

Van Anda Improvement District January 15, 2015 Meeting Minutes

In Attendance:

Trustees: Bob Timms
Karen May
Mike Craggs
Terry Hollo

Employees: Ken Soles, Water Maintenance
Heidi Gable, Administrator
Mike Craggs, Fire Chief

Trustee Walter Gussman sent his regrets that he was unable to attend.

Fire Report

Fire Hall Renos nearly complete – bathroom upstairs is done. Carpet in the meeting room upstairs will be installed on Monday. Still to finish installing the mirror in the downstairs bathroom.

2 First Responder calls over the past month – one medical and 1 MVA. The department has a Task # for the MVA. Chief will inquire about payment from the province. There is a new regulation in place whereby the department isn't paid unless extraction tools are used. Chief will clarify. The Task # is also necessary in the event a rescue member is injured on scene.

Eye wash stations have all been refreshed with new fluids. There is an extra bottle in the Improvement District office and an extra station has been installed in the chlorination building.

Members will **be training for 2 courses** over the next two weeks. There will be a **CPR training** on Monday and then an **Oxygen Management Course** the following Monday. The department is in the process of gathering course materials for the community CPR training.

New house numbering system may become an issue for emergency services. There aren't many new house numbers posted as yet and the Ambulance service is still only using the old numbering system.

The department has ordered and received the **new vehicle license toppers**. The toppers note both Van Anda Fire and Rescue.

Texada Rescue is being departmentally moved from the PRRD to the Van Anda Fire Department. The Regional District has approved the move; waiting for the province to give approval. The area of operation for the Rescue department will remain the same as it has been; they will support all road rescues within the boundaries of Texada Island, including both the Gillies Bay Improvement District as well as the Van Anda Improvement District. A Task number will not be required while responding inside the Van Anda Improvement District boundaries but will when leaving the Van Anda I.D. Funding will be through the Regional District. Chief is still looking to replace the current rescue truck with the 2010 Powell River Regional District truck when it becomes available. A decision will still have to be made on the name of the department. Van Anda Fire and First Responders are Van Anda District only. Chief will also be looking for clarification as to where the First Responders can respond to.

Van Anda Fire Department now has a **Mutual Assistance Agreement** with the Gillies Bay Fire Dept. Some of the wording still needs to be fine tuned. For example, at a site where both departments respond, the senior incident commander on site will take on the responsibility of incident commander.

The Powell River Regional District asked **for clarification with the North Island 911 mapping vs the PRRD boundaries**. The area that was left out of the PRRD mapping should have been included. Chief will contact the PRRD to clarify.

The department **has two new policy books to follow**. One is the New and Improved Work Safe BC training records where members who attend training sessions and/or practices enter their information to confirm attendance in the new record book. The second is the New Structure Firefighters Competency and Training Playbook – Minimum Training Standards.

Water Report:

Pump hours – distributed for perusal. Pump hours at the lake are averaging 7.71 hours daily or 8,701.6 gallons daily. Wall Street pump house were averaging 17.42 hours per day.

Work completed over the last month:

- picked up chlorine in Powell River on December 11th.
- there was ½" of water in the chlorination building on December 12 after the heavy rains. The lake level was past the door by 2 or 3 feet by 11:00 am. Checked back at 2:00 pm and the water level was still rising. Checked the dam, Gem Creek and Kirk Creek. All culverts were running at full capacity. Checked back at the chlorination building again at 7:00 pm; there was 2" of water in the building. Equipment was still running.
- went back to the chlorination building at 10:00 am on December 13. Still about 2" of water in the building. The main road is flooded. Checked the Kirk Creek culvert. The water level has dropped with very little going through the top culvert. The turbidity has been dropping steadily. It was down to 3.44 NTU's at 10:30 pm on Dec. 13 from a high of 13.87 NTU's on Dec. 11. Chlorine was increased from 15% to 17%.
- checked the chlorinator at 9:45 on Dec. 14. The water had receded with no water left inside the building. Mopped up floor and turned on the heater to help dry the building out. Flushed the Alladin hydrant to bring up the chlorine level at Wall St. Turbidity is at 3.10 NTU's.
- Dec. 15 – Lake level was still dropping. The electrical junction box at the pump is only half out of the water. The turbidity was at 3.5 NTU's. Checked the chlorine levels at sites #5 – 8 for sampling tomorrow.
- collected samples from sites #5 – 8 and sent to Powell River. The electrical junction box at the pump was now ¾ out of water.
- on Dec. 17 the lake level was still dropping. The electrical junction box at the pump was now completely out of the water by 2".
- received drinking water report on Dec. 19 from the Dec. 16 samples submitted. All site results were good.
- Dec. 20 – the end of the spit is now out of water. The measuring stick is exposed again by about 12 – 14".
- can walk out on to the spit on December 21. Only about 6" of water on the spit. The lake level is at 4' on the measuring stick. Turbidity level is 1.82 NTU's.
- On Dec. 22 the Wall St. pump hours were 22.74 over 24 hours. Pumped out the valve box and exercised the valve. On Dec. 23 the Wall St. pump hours were down to about 15 hours over 24 hours. The valve is still leaking but is running a little more efficiently. A more permanent solution will need to be considered in the near future. The valve is all rusted up. Would need to shut all of Wall St. off from water to replace and to install a new box.
- Dec. 26 replaced the tube on the Flex Pro after 208 hours and switched over.
- Dec. 29 collected samples from sites # 1 to 4.
- Jan. 7 picked up chlorine from Powell River.
- Jan. 9 discussed with chief the replacing of 2" pipes with 4" C900 and looping. Marked existing pipes and proposed new pipes on maps.
- measured pipe runs on Jan. 10.
- Jan. 11, 12 and 13 worked on material list and pricing for grant application.
- Jan. 14 measured Midas, Wall St, Columbia and Van Anda pipe runs for grant application. Checked well pump junction box for water. The junction box was dry but pump #2 terminals showed some corrosion. This is the pump that ran during the flooding. Switched over to pump #1. Mounted sign frames at the fire hall and mounted the website address sign over the office window. Put up signage at the end of the lake.
- Jan. 15 worked on materials and pricing for grant application.

Administrator will check into **Dam Inspections** – will report back at next meeting.

Safety Report:

Eyewash bottle fluid at the chlorination building has been refreshed – good for another year. See fire report.

All **fire extinguishers** are up to date with inspections.

All **electrical issues** in the fire hall now meet code.

Secretary's Report:

December 11, 2014 Minutes – Chair asked for errors or omissions to the December 11 minutes as distributed. There being none, it was moved to accept the minutes as distributed, seconded, all were in favour; carried.

Correspondence:

New mapping available from the PRRD website – Administrator ordered poster sized copies of the maps as well as 11 x 17 size. Chief is looking at installing the mapping program onto the fire hall computer. Administrator will look into purchasing a map wrack.

Received from the Ministry of Community, Sport and Cultural Development the **interest rate established for taxes in arrears or delinquent** set at 6%.

BC Assessment notices received for all three building sites, filed.

Exova Labs advised of a price increase of 3% for all lab services.

Email from Area D Director of the PRRD asking **to reschedule meeting with trustees**. Administrator to confirm Feb 2 at 7:00 works for the trustees.

Old Business & Follow-up From Previous Meetings:

New Street Number for Fire Hall – has been ordered from Van Anda Custom Works. He is a bit behind schedule but will get to us the next run of signs he makes.

Living Lab Pilot Project – Administrator has been emailing the professor at UBC. He has confirmed he will meet with the trustees on Texada – looking at some time in February. Will incorporate a site visit at the same time. Administrator will email back with some proposed dates.

Grant Applications – turns out we are unable to apply for the New Building Canada Fund grant. If we were successful in obtaining grant funds, all assets of the improvement district would need to be turned over to the Regional District. Our grant coordinator will begin work on the Strategic Priorities Fund grant. Deadline is in April. Coordinator can use some of the information compiled from the Community Works Fund grant application from the fall as well as the information compiled by our operator and incorporate it into this application. Trustees should discuss the infrastructure changes that are necessary ie. looping. This item will be added to the planning meeting agenda for further discussion.

Work Safe BC rate increase – Administrator inquired with Work Safe BC as to the increase incurred for this year. The base rate itself for our type of industry has gone up from 1.67 to 2.00. Because there was a small claim in 2013 our discount went from 39.8% to 33.3%. We lost a few percentage points there. As far as separating the two entities to have their own Work Safe BC numbers (accounts) local government and related operations which include the fire department are all listed under the same classification. So each entity cannot have its own number (account).

Registration as a Qualified Donee – the Improvement District has received confirmation we are now registered as a qualified donee. As such we are eligible to receive gifts from registered charities and to issue official receipts for gifts it receives. Within specified limits, individual taxpayers may claim a credit against taxes payable, and corporations may claim a deduction in computing taxable income, for the eligible amount of a gift made to a qualified donee. Administrator will inquire if wages, equipment and operators would qualify as gifts.

Ratepayer Letter for 2015 – Administrator asked for any further revisions or corrections to the ratepayer's letter, to go out with invoices at the end of January. Trustees requested inclusion of when tolls and taxes are due and payable into the letter as well as a note regarding interest charges.

Grant application for administrator's training – the application to the Canada-BC Job Grant Program was denied. The trustees discussed proceeding with the administrator's training through Capilano University. Tabled at this time. Administrator to investigate training possibilities for both operators.

New Business:

Development of tendering policy – tabled to planning meeting on January 29th.

Date for AGM – Tuesday, April 28, 7:00 pm upstairs at the Fire Hall.

Date for Court of Revision – Saturday, February 21 from 10:00 am to 12:00 at the I.D. Office.

Finance Report:

- **Financial spreadsheets** – were distributed by email. Chair asked for any questions with regards to the finances reported on the spreadsheet, there were none.

- **Invoices** already paid were perused. Cheques to be signed will be left at the office in the morning.

A list of **outstanding accounts** was discussed. The list is minimal.

BC Medical Services Plan – cannot be arranged for payment through a work plan unless there are 2 or more employees. Other arrangements will need to be discussed with the employee.

Meeting Adjourned: 9:45 pm

Next Regular Meeting:
THURSDAY, February 12, 2015

Planning Meeting: January 29, 2015
Court of Revision: Saturday, February 21

Minutes Approved:

Bob Timms, Chair

Heidi Gable, Administrator