

<b>Date</b>	<b>Oct 15, 2025</b>	<b>Time</b>	<b>1:30 pm</b>
<b>Location</b>	<b>Fire Hall upstairs</b>		
<b>In Attendance</b>	<b>Trustees:</b> Ron Smith RS (Chair) John Colongard JC Jennifer Moore JM <b>Regrets:</b> Jane Waterman JW Gary Friars, GF	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Marianne Segers (Senior Water Operator) MS Mark Robert (Fire Chief) MR (at 4 pm) <b>Regrets:</b> Bernardo Reyes (Water Operator) BR	<b>Public:</b> Tom Read

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>	<b>ACTION</b>
1. Call to Order	RS	RS called the meeting to order at 1.30 PM.	Noted
2. Welcome to Public Guests	RS	No public	
3. Declaration of Conflict of Interest	RS	none	
4. Approve Agenda	RS	Agenda was approved with 2 additions & public to speak first	Moved JC 2 <sup>nd</sup> JM
5. Approve Minutes	RS	Last meetings minutes approved .	Moved JM 2 <sup>nd</sup> JC
6. Safety Moment	MS	Fire prevention week – best prevention is smoke detectors – with batteries/connected. Often found disconnected/unpowered. Better change of getting out. Also, spine health – stretch before lifting/heavy work, esp. infrequent tasks like snow removal.	
7. Residents Speak		<ul style="list-style-type: none"> <li>Ryan Anderson had planned to attend the meeting but would now like to a conference call. JS will ask him to meet with Trustees next time he is on Texada.</li> <li>Tom Read attended to keep up with what’s happening. New to ID after boundaries amended for fire protection.</li> </ul>	
8. Water, Dam, & Operations Report	MS /JS	<ul style="list-style-type: none"> <li>Dam was checked Oct 8 &amp; today, some debris in front and below. Should be cleared before spill over returns – still 8-10” below rim. Don’t need machine. Have 2<sup>nd</sup> person present if chainsaw being used.</li> <li>Ion exchange backwash frequency halved after seasonal volume reduction.</li> <li>UV254 tester – waiting to hear back if repairable.</li> <li>Leak on Smelter private property unresolved – owner plans to replace entire line.</li> <li>Stirling, Bipure, &amp; Newport being coordinated for early November plant programming to control chlorination &amp; ion ex.</li> <li>Wall St pumphouse upgrades of new pressure tanks and valves are complete. Report from resident that pressure is improved. Newport doing switch for backup pump tomorrow.</li> <li>Concrete works – foundation to be place for plant upgrade. 5 extra loc blocks came with MPP aggregate bins and are at plant. Machine cleared one side for storage under new carport tent.</li> <li>Hydrant maintenance training on Friday.</li> <li>JC leak noted after informational meter reading. Pressure test confirms. Waterline is 75 lb tubing; whole line to be changes.</li> </ul>	

Agenda Item	Lead	Outcome	ACTION
		<ul style="list-style-type: none"> <li>Meter reads also showed higher usage at other residence. Owner to be notified.</li> </ul>	SH contact
9. Old Business	RS	<ul style="list-style-type: none"> <li>Meter Project               <ul style="list-style-type: none"> <li>Meters have been ordered – expected delivery in a couple of months.</li> <li>Parts – have one quote, waiting for 2 more.</li> <li>Freight for concrete meter boxes is quite large – check with other couriers. 14,000 lbs, 12 pallets. Barge? Talk to AD.</li> <li>Extra meters included.</li> <li>JS meeting with AD next Tues to set schedule. AD has list of addresses &amp; will work in zones. Valve fixing part of contract.</li> <li>Storage container delivered – purchased instead of fence. Will use for plant storage after project complete.</li> <li>Copper Queen digging begins next week. Exploratory at first, may have other suggestions.</li> <li>Plans created by SH as specified in application – Community Outreach/Education and Change Management. Suggested edits - tentative rather than specific dates. These reports show project being handled professionally.</li> <li>Public meeting at Legion on Oct 9 – few public attended. Legion does not charge rent as they get a rebate if public uses building.</li> <li>Progress is 10% - lots of planning and prep.</li> </ul> </li> <li>Truck – headache rack doesn't fit, possible costly specialized welding to make it fit.</li> </ul>	<p>JS ask AD</p> <p>SH edit plans</p> <p>SH add notes to website with Q&amp;A</p>
10. New Business	RS	<ul style="list-style-type: none"> <li>Express Lines – Meter Project Proposals list proponents &amp; progress, thanks those who came to meeting, pumphouse, water use down brief.</li> <li>Application for New Water Connection at property to be used for personal storage. Will be good test case for AD's new vac truck. JM moved to approve the application and JC seconded. Ops to determine road cuts and where line come in.</li> <li>Succession planning – all employees are in their sixties. Consider apprentice type positions. One now, one later. Prefer younger person but cannot discriminate by age. System does not have support it needs.</li> <li>Hiring additional water operator – need third parttime operator to ensure scheduled and unscheduled days off are covered. People need regularly scheduled days off. JS currently filling gaps – skills better used elsewhere. Suggestion made for possible candidate.</li> </ul>	<p>SH submit</p> <p>Moved JM 2<sup>nd</sup> JC</p> <p>JS ask previous applicants</p>
11. Admin Report	SH	<p><b>WATER</b></p> <ul style="list-style-type: none"> <li>Meter reads</li> <li>Pumphouse upgrades</li> <li>Hydrant and valve review</li> <li>Water operator fill in</li> </ul> <p><b>FIRE</b></p> <ul style="list-style-type: none"> <li>Fire budget</li> <li>CEPF grant</li> </ul> <p><b>METER PROJECT</b></p> <ul style="list-style-type: none"> <li>Request fence quote</li> <li>Diamond maps access for AD</li> <li>Setter parts lists, pricing, &amp; quotes</li> </ul>	<p><b>MEETINGS</b></p> <ul style="list-style-type: none"> <li>Water Ops Coordination</li> <li>Reg board meeting</li> <li>Ops planning meetings</li> <li>MPP Board meeting</li> <li>VAID &amp; GBID Trustee meeting</li> <li>Al Davis re pumphouse &amp; sitework</li> </ul> <p><b>COMMUNICATIONS/ CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>Letter to Aaron re WTP work</li> <li>Welcome letters to new owners</li> </ul>

Agenda Item	Lead	Outcome	ACTION
		<ul style="list-style-type: none"> <li>• Arrange public information meeting</li> <li>• Proposal awards &amp; Notices to Proceed</li> <li>• Map and lists for MOTT permit</li> <li>• Flow Systems Teams meeting</li> <li>• Review storage needs</li> <li>• Purchase seacan</li> <li>• Aggregate bins</li> </ul> <p><b>LEGAL</b></p> <ul style="list-style-type: none"> <li>• Capital Expenditure Bylaw</li> <li>• 4 conveyances</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Update Chlorinator log sheet format</li> <li>• Locate salt as none in PR</li> <li>• Ask if Freshco can supply salt</li> </ul> <ul style="list-style-type: none"> <li>• Emails, texts, and posters for info meeting</li> </ul> <p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>• Xfer from fire to water for VISA &amp; payroll reimbursements</li> <li>• Itemize capital spent on multiple projects</li> <li>• Fire budget</li> <li>• Customer statements for overdue accounts</li> <li>• ROE &amp; final pay</li> <li>• Create script to convert csv to sage import file</li> <li>• Meter billing</li> </ul>	
12. Financial review	SH	<ul style="list-style-type: none"> <li>• Fire accounts look good</li> <li>• Water               <ul style="list-style-type: none"> <li>○ Continued concern whether enough for rest of year</li> <li>○ Loan requires referendum</li> <li>○ How much of unpaid invoices expected for this year – 20k.</li> <li>○ Look at capital and MPP hours again to ensure all claimed.</li> <li>○ Hours for MPP grant application should also be transferred.</li> <li>○ Interest from grant funds investment</li> <li>○ Water system part of Fire Protection – use funds from Fire. Add line item to budget.</li> </ul> </li> <li>• Fire budget – 2nd draft. Final to be submitted by Oct 31. Discuss further when Chief arrives.</li> </ul>	SH revisit ops & admin hours & capital
13. Policy & Bylaw	SH	<ul style="list-style-type: none"> <li>• Resolution for Board approval of CEPF grant application – moved to accept by JM, seconded by JC.</li> <li>• Policy – Conflict Resolution. Add must be dealt with ASAP. Move some added parts to Code of Conduct if they are not present. Review Code of Conduct. Moved by JC, seconded by JM to approve Policy as edited.</li> <li>• Policy – Bullying and Harassment – reviewed again in light of recent events, no changes needed.</li> </ul>	JM move, JC 2 <sup>nd</sup>  SH update binder and web. SH review Code of Conduct.
14. Regular Meeting Adjourned	RS	<ul style="list-style-type: none"> <li>• At 3:05, until Mark arrives</li> </ul>	
15. In camera	RS	<ul style="list-style-type: none"> <li>• At 3.10. Minutes in separate document</li> </ul>	
16. Regular Meeting resumes	RS	<ul style="list-style-type: none"> <li>• At 4:20</li> </ul>	
17. Fire Report	MR	<p>Calls for Sep: Fire - 1</p> <ul style="list-style-type: none"> <li>• Paged out to assist GBFD with a structure fire on Shelter Point Road; 5 members responded.               <ul style="list-style-type: none"> <li>○ 1 member helped GBFD on hoses</li> <li>○ 2 members in 601 shuttled water from the GBFD hall to the fire.</li> <li>○ 1 member was in command of water tankers coming and going.</li> <li>○ 1 member was a helper wherever needed</li> </ul> </li> </ul>	

**MINUTES - BOARD OF TRUSTEES MEETING**

Agenda Item	Lead	Outcome	ACTION
		<ul style="list-style-type: none"> <li>○ 603 was also brought out on this call for medical supplies.</li> <li>○ The light plant with generator was used to light up the scene away from the engines that were pumping water. It lit up the water drop area and fire ground that had no lighting.</li> </ul> <p>Medical Calls - 4</p> <ul style="list-style-type: none"> <li>● 2 for VAFD               <ul style="list-style-type: none"> <li>○ On one call, member was on scene for an hour because of only one BCAS member at the Texada station. Had to wait for a crew from Powell River to come on the water taxi</li> </ul> </li> <li>● 2 for Texada Rescue. 1 was paged out to GBFD for assistance as it was just outside their fire district.</li> </ul> <p>MVA - 0 Helping other agencies - 0 Members at practice was average 4 for the month.</p> <p>MR asking Lafarge for 2 mine rescuers to come to practice. Mines Act requires minimum Mine Rescue present.</p> <p>Budget – include paying members for practice as GB is considering? Increase honorarium amount. Hydrants have 3 accounts – Consumables, Labor, and Equipment (e.g. diffuser). Quote received for mini jaws \$7k. purchase from end of year surplus if enough. Decrease oscillator savings. Add service valve for hydrant. Minor adjustments to some other accounts. JM moved and JC seconded to approve budget as edited. JC moved and JM seconded to approve Bylaw for Fire Budget - Bylaw 191 Fire Protection Taxation 2026</p>	<p>SH submit budget &amp; bylaw to LG</p> <p>JM move, JC 2<sup>nd</sup> JC move, JM 2<sup>nd</sup></p>
18. Next meeting	RS	Monthly Board Meeting – Wednesday, Nov 12 at 1:30 pm Firehall	Info
19. Meeting adjourned	RS	Meeting adjourned 5:10 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>			