

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	Jul 12, 2023		<b>Time</b>	1:30 pm
<b>Location</b>	Fire Hall upstairs			
<b>In Attendance</b>	<b>Trustees:</b> Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Phillip Tidd PT Jennifer Moore JM  <b>Regrets:</b>	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Austin Rycroft (Water Operator) AR <b>Regrets:</b> Mark Robert (Acting Fire Chief) MR – working Mike Craggs (Fire Chief) MC - on leave Michael Smith (Water Operator) MS - training	<b>Public:</b> Dan Fudge	

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		
3. Declaration of Conflict of Interest	RS	JW declared conflict of interest regarding Wall St subdivision	Noted
4. Approve Agenda	RS	Agenda Approved with additions – bulk water	Moved JC, 2 <sup>nd</sup> JW
5. Approve Minutes	RS	Last meetings minutes were approved	Moved JW, 2 <sup>nd</sup> PT
6. Safety Moment	AR	Water safety – use lifejackets, don't go alone. Lifejacket in chlorine shed is old. New one to be purchased – JC to do.	
7. Water Report	AR	<ul style="list-style-type: none"> <li>AR has been babysitting plant to keep tank full</li> <li>Many regens needed, lots of salt being used – possible media is not functioning well as getting to end of life span – ESL 3-5 yrs. Been in place since fall 2020. Consider getting sample to test. AR to ask Bipure. Pre-filters working well, as are UV units. Currently have partial bypass of Ionex tanks to keep flow up. UV's at 82 with bypass; usually 88. Cartridges being changed at half life – recent swap at 10 psi rather than usual 20, also to keep flow high enough. Another way to see how media is doing: centrifuge lake water then test UV, compare reading with water passed thru ionex. Current flow 400 litre/min with partial bypass, would otherwise be 370. Chlorine use increased with this and higher usage, 3-4 jugs/day. THM results with also indicate media functioning. Samples due to be sent.</li> <li>Board expressed appreciation for AR doing well to keep plant running under these challenging conditions.</li> <li>6 cubic meter truck was filling up to deliver to wells. Owner came to office to ask if this was ok - accepted being told no. Liability is also a concern, especially if commercial.</li> <li>Generator coolant change – more went in that came out. Solved alarm issue. Generator is at plant for power outages and is switched on manually.</li> <li>Bulk water should be available from one location only, with all other water sources locked. Ask MR if firehall is ok. Have sign saying 'Bulk water station - by permit only' and provide key to those with agreement – currently only 2 people. JC moved that AR setup station with sign and close of other access, JW seconded.</li> <li>FCU water greatly increased – noted from Jul 4 meter reading; water may have been taken from there too. SH notified them.</li> </ul>	AR talk to BiPure          AR do Lafarge samples         SH ask MR  JC moved, JW 2nd

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		<ul style="list-style-type: none"> <li>• Diver inspected intake and took pictures. Intake pipe is 8" white PVC. Growth at intake that should not extend into pipe as light dependant. Clean pipe with pig. Have him look at culverts next time.</li> <li>• Water shut off to Earl St house did not dry up ditch. Investigate further up. 2 residents in that area running hoses. Add meters. Apparently, there is a spring in the area that used to be dammed up in winter for ice-skating.</li> <li>• Austin needs help for testing leaks (MS often unavailable), RS &amp; PT offered to help. Consider Worksafe regulations. AR will locate all services then only help needed would be to turn water on.</li> <li>• Hire part time, temporary laborer. AR has a couple of people to ask. AR &amp; SH to arrange.</li> <li>• Lake level &amp; raft: JC drew diagram of shroud &amp; explained function. Worked in 2021 with low level so we know shroud stays full. Work on float so ready by mid-August. AD has float and some of the necessary fittings. AR to build frame and purchase needed materials. Chain raft to shore in 2 places at 45 degees. Have sufficient 6" pipes, to be reduced to 4" at either end. Will also be needed for work to deepen well. Septic tank truck will clean out well bottom debris (with clean hose!). Jackhammer bottom after plugging well wall intake. DV says 2-3 days to get tech cable for power to floating pump. Use spare pump that is identical to the one in the well.</li> <li>• Lake specs – diver said 2 feet of muck on bottom at intake location. Depth there is 14 ft. 100 ft out from shore is 8 ft deep. Use depth sounder to determine if deepest parts of lake are still over 50ft deep, to confirm bathymetric map accuracy.</li> <li>• If new well is to be built, need to determine bedrock depth</li> <li>• Paul N gave SH info from Fudge (this morning) to help determine leak locations, SH will phone</li> </ul>	<p>AR continue investigation</p> <p>AR/SH set up</p> <p>AR prep</p> <p>SH phone</p>
8. Fire Chief Report	MR/SH	<p>MR report read by SH – MR is only blaster on site so must work day shifts. Calls for June until July 6, 2023</p> <ul style="list-style-type: none"> <li>• First responder - 5</li> <li>• Fire - 1 in GBFD district</li> <li>• Assist other agencies - 2 (RCMP)</li> <li>• Fire complaints - 2</li> <li>• MVA - 1</li> </ul> <p>Our members had a hard start the first 5 days of July. There were 3 deaths our department had to deal with. It seems everyone is doing well. I have been checking in with the members that were on those calls.</p> <p>SH forwarded to Board a short report about the fire with GBFD. If there's any questions, I can come in one day after work and answer them. Hose wrench broke and damaged chock box to be replaced.</p> <p>Looking into buying another water bladder the same size as Gillies Bay's, or two smaller ones. If we go smaller size the pumpkin type, we can also use them for forest fires and take up a smaller footprint on the trucks and fire scene.</p> <p>For June training, we did forestry pump and gear, medical, and drafting with 601 out of a pond.</p> <p>Forestry pump needs to be taken to PR for a service.</p> <p>For the rest of the summer there will not be any Monday night practices, but a couple of Sundays are set up with GBFD.</p> <p>June 18 - 4 members did joint MVA training with GBFD.</p>	

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		<p>The VAFDA has agreed to pay for one of our members to go get live fire training in Comox. No date set yet.</p> <p>I haven't read all the new fire act stuff yet, but it sounds like not much is changing except that all members don't need to be trained in everything any more E.g. if we have someone that wants to help and be apart of the team but is older or doesn't want to anything but drive the truck and run the pump that's allowed under the new act. I just read a report that says volunteer firefighters are down 30% across the country. More some areas. Regarding work hours, it sounds like I'll be back on shift work in about a month or 2 tops.</p> <p>JW would like more info about changes to act that require Board input. SH will call Rob McW, with MR's ok.</p> <p>Bay door cable broke; repaired by Modern. Cable can break after coming off tracks when opened or closed to fast – doors designed for electric motors. Repairer promised quote for motors. Not received yet. SH to phone.</p>	<p>SH check with MR then call RMcW</p> <p>SH contact Modern again</p>
9. Old Business	RS	<ul style="list-style-type: none"> <li>- Wall St Engineer – SH reported on additional data required after notified of Wall St pressure lack esp. in summer. Static test at hydrant before pumphouse during peak use only 12 psi indicates not enough water getting to pump. Totalizer and pump hours data for last 2 year provided, along with totalizer video while pump on, as many questions answered. That was 2 weeks ago. CEC may not cover needed upgrades. JC moved that VAID retract CEC offer stating that after further discussion with engineer, major alterations may be needed to supply water. PT seconded. JW abstained. Log house is being moved to Wall St subdivision property, no water application received yet.</li> <li>- Low water plan – discussed above.</li> <li>- Drilling – no bulk water application has yet been received from Xyrox.</li> <li>- JM expressed concern of PR Peak article July 4 stating VAID has plenty of water for this and development. That was the situation the AGM but not anymore with the huge increase in water use over the last 2 months. Summer usage increase is much higher that previous years which may signify leaks or water use changes.</li> <li>- Dan Fudge provided info on possible leak locations.</li> <li>- PT asked about “coverage area” in watering restriction chart. Means area covered by sprinkler.</li> </ul>	<p>SH remind next week.</p> <p>SH prepare letters</p> <p>JM include in newsletter,</p> <p>SH include in Xlines</p> <p>AR follow up</p> <p>SH add explanation</p>
10. New Business	RS	<ul style="list-style-type: none"> <li>- Express Lines – summer use info &amp; Peak article, also please conserve, fix leaks, use water responsibly, water in cool part of day.</li> <li>- Bulk water – clarification that all Bulk Water Applications must be approved by Board.</li> <li>- Operator labor help – as above.</li> <li>- Blocks 35 &amp; 39 in process of being sold. Buyer has already received info about water connection requirements.</li> </ul>	<p>SH update &amp; send</p>
11. Admin Report	SH	<ul style="list-style-type: none"> <li>• 2 applications for admin asst received – both look good. Interview committee will be RS, JW &amp; JM. SH send applications to committee and to contact applicants for interviews after 13<sup>th</sup>.</li> <li>• FAQs webpage made – send link to board for comments.</li> <li>• JC will buy recorder for minutes</li> </ul>	<p>SH arrange</p> <p>SH send link</p>
12. Financial review	RS	<p>Water – good</p> <p>Fire – may be funds for electric doors available</p>	

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		Capital plan – change “other priority” to year as in Econics report. Get list of assets with value. Send docs to board for meeting Monday Jul 17.	SH send docs
13. Policy & Bylaw	RS	Development Policy – 3 amendments. JW moved policy be approved as amended, JC seconded. Taxes and Tolls Policy– updated by SH for dealing with overdues & more payment plan info. JW moved policy be approved as amended, PT seconded.	JW move, JC 2 <sup>nd</sup>  JW move, PT 2 <sup>nd</sup>
14. Next meeting	RS	Capital Plan meeting as continuation of today’s - Mon Jul 17 1.30 Monthly Board Meeting – Wednesday, Aug 16 at 1:30 pm Firehall	Information
15. Public meeting adjourned	RS	Public meeting adjourned at 4.35 pm	Information
16. In camera	RS		
		Monthly Board Meeting Wednesdays at 1:30pm, Firehall 2023: May 17, Jun 14, Jul 12, Aug 16, Sep 13, Oct 18, Nov 15, Dec 13	Information
<b>Meeting continued Monday Jul 17 1.30 pm</b>		<b>Present – RS, JW, PT, JC, JM, SH</b>	
17. FAQs webpage	JW	Looks good but hard to find – not in menu yet as approval needed. SH send link to board.	SH send link
18. Capital Plan	RS	Using Econics spreadsheet from 2015 which is updated to 2023. Some changes still necessary – locations referred to as someone’s house, pipe material not confirmed. SH to continue to update; find out if steel in Loyal area, and where else steel lines may be. Items on draft plan were discussed regarding priority and determined which year to be done. Legion Rd damaged area is complete – get final cost. Subtotalled by planned year. Send updated file to board for future approval. Certain items may be funded by Climate Change Grants (deepen well, move chlorine building) and others by developers (Wall St pumphouse, Smelter Rd main). Chlorine controller good till 2034. Only chlorine pumps near ESL.	SH update  SH update & send  SH research grants
19. Lake pump raft	RS	Various methods discussed on how to check if shroud is airtight and stays full of water as lake level drops. Raise pump until it stops working. Same with spare pump in lake. Test with silicon on seal after water is below seal. AD & AR working on this together – AD thinks frame not necessary. Fire pump is lower in water – get dimensions.	SH get dimensions
20. Bay door motors		Quotes compared – 3 or 4 motors. Modern is the only available supplier/installer. Get the 3 for fire/rescue. Proceed with order after approval from MR & PN Organise NO PARKING signs – have letter stencils.	SH confirm
21. Express Lines article for Aug		Small edits made. Submit as amended	SH send
22. Bulk Water access at Firehall		Mark has approved but does not want sign. SH to check FD use of current fitting and if it should be changed.	SH check with MR
23. Meeting adjourned		4.00 pm	