

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

Tuesday, April 22, 2025 7:30 PM

Present: Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Marni Krismer, Greg Elvedahl, Director Al Wickheim

Absent: Joel Cotter

Guests & Invitees: Darren Pine, Art Wynans

Meeting called to order at 7:34 pm

1) Approval of Agenda

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

2) Approval of previous meeting minutes

MOTION by Vern McConnell **SECONDED** by Gary Howell that the minutes of March 25, 2025 be accepted as presented, **CARRIED**

3) Fire Chief Report: Verbal report from Chief Art Wynans

- a) Engaged with the Greater Victoria Fire Chiefs Association.
- b) Spending against budget goals is on track.
- c) Commercial washer & dryer purchase and install project is underway. Current focus is determining an approach / installation location that minimizes cost and disruption. The project budget may exceed the grant money awarded.
- d) Training
 - i) Issac Pine recently received a trainer certificate for wildland fire protection and can bring that training to the crew.
 - ii) Additional training events are coming up during the summer.
- e) May 4th marks the end of open burning. Chipping service will start up to allow community members to have yard waste material removed at no cost.

4) Hall Managers Report:

- a) April 29th hall carpet will be cleaned.
- b) An issue with the heaters has come up. Occasionally they need to be reset, which requires access to the panel in the annex. I am requesting a key, so if this issue arises during a rental, I can resolve it.
- c) Also, is PA system available for renters to use? If so, I need information on it and key?
Discussion – general agreement that the PA system belongs to the WPCA. Jim, as liaison to the CA, will bring this up at the next Association meeting.
- d) Seems the hall deck is a dumping ground now. On hall clean-up day there will be stuff for the dump. Not sure how to deter this from happening.
Discussion: Aran will ask that Karen put up a sign: “Do not leave unwanted items here.”
- e) I met with Shannon and went over cleaning the hall, it's looking good.

5) Business Arising:

- a) Cell Tower update
 - a. In December 2024, Gary Howell asked the CRD to request back payments from Rogers for cell tower electricity at \$380 per month for January through July 2024, totalling \$2660. No payments have been received.

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b. No updates from the CRD on the generator.

b) Hall Modernization

i) Rental fees – Aran has asked Al Wickheim to inquire with the CRD regarding options for receiving rental fees electronically.

ii) Electronic lock on the Front Door only – Aran is working on this, needs to match the brand of our existing locks.

MOTION by Aran Puritch **SECONDED** by Vern McConnell to spend up to \$400 from the Commission budget (Hall Maintenance) on electronic locks.

c) Hall Maintenance

a. Management of the heat pump by Hall users – in response to minor issues raised by the Hall Manager and users, Greg Elvedahl volunteered to take on the regular maintenance of the heat pump system. He will also create some basic instructions and standards for using the heat systems in the hall.

6) New Business:

b) Monthly Employees – raised by Gary Howell: establish both the Hall Cleaner and the Hall Manager as regular monthly employees so that are automatically paid each month and that the salary includes the standard benefits stipend.

MOTION by Gary Howell **SECONDED** by Jim Potvin to establish both the Hall Manager and the Hall Cleaner as regular employees with net monthly salaries of \$200 and \$150, respectively.

MOTION by Aran Puritch to adjourn the meeting at 8:20pm.