

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

**Tuesday, May 27, 2025 7:30 PM**

**Present:** Aran Puritch, Joel Cotter, Jim Potvin, Vern McConnell, Marni Krismer, Greg Elvedahl

**Absent:** Gary Howell, Director Al Wickheim

**Guests & Invitees:** Darren Pine, Art Wynans, Cody Daku, Daniel Kenway

Meeting called to order at 7:33 pm

**1) Approval of Agenda**

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

**2) Approval of previous meeting minutes**

**MOTION** by Vern McConnell **SECONDED** by Joel Cotter that the minutes of April 22, 2025, be accepted as amended, **CARRIED**

**3) Fire Chief Report:** Verbal report from Chief Art Wynans and Deputy Chief Pine

- a) Membership is stable
- b) Call volumes are low
- c) Training is progressing
  - i) Chief Wynans recently attended a leadership training event – Interior Operations Team Leader. *Chief Wynans observed that the training aligned well with the current leadership training curriculum at Willis Point.*
- d) The slide out for rescue has been shipped. The cap improvements are still under construction. Installation anticipated in June.
- e) PPE cleaning equipment delivery expected at the end of June.
- f) Trucks and equipment generally in good repair. There are emissions warnings on Rescue which do not impact the operation of the unit.

**4) Business Arising:**

- a) Cell Tower Updates – Regarding the outstanding issue of the cell tower agreement generator addendum; Commissioner McConnell reports the CRD advised on May 26 that the addendum is on an upcoming meeting agenda. He also reported that there is no update on the outstanding \$2700 owed for electricity.
- b) Hall Rental Modernization – Commissioner Puritch reports that Director Al Wickhem has been trying to get CRD support for electronic payments. No other updates.
- c) Electronic Lockset – no update on this topic.

**5) New Business:**

- a) A 2008 Brush Truck is available for sale at Saanich Fire with a minimum bid of \$50k. It is of interest to the WP fire department. This truck could replace one of the trucks in the current fleet – the best candidate would be Rescue 1. The bid is due by June 3. The fire chief is looking for the Commission's support for submitting a bid.  
**MOTION** by Vern McConnell **SECONDED** by Joel Cotter that the Commission support a bid of up to \$60k to acquire this vehicle based on the understanding that the CRD must approve the bid submission, **CARRIED**.
- b) Cistern Removal – Commissioner Puritch reports that the owners 7548 Mark Lane, which is adjacent to the MoT site of a 1500-gallon cistern, would like it removed. This cistern was serviced

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in May 2025 and is suitable for wildfire suppression. Chief Wynans advises that while the fire department could remove the existing cistern for no cost, the longer-term goal would be to upgrade the site to a 26000 certified dry hydrant. *No action to be taken at this time.*

- c) Cistern Project Surplus – Chief Wynans advised that the cistern grant has ~\$15k remaining after the completion of the main project. Additional cisterns are needed for the community but the time needed for approvals on MOT land community engagement would exceed the year end deadline for the grant. The Commission and fire department will work with the CRD to determine the process, including the MOT and the WP community, for moving this forward. In the interim, the balance of the grant will be spent on additional tanks and fittings.
- d) Water Heater Replacement(s) – Commissioner Puritch advises that the water heater in the Annex is leaking and must be replaced. The water heaters in the Hall and Apparatus bay will be assessed at the same time.
- e) Hall kitchen renovations – Commissioner Cotter reports that a budget of \$15k exists for renovations to the Hall washrooms. Commissioner Cotter will be managing this project and be the authority on the work. The scope of the renovations includes new vanities, paint and doors. An accessible stall will be established in the women's washroom. The WPCA may be able to partner with the Commission as a budget item exists for this work. Chair Kenway will be the single point of contact for the Association.
- f) Hall PA System – Commissioner Potvin reports that the PA system will be available only for WPCA and WPVFD events, not private rentals.

**6) Hall Managers Report:**

- a) Gym Floor is being maintained this Wednesday evening. Unsure of timing.
- b) Smell in the hall someone suggested a dead rat.
- c) A 2-day rental is coming up in July, as well as community event in June. I heard bathroom renovation is in the works. I will make sure these don't conflict.
- d) Carpet has been cleaned. I'm awaiting reimbursement for this.

**7) MOTION by Aran Puritch to adjourn the meeting at 9:28pm. CARRIED**