

Date	Mar 12, 2025	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) Jennifer Moore JM Jane Waterman JW John Colongard JC Regrets: Phillip Tidd PT	Staff: Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Marianne Segers (Water Operator) MS Trevor Morrison (Water Operator) TM Regrets: Mark Robert (Fire Chief) MR (at 4 pm)	Public: Tom Read TR Jordan JJ

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.20 PM.	Noted
2. Welcome to Public Guests	RS		
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 with minor edit	Moved PT, 2 nd JM
6. Safety Moment	MS		
7. Residents Speak		<ul style="list-style-type: none"> JJ looking at property/s for sale with no water connection. Would like cost of new connection/s. Discussed placement of existing mains, previous connection to house abandoned due to poor condition, which lots might be purchased, how many connections, possibility of one 2" line (would need to be strata development), cannot apply until owner. Will provide request for cost in writing for 2 scenarios, showing connection locations and use. TR enquired status of Fire Protection from Boundary Amendment – this is still in progress, waiting for BC Govt action. Meanwhile, Fire Underwriters and 911 have info for fire response/insurance rates. 	
8. Water, Dam, & Operations Report	MS/JS	<ul style="list-style-type: none"> Ion exchangers – backwashing on alternate days as recommended while waiting for test results Dam inspected weekly, no issues. Work orders being auto generated leading to better organisation and tracking. Generator issue resolved in time for power outage. Scheduling twice a year tech visit. Starts but has error codes which do not clear on reset. Solar powered trickle charger coming. Pressure testing – about 25% have leaks, info provided to owners. 	

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		<ul style="list-style-type: none"> • Express Lines – AGM mostly. JC now wants to continue with progress being made Only RS term is up – willing to run. Also include progress in leaks, new VAID truck, leaks found on private property, chlorinator coming. • AGM planning – don't need nominating committee/officer. Ask Terry Hollo to be election officer again. Legion booked. Using newsletters as start for report. Have reports and draft financials on website one week ahead. Remind folks we are looking for historic info. Let DMD know date. Can Heidi cater? Present mapping program and website. Ask if tour interest. • Joint meeting with GBID Trustees, here Mar 18 1.30 • Standard Procedure for Waterline Installation – amended to include Repair and Alteration. Discussion on what types of repairs and changes should be included. Add definitions? To have on hand for when needed, not everyone will be aware. Form also created for record of inspection – copy to be given to owner (add to form). 	<p>SH submit</p> <p>SH arrange</p> <p>SH edit and bring back</p>		
11. Admin Report	SH	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>WATER</p> <ul style="list-style-type: none"> • Annual water survey (StatsCan) • Review garbage @ WTP • Sturt Bay Rd leak • Leak report • Earl St capital • Nicholas leak • Mapping • Capital plans • Coleborn leak • Emergency contact list • Arrange generator service • Ionex backwash • Chlorine leak <p>FIRE</p> <ul style="list-style-type: none"> • Rescue funds for new vehicle • FSWBC membership info • Purchase hoses & boots <p>LEGAL</p> <ul style="list-style-type: none"> • Capital disbursement bylaw • 1 conveyance • Bylaw 188 Development <p>OTHER</p> <ul style="list-style-type: none"> • Meter grant • Order generator starter </td> <td style="vertical-align: top; width: 50%;"> <p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • Al Davis planning • Court of Revision <p>COMMUNICATIONS/CORRESPONDENCE</p> <ul style="list-style-type: none"> • Bulk text re high chlorine • Court of Revision info for each case • Court of Revision letters to owners • Request qRD for street numbers for mapping • Lafarge Mat K re Priest Lake • Pheonix re benefits • Bipure re WTP software <p>FINANCIAL</p> <ul style="list-style-type: none"> • Worksafe annual premium report • Payment plan setup • Aaron invoice adjust • Capital spend calcs • T4s • Credit application • Vehicle cost vs mileage • Insurance quote for VAID truck • Info to DMD for audit • Transfer fire funds to savings accounts </td> </tr> </table>	<p>WATER</p> <ul style="list-style-type: none"> • Annual water survey (StatsCan) • Review garbage @ WTP • Sturt Bay Rd leak • Leak report • Earl St capital • Nicholas leak • Mapping • Capital plans • Coleborn leak • Emergency contact list • Arrange generator service • Ionex backwash • Chlorine leak <p>FIRE</p> <ul style="list-style-type: none"> • Rescue funds for new vehicle • FSWBC membership info • Purchase hoses & boots <p>LEGAL</p> <ul style="list-style-type: none"> • Capital disbursement bylaw • 1 conveyance • Bylaw 188 Development <p>OTHER</p> <ul style="list-style-type: none"> • Meter grant • Order generator starter 	<p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • Al Davis planning • Court of Revision <p>COMMUNICATIONS/CORRESPONDENCE</p> <ul style="list-style-type: none"> • Bulk text re high chlorine • Court of Revision info for each case • Court of Revision letters to owners • Request qRD for street numbers for mapping • Lafarge Mat K re Priest Lake • Pheonix re benefits • Bipure re WTP software <p>FINANCIAL</p> <ul style="list-style-type: none"> • Worksafe annual premium report • Payment plan setup • Aaron invoice adjust • Capital spend calcs • T4s • Credit application • Vehicle cost vs mileage • Insurance quote for VAID truck • Info to DMD for audit • Transfer fire funds to savings accounts 	
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12. Financial review	RS	<ul style="list-style-type: none"> • \$318k invoiced, \$87k unpaid (incl. \$22k payment plan) on Mar 12 • Operating funds (check account + tolls & taxes account) = \$176k. 			

MINUTES - BOARD OF TRUSTEES MEETING

Agenda Item	Lead	Outcome	ACTION
		<ul style="list-style-type: none"> • Fire account for truck supplies very high due to 8 new hoses. Is there a better account? None bought for several years but has always been budgeted for some (not all) to be replaced each year. • Water account cartridges budget limit close. One set now last a month so the pallet full bought in Feb should last the full year. <ul style="list-style-type: none"> ○ Sand filter will save on cartridges – was scheduled to be in place this summer but now looking more like end of year. Need to break plant upgrade project into parts. Will tendering make it quicker? JS & JC to discuss further. • 5012 WTP waste pump in Feb can be considered capital. Make note for end of year when budget gets tight. 	SH consider
13. Policy & Bylaw	RS	<ul style="list-style-type: none"> • none 	
14. Fire Report		<ul style="list-style-type: none"> • Calls for Jan - Fire – 0, MVA – 1, F/R medical – 5, Duty officer – 0 • Had an average of 5 members for practice. • We have had an average of 4 people responding to calls in Feb. • New bunker gear received for 3 members. • Also received 400 feet (8 x 50') of 1.75-inch attack hoses and some other equipment. • The new rescue truck from Qualicum is locked down for us. On my way home from my trip, I'm going to try to stop by QBFD and pick up the transfer papers then get the truck insured in Powell River and have QBFD fire bring it up to Comox. They have already offered to bring it there. Check is ready but will pay online if possible, so paid for when Mark goes there if he doesn't come here first. • Have an email from qRD re new Fire Act that I will talk to Ryan Thoms about. I believe I have the same one already from the fire Commissioner. He just wants to talk about it, so we are both on the same page. It's just about fire reporting. • New member transferred from GBFD – willing and young 	SH pay online
15. Next meeting	RS	Meet with GBID Trustees – Tues Mar 18, 1.30 at VA Firehall Monthly Board Meeting – Wednesday, Apr 16 at 1:30 pm Firehall	Info
16. Public meeting adjourned	RS	Public meeting adjourned 3.25 pm	
17. In camera		Minutes in separate document	
18. Meeting adjourned		Public meeting adjourned 4.30 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>			