

<b>Date</b>	<b>August 8, 2020.</b>	<b>Time</b>	<b>9:00am</b>
<b>Location</b>	<b>Van Anda Improvement District Fire Hall training room</b>		
<b>In Attendance</b>	<b>Trustees:</b> Rodger Hort RH Ron Smith RS John Colongard JC Neale Berjer NB <b>Regrets:</b> Mike Craggs MC	<b>Staff:</b> Ken Soles (Senior Water Operator) KS Austin Rycroft (Water Operator in Training) AR Sylvia Praught (Admin Asst, Recorder) SP <b>Regrets:</b> Mike Craggs (Fire Chief) MC	

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>	<b>ACTION</b>
1. Call to Order	RH	Rodger called the meeting to order at 9:03 AM.	Noted
2. Declaration of Conflict of Interest	RH	Sylvia is volunteering with Fire, no conflict.	Noted
3. Approval of the Agenda	RH	Noted that some things would be postponed as Mike Craggs was not in attendance and Ken Soles had limited time.	Motion by JC and 2 <sup>nd</sup> NB.
4. Approval of the Minutes	RH	June 18th minutes were approved as written.	Motion by JC and 2 <sup>nd</sup> NB.
5. Trustee Vacancy	SP	No other parties expressed interest in becoming a trustee during the past two weeks. Ron Smith acclaimed and takes remainder of term ending in 2021.	Noted
6. Vote for Trustee Chair	RH	RH nominated Ron Smith, Ron accepted and will stand. All were in favour.	Motion by RH and 2 <sup>nd</sup> by all.
7. New Trustees	RS	New trustees were welcomed and thanked for joining.	Noted
8. Water Operator Report & Update - KS and AR left meeting at 10:00am due to work demands.	RS	<u>Ongoing issues with WTP</u> - Res'Eau, BiPure and KWL email response and urgency discussed. Presently we have lack of adequate fire water supply except when in bypass mode. BiPure Jeff and Jim were on site August 4 <sup>th</sup> . WTP in bypass last night, August 7th. ?160,000 gallons pumped, 80,000 gallons via chlorinator flow meter? BiPure Jeff suggested that plant numbers are 5% off. 87 gallons/minute (330 litres/minute) and 115 gallons/minute (435 litres/minute) were mentioned. KS posted water restrictions Stage 2. Pressure differential on ion exchange is too high even after transducers were reprogrammed. Forsta filters inline pressure differential gauge on order. Discussed checking Al Davis boatyard new water line and connections, confirming no leaks. Discussed strain and work schedule on Water Operators. Types of filters used at treatment plant to be reviewed by John Colongard.	Noted – Ken may need to edit this note  JC

		<p>Discussed hiring someone to locate leak. Decided Tom Hohn first and Ken Taylor second. KS to report to board after 3 days.</p> <p><u>Lake level</u> measurement/instrument having permanent mount base, ensure measuring lake level above pump intake. To be completed in summer when lake level drops low enough.</p> <p><u>Water Treatment Plant (WTP)</u> – Road way improvements discussed.</p> <p><u>Water meter</u> – RV Park installation asap - July, TH Consulting as required.</p> <p><u>Old storage tank</u> – revisit in August and determines next steps.</p> <p><u>Water Operator in Training</u> – discussion about how its going, including training time versus non training time on timesheet.</p> <p><u>Lake temperature sensor</u> – discussed location and what data used for. Further review required.</p> <p><u>New water connection</u> – Meal property ongoing investigation to determine best route, may be entire road crossing.</p>	<p>Motion by RH, seconded by JC.</p> <p>Postponed</p> <p>KS contact Highways</p> <p>Noted</p> <p>Postponed</p> <p>Revisit KS &amp; AR</p> <p>Postponed</p> <p>KS</p>
<p>9. Fire Report &amp; Update</p>	<p>RS from MC submitted report MC absent</p>	<p><u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway.</p> <p><u>Storage reorganization</u> – Ongoing.</p> <p><u>Succession planning</u> – discussed Fire Chief succession planning.</p> <p><u>Hall</u> has reopened to department members, still closed to the general public for the foreseeable future</p> <p><u>Engine 602</u> has had the batteries replaced; truck will be taken to Powell River for servicing.</p> <p><u>Rescue still</u> has not received its grant-in-kind; truck insurance has been renewed. Rescue will now be paged to assist Gillies Bay Fire on medical response calls, and will receive a task number to assess costs against, these responses will differ from Van Anda responses as outside of Van Anda our rescue members will be using their OFA medical tickets not the EMA medical licenses.</p> <p><u>CO monitors</u> portable attached to medical response bag one for members use to suspect calls &amp; All three bays have CO monitors installed at the five/six-foot level.</p> <p><u>Chemfex chimney extinguisher</u> purchased and in place in Engine 601 (this extinguisher emits a dense cloud of black smoke, displacing the oxygen and cooling the chimney piping)</p> <p><u>Training</u> department members have been split into two groups, both for training class size and contamination containment, so the hall will be used on multiple nights,</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Done</p> <p>Done</p> <p>Noted</p>

		<p>all surfaces will be disinfected after each session. Necessary training is ongoing, some trainer given (knots, radios), but all will be risk assessed prior to training. For now, only new training will be undertaken to all newer members to obtain their Exterior Operation Firefighter designation, we will not be offering group refresher training.</p> <p><u>Chair replacement</u> – Fire requests VAID assistance to replace the fabric chairs, they are taking far longer to dry than expected, and decontamination is incomplete. Cost is approx. \$150-250 per chair – discussed, SP to investigate less expensive option.</p>	SP to investigate
10. Dam Report	RS	<p><u>Dam Classification</u> – Dam Safety Officer to advise if dam can be reclassified as low hazard risk dam. Site visit this month by Water Operators – all good.</p>	Waiting to hear Dam Safety Officer Noted
11. Financial Documents	RS	<p><u>Financial reports</u> – discussed Fire budget, ensure all hydrant costs charged to Fire and investigate adding expense of fire protection to domestic line. VAID &amp; Fire cost for water lines.</p> <p><u>Improve financial returns</u> - Discussed meeting with First Credit Union or other. Postponed</p> <p><u>Budget training</u> options to be investigated for after AGM.</p>	SP, MC, JC  SP & RH  SP
12. Grant Update	SP	Grant final claim approved by UBCM. Awaiting qRD payout. Discussed closing grant bank account with RBC.	Waiting to hear from qRD
13. Administration Report & Update	SP	<p><u>Property transfer</u> letter for local lawyers and realtors updating contact info. Ongoing.</p> <p><u>Ratepayers</u> - Ongoing payment processing. 95% of accounts are up to date. 1 ratepayer fell behind but has gotten back on payment plan. 4 delinquent accounts in camera. Met with 1 ratepayer requesting invoice review.</p> <p><u>Provided information</u> to Natural Resource Officer about letters patent and VAID insurance, received inspection report and warning ticket, and sent Letter to Natural Resource Officer.</p> <p><u>Fire budget justification</u> for two ratepayers; letter, chart, and trustee meeting.</p> <p><u>Researched</u> trustee nominating, information and discussion with Local Governance. Met with interested parties. Administrative oversight, contacted Local Government Governance and sorted trustee not reinstated and acclamation. Updated trustee contact list after AGM.</p> <p><u>Letter</u> of concern for KWL and meetings to edit letter.</p> <p><u>Voicemail</u> issues, troubleshoot and Telus reset</p> <p><u>Fire property tax requisition remittance</u> – lots of back and forth with Govt compliance analyst to receive our payment</p>	SP  Noted  Done  Done  Done  Done  Done  Done

		<p><u>Annual General Meeting</u> – preparation, meeting, minutes.</p> <p><u>Review employee standards act</u> research overtime pay for part time &amp; Improvement Districts.</p> <p><u>Met with Auditor</u> and reviewed 2019 and discussed Review instead of Audit, entered 2019-year end journal entries from Auditor.</p> <p><u>Fire Volunteer</u> expense form and Roster list updated.</p> <p><u>BC Assessment Roll</u> review and set up to receive/retrieve annually. Few more steps to complete.</p> <p><u>Review Canada Gazette II</u> report and stakeholder letter from DFO.</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Noted</p>
14. Old Business	RS	<p><u>Capital Works</u> to review in July, defer Para St replacement section till budget updated/known.</p> <p><u>Gillies Bay Improvement District</u> – discussed request for UBCM Grant and Water Treatment Project binder. Query what parts are of interest.</p>	<p>All – July</p> <p>SP to check w BT where left</p>
15. New Business	RS	<p><u>DFO stakeholder letter</u> received July 31<sup>st</sup>, discussed.</p> <p><u>Water tank fill</u> by non residents discussed. We have 2 folks that purchase water from us that live outside VA. Discussed if Post Office and Gas Station should have hose bib access during off hours.</p> <p><u>Coastal Water Suppliers Association</u> annual conference discussed.</p> <p>CEUs for Water Operators discussed, AR will be up to date once course completed. KS expires Dec 2020. Possibly First Aid course with Fire for next CEUs.</p> <p><u>Trustee expense policy</u> discussed and to be reviewed.</p> <p><u>Fire Volunteer Exit</u> questionnaire/interview discussed. Await MC input.</p>	<p>Noted</p> <p>RH to investigate</p> <p>SP to further investigate</p> <p>Noted</p> <p>SP</p> <p>MC to review</p>
16. In Camera/Closed	RS	<p>Delinquent accounts discussed. Account in probate reviewed.</p>	<p>Noted</p>
17. Meeting Adjourned	RS	<p>Meeting adjourned at 12:02pm.</p> <p>KS &amp; AR had left at 10:00am due to work demands.</p>	<p>Motioned by NB, seconded by RS.</p>