

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 17, 2021

In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.

Trustees: Claire Hilscher, Chair
Tom Plensky
Linda McKay
Colin Thompson
Tony Botica
Robert Hale
Suzanne LaRoy

Staff: Leslie Carter, Administrator
Don Buchner, Operator
George Lenz, Fire Chief

Call to Order: 7:00 pm

Introduction of late items:

Correspondence In

February 12, 2021 – Rocky Mountain Phoenix, budgetary pricing for pumper

February 17, 2021 – Ministry of Municipal Affairs, registered copy of Bylaw No. 241 “Meeting Procedures Amendments Bylaw, 2020”

New Business

Investigating public attendance at zoom meetings

Publishing a fire hall construction update

Discussion of disconnect notices

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Suzanne LaRoy Vote: Carried

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the January 20, 2021 Project Update.

1. Project status: no change
2. Status of Building: Building exterior is substantially complete, plumbing, electrical, HVAC ongoing, drywall boarding is completed up and down.
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required.
4. Division 2 – Civil Works - First, Second, Third and Fourth Stages: completed
5. Division 3 – Concrete – concrete slab enlarged to accommodate new deck & generator container, concrete polishing is complete as per original budget.

6. Division 4 – Masonry: Masonry block wall is complete.
7. Division 5 – Metals – Structure completed, Ferro has minor deficiencies to complete. Exterior HVAC vents installed.
8. Division 6 – Woods & Plastics
 - a. Exterior deck to be enlarged.
 - b. Slab and timber hardware is in place.
 - c. Final costs are estimates only.
 - d. Bob Leggett is milling the DBID cedar logs which were saved during construction.
 - e. Simcott Construction will be completing the deck
9. Division 7 – Thermal Protection: Rigid insulation is installed in slab between earth/concrete. Upon review, exterior flashing & insulation was added that were not on the plans, Insulation completed, vapour barrier & drywall in place.
10. Division 8 – Doors: Final adjustments on electric doors to be completed. Upper floor will require 3 doors, these are ordered. Lower doors are on order as per the original budget.
11. Division 9 – Finishes
 - a. Drywall boarding is in progress (final sanding).
 - b. RDN is requiring that all upstairs dry walling must be complete for occupancy.
 - c. Upstairs floor requires a floor treatment. Options & related cost to follow.
 - d. Cabinetry – downstairs budget in place, upstairs: Cabinets design in place, costs are pending.
12. Division 15 – Mechanical & Plumbing – Interior final ducting in progress. Exterior grills in place, heat pump etc. to be installed soon.
13. Division 16 – Electrical
 - a. McCormack is onsite installing as required.
 - b. BC Building Code & RDN requires extensive conditions must be met for fire protection.
 - c. The electrical building power panels will be connected via underground cables to the fire hall.
14. Overall – Balance of building pricing: either out for pricing or pending out for pricing on remainder. New upstairs budget approved, scope of flooring & cabinets to be final costed. Very little is not accounted for.
15. Quick Summary
 - a. Upstairs budget approved
 - b. Electrical building is connected to BC Hydro
 - c. Insulation completed
 - d. Drywall in completed
 - e. Exterior slab completed
 - f. Exterior deck milled, exterior deck starts soon

- g. We remain on target with budget, no major concerns
- h. We remain ahead of schedule currently based on our start dates.

Security cameras have picked up midnight visitors, RCMP are aware. Be vigilant.

Randy, Ryan & Christo left the meeting at this point.

Minutes of the Regular Board Meeting held on January 20, 2021

Motion: to approve the minutes as amended of Regular Board Meeting of January 21, 2021

Linda McKay Seconded: Suzanne LaRoy Vote: Carried

Minutes of the Special Board Meeting held on February 4, 2021

Motion: to approve the minutes as amended of Special Board Meeting of February 4, 2021

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

Minutes of the Special Board Meeting held on February 10, 2021

Motion: to approve the minutes as amended of Special Board Meeting of February 10, 2021

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for January 13 – February 9, 2021

Water Delivery: January 13 – February 9, 2021: 1,631,080 Imp. Gal.

Average daily use/connection (615 connections):98 Imp. Gal. Previous Month – 95

Observation Well #310 Levels (meters): Feb. 9, 2021: 9.6 Previous Month – 9.7

Discussion regarding well being installed on ALR land across the highway from the DBID production wells: Don will speak to the owner to see what his intentions are and to see if DBID would be able to get records of water use to compare with any DBID well fluctuations.

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of January: 9 (3 MVI, 5 First Responder, 0 Fire, 1 Misc.)

Call volume is down, presumably due to COVID and reduced travel.

Truck 8-1 (pumper truck) had a leak in the fiberglass tank that was repaired by FD members. Some issues are still to be addressed (torque rear wheels). When the tank was being rinsed and filled, the fire hall meeting room was flooded due to a perimeter drain being blocked with the snow. The room is now mostly dry and the drain is clear.

Fire Chief was requested to provide numbers, for the next meeting, on how many members are certified for firefighting and at what level (e.g. exterior, interior).

Most members are certified First Responders. All training is paid for by the rate payers of the district through taxation and is included on the annual operating budget.

Ideal number of members is 24-30. Current numbers are good (21 members). Current members are very dedicated resulting in good turnouts for calls.

Motion: to accept the Fire Chief's report as presented

Tom Plensky Seconded: Robert Hale Vote: Carried

Fire Protection Committee: no meeting

Terms of reference for committee are being developed – the committee meets annually to review the operating and capital budgets and then on an as needed basis for issues referred by the board, such as the fire truck purchase. All committee recommendations come back to the board for discussion/approval.

Fire Chief has authority to make purchases that have been approved through the budget process and in accordance with the Purchasing Policy. With regards to the new fire truck, minimum equipment standards are set and suppliers are aware of these standards. The Fire Department determines what further equipment is required to serve the community.

Truck 8-1 is a 1998 vehicle and certification by Fire Underwriters Survey (FUS) has been extended to Dec 2023. FUS polices are based on apparatus becoming less reliable with age and parts becoming more difficult to obtain.

Current budget number for the replacement fire truck (\$420,000) was set during budget discussions with the fire department a few years ago.

Motion to approve the Fire Protection Committee Report

Tom Plensky Seconded: Linda McKay Vote: Carried

Fire Hall Replacement Committee: no meeting

MPM has requested the committee be involved in finishing choices (paint colours, flooring, kitchen finishes, etc.). Fire Department members would also like to be involved – Margaret could assist with gathering input from members.

Motion: to authorize Fire Hall Replacement Committee to approve finishes for the fire hall within the approved budget.

Tom Plensky Seconded: Linda McKay Vote: Carried

Robert Hale to fill trustee vacancy on Fire Hall Replacement Committee.

Finance Committee: no meeting

Total payments issued for January 2021 Water: **\$20,641.26**

Total payments issued for January 2021 Fire: **\$240,627.84**

Motion: to accept the Finance Committee report as presented

Tom Plensky Seconded: Tony Botica Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

January 22, 2021 – Fire Power Plus, budgetary costing - Fort Garry Fire Trucks

February 12, 2021 – Ministry of Municipal Affairs, Annual reporting, AGM info

February 12, 2021 – Rocky Mountain Phoenix, budgetary pumper pricing

February 17, 2021 – Ministry of Municipal Affairs, registered copy of Bylaw No. 241 “Meeting Procedures Amendments Bylaw, 2020”

Correspondence Out:

February 10, 2021 – Min. of Municipal Affairs, Bylaw N. 243 for registration & filing

Discussion regarding the budgetary costing received for a new pumper truck to replace the current truck 8-1. Not all specifications were included in the costings and Fire Chief does not feel that the current budget will be sufficient to provide the truck that is needed.

Motion: to authorize the fire chief to discuss the budgetary quotes with the suppliers to assist with development of final specifications that would go up on BC Bid.

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to direct Fire Protection Committee to meet to further review budgetary quotes that have been received and to discuss and develop the fire truck specifications.

Robert Hale Seconded: Suzanne LaRoy Vote: Carried

Meeting to be set after Fire Chief has had an opportunity to speak with to the two suppliers regarding the budgetary quotes.

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Suzanne LaRoy Vote: Carried

Old Business: none

New Business

Resolution Regarding Banking (update requested): to appoint Royal Bank of Canada as a banker for DBID and to authorize any two of trustee(s) or administrator to sign on behalf of the DBID

Linda McKay Seconded: Tom Plensky Vote: Carried

FireSmart Economic Recovery Fund – Grant opportunity: up to \$150,000 is available from UBCM for job creation (new position, add onto existing job, summer job, co-op student) related to FireSmart activities. Application is due March 19, 2021.

Motion: to form a committee of two trustees, Tony Botica and Colin Thompson, and 2 fire department members to further investigate this grant opportunity.

Linda McKay Seconded: Suzanne LaRoy Vote: Carried

Fire Chief will see which members may be interested in being involved.

Interest has been expressed from rate payers to be able to attend board meetings being held via zoom. Suzanne willing to investigate what this might entail.

Motion: to investigate the feasibility and effort required to allow rate payers to attend board meetings being held electronically due to the pandemic.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

Publishing of a fire hall construction update: Suzanne expressed interest in drafting an article that could be published in the Lighthouse Community publication. Claire is willing to review any drafts.

Motion: to draft a project update on the fire hall construction, draft to be presented to the board.

Suzanne LaRoy Seconded: Robert Hale Vote: Carried

Discussion of disconnect notices: question of how to deal with rate payers that can't pay bills due to the current pandemic. Administrator will keep the board informed of water disconnection notices and any properties owing taxes that trigger a tax sale.

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 9:50 pm.

The above minutes were approved by the Board of Trustees on March 17, 2021.

By: _____
Chair of the Trustees

Officer