

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

Tuesday, November 25, 2025 at 7:30 PM

Present: Gary Howell, Marni Krismer, Jim Potvin, Joel Cotter, Aran Puritch, Greg Elvedahl

Absent:, Vern McConnell, Director Al Wickheim

Guests & Invitees: Art Wynans, Darren Pine, Bruce Story, Keith Vidalin, Daniel Kenway, Brian McCandless

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

Meeting called to order at 7:34pm

1) Approval of Agenda

MOTION by Marni Krismer, **SECONDED** by Joel Cotter that the agenda be accepted as presented. **CARRIED**

2) Approval of previous meetings' minutes

- **MOTION** by Gary Howell **SECONDED** by Greg Elvedahl that the minutes of October 21, 2025, be accepted. **CARRIED**
- **MOTION** by Gary Howell **SECONDED** by Jim Potvin that the minutes of the AGM on October 26, 2025, be accepted. **CARRIED**

3) Fire Chief's report – presented by Art Wynans

a) Incidents:

- i) Fire response to private home on Durrance Rd on November 24. Grateful to Saanich for their rapid and effective response to our request for mutual aid. Our crews were approximately 4 hours on scene. Continuous water supply was successfully established from Durrance Lake.
- ii) House Mark Lane has new alarm system which has generated several false alarms – will work with homeowner to remedy.

b) Recruitment – local recruiting numbers still light, however, two new juniors (younger than 20 years old) recently joined.

c) Budget – finished the year under budget operationally; surplus will be redirected to capital.

d) Grants – a 2026 grant request of \$30k has been submitted. Historically, these grants allow the department to improve equipment on the apparatus without impacting the operating and/or capital budgets.

e) Apparatus – an opportunity to purchase a new truck from Highlands may arise in 2026.

f) Water tanks – new sites expected in 2026. Repair required for the tennis court tank which has a puncture.

4) Business Arising

a) Retirements – the commission recognizes and thanks the following long-standing commissioners for their exemplary service:

- i) Joel Cotter – 14 years
- ii) Vern McConnell –

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- b) Cell Tower (Aran Puritch) – the old cell tower was removed by Rogers on November 25. Some minor damage to commission property has occurred and will require reimbursement for repairs. The diesel generator on site belongs to the commission
- c) Finance (Gary Howell)
 - i) The rental revenue for the old cell tower for 2025 will be paid in 2026 though it has not been budgeted so any received will be surplus.
 - ii) Last February, a motion to allocate a 2024 \$70k surplus to the ERF, the CRF and to 2025 operating. The operating budget allocation was not supportable the overall result is uncertain. Gary will report on this in greater detail at the January meeting.
- d) Governance (Aran Puritch) – the proposed bylaw updates reviewed earlier in 2025 has been revised and provided for further review prior to December 19, 2025. Commissioners are asked to provide their comments directly to Aran prior to December 12.

5) New Business

- a) Cistern Project (Art Wynans) – the cistern installed at the intersection of the 7200 block of Mark Lane included an obligation to landscape the area around the new cistern. The homeowner expected more landscaping work and so a final \$1000 payment directly to the homeowner will be made so that he can complete the landscaping to his own satisfaction. This payment is within the budgeted scope of the project.
- b) Hot water tank replacement (Art Wynans) – a new tank has been purchased for ~\$900 and will be installed using local labour at a discounted rate (estimate \$200-300).
- c) Building Upgrades and Maintenance (Aran Puritch) – a number of capital improvements are needed for the safety and maintenance of the commission properties.
 - i) Open building maintenance items:
 - (1) Some building roof leaks have been reported
 - (2) The heat pump drain needs to be redirected
 - (3) Replacement gutters – Jim Potvin will get additional quotes for the same scope as Art has identified.
 - (4) The loose stone step in the pathway needs be repaired. *Aran will request guidance from the CRD.*
 - (5) Additional upgrades / maintenance items require review – a list will be compiled from the various sources, including:
 - (a) Removal of the woodstove from the hall.
 - (b) Hall accessibility upgrades.
 - ii) A service contract for the diesel generator needs to be established by the contract in the new year.

6) Hall Report – *nothing to report*

7) Adjournment

MOTION by Marni Krismer to adjourn the meeting at 9:43pm. **CARRIED**