

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE REGULAR BOARD MEETING**

**March 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

**Guest:** Christo Kuun, Owner Representative, Fire Hall Project

**Call to Order:** 7:00 pm

**Introduction of late items:** none

**Motion: to approve agenda for current meeting**

**Robert Hale                      Seconded: Tony Botica                      Vote: Carried**

**Petitions and Delegations**

Presentation and review of 2020 Audited Financial Statements for board approval

MNP – Louise Bloomer, CPA

Consolidated Financial Statements and Audit Findings Report to December 31, 2020 were presented and reviewed. The audit report was clean with no concerns noted.

**Motion: to accept the 2020 Audit Findings Report and 2020 Consolidated Financial Statements as presented**

**Tom Plensky                      Seconded: Suzanne LaRoy                      Vote: Carried**

Louise left the meeting at this point.

Deep Bay Firehall – DBID Project Update March 17, 2021, written report submitted by Magnum Project Management (MPM).

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing.
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 – The cost to complete the work for the deck is substantially less than doing it in the future.
6. Division 4 – Masonry: completed.

7. Division 5 – Metals – Structure completed, Ferro has completed deficiencies, any future work will be covered by warranty. Roof penetrations for upper floor plumbing completed.
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 had DBID cedar milled and ready for pickup.
  - e. Simcott Construction will be completing the deck
9. Division 7 – Thermal Protection: Insulation, vapour barrier completed.
10. Division 8 – Doors: Final adjustments on electric doors to be completed. All doors onsite per the original budget. Due to availability issues, the steel lower door openings required modifications to accept substitute doors that were available at time of shipping.
11. Division 9 – Finishes
  - a. Drywall boarding is completed.
  - b. RDN confirmed 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 ordered, upstairs 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: McCormack is onsite installing as required. BC Hydro to electric building, power to the new hall and connected to old building on March 18/21.
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 currently.
15. Quick Summary
  - a. Upstairs in progress
  - b. Electrical building is completed
  - c. Electrical panels installed
  - d. Painting in progress
  - e. HVAC in progress
  - f. Exterior deck, wood certification in progress
  - 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 again, RCMP are aware. Be vigilant.

Christo reported that the RDN building inspector defers to the engineers so with regards to the HRV system for the second floor, it is required as per the mechanical engineer.

Christo is obtaining costs for the installation of siding on the old hall, material has already been purchased.

Christo left the meeting at this point.

**Minutes of the Regular Board Meeting held on February 17, 2021**

**Motion: to approve the minutes of Regular Board Meeting of February 17, 2021**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**Minutes of the Special Board Meeting held on March 9, 2021**

**Motion: to approve the minutes of Special Board Meeting of March 9, 2021**

**Robert Hale                      Seconded: Tom Plensky                      Vote: Carried**

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for February 9 – March 9, 2021**

Water Delivery: February 9 – March 9, 2021: 1,665,180 Imp. Gal.

Average daily use/connection (615 connections):97 Imp. Gal.                      Previous Month – 98

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

**Motion: to accept the Operator’s report as presented**

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

Don Buchner left the meeting at this point.

**Operations & Maintenance Committee:** no meeting

**Fire Chief’s Report:**

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

As requested, fire chief provided the following information regarding member training:

Total number of members:	21	Exterior trained:	3
First responders:	12	Exterior, nearly completed:	15
Interior trained:	3	Auto extrication:	10
Interior in progress:	9		

Training has been delayed in 2020 due to the pandemic. Two members are qualified to assess and train to level 1 firefighting. In addition to the above noted qualifications, numerous members have other training courses as well. All training is done in accordance to Playbook standards.

Discussion regarding having a standing report from the fire chief regarding training levels, targets and frequency of report.

**Motion: to refer issue to the Fire Protection Committee to develop recommendations for a Fire Chief’s reporting format to be brought back to the board.**

**Linda McKay                      Seconded: Tom Plensky                      Vote: Carried**

George is still working on fire truck specifications - this could be discussed as the same meeting.

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

**Robert Hale                      Seconded: Tom Plensky                      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Discussion regarding second floor HVAC.

**Motion: to approve \$20,000 for the installation of the required HRV system for the second floor**

**Robert Hale                      Seconded: Colin Thompson                      Vote: Carried**

**Motion: to not install the \$6,000 optional ductless fan-coil unit for the second floor**

**Robert Hale                      Seconded: Linda McKay                      Vote: Carried**

Discussion regarding handicap access to the second floor: options could include an exterior chair elevator or chairlift up the inside stairs. Several trustees volunteered to investigate possible funding opportunities for this project.

George left the meeting at this point.

**Finance Committee:** no meeting

Total payments issued for February 2021 Water: **\$12,908.96**

Total payments issued for February 2021 Fire: **\$165,214.73**

**Motion: to accept the Finance Committee report as presented**

**Tom Plensky                      Seconded: Linda McKay                      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:**

February 22, 2021 – Regional District of Nanaimo, preferred supplier agreement for fire apparatus.

**Correspondence Out:** none

DBID cannot participate in the preferred supplier agreement without having taken part in the RFQ and subsequent selection of the successful proponent.

**Motion: to deal with and file correspondence in and out**

**Tom Plensky                      Seconded: Tony Botica                      Vote: Carried**

**Old Business:**

FireSmart Economic Recovery Fund: a meeting was held with trustees and fire department members and the recommendation was to pursue this grant opportunity. Grant application is still being completed and must be submitted by March 19, 2021.

**Motion: that Deep Bay Improvement District support the submission of a FireSmart Economic Recovery grant application through the Union of BC Municipalities for \$150,000, and that DBID trustees support the current proposed activities included in the grant application and commit to provide overall grant management.**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

Discussion regarding public attendance on Zoom meetings.

**Motion: to continue with current format of zoom meetings until in person meetings can be held**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Defeated**

**Motion: to refer issue of public attendance on zoom meetings to the Bylaw Committee for further discussion and to report back to the board with recommendations.**

**Suzanne LaRoy                      Seconded: Robert Hale                      Vote: Carried**

Fire Hall Construction Update article: first draft is complete and has been provided to Claire for review. Suggestion that this article be submitted to Lighthouse Country publication and be posted on DBID website once it has been finalized.

**New Business**

Landscaping of DBID property – Deep Bay Fire/Rescue Society is raising monies specifically for the new building but this could be a project funded by community efforts.

April Pipeline reviewed.

New Homeowners welcome letter on website needs to be updated.

Trustees Claire Hilscher & Linda McKay confirmed they are willing to extend terms up to December 31, 2021. (Ministerial Order 336/2020 allows trustee elections to be scheduled separately from the AGM and to be held past the May 1 date set in DBID Letters Patent). Linda indicated she will not be standing for election again. Claire indicated there are 3 regular board meeting dates in 2021 that conflict with her work schedule.

**Motion: to adjust meeting dates and/or times for regular board meetings scheduled for June 16, August 18, and November 17 to accommodate trustee work schedules.**

**Suzanne LaRoy                      Seconded: Colin Thompson                      Vote: Carried**

Claire will email some alternatives for these dates.

**Question Period:** none

There being no further business the meeting was adjourned to move in-camera at 9:40 pm.

The above minutes were approved by the Board of Trustees on April 21, 2021.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer