

MINUTES - BOARD OF TRUSTEES MEETING

Date	Feb 19, 2025	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) Jennifer Moore JM Phillip Tidd PT Regrets: Jane Waterman JW John Colongard JC	Staff: Sandra Haszard (Admin, Recorder) SH Mark Robert (Fire Chief) MR (at 4 pm) Joseph Scott (Operations Coordinator) JS Marianne Segers (Water Operator) MS Regrets: Trevor Morrison (Water Operator) TM	Public: none

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.30 PM.	Noted
2. Welcome to Public Guests	RS	No public guests	
3. Declaration of Conflict of Interest	RS	None	Noted
4. Approve Agenda	RS	Agenda was approved with addition	Moved PT 2 nd JM
5. Approve Minutes	RS	Last meetings minutes approved	Moved PT, 2 nd JM
6. Safety Moment	MS	Black ice – drive carefully when conditions such as snow on ground with freeze/thaw cycle.	
7. Residents Speak			
8. Water, Dam, & Operations Report	MS/JS	<ul style="list-style-type: none"> Chlorine analyzer issues again causing unstable chlorine levels. Replacement has been ordered and should be here in about 6 weeks. Power outage – generator wouldn't start, was ok in June. Replaced starter, not solved. Battery ordered. Can be jump started from truck. Check genny battery in PM list. Adding trickle charger. Dam checked weekly and logged. Ion exchangers back online after media replacement complete. UV's now in acceptable range. Ionex's to be integrated into main controls to automate, planned for early March. Until then, each unit runs full cycle on alternate days. WTP software by Siemens multiple thousands of dollars for licence to change programming. Currently have licence to run software only. SW will work with BiPure remotely and local electrician to check changes. Wall St leaks – 3 times (high pumphouse hours), water ops out leak hunting. Largest ended with no notification of where or why. Main pump daily hours trending downward since cold ended. Was 22-23, 18 today. Work order program started to track for ongoing records. 	JS - Genny PM list

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		<ul style="list-style-type: none"> • Leaks identified by Velocity not yet repaired due to freezing. Sturt Bay valves exposed showing steel lines from main. Hose clamps visible. May be steel line to house. Leak under blacktop in parking area. AD will change valve and repair leak at same time. Out-of-order bags coming for hydrants. Firefighters have key to open valve if needed for firefighting. • Tank overflow – float switches and cable end need replacement. Coated parts will replace them to deter chlorine deterioration, as well as some fittings for chlorination system. High-high and low-low level alarms to be added. • Wastewater tank was alarming constantly after first ionex flush. Suspect frost. Ok now. • New mapping system Diamond Maps can be used on mobile devices and phones, will work offline. • Spare pump for waste tank has arrived. • Storage building at plant needs insulating • Ryan from Aaron coming to clean site tomorrow after resin change. He added globe valves to properly throttle water. 	
9. Old Business	RS	<ul style="list-style-type: none"> • VAID vehicle –2008 Dodge Ram Dakota crew cab. List of work needed totals \$1,100 plus \$1,100 purchase price less \$1,000 donation = total of \$1,200 purchase total. Insurance annual also \$1,100. Used BCAA cost calculator plus mileage from last year plus 2025 mileage budget to determine cost effectiveness. Vehicle can be stocked with parts and tools to save time for repairs. PT moved to purchase and repair as quoted, JM seconded. • Rescue vehicle replacement – 2011 Dodge Ram 2500 Command Vehicle from Qualicum Creek price reduced from 35k to 25k, board email discussion approved purchase. Invoice being sent. SH contact underwriters for best way to do transfer. • Lafarge possible water diversion – SH had phone convo with Mat Kavanagh (Lafarge’s Sustainability & Environment Manager) who described many studies have been done with no action or permits in place yet. Many jurisdictions involved – BC Environment, BC Health, Tla’amin. The 30% diversion possibility that caused alarm is from one of the studies and a very conservative amount. If that one is used, they will have to make up the amount of water diverted. Mat will send an email with this and other related info which will be forwarded to Trustees. Ask him for updates. • Annual Court of Revision took place on Feb 8 - 5 owners attended, along with 3 Trustees and SH. 2 had adjacent lots with separate parcel taxes – will now be considered one parcel for VAID Parcel Tax purposes with review in 5 years for residential additions; 2 had rental units and were invoiced partial Tolls for those – these remained unchanged, and 1 has 	<p>Moved by PT, 2nd JM</p> <p>SH contact Underwriters</p> <p>SH forward email when received and ask for updates.</p>

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		<p>stand pipe only with no connection to house – they will be charged ½ SF rate. Notes on COR decisions are entered in Memo part of accounting Customer file.</p> <ul style="list-style-type: none"> • Sand from Imperial mine – SH enquired and was informed that the sand they have is not available to disperse, for Mines reasons. • Benefits – clarification of email discussion with Trustees regarding benefits package prices after BCCA quote error discovered when setting up in January. Victor from Phoenix (who provides FD accident coverage) has package that fits budget. Benefits were chosen late 2024 by employees in lieu of \$1/hr pay raise for 2025. Backpay \$1/hr for 2025 hours till benefits start. Provide calculations. 	SH setup benefits and calc backpay
10. New Business	RS	<ul style="list-style-type: none"> • Express Lines – annual invoice due date – avoid penalty, AGM – come if you want changes to billing, 2 trustee positions, thanks for leak help, hydrant covers, new rescue truck. PRVs for water pressure? • GBID joint meeting – last was at GB, this one to be in VA. Evenings are OK but not Friday. 	SH submit SH organise with GBID
11. Admin Report	SH	<p>WATER</p> <ul style="list-style-type: none"> • Main St, CI leak testing • Maps • Velocity leak detection • Columbia/Midas • Meter grant • WTP review • Pump control • Install emergency light chlorine bldg. • Earl St leak <p>FIRE</p> <ul style="list-style-type: none"> • Quotes & purchases – pager, batons, hydrant to water adaptor • Scan fire fighter records <p>FINANCIAL</p> <ul style="list-style-type: none"> • Annual invoices • Payroll year end • Meter billing • Set up payment plans • Benefits 	<p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • Al Davis planning • Stirling Wilson WTP • Ken S for info • Newport Electric <p>COMMUNICATIONS/ CORRESPONDENCE</p> <ul style="list-style-type: none"> • Court of revision appts & data collect • Letter to Lafarge re water diversion <p>OTHER</p> <ul style="list-style-type: none"> • Install thermostat office • First Aid regs review
12. Financial review	RS	<ul style="list-style-type: none"> • Too early to see any patterns • Capital Disbursement for ionex media change and leak detection contract. Previous paid amounts vs to be paid. 	
13. Policy & Bylaw	RS	<ul style="list-style-type: none"> • Bylaw 189 2025 Capital Works Renewal Reserve Fund Disbursement - for \$38k Bylaw approval moved by JM seconded by PT. 	Moved JM, 2 nd PT SH submit to LG

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14. In camera	RS	<ul style="list-style-type: none"> 3.05 til 3.30 - Separate minutes 	
15. Fire Report		<ul style="list-style-type: none"> Calls for Jan - Fire – 0, MVA – 1, F/R medical – 4, Duty officer – 1 - Call from the public to the chief. 4 to 5 people to each practice in January. One firefighter taking leave for personal stuff. Another on medical leave. Verbal incident in group chat occurred and has been dealt with. MS will attend jaws of life training course on Vancouver Island for women only in February. A car was donated to the hall for jaws of life training. The training date was set for Feb 16 but postponed til April due to weather. We had two members signed up to update their first responder tickets. This will give these members new skills we are allowed to use on a call. Sadly, that has been delayed until a further date. We are losing fire fighter Dominic. He is moving back to Alberta to be closer to family. Thank Dominic in X lines and ask for new members Mark built a new bookshelf in the chiefs office and organised books and binders: <ul style="list-style-type: none"> Updated some of the map books. Medical records from when the first responder program started up to 2024 are in their own binder, locked in the upstairs room Log sheets for all calls and practices are in a labelled binder from 2023 and 2024 now on the shelf in the chief's office. Details sent to BCAS after one of their members injured during rescue call that VAID members attended. 911 address problems occurred for the injured hiker rescue. S&R would have taken 6 hours to get there (from PR). Gate for Legion roadblock to replace cement blocks has arrived. MR will talk to John @ Legion. Firelane signs needed. New (to us) rescue truck will have room for more crew – current vehicle can take 2 only. 	
16. Next meeting	RS	Monthly Board Meeting – Wednesday, Mar 12 at 1:30 pm Firehall	Info
17. Meeting adjourned	RS	Meeting adjourned 4.23 pm	
<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall 2025: Jan 15, Feb 12, Mar 12, Apr 16, May 14, June 11, July 16, Aug 13, Sept 17, Oct 15, Nov 12, Dec 17, AGM April 26</p>			