

MINUTES - BOARD OF TRUSTEES MEETING

Date		Time 1:30pm							
Location	Fire Hall upstairs	Fire Hall upstairs							
In Attendance	Trustees:	Trustees: Staff:							
	Neale Berjer NB	Neale Berjer NB Ken Soles (Senior Water Operator) KS							
	Jane Waterman JW (Acting	Sandra	Haszard (A						
	Chair) Heidi Sorichta (Admin Assist, Recorder) HS								
	Mark Robert (Acting Fire Chief)								
	Regrets:	Regrets	s:						
	Ron Smith RS	Austin	Rycroft (W	ater Operator) AR – at conference					
	John Colongard JC	Mike C	raggs (Fire	Chief) MC - on leave					
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Ager	ida Item	Lead	Outcome	ACTION
1. Call t	o Order	JW	JW called the meeting to order at 1:30 PM.	Noted
2. Welc	ome to	JW	There were no guests in attendance	
Publi	c Guests			
	aration of	JW	None	Noted
Conflict o	f Interest			
4. Appr	ove Agenda	JW	Agenda Approved	Moved GC, 2 nd NB
5. Appr	ove Minutes	JW	September 2022 meetings minutes were approved.	Moved JW, 2 nd NB
6. Leak	s &	KS	No new issues to report. Everything is working.	
Distr	ibution		Water usage is down significantly. Only 70,000 to 80,000 gallons used	
			over the last couple of days.	
			Treat Street shut off was located on the tour with Walter Gussman.	
8a. Dam 8	& Lake	KS	Lake Levels are starting to slowly come up even with the lack of rain.	
8b. Wate	r Treatment	KS	THM sampling – by Lafarge hasn't been completed yet. Samples were	
Plant			supplied to Lafarge office but were left out and forgotten so they went	
			bad. Another set of samples will need to be collected and taken in to	
			Lafarge.	
9. Fire (Chief Report	MR	Fires – one – Kirk Lake Forestry Support, 1st Responder – 3 medical and 2 lift	
			assists, Rescue – none, New Members – none	
			- Provided SCBA training with new members.	
			- Review of the new Fire Act by Zoom. Fire Commissioner's Office will be	
			working the with smaller Fire Departments to assist with compliance. Can	
			continue with in-house training but need to keep better records.	
			- Potential hydrant needs: Top of Gracemere with the potential of new	
			developments there, there may not be enough pressure to push water up the	
			hill to the truck if accessing the hydrant below on lower Gracemere. There is	
			a need for a new hydrant along Blubber Bay Highway straight stretch where	
		there are the 4 new houses up from the Boat Storage property. The closest		
			hydrant is by the Boat Storage access road off Blubber Bay Highway but that	
		would be a long way to draw by hose to the new houses. The further you		
		draw water from the more pressure that is lost. Can relay from the hydrant		
		to a second truck and then from that truck to the truck fighting the fire but it		
			means more man power. The fire truck has 400 or 500 meters of hose on it.	
			A hydrant installed on Marble Bay side of Blubber Bay Highway would	
		eliminate the issue. The new Tiny Homes development should also have a		
		hydrant installed. If a new hydrant is not installed for that development, the		
			fire truck has to connect to the hydrant at the Credit Union, again a long	
			stretch. A new hydrant at the Tiny Homes development would also service	
			the RCMP house on Blubber Bay Highway. It is understood there are	



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		substantial costs with installing new hydrants especially when it means	
		extending new lines off of existing infrastructure. Perhaps costs of new	
		hydrant installations could be recouped with new developments as they	
		arise. Hydrant locations are available on line now. Home fire insurance costs	
		are less when situated within 500 meters of a hydrant. Residents may be	
		willing to help with hydrant installation costs if it means their home insurance	
		costs go down. The fire department's responsibility ends with letting the	
		homeowner know they may not have adequate fire protection if they are too	
		far from a hydrant or pressure is too low at the hydrant. Hydrant costs have	
		not specifically been talked about in regards to the Wall St development	
		other than infrastructure costs are to be covered by the developer, which a	
		hydrant would be considered needed infrastructure upgrades. Depending on	
		where the developer situates a new home on the properties of the	
		subdivision will determine whether or not we currently have adequate	
		hydrant coverage or if an additional hydrant will be needed.	
		- Trustees checked in with MR as to how he is managing as Acting Chief. MR	
		commented on it being more then what he anticipated and would need to re-	
		evaluate should MC decide to step down. The trustees thanked MR for	
		taking on the Acting Chief role while MC is on leave.	
		-Both Engines 601 and 602 are going in for their annual inspections next	
		week. #602 may require some mechanical work, there were issues with	
		getting the PTO to work (activates the pump on the truck). The mechanic has	
		been asked to check into this.	
		- MR is still trying to arrange for a Mutual Aid Agreement between Van Anda	
		Fire Department and Lafarge. MR has submitted a proposal to Lafarge. Have	
		not heard back yet. Lafarge itself is undergoing some restructuring so it may	
		be a little while.	
		- MR purchased 2 new spot lights for use during night calls. MR was asked to	
		put together a wish list for the Fire Department as there is still some funding	
		available within the budget. MR would like to see some specialized pulleys	
		purchased to help with steep incline lifts. Having the use of the pulleys	
		means there doesn't need to be as many people on hand for the lift. Cost of	
		the pulleys is approximately \$150 each. MR would also like to purchase a	
		Rescue Randy Doll – it's a full body training doll that comes in different	
		weights. The cost is approximately \$1200. Expense could fall under Fire or	
		Rescue.	
10. Old Business &	JW	Action Plans – list was distributed and discussed. Bylaws are ongoing.	SH to post
extended		Policies are all done. SH was asked to post the policies to the website.	
		WorkSafe BC is in progress. We do have a Safety Policy now in place.	
		Water system mapping – ongoing. qRD going to help out with our	
		mapping at no cost to us.	
		Capital works plan – SH just starting to review. Located a spreadsheet	
		from 2015 created by Econics which includes all kinds of formulas that	
		need deciphering.	
		 Scope/Standards – GC moved to table to next meeting, NB seconded, all were in favour. 	Moved GC, 2 nd NB
		Agreement for TV Assoc. and Twinncom – TV Association has signed off	
		on their agreement. Twinncom has been sent their agreement for	
		signing.	
		WTP Expenditures – our usual supplier has found a new source for our	
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		chlorine at a cheaner cost to us	
		 chlorine at a cheaper cost to us. Lake pump Electrical Panel and Lowering the pump – to be added to 	SH to add



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		 December's meeting agenda Ryan Thoms emailed still wanting to meet with both Improvement District to discuss Rescue funding possibilities for Texada Island. Texada Rescue serves the whole Island and should be paid for by the whole Island. Our Rescue funding is already included in the qRD budget for the next 3 years. SH has heard back from the Engineering Company out of Victoria. The contact there has had a lot of experience dealing with small water distribution systems on Vancouver Island. SH advised there are all kinds of reports on our website that he can access to get a better picture of our system. Their contact in Powell River would do a lot of the leg work. 	
11. New business	JW	 Express Lines – there will be a December issue going out. Email items to ticsv0n3k0@gmail.com or mail to Box 233 Van Anda or phone Steve Croasdale 604-414-7764. Submissions are still due by the 20th of the month. For December's issue include the Water Operator position advertisement and information about when the fire department will attend fires out of district. Emergency Container Workshop SH and GC attending – Sunday at the Gillies Bay Hall from 10 am to 1 pm Van Anda Fire Department received a letter of thanks from the Legion, specifically mentioning Tyler Dancza for participating in the Remembrance Day Ceremony and laying a wreath at the cenotaph. A new water connection application has been received. The request is for a ¾" connection. The applicant has already put a 1" line into the ground but has requested the standard ¾" connection. Application will be emailed out to trustees. 	SH make ad
12. Admin Report	SH	As distributed. Noted - the turbidimeter is in for repair, the new colorimeter has been received, all the parts for the new 2" connection have been received as well as for the other new connection.	
13. Financial review14. Policy	SH	 As distributed. It was suggested that we investigate cost of insurance if purchased through the Coastal Water Suppliers Association. AR attending conference and having trouble with check-in at the hotel as he does not have his own credit card. Investigate applying for a VAID credit card to be used for such circumstances 	SH to inquire SH to investigate Moved JW, 2 nd GC
14. Policy	JVV	 JW moved to table discussion on the "Meeting Policy" Policy until such time as all trustees are available, GC seconded, all were in favour. Occupational Health and Safety Policy – JW moved to approve the policy as amended, NB seconded, all were in favour. 	Moved JW, 2 nd NB
15. Next meeting	All	Special Meeting Bylaws/Water Tolls – Wed. Dec. 7 at 1:30 pm Monthly Board Meeting – Wed. Dec. 14 at 1:30 pm	Information
16. Public meeting adjourned	1W	Public meeting adjourned at 4:00 pm	
Upcoming Meetings		Monthly Board Meeting Wednesdays at 1:30pm, Firehall Dec 14 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	Information