 weeks overdue, hopeful for next month,
- Two new local volunteers for WP are training at Port Renfrew with funding from UBCM
- Safety reviews underway based on CRD audit from last year
- 2025 training calendar under review – live fire x2, dates booked.
- New initiative for “day crew” staffed by 1001 certified “out of district” volunteers for one 8-hour shift per month.
- Financials: Smoke machine – \$1k, R1 updates \$10k

**5) Hall Managers Report:** *limited activity / new bookings – no formal report submitted.*

**6) Business Arising:**

- a) **Cell Tower:** Commissioner Vern reports recent conversations with Rogers confirmed: that the old tower lease remains in effect until it is removed.  
*No new action by the Commission required.*
- b) **Generator:** Table new agenda item for next meeting for Commission to take over the regular safety and maintenance of the generator.
- c) **Hall Manager:** new manager Karen has fully assumed the duties of Hall Manager with our thanks.

**7) New Business:**

- a) Financial Report - Commissioner Gary
  - A significant budget surplus is expected due to realized additional funds from the old cell tower lease and wildfire revenue.

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**MOTION** by Gary Howell, **SECONDED** by Vern McConnell to allocate the 2024 surplus as follows:

- \$25,000 carried forward to 2025
- \$12,585 to the ERF
- the balance of \$43,600 to the CRF.

**CARRIED**

- 2017 Accounting error – costs discovered that should have been billed to WPFRC during the Wildfire service will be funded from the Capital Reserve Fund.
- b) **Commission Duties** – Aran encourage the Commissioners to review materials provided by CRD regarding the duties of the Commission.
- Bylaw No 3654
  - CRD 2020 Commission Orientation Handbook
- c) **Hall Rental Procedures** – Marni / Aran are working to modernize the hall rental process by creating an online form, streamline processes and provide online payment options. Rates and terms of rental will also be reviewed.

**MOTION** by Aran Puritch **SECONDED** by Jim Potvin to adjourn the meeting at 9:56pm, **CARRIED**