

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>March 15, 2023</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 Jane Waterman JW Neale Berjer NB George Childress CG <b>Regrets:</b>	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Austin Rycroft (Water Operator) AR Michael Smith (Water Operator) MS <b>Regrets:</b> Mark Robert (Acting Fire Chief) - Working Mike Craggs (Fire Chief) MC - on leave Heidi Sorichta (Admin Assist) HS - abroad	<b>Public:</b>

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 2 PM. (in camera portion held first)	Noted
2. Welcome to Public Guests	RS	There were no guests in attendance	
3. Declaration of 4. Conflict of Interest	RS	None	Noted
5. Approve Agenda	RS	Agenda Approved.	Moved JW, 2 <sup>nd</sup> JC
6. Approve Minutes	RS	Feb 15, 2023 meetings minutes were approved	Moved NB, 2 <sup>nd</sup> JW
7. Safety Moment	MS	MSDS – Material Data Safety Sheets – noted after reading policies, particularly OSH policy. Have sheets for chlorine & purolite, get for diesel and possibly chlorine testing chemicals	SH MSDS
8. Water Report	AR	<ul style="list-style-type: none"> <li>- Ops fixed leak today on church trail at shut off and added meter box.</li> <li>- SC water turned on, needs meter box</li> <li>- pressure tested Tiny Homes</li> <li>- Pressure testing procedure for future – ask admin if water can stay on after testing – dependant on owner account status</li> <li>- Ionex tanks fibreglass repair completed, photos shared. No leaks detected</li> <li>- WTP flow was decreased to the recommended 317 l/min for a day with no difference detected in UV &amp; turbidity. UVs very clean but still amber.</li> <li>- Set plant back to original rate and leave until action is required</li> <li>- Better barrel for chlorine found in storage and installed.</li> <li>- Phone Rino for tree transport.</li> <li>- Old lafarge cutoff complete and new saddle for TG connection installed (upgraded to standards)</li> <li>- More hours per tube on the blue white chlorine pump – 1000. Will try for 1200. GB gets 1400 hrs with pump constantly running.</li> <li>- Legion Rd repair to be started soon – replaced 50’ main that crossed road. Contractor waiting for good weather.</li> <li>- Storage location for sand and gravel – considered by water tank but fortis complained previously when branches piled there during clean up. Gravel pile at Firehall takes little room, put sand there too. Still room for parking.</li> <li>- Private property waterline pressure testing to begin soon. Discussed higher priority locations. Any big leaks found will have temp line installed until owner repairs leaks. Test is performed by attaching pressure guage to hose bib and noting if pressure changes with service off -&gt; on.</li> <li>- Tank overflow pipe to be added to redirect to ditch incase of overflow, to not wash away ground. Discussed auto switch.</li> </ul>	SH check policy  AR check reg.   SH phone Rino

**MINUTES - BOARD OF TRUSTEES MEETING**

Agenda Item	Lead	Outcome	ACTION
		<ul style="list-style-type: none"> <li>- New connections for properties created by subdivision – developer has installed pipe only to property line. New owner applies for and pays for service parts and labor.</li> <li>- Have developers bury ends line they installed</li> </ul>	SH check policy/bylaw & current development
9. Fire Chief Report	SH	<p>MR report read by SH</p> <p>Calls to date for February up to March 10:</p> <p>Rescue - 0            Medical - 3            Fires - 0            Members - 11</p> <p>We have 11 members in good standing right now. Most practice nights have 4 to 6 members attending. Out of our active members, we have 4 that do shift work, 4 that are self employed and one member who is a seasonal worker.</p> <p>Training for the March - Medical training on the 6th - Rope and pullies on the 13th - SCBA on the 20<sup>th</sup> - Full gear and pumping training at the Texada boat club on March 27.</p> <p>Joint training with GBFD two dates in April.</p> <p>I would like to hire Fraser Clarke to put on a chain saw safety course for our members and include GBFD. Will see how many members from their hall would be interested and then split the cost.</p> <ul style="list-style-type: none"> <li>- Cost estimate?</li> </ul> <p>Auto aid agreement with GBFD for any fire page signed now.</p> <p>Need to order two green jackets for members that have be with the department more than 2 years.</p> <ul style="list-style-type: none"> <li>- Budget, check what is wanted.</li> </ul> <p>We have two pairs of size 13 safety steel toe boots on order. (To meet WCB requirements).</p> <p>Still waiting on members to provide copies of their EMA-FA tickets to cross over to Worksafe first aid tickets; needed for Worksafe. Right now we only have two members with Worksafe first aid.</p> <p>Two members got their air brake license in the last month or so, and 3 members did a road traffic safety training with GBFD in February.</p> <p>New updated contract list for the active members with phone numbers and emails provided to admin.</p> <p>Bought a white board and will set it up so the members can see what the training will be for a month at a time and any joint training classes coming up.</p> <p>Would like to find “train the trainer” class also a safety officer class. I will ask at the next chief’s meeting in PR if anyone is doing one soon.</p> <p>I’m going to ask Paul to start coming to the chief’s meetings in Powell River with me until we know if Mike is coming back or not.</p> <p>Trustees attended Fire Practice Mar 12 for meet and greet. Went well. Their attendance brought up discussion of items wanted by</p>	<p>SH ask MR</p> <p>SH ask MR</p>

## MINUTES - BOARD OF TRUSTEES MEETING

Agenda Item	Lead	Outcome	ACTION
		FD. MR to check with admin re budget and see if approval is needed. New doors not opening smoothly. May jam? Trustees would like to meet again	SH ask MR SH ask MR SH ask MR
10. Residents speak	SH	Message for owner who attended COR shared with board regarding parcel tax structure. - Advise owner to attend AGM and find others with same situation to also attend Legion very happy with new rates	SH contact DK and add to express lines
11. Old Business	RS	- Auto Aid agreement complete - Residential water install standards - new document discussed. Handout for owners where private property leaks are identified includes responsibilities. Check doc against policy so not repeating. Update webpage & doc for responsibilities - Rescue funding – options spreadsheet with costs. qRD will not continue funding as it stands. Present these options to MR and MC - Wall St engineer summary – received yesterday. Many recommendations to meet standards. New connections will affect life cycle of pumps and tanks. <ul style="list-style-type: none"> <li>o All connections past pumphouse should have service boxes with backflow prevention (low-pressure risk)</li> <li>o Firefighting procedure in place, long term plan to improve fire protection</li> <li>o Consider 2 pumps setup - one 2hp runs all the time, one 5hp for firefighting</li> <li>o Report useful for grant applications</li> <li>o Explore options for raising pressure upper portion</li> <li>o Request budget friendly option and also optimum choice for grant inclusion</li> <li>o Charge DCEC's to developer with note there may be more costs charged to set up dual pump system</li> </ul>	SH check policy/bylaw & do updates SH ask MR & MC SH contact engineer SH invoice & letter
12. New Business	RS	- Express Lines – add that auditor will be here to report and discuss, also can discuss mechanism of parcel taxes as per above - Texada Watershed Bylaw change by qRD – as advertised in Express Lines. SH requested info from qRD and same restrictions are in place. Report to qRD for investigation if unallowed activities occur - Purchase fire hydrant boot for old hydrant or replace with new hydrant. Quotes compared and board agrees to get new hydrant. - FD amalgamation – JC has documents of previous discussion and PRRD study. Will provide to SH to be prepared should this come up again. More funding may be available to merge FDs. Movement toward this must be “from ground up”. - Texada as Municipality discussed	SH Express Lines
13. Admin Report	SH	Heidi in Germany for 2 weeks. All going well	
14. Financial review	SH	Annual savings transfers completed \$61,000 owing, includes payment plans. Separate out for future reference	SH PP Spreadsheet
15. Policy & Bylaw	SH	- Road Rescue Bylaw – Motion to approve by JW, seconded JC - New policies – Hiring, Employment Equity, Discrimination – created in response to summer student application and for other govt applications where having these policies better qualifies VAID for services. Board found these redundant and need to be less restrictive. Will remove as much as possible.	Moved JW 2 <sup>nd</sup> JC SH submit Bylaw

## MINUTES - BOARD OF TRUSTEES MEETING

Agenda Item	Lead	Outcome	ACTION
		- Change annual invoice pay by date to Mar 10 so note in Express lines is more likely to be acted on	SH shrink policies
16. Next meeting	SH	- Monthly Board Meeting – Wednesday, Apr 12 at 1:30 pm Firehall AGM: April 22, 2023 – 9:30 am - Legion	Information
17. In Camera Meeting	RS	In-camera items discussed immediately before Regular meeting.	
18. Public meeting adjourned	RS	Public meeting adjourned at 4:30 pm	Information
		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