

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

Thursday, June 26, 2025 7:30 PM

Present: Aran Puritch, Gary Howell, Vern McConnell, Marni Krismer, Greg Elvedahl

Absent: Director Al Wickheim, Jim Potvin, Joel Cotter

Guests & Invitees: Darren Pine

Location: Willis Point Fire Hall Annex, 6933 Willis Point Road, Victoria BC V9E 2A1

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION by Marni Krismer, **SECONDED** by Vern McConnell that the Agenda be accepted as presented, **CARRIED**

2) Approval of previous meeting minutes

MOTION by Vern McConnell **SECONDED** by Greg Elvedahl that the minutes of May 27, 2025, be accepted as amended, **CARRIED**

3) Fire Chief Report: Verbal report from Deputy Chief Darren Pine

- a) The Saanich brush truck for sale in early June was assessed in person by department members as a possible replacement for RESCUE1. The brush truck offers more seating, greater gear capacity and can carry water. The truck is also a desirable vehicle wildfire deployment and as such could generate revenue for the department. WPVFD submitted a bid of ~\$55k and the bid was accepted by Saanich. It is now awaiting CRD approval. If approved, payment would be made on July 18.
- b) Rescue updates are complete but other work being considered is paused as new truck options are pursued. Expected costs are \$11k, the tariff amount on the new slide is the main uncertainty.
- c) Call volumes are low.
- d) Training is proceeding per plan.
- e) The weekend “out of area” program is going well.
- f) The Fire Chief asks the commission to include cistern upgrades, additions and replacements in the budget.

4) Business Arising:

- a) Brush Truck Bid – the commissioners discussed that funding the purchase of this truck should include the sale of RESCUE1 as that would at least offset some of the operating costs of the new vehicle. *Commissioner Puritch will contact the CRD to better understand what action the CRD has already taken; and to clarify the roles of the CRD and the Commission in this process.*
- b) Cell Tower Updates – Regarding the outstanding issue of the cell tower agreement generator addendum; Commissioner McConnell reports that CRD has confirmed that the generator servicing is covered under new contract on the old tower.
- c) Water Heater Replacements – Commissioner Puritch reports that he has received a first quote on the three water heaters, \$2500 for the annex and an additional \$7500 for the other two. He is going to pursue two additional quotes but the commission agrees that

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only the annex tank should be replaced at this time.

MOTION by Gary Howell **SECONDED** by Marni Krismer that up to \$2500 can be spent on replacement of the hot water tank in the annex. **CARRIED**

- d) Hall Rental Modernization – no updates.
- e) Electronic Lockset – no update on this topic.

5) New Business:

- a) Floor Cleaning Schedule Costs – Commissioner Howell advises that cleaning the hall floor will occur quarterly; managed within the existing hall maintenance budget.
- b) RESCUE1 Upgrade funding
MOTION by Gary Howell **SECONDED** by Vern McConnell that we approve \$10484.00 for the RESCUE1 upgrades from the Equipment Replacement Fund.
CARRIED
- c) Commission processes – Commissioners Puritch and Krismer agreed to create a draft calendar of actions and standards for proposals for the commission meetings for review at the next meeting.
- d) CRD Bylaw Updates – draft versions of the updated CRD Fire Service bylaws have been provided to the Commissioners for review. Commissioner Puritch asked each commissioner to review the material and provide comments and concerns by email to Commissioner Krismer. The responses will be collated so that Commissioner Puritch can forward them to the CRD by July 3, as required.
 - i) Updated: BYLAW NO. 3654, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE,
 - ii) Updated: BYLAW NO. 4489, FIRE REGULATION
 - iii) New: FIRE SERVICES OPERATIONAL, FIRE PREVENTION and ADMINISTRATIVE

6) Hall Managers Report: *nothing to report*

7) Community Association Update: Commissioner Jim Potvin (in absentia) reports –

- a) Decision not to loan out the PA system to external renters, too expensive, residents only.
- b) Washroom redesign in progress with Joel, women's will also be used for handicap, have a lock to make it a family room. Bob Scott (Gregg's Marine) has a wide selection of extra materials from cruise ship refits that could be used e.g. laminate.

8) MOTION by Aran Puritch to adjourn the meeting at 9:45pm. **CARRIED**