

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

Tuesday, January 27, 2026 at 7:30 PM

Present: Gary Howell, Jim Potvin, Keith Vidalin, Aran Puritch, Bruce Story, Director
Al Wickheim

Absent: Greg Elvedahl

Guests & Invitees: Darren Pine, Daniel Kenway, Art Wynans

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

Meeting called to order at 7:29pm

1. Approval of Agenda

MOTION by Bruce Story, **SECONDED** by Jim Potvin that the agenda be accepted as presented. **CARRIED**

2. Approval of previous meetings' minutes

MOTION by Vern McConnel, **SECONDED** by Gary Howell that the minutes of November 25, 2025, be accepted. **CARRIED**

4. Business Arising

1. Budget Surplus

MOTION by Gary Howell **SECONDED** by Al Wickheim that the 2025 budget surplus of \$26,710 be allocated to a \$10,906 carry forward to 2026 and \$15,804 to the Capital Reserve Fund. **CARRIED**

2. Keyless Entry

Aran has purchased a lock but having trouble with internet at the hall. Final attempt will be to install a new Wi-Fi router just for the lock.

3. Roof/Gutter Repairs

Jim circulated a quote from Network exteriors with options for gutter installation.

MOTION by Aran Puritch to spend up to \$4500 from the capital replacement fund and proceed with Network Exteriors for Option 3 and 4 from the Jan 14 quote to install 6” gutters with downspouts and gutter guards. **CARRIED**

4. Step Repair

The broken step still needs repairing. Aran suggested we proceed with the basic repairs as replacing the steps is a much larger project that can be pursued as a separate initiative.

ACTION: Aran to work with Bruce on repairing the broken step.

5. Cell Tower

1. Project Closure

Aran reported that the site remediation is complete aside from the building damage.

ACTION: Aran to follow-up through existing email chain with project team.

2. Building Damage

The building damage falls under @emil.khamidullin villamar.ca and the Villamar team.

ACTION: Aran to follow-up with Emil.

3. Generator

Vern has concerns about the generator still being used by new tower but without a contract in place. We need Rogers to either (option 1 or 2)

1. Remove all cables to the generator and acknowledge that they no longer own the generator or have use of it.

2. Sign the contract that we drafted in September 1, 2024 where Rogers will continue to maintain and use the generator.

ACTION: Aran to seek closure on the generator situation.

5. New Business

1. Commission Roles

Al asked for nominations for chair. Aran nominated himself for chair.

Chair: Aran Puritch Nominated: Elected

Al asked for nominations for vice-chair. Vern nominated himself.

Vice-Chair: Vernon McConnell Nominated: Elected

2. Gym Doors Replacement

Jim reported on a proposal for a contractor to replace the doors. Jim will be following up with the contractor for a quote.

3. Kitchen Renovation Proposal

Discussion about a community association letter proposing a kitchen renovation in the hall. Aran advised Daniel Kenway that he should relay to the community association that a specific proposal should be submitted to the Fire and Rec.

4. Wood Stove Removal

Aran asked for consensus to approve removal of woodstove due to safety concerns. A fire department member has offered to remove the stove. No objections for removal.

ACTION: Aran to follow-up with fire department member for removal.

5. WPCA Committee for Grant Writing

Jim relayed a community association outreach for interest/help in writing grants.

6. Fire Chief's Report

Chief Wynans reported on the following:

- A new grant request and that we should be informed by next meeting if we won. This would offset some operational budget demands.
- No foreseen shortcomings with existing operation budget.
- Doing a good job of consuming budget for things like cleaning services.
- Noted that the annex now appears to be rodent proof thanks to new doors and insulation.
- New turnout gear planned to be purchased in the early part of 2026.
- First Due being used to track fire department assets
- Plan to purchase a new data projector to replace the aging one installed today
- Training going well. 4 members getting air-brake endorsements
4 members on track to get exterior operations by end of this year.
- CRD performing regular scheduled maintenance of trucks with some specialized maintenance from Saanich.
- Matt Mercer from 4 winds and Associations conducted an audit of electrical usage for the fire and community hall. Report expected in April that will highlight areas of improvement. This could be used to support grants.
- Plan to install two new 5000-gallon tanks in community this year. There may be a request

7. Hall Manager Report

No report received from hall manager

8. Adjournment

Meeting adjourned at 9:40 with all agenda items