Making a difference...together

Minutes of the Willis Point Fire & Recreation Commission meeting, held Tuesday, September 29, 2026 at 7:30pm at the Willis Point Hall Annex and via MS Teams

Present

Commissioners:
A. Puritch (Chair), B. Story, J. Potvin, G. Howell (EP), G. Elvedahl (EP), A. Wickheim (EP)

Staff:
A. Wynans, Fire Chief; D. Pine, Deputy Chief; M. Burgess, attending on behalf of C. Vrabel, Manager of Fire Services

EP – Electronic Participation

The meeting was called to order at 7:31 p.m. Quorum was present. Participants were advised that the meeting was being recorded to assist with preparation of the minutes.

Approval of Agenda

MOVED by J. Potvin, SECONDED by G. Howell,

That the agenda be approved as circulated.

CARRIED

Adoption of Minutes

MOVED by G. Howell, SECONDED by J. Potvin,

That the minutes of the June 23, 2026 meeting be adopted as circulated.

CARRIED

Commission Business

Quarter 2 2026 Fire Chief Report

The Fire Chief reviewed departmental operations, staffing, training, major purchases, financial progress and significant exceptions. The Commission noted appreciation for the standardized reporting format being used across CRD fire departments.

MOVED by J. Potvin, SECONDED by A. Wickheim,

That the Quarter 2 2026 Fire Chief Report be received for information.

CARRIED

Revenue and Expense Report to August 2026

The Commission reviewed the revenue and expense report. Discussion included maintenance expenditures, roofing and gutter repairs, postponement of floor cleaning, and repairs required to

the annex stairs. Concerns regarding disposal of painted doors were referred to the Chair and Fire Chief for follow-up.

MOVED by J. Potvin, SECONDED by A. Wickheim,

That the Revenue and Expense Report to August 2026 be received for information.

CARRIED

BCEHS First Responder Services Agreement and Operational Response Plan

M. Burgess introduced the report and proposed Operational Response Plan (ORP). Discussion included responder training and licensing requirements, medical scope of practice, equipment requirements, eligible supply replacement, and insurance coverage. The Commission noted that implementation information would be circulated to the department.

The Commission noted a correction within Recommendation 2, replacing "Galiano Island" with "Willis Point Volunteer Fire Department."

MOVED by G. Howell, SECONDED by B. Story,

That the First Responder Services Agreement report be received for information.

CARRIED

MOVED by J. Potvin, SECONDED by A. Wickheim,

That the Operational Response Plan for the Willis Point Volunteer Fire Department be approved as the operational framework for participation in the BCEHS First Responder Program.

CARRIED

MOVED by G. Howell, SECONDED by J. Potvin,

That the Manager of Fire Services be authorized to finalize the Operational Response Plan with BCEHS, including minor administrative amendments that do not materially alter the approved service level or participation model.

CARRIED

Fire Service Budget and Sustainability Review

M. Burgess introduced the proposed framework for development of the 2027 budget and ongoing sustainability review. The framework considers equipment and capital, compliance and operational readiness, and people and organizational capacity.

Discussion included budget assumptions, surplus carry forward considerations, volunteer recruitment and succession, Fire Underwriters Survey requirements, service delivery options, and long-term sustainability considerations.

MOVED by B. Story, SECONDED by G. Howell,

That the report and the equipment, compliance and people framework be received for information.

CARRIED

MOVED by G. Howell, SECONDED by J. Potvin,

That staff prepare a detailed 2027 fire service budget report and revised 2027-2031 financial plan using approved 2026 operating costs and capital reserve contributions as the starting point.

CARRIED

MOVED by J. Potvin, SECONDED by G. Elvedahl,

That staff continue the operational viability, membership capability, succession, Fire Underwriters Survey, capital and alternative service delivery analysis and report back through the phased work plan outlined in the report.

CARRIED

Next Meeting and Annual General Meeting

The Commission confirmed that its next meeting will be held in conjunction with the annual general meeting on October 25, 2026. Discussion included public notice requirements, commissioner vacancies and attendance arrangements.

New Business

8.1 Roof and Hose Tower

B. Story reported on the condition of the roof and hose tower. Discussion included inspection cycles, maintenance requirements, potential removal of the hose tower and associated budget implications. No motion was considered.

Department 50th Anniversary

The Chair noted that 2027 will mark the Department's 50th anniversary. Preliminary discussion occurred regarding a commemorative event. No funding request or approval was presented.

Wildfire Deployment Revenue

The Commission discussed preliminary wildfire deployment revenues and expenses. Potential future uses of net proceeds were identified; however, no allocation decision was made pending final accounting.

8.4 Facilities and Annex Stairs

Discussion occurred regarding playground retaining wall repairs, signage requests, accessibility concerns and repairs to the annex stairs. A. Wickheim offered materials that may assist with the stair repairs.

8.5 Commission Recruitment and Hall Management

The Commission discussed recruitment of additional commissioners and community hall management needs. The Chair reported generally positive rental activity and few operational issues.

Adjournment

MOVED by J. Potvin, SECONDED by B. Story,

That the meeting be adjourned.

CARRIED

The meeting adjourned at approximately 8:40 p.m.