

MINUTES - BOARD OF TRUSTEES MEETING

Date	Oct 18, 2023	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Jennifer Moore JM Phillip Tidd PT Regrets:	Staff: Sandra Haszard (Admin, Recorder) SH Joseph Scott (Administrative Assistant) JS Marianne Segers (Water Operator Assistant) MS Mark Robert (Acting Fire Chief) MR Regrets: Mike Craggs (Fire Chief) MC - on leave Austin Rycroft (Water Operator) AR - sick	Public: none

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.28 PM.	Noted
2. Welcome to Public Guests	RS	none	
3. Declaration of Conflict of Interest	RS	JW declared conflict of interest regarding Wall St subdivision	Noted
4. Approve Agenda	RS	Agenda was approved	Moved JW, 2 nd JC
5. Approve Minutes	RS	Last meetings minutes were approved	Moved JM, 2 nd JW
6. Safety Moment	MS	Weather conditions can change rapidly at this time of year. Drive with caution. Eye wash stations were expired, and new supplies ordered. Chlorine gear at plant discussed – there are 2 masks and one face shields are UpToDate. Annual check of safety equipment has been added to Operator task list.	SH order shield(s)
7. Water Report	MS	<ul style="list-style-type: none"> Lake levels coming up with rain VCH samples had raw water with 6 E.Coli. prob due to rain after drought. Samples from end of Wall St have lower Cl2 level than anywhere else. SH found in report that there are higher copper and iron levels here. These degrade chlorine. Some other samples have higher metals too. Compare to GH results if test was done. Sample in between pumphouse and end to find where metals are added – start halfway. MS tested pressure next door after low pressure complaint. Pressure is good at house, and they have PRV installed. Owner was informed problem in the house. Well – AR has been in cleaning. Fire pump is in workshop, needs maintenance. Crack in well – water coming in even with intake blocked. Options – 1, use existing set up (float) 2, build new well. Motion to clean well using Rural, moved by JC, seconded by JW, after liner installed. Discussed if a liner could work – unlikely as intake rim is in the way and ground water will continue to seep in. Lots of crud at bottom – unsure how much. Motion withdrawn. Courtenay water provider has liner protecting water from poured concrete with additive. Check with them for source. New well – JC will check with AD on price to install. Contact Lafarge to see if they will assist. They may be looking at new water system – can we work together? “Bedrock” means solid rock. Drilled well report from nearby shows bedrock close to surface. Info passed on from diver of method to break rock using expanding epoxy after pneumatic drilled holes. Cofferdam to hold water back. 	SH analyze sample reports SH check with GH Ops sample halfway SH check with Courtenay SH check with Lafarge

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		<ul style="list-style-type: none"> • As fire pump is out, greater flow for firefighting can still be achieved by bypassing plant. Priority to put fire pump back in well – SH get capacities of pumps in workshop to see if those can be used while current fire pump receives much-needed maintenance • Manifold from well towards WTP – very corroded with nodules. Needs replacement. Do this with new well install • Pipe on floating pump freeze possibility if left setup for winter. Insulate at shore. Freeze rate can be calculated with long formula. • Forsta backwash valve - need replacement soon after signs of air leak. Quote from Bipure much higher than from Forsta direct. Size discrepancy – Bipure says 1.5”, Forsta says 1”. Sort out correct size and get quote from Grant at Homeplus. • Water seems cleaner since bypassing well. UV’s not as stressed and filter changes & regens not needed as frequently. SH check data from logs • Keeping float out means harder to maintain pump or access it. Need well for access. • Blewett – AD has confirmed – find out when scheduled and if all parts available. • Metered water use – Store and Inn much higher than usual. Store has hose running from concrete work, Inn had trailer residents wetting down ground during drought. • Gas station meter – not enough room to install new working meter. Expense to install not worth it. Continue to charge non-metered commercial rate. • Chlorine shed corner repaired. 	<p>SH get pump specs</p> <p>SH add to new well costs</p> <p>SH calculate freeze rate</p> <p>SH get correct size and new quote</p> <p>SH check data</p> <p>SH check with AD</p>
8. Fire Chief Report	MR/SH	<p>MR is at emergency planning in GB and will come after. From report:</p> <p>Calls for the month of Sep:</p> <p>MVA calls - 0</p> <p>Fire calls - 0</p> <p>Down hydro calls -2</p> <p>Medical calls - 2</p> <ul style="list-style-type: none"> • We had a slow month of calls for September. • Three members did joint training with GBFD on basic fire fighting skills for 2.5 days. It covered a lot of basics for new folks including hose handling/deployment/streams/fire, smoke behaviour/construction and a focus on arrival at the scene efficiencies. • I attended the Regional Chief’s meeting and found out that Northside (Lund) department will have their Live Fire training building in place in the spring of 2024 so we can start training our members there. There is a couple of fire fighters in the regional district from different Powell river halls that are getting training to be trainers for live fire. • Also at the chief’s meeting I learned that Hall 1 will do our mask fit testing for free; just need our membership to give me a date when they can do it in Powell River, and I’ll set up a time with them. • Tank inspection done. Half of the steel ones are full, and the other half are empty. Most of the steel tanks need to be sent out to be tested and inspected. We have enough steel ones with air and our new carbon fibre ones to handle any fire we would have. The carbon fibre ones hold twice the amount of air than the steel ones do. • Will inspect all tank packs next practice and provide report to office. • Looking into some smaller hard dimensional suction hoses for 601. 	

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		<ul style="list-style-type: none"> • Green jacket was order for Ravyn. <p>Discussion:</p> <ul style="list-style-type: none"> • Steel tanks – whether to maintain. How many fibre do we need to get rid of the old steel ones? • Jacket for firefighters – after 2 years of service. • JM provided info on course for 1st responders to recognise crises. Will send info to admin. • Grant application ready to submit. Add to budget page for grant JW moved and PT 2nd that we submit application. Resolution needed for grant that Trustees support activities therein. JM moved and JC 2nd the resolution. • Fire budget – increase to at least last years amount. Increase Truck savings to \$20k and contingency to \$5k. Moved by JC and 2nd by PT to accept budget as presented with these edits and approve bylaw with new amount. • JS has found buyer for old radios – NIC sells them to hunters • MR arrived at 3.15 • Use office number for VA contact in Emergency Brochure • Discussed generator for Wall St pump in power failure. Cannot bypass tank. • qRD emergency container @ GB hall. Will be one in VA in next couple of years. • Joining VA & GB Fire Departments – approach GB. Separate from ID’s to Local Community Commission with 2 firehalls? How does boundary work for LCC? (Continue with increased Fire Protection area Boundary amendment anyway). Benefit of having to buy one truck every 25 years instead of 2. FD cannot operate without main truck less than 25 yo. Ask LG if LCC can obtain funds that IDs cannot. 	<p>SH ask MR</p> <p>SH add to budget</p> <p>SH submit appl</p> <p>SH include in future Wall St plan</p> <p>SH contact GB.</p> <p>SH research LCC structure</p>
9. Old Business	RS	<ul style="list-style-type: none"> • Water Restrictions - JW moved to life water restrictions, PT 2nd. Remove notice. PT will take down posters. • Wall St engineering – latest pumphouse data provided to engineer. Purchase hydrant logger and flow test kit with Fire funds. Get ops ok. Simulate watering for logging. • MLA meeting re ID funding – have Zoom meeting with core group (RK, RS, JW). Ask GB if there is anyone else to join. • Employee evaluations – RS will send letters to print on letterhead, distribute, and file. • Formal meeting with new hires – on day of Budget meeting. 	<p>AR take down sign</p> <p>SH purchase flow kit & logger</p> <p>SH arrange Zoom</p> <p>SH letterhead evaluations</p>
10. New Business	RS	<ul style="list-style-type: none"> • Express Lines – send after edits. • Water connection application – water line used to go up road allowance from old Coleborn line. Not replaced with Coleborn main replacement – galvanised & unserviceable. Is this application a strategy to hook up one property at a time? Cannot be supplied as diagrammed. Can put in this line but if more water needed, not from this one. Explain to JL. These decision impact whole development so other partners should attend meeting. Cc RV. JC will talk to AD about loop cost. Main St connection put service box on bluff. Forward to board before replying to JY. • Bulk Water Applications – delegate to staff to use their discretion on approvals unless water restrictions in place. Moved by JW 2nd by JM. Current applications – suggest above ground tank. 	<p>SH update & send</p> <p>SH provide info</p> <p>SH inform BW applicants</p>

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		<ul style="list-style-type: none"> Next years meeting dates: Jan 17, Feb 14, Mar 13, Apr 10, May 15, June 12, July 10, Aug 14, Sept 11, Oct 16, Nov 13, Dec 11 approved. 	
11. Admin Report	SH	No questions	
12. Financial review	JW	<p>Term Deposits – some rolled over automatically so cannot be changed. Ensure notification for future. State “very disappointed”. Letter to bank for remaining – needs to signers to sign. JW will visit CU with PT to arrange terms.</p> <p>Fire Accounts – looks good. Grant 90 days to approval. Ask MR what to buy now.</p> <p>Water Accounts – ensure accommodation is booked in advance with admin as early as possible. Add to Policy if necessary. Have separate meeting to discuss budget.</p>	<p>JW visit bank re terms</p> <p>SH ask MR</p> <p>SH check Policy</p>
13. Policy & Bylaw	RS	<p>Reimbursement Policy as above.</p> <p>Emergency on-call rates – create contract for this, not for employee policy. What is on-call rate for 1st responders? Standby and called-in rates. Add Independent Contractor Policy.</p> <p>2024 Fire Protection Bylaw as above (Fire report section).</p> <p>Fire Grant Resolution as above.</p>	<p>SH create contract and Policy</p> <p>SH submit Bylaw</p>
14. Next meeting	RS	<p>Water Budget & new hires formal meeting – Tues 31 1.30 MS 1.30, JS 2 pm</p> <p>Monthly Board Meeting – Wednesday, Nov 15 at 1:30 pm Firehall</p>	Information
15. Public meeting adjourned	RS	Public meeting adjourned at 5.10 pm	Information
16. In camera	RS		
		<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall</p> <p>2023: Sep 13, Oct 18, Nov 15, Dec 13</p>	Information