

Date	December 14, 2022	Time	1:10 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) John Colongard JC Neale Berjer NB Jane Waterman JW George Childress CG Regrets:	Staff: Sandra Haszard (Admin) SH Heidi Sorichta (Admin Assist, Recorder) HS Austin Rycroft (Water Operator) AR Regrets: Ken Soles (Senior Water Operator) KS - Illness Mark Robert (Acting Fire Chief) - Working Mike Craggs (Fire Chief) MC - on leave	Public:

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1:10 PM.	Noted
2. Welcome to Public Guests	RS	There were no guests in attendance	
3. Declaration of Conflict of Interest	RS	None	Noted
4. Approve Agenda	RS	Agenda Approved	Moved JW, 2 nd JC
5. Approve Minutes	RS	November 2022 meetings minutes were approved amending the AGM date to April 22, 2023.	Moved JW, 2 nd JC
6. Safety Moment	AR	Not this month	
7. Leaks & Distribution	AR	<ul style="list-style-type: none"> - Tiny Homes service is completed. A pigtail was left for BS to connect to. It is barricaded for now and insulated in the event of freezing temperature. Fittings used on ratepayer's side need to be approved by AR and the lines need to be inspected before they are backfilled. - Repair at the residence at the end of Wall St is on hold until parts arrive. Will use the existing line to run a new 1" line through, install a "T" to run separate lines to the 2 residences that are serviced from that main. This may not prevent the low pressure for the residence at the top but will repair the leak. In the interim it has been insulated with Styrofoam and covered with plywood to prevent freezing. - Gracemere isolation job for old Lafarge – parts have been received and should be completed before the end of next week. It is also insulated for the interim to prevent freezing. - ¾" service connection to property on Caesar Cove Way will be started tomorrow. - AR met with the engineer, GM. GM gave AR a list of jobs he could do to reduce the engineer's costs. He also gave AR a list of jobs for the Smelter Ave project. The engineer didn't feel the 2" line at the subdivision at Wall St would task the system too much. He also noted that a licensed plumber could maintain or fix any issues that might arise at the Wall St. pump house. AR's sense is the engineer is knowledgeable and has experience in systems such as ours. - Inventory at the shop was completed for the audit. - Flushing station was put in at the end of Wall St. - AR attended the Valve Training and Operations conference on Vancouver Island. Was very informative. Learned about an altitude valve which we don't use in our system, but GBID has one. It looks intimidating but the principle of it is pretty basic. Sat in on the admin portion of the conference for a time. Provided a great opportunity for networking. Learned about a servicing app which provides reminders on your phone 	

Agenda Item	Lead	Outcome	ACTION
		<p>when specific servicing is due. Did not attend the second day of the conference on Ground Water as it doesn't apply to our system.</p> <ul style="list-style-type: none"> - AR looking at completing certification for Distribution and Treatment Level 1. AR to keep receipts for reimbursement by VAID. - A number of new tools have been purchased for VAID. AR will inventory and paint/stamp with VAID identification. 	
9. Dam & Lake	AR	<p>Lake Levels are slow to come up – very little rain this Fall. Dam is fine. Pump is running on average 12 to 13 hours daily. There is a noticeable increase in hours when the temperature drops.</p>	
10. Water Treatment Plant	AR	<ul style="list-style-type: none"> - Treatment plant filters are lasting. They haven't needed flushing. Cartridges are lasting about 2 ½ weeks. Ion exchange could do with an air scour. One of the UV fans has quit working. It can't be fixed so two have been ordered. The wastewater line and inlet and outlet have all been insulated to prevent freezing. 	
11. Fire Chief Report	SH for MR	<ul style="list-style-type: none"> - MR unable to attend as he is at work. - In October there were 4 medical calls for First Responders. On one of these calls one of our members had to go with BCAS because they only had one paramedic on duty. In November there were 2 medical calls for First Responders. To date in December, we received 1 medical call for the Fire Dept. Texada Rescue received one call to attend out at Crescent Bay because BCAS only had one member on duty. Rescue also received a call to attend an MVA; however, we were asked to stand down before we left the hall. The person who was involved in the MVA roll-over was able to get themselves out of their vehicle and call 911 themselves. GBFD First Responders did not hear the dispatch to stand down. When they arrived on scene they found the driver unharmed. There was 1 Fire Officer page reporting a forest fire which turned out to be a licensed burn by one of our logging companies. The Fire Dept received a call to assist Hydro with downed lines. Members were on scene for 5 hours protecting north bound traffic on Blubber Bay Road until BC Hydro arrived with their road traffic control people. - GBFD has been in contact wondering where we are at with the automatic mutual aid agreement. We had responded to GBID with some queries about liabilities for damages incurred to our vehicle if damages incur when attending a call in their district. SH to contact GBID – “following your response, we are happy to sign off on the Automatic Mutual Aid Agreement. Our department is in favour.” - Expansion of fire protection to Spectacle Lake and Crescent Bay Road area – need to start with the Office of the Fire Commissioner. HS will research how to move forward. - Fire Dept wish list – MR would like to purchase 2 or 3 rescue harnesses at a cost of \$300 to \$500 each and 2 Preskett rope pulleys at a cost of \$50 to \$80 each. MR to get quotes and if there are funds for these purchases in the budget, go ahead. - There was a Fire Chief's meeting held in Lund earlier in December to discuss the new Fire Act and up-coming training in our area. - Possible training events for members: Air Brakes course on March 3, 4 and 5 in Powell River, a Friday night, all day Saturday and Sunday. We have 2 members interested in taking the course if there is room available. Low Angle Rope Rescue course – will take place sometime in the new 	<p>SH to email</p> <p>HS to research</p> <p>MR to get quotes</p>

Agenda Item	Lead	Outcome	ACTION
		<p>year, March or April, but no firm date has been set as yet. We have 3 members interested in this course.</p> <p>Powell River District Fire Hall is looking to get fire fighters trained to be Live Fire trainers for the fire centre in Lund. It's a 3-day course. This was brought up at the Chief's meeting, but no dates were set. It's unclear as to who would pay for this training because the whole district would end up utilizing them. MR will canvas the members to see if anyone is interested in receiving this training and move forward from there</p> <p>MR requested approval to send members to the Air Brakes training and the Low Angle Rope Rescue training. Refer to the purchase policy. Go ahead if the funds are in the budget.</p> <ul style="list-style-type: none"> - VAFD along with the other emergency service vehicles from the Island did their Christmas Light Drive By. It was well received by the Island as a whole. - MR requested approval to hold a holiday dinner in the new year on the 2022 budget. Trustees approved as the event was budgeted for. 	
<p>12. Old Business & extended</p>	<p>RS</p>	<p>Action Plans</p> <ul style="list-style-type: none"> - Scope and Standards Guidelines for Contractors (for installing water service lines) RS and JC to review and bring to next meeting. Look for materials specifications information. - Agreements for TV Assoc and Twincomm are completed. Check with Colleen at Twincomm if RS signed off on the Docu-Sign. - THM samples have been sent out. - No update on the wood from the old water tank. Al Davis is in charge of sales. - WTP Expendables – Stillwater is now getting their chlorine from Aaron Services. They are purchasing the smaller jugs. The larger sized pails are 5 gallons, but we are responsible for the cost of shipping the pails back. If we set up a standing order with Aaron, a pallet every 6 weeks, we could get a bit more of a deal. A standing order would be arranged with Texada Transfer for getting the pallet over to us as well. There is room for salt and chlorine storage in the heated sea can at the treatment plant. It has been brought to the attention of the operators not to make special trips to Powell River. - Future Agenda Items as listed at the bottom of the Action Plans list tabled until after billing for the new year goes out. <p>Road Rescue – Ryan Thoms from qRD would like to meet with both VAID and GBID to discuss other options for funding Texada Road Rescue. Our \$15,000 is already in the qRD budget for 2023. Ryan would be proactively meeting for their 2024 budget year. SH to email Ryan that we would like to see the legal document as prepared for which the qRD spent \$9,000 of Texada Road Rescue's 2022 budget.</p> <p>VAID and Fire Department combined social – organize for a Monday night in the new year.</p>	<p>SH to contact Twincomm</p> <p>SH to contact RT</p>
<p>13. New business</p>	<p>RS</p>	<ul style="list-style-type: none"> • Express Lines – post a thank you to KS for his years of service • Policy Binder – new employees and trustees should review those policies and bylaws that are relevant to them. Everyone should have a chance to see them and should abide by them in order to help prevent issues that could come up in the future. 	<p>SH make ad</p>
<p>14. Admin Report</p>	<p>SH</p>	<ul style="list-style-type: none"> • As distributed. Noted: - Mapping – now installed on tablet and is working great. - Application for summer student has been submitted. 	

Agenda Item	Lead	Outcome	ACTION
		<p>- Fire Protection Bylaw and Parcel Tax Bylaw have been approved by the government.</p> <p>- Emergency Container Workshop – talked about how to use the items in the container. Texada was the first group in the area to host the workshop. There were some issues brought up through discussion with the group, for example, the emergency food in the containers need to be boiled.</p>	
15. Financial review	SH	<ul style="list-style-type: none"> • Obtaining a VAID credit card. Our credit union informed SH that a new card would have to be applied for every time we had a new board, so yearly. SH to inquire if the administrator can be the cardholder if backed by the Purchasing Bylaw, even though the administrator does not have signing authority on the accounts. • Auditor was here Dec. 6 for his pre-Audit check. All went well. • The 2023 Water budget was presented and discussed. JW moved to approve the 2023 Water Budget as presented, NB seconded, all were in favour; passed. • 2022 Fire Department budget is in great shape at 77%. There is money available for training purposes. Excess funds will be transferred to the Fire Truck Reserve and moved before the end of the year. • 2022 Water budget is also on track at 91%. • Any excess funds in either budget will be transferred out to savings before the end of the year. Depending on amounts and whether grants are received will determine where the excess will be assigned to. To be discussed at the Capital Works Planning meeting tentatively to be held the end of February. • New water pipe work to be discussed at Capital Works Planning meeting. Work to be scheduled next summer. Blewett lines need to be changed whether or not we receive grant funding, anticipated costs \$20,000. May need to purchase a new chlorinator. • Retirement gift for KS – JC will make some inquiries. • Moved by JC to gift Christmas bonuses to employees, \$150 each, JW seconded, all were in favour; passed. 	<p>SH to inquire</p> <p>JW Moved, NB 2nd</p> <p>Transfer Funds</p> <p>JC Inquire</p> <p>JC Moved, JW 2nd</p>
16. Policy & Bylaw	SH	<p>Meeting Procedures Bylaw – Local Government recommends to have one in place. The following are amendments to the drafted bylaw:</p> <ul style="list-style-type: none"> - under Agenda – discussion of topics may include but are not limited to and then add list. - Motions – listed in an appendix. If there is a “friendly” amendment, confirm the mover of the first motion is in agreement with the amendment. Record if there is a “no” vote and who voted “no”. - Item 27 – remove point B. In item 28 – remove points B and C. - Decorum – if there is an issue at a meeting the Chair would step in to evoke Robert’s Rules if need be. <p>Development Bylaw – changes discussed. SH to revise and draft for next meeting.</p> <p>Water Distribution Regulation Bylaw</p> <p>The following are amendments as discussed:</p> <p>Service Connection #3 – change “may” to “will”.</p> <p>#4 Purpose of application – b) how many people will reside on the property, what is the purpose and proposed use of the water on the property?</p> <p>c) American Water Works Association standards for fittings – 200 lbs/sq</p>	<p>SH to revise and draft</p> <p>SH to revise and draft</p> <p>SH to add</p>

MINUTES - BOARD OF TRUSTEES MEETING

Agenda Item	Lead	Outcome	ACTION
		<p>in. Fittings must be up to municipal standard grade specs. Use the word “serviced” buildings rather than “outlets”. #12 – add “situated on their property” #13 clarify “if on an easement, the owner pays”. #13 – remove “house” before the word trailer. #23c – after “machinery” add “or generating electricity” 24 – add Community Notice Boards, website. 24b(i) – add sprinkling or freezing frost protection. 27 – add “can be charged retroactively for water used and/or damage to the system”.</p> <p>In regards to swimming pools, add a message on the 2023 invoicing that anyone with a swimming pool should contact VAID before filling due to the high amount of water that would be used at that time.</p> <p>Indemnification Bylaw #171- SH confirmed, it does include everyone. As previously discussed, SH added the Fire Hall. Our bylaw takes precedence over Fire Departments SOG’s. JW moved to accept the Indemnification Bylaw #171 as presented, JC seconded, all were in favour; carried.</p> <p>Officer’s Positions Bylaw #168 – JC moved to accept the Officer’s Positions Bylaw #168 as presented, JW seconded, all were in favour; carried.</p> <p>Water Tolls and Taxes Bylaw #174 – JW moved to accept the Water Tolls and Taxes Bylaw #174, repealing Bylaw #165, as presented, JC seconded, all were in favour; carried. Discussion re: New Ownership Charge – justification for the charge - AR uses that opportunity to locate the main connection and performs any upgrades to the meter setter or fittings, if need be. - Add a note to the Duties of the Trustees handbook that bylaws and policies are to be reviewed every ?? years. 2 years? 3 years? 5 years?</p>	<p>Add note to invoices</p> <p>JW Moved, JC 2nd</p> <p>JC Moved, JW 2nd</p> <p>JW Moved, JC 2nd</p>
17. Next meeting	All	Interviews – Tuesday, December 20 – 10:30/11:30/12:30	Information
18. Public meeting adjourned	JW	Public meeting adjourned at 4:30 pm	
Upcoming Meetings		<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall 2023: Jan 18, Feb 15, Mar 15, Apr 12, May 17, Jun 14, Jul 12, Aug 16, Sep 13, Oct 18, Nov 15, Dec 13 AGM: April 22, 2023</p>	Information