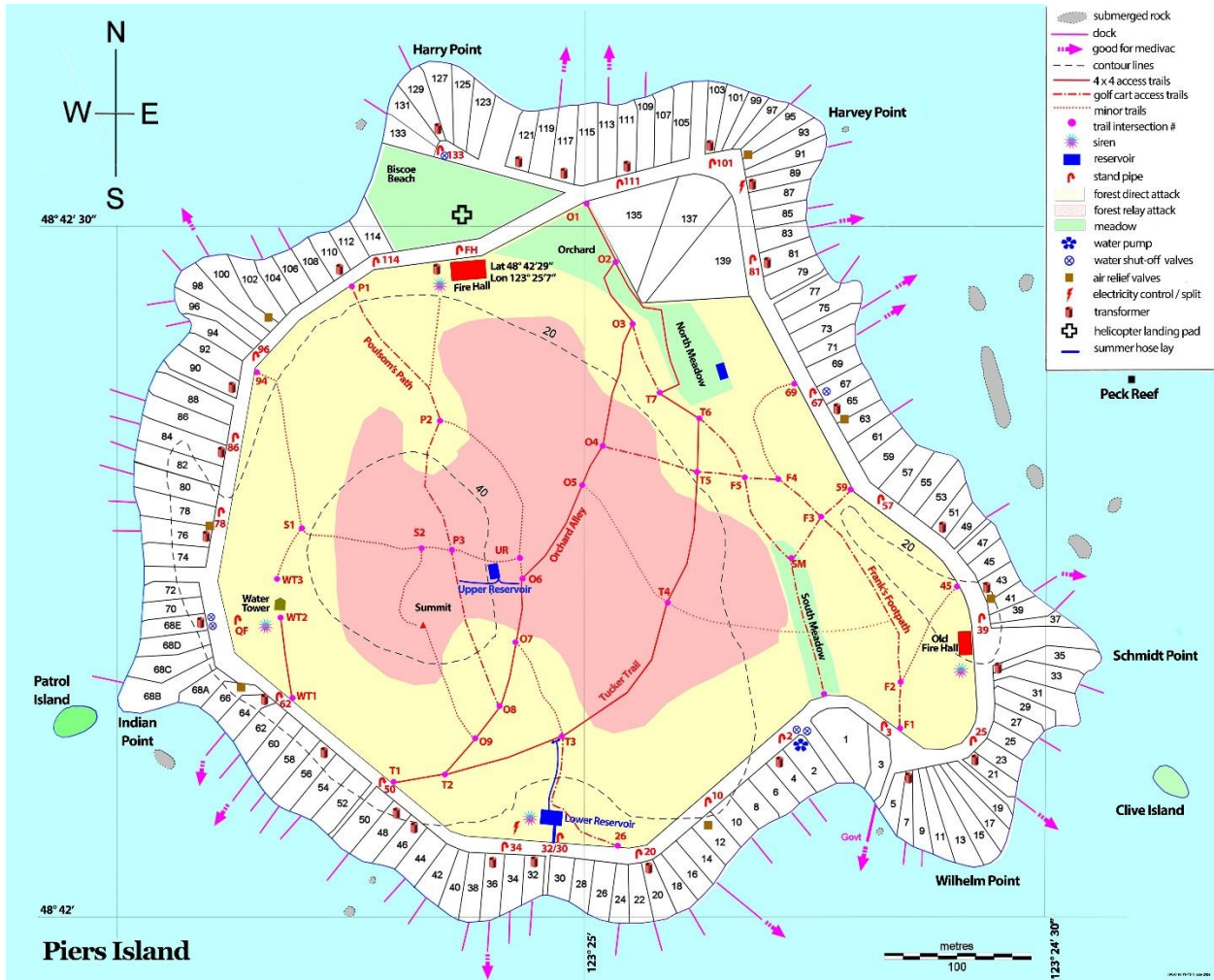


# Piers Island Improvement District Reports Prepared for the 2015 Annual General Meeting June 28, 2015



## Table of Contents

Water System Report .....	3
Water Quality .....	3
Infrastructure and Projects.....	4
PIVFD Trustee’s Report .....	7
Prevention .....	7
Early Detection .....	7
Rapid Response .....	8
Dolphin Road Compound .....	9
Items Still on the List.....	9
Completed Items.....	9
Ongoing Challenges .....	10
Adding to the List.....	11
Project Suggestions.....	11
Piers Island Volunteer Fire Department – Chief’s Report.....	12
Leadership.....	12
Firefighters.....	12
First Responders .....	13
Facilities.....	13
Equipment .....	13
Safety .....	13
Fire Prevention .....	13
Rapid Response.....	14
Call Outs.....	14
PIVFD Goals.....	14
Financial Administrator Report on 2014 Financials .....	15
Water.....	15
Fire Protection .....	15
Dolphin Road.....	15
PIID Parcel Tax for 2015 .....	15

## Water System Report

Report submitted by the Water Trustee and Water Operators

The following report briefly reviews issues and accomplishments of the calendar year of 2014 and 2015 to date, and outlines upcoming work plans. Much of this information has been provided in previous water reports, so generally we will hope to err on the side of brevity. Please note that all recent water reports are posted with Board of Trustee minutes on the PIID website at [www.piersisland.ca](http://www.piersisland.ca)

Generally, it has been a quiet year in the water department. But, as always the discussion of water on Piers Island focuses on WATER QUALITY, INFRASTRUCTURE AND PROJECTS and PEOPLE.

### Water Quality

Water Quality remains very good and in adequate supply, which directly reflects the quality of water we receive from the Greater Victoria Drinking Water System and the daily oversight and tenacity of our volunteer water operators and hands-on resources.

Public drinking water in British Columbia must conform to the BC Provincial Regulations and Federal Guidelines and except for a period between August and November of 2014, we have met all standards without fail since 2009.

During that one unfortunate four-month period, unacceptable test results showed several instances of low coliform growth, mostly in our intake supply from the District of North Saanich, a situation that we strongly suspect arose from inadequate levels of disinfection in the water from the CRD treatment centre at Sooke. The worst case was the situation in August when a Boil Water Advisory was invoked until we were satisfied that a fecal presence was most likely due to a lab or sampling error rather than a true contamination of our supply.

The CRD continues to carefully monitor the low residual chlorine levels throughout the Saanich Peninsula and is now in the early stages of building a new treatment plant in Sooke to help remediate this widespread problem. Until it comes online, however, Piers Island water operators have met and are working proactively with water staff from North Saanich, our VIHA Drinking Water Officer, and CRD Water Quality staff to ensure the water remains safe.

At our end of the system, we have voluntarily increased our testing regimes and the flushing frequencies of the undersea mains and island distribution system. At our North Saanich metering vault, North Saanich staff are conducting weekly mini-flushes and reporting chlorine levels to our Operators, and the CRD is performing bi-weekly coliform testing, the results of which are reported in their website along with other Greater Victoria Water System testing locations for the first time.

To keep islanders aware, we will soon begin to post our testing results log and the CRD Drinking Water Quality report on the PIID website under the Water tab. A copy of the 2014 VIHA Annual Water Quality Report is available now on that site.

### Infrastructure and Projects

Our water system infrastructure is in fair to good condition and generally has needed only minor repairs during 2014 and first part of 2015, but as with most of our capital assets it is aging and renewal planning will soon begin to occupy more and more of the water department's time. The first major component that will likely require attention is the storage tank but with careful maintenance and a bit of luck we believe its useful life can be extended another 5 to 7 years, during which fiscal planning and continued savings will ensure adequate funds will be available when renewal becomes necessary.

The recently developed Capital Asset Management Plan estimates the replacement value of our water system assets alone at \$1.5 million, which will require a minimal annual savings fund of \$200 per property to adequately provide for renewal of the water system's capital components in a planned timeframe.

### **Projects completed in 2014 and early 2015:**

- The largest water project completed in 2014 was the construction of the hydrant for accessing water from the lower reservoir. When attached to the high capacity pump on the fire department pumper truck, it produced in excess of 1,000 IG per minute. This water port is a valuable firefighting asset and thanks are extended to the islanders whose time and labour made it happen, including Chris MacKay, Velvet Warrior, Bob Noble, Colin Robertson, Gordon Alexander, Gerry Kristianson, and Durell Wiley.
- Providing a way to check for undersea line leaks – North Saanich has now retrofitted the Piers Road vault with an observation port that allows easy viewing of the meter. Twice monthly visual checks are now being done to monitor for leaks and this project is considered complete in this phase.
- Developing an emergency water supply that would provide a stand-alone system to filter and chlorinate any standing body of water. This project is on hold pending review as to whether it is one the PIID wishes to pursue and if so, whether there are other alternatives that should be considered.
- A difficult, long term leak between the main and a corporate service was fixed and the meter box rebuilt.

- Clearing the water tower site of encroaching vegetation was completed by a work party in April of this year.

### **Projects Continuing in 2015:**

- Completing the installation of backflow check valves on connections that pose the highest risk of back siphoning into our main supply. A test project in 2014 was successful at two residences where the owners dug the meters and volunteers installed the check valves so this same process will be used for the remainder.
- Enhancing the Flushing Program by developing a plan to chlorinate the undersea lines with the assistance of the North Saanich water department. More frequent flushings will be conducted on the main and undersea lines to address low residual problems.
- Replacing the deteriorating pumping platforms at the lower and upper reservoirs to provide for better fire fighter safety and access to water.
- Mending reservoir fencing and investigating and making safe the sink hole at the lower reservoir.
- Insulation and re-insulation of piping in various locations and repainting of the tower rings. Modifying the roof ladder to make access to the roof safer.

### **Documentation work:**

- Ongoing changes and improvements are being made to the Water System Emergency Response Plan, thanks mainly to Velvet Warrior.
- A Water System Orientation Package has been compiled by the Operators to assist new recruits.
- The Operations Log and Testing Results Log have been improved and reformatted. The Results Log will be made available to the public on the PIID website.

And finally,.....VOLUNTEERS

We all know our island runs on volunteers and that through their efforts we enjoy a high level of service at very little cost. The 2014 budget for running the water service, net of water purchase offsets, amounted to \$105.95 per year or \$8.83 per month per property, an amazingly low number that can only continue if our organization continues to be self-sufficient and volunteer-based. So, think of how you might offer your services if you haven't lately, and perhaps be the first to answer that next work party call-out.

In conclusion, as your Water Trustee, I am very proud to be associated with the people, past and present, who make our system work and I would like to specifically thank those who contributed so heavily to the water system during the 2014 calendar year, including:

Velvet Warrior, Mary Jordan, Jackie Charlesworth, Chris MacKay, Colin Robertson, Gordon Alexander, Bob Noble, Gerry Kristianson, Frank Williams, Cam Russell, Bob Crooks, Barry Tate, Peter Arcese, Brenda Allen, Gary Glover.

Piers Island owes you all appreciation for a job well done.

Submitted by Maureen Crooks, Water Trustee and our Water Team

## PIVFD Trustee's Report

The intention of this report is to review, in general terms, the actions of the fire department since last year's AGM. Later in the meeting you will hear the Chief's report and comments which covers these activities in more detail.

Towards the end of last year's AGM, the following motion was proposed, voted on and adopted; "that the Piers Island Improvement District adopt the recommendations of the Piers Island Volunteer Truck Task Force Report: Recommendations for Fire Prevention, Firefighting and Rescue on Piers Island that fall within the PIID mandate". A short time later the fire chief, the fire trustee and several members of the fire department resigned. In August a meeting was held to elect a Trustee to fill the remaining one year term.

Due to concern amongst islanders, after election one of my first acts was to try to arrange a meeting between the Fire Underwriters Survey (FUS) and the Trustees, to address FUS's concerns surrounding our equipment and vehicles. I met with no success despite making three unanswered phone calls, sending an e-mail and a registered letter both informing them of the change in personnel and identifying who should be contacted. I have never received acknowledgement from FUS. I think it is important to realize, however, that many insurance brokers do not recognize FUS; mine doesn't. Concerns that property owners may have about FUS standards are an individual matter between them and their insurance company.

The Trustees appointed Steve Cruise as Interim Fire Chief and two months later asked for applications for the position of Chief. Steve was appointed Fire Chief and together with the remaining members of the fire department and the Trustees he developed a Plan to implement the recommendations of the Task Force. These included:

### Prevention

- Establish island-wide program of fire prevention and education
- Utilize programs already in development - develop website
- Promote FireSmart recommendations
- Arrange for chimney sweeping, gutter cleaning, tree trimming, and other preventive measures
- Proactively work with BC Hydro to reduce vegetation hazards

### Early Detection

- Smoke detectors and alarms

## Rapid Response

- Fire extinguishers, in home and in golf cart
- Foam nozzles for garden hoses, dock pumps

Steve has been actively recruiting new members as firefighters and first responders, and establishing areas of responsibility within the PIVFD. He has formalized links to other fire departments to provide assistance if called upon and to aid with training and identification of our special needs. In addition Pauline Olesen has constructed an interactive website available to the entire community.

In late September the Office of the Fire Commissioner for British Columbia (OFC) issued a 'Playbook' addressing minimum standards of training for fire services personnel in British Columbia. These standards apply to volunteer fire departments and hence to the PIVFD. It is the responsibility of the PIID as the 'Authority Having Jurisdiction' (AHJ) to declare the level of service (i.e. interior or exterior attack) based on local conditions, availability of resources and their ability to respond, the reality of the community in terms of demographics, and the ability of the jurisdiction to financially support the operations and meet all applicable safety and operational requirements. In addition the PIID must insure that the chosen minimum standards are met. Thus the PIID is responsible to the OFC. Major equipment purchases have been deferred for the time being in order to prioritize prevention and training, and until sufficient Capital funds are available.

I believe that our interests are in good hands - the department has reestablished itself and its members are keen, committed and aware of their abilities and the responsibility they have assumed. They deserve all the support we can provide.

Submitted by Denis Jesson, PIVFD Trustee



## Dolphin Road Compound

Once again, as I prepare this report, I have to wonder where possibly the last 365 days has gone? Sadly, I must be getting older much faster than I used to. Here, in brief, I would like to re-cap some of our accomplishments to date, successes and ongoing challenges.

At the close of last years' AGM there was a "To Do List" of projects to tend to before we all arrived here again for the summer. Happily, I can report that most of these items are now off the list.

### Items Still on the List

- Purchasing and digging in a new utility box for the GFI outlet on the 4 x 4 post in the first parking stall on the west side closest to the shed
- General clean-up of the boat rack area and a long term solution that fits the Islanders storage needs better (kayaks, small boats, ease of access) and a more usable outside storage rack of high quality and design.

These projects are still ongoing but I am reluctant to commit monies to these items at this time as there could be "surprises" ahead.

### Completed Items

- In early fall we had the upper gate swing area graded and soil removed to eliminate the inability to open the gate due to frozen ground issues. We were fortunate that our "winter" was pretty much non-existent.
- Grading and soil removal at the North End parking area, (previously mud) and  $\frac{3}{4}$ " road base applied for a more level and dry parking surface
- Storage shed has had  $\frac{3}{4}$ " road base applied along the walking path to the doorway, again to eliminate starting or ending your day covered in mud
- Major clean-up inside of storage shed and removal of surplus items
- Installation of additional bike racks on ceiling
- Installation of large plywood shelves
- Installation of a three level 18' E-Z Rect steel shelving system for storage
- Installation of three new overhead lights (LEDs - yet to be connected to the main feed)
- Wheelbarrows/dolly/trailer dolly wheels and components replaced as needed

## Ongoing Challenges

**Trailers:** there are always situations where trailers are not confined to their designated area(s). Thankfully this is usually a short lived situation. Property owners tend to respond quickly to solve the problem once notified. Still, it is unfortunate, especially in peak occupancy periods, as this creates a real parking headache for many. This is an ongoing issue, and no one has handed me a magic wand to date. It continues...

**Gates and Security:** I have not been made aware of any instances whereas gates have been left open and unattended. This is a “good news” story.

**Locks:** A new issue which unfortunately appears to be ongoing. We have had MANY lock and key access issues on all three main gates. We have had locksets break, sometimes completely, keyways jam, keys stuck, inaction of deadbolts, etc. Fortunately, they get resolved quickly via the folks at ACME Lock and Safe. But it does come at a cost. Certainly contained within the budgeted line item, but an expense that usually does not accrue to any sizable amount. This year it will.

**Lighting:** We continue to be well served by the existing HP Sodium lighting and there is no need to consider replacement any time soon. Island Florescent is comfortable and confident maintaining these at this time and they require little maintenance or fiscal attention. The North end hydro/light pole might require a back stay to secure it in the future as it is leaning and could impact vehicles if in fact it were to fail. This is due to the constant pressure and wind load exerted on it by the slack span of wire to the first private property pole near the main entrance. It is being monitored.

**Storage Shed:** Nothing new to report, the settling and cracks in the east wall have not worsened. Storage, in general, is thoughtful and for short term purposes and/or for daily transportation needs. All approved uses.

**Fencing:** No issues to date

**Debris:** There is an increase, as noted below, of garbage, containers being deposited within the compound property. I am reluctant to think that this is the product of any Islanders so I must conclude that this is the result of the increase in usage of Barnacle Road and the increased frequency of outdoor activities and day trips that start/finish there. If possible, please pick it up when you see it. 😊

**Ramp Use:** There is a large increase in ramp use by local sporting groups and more recently being used as the primary staging area for large groups on kayaking day trips. Certainly this is not an inconvenience unless you are launching a boat, but I do believe we should indicate that this is a private ramp, and add signage to support this on the north face of the gate. Heavy equipment movement, PIVFD vehicles, trucks, deliveries and supplies continue to be well served by this asset. No issues.

## Adding to the List

Unfortunately, [vegetation](#) continues to provide us with an opportunity to have work parties. Not that this is a bad thing by any means, (the work party – not the vegetation) but control over some of the noxious weeds would be nice and further limit our involvement and ongoing maintenance requirements. I confess that my previous weed control experiment was a flop. Last year I entertained a mixture which included baking soda, Epsom salts and a host of other good ingredients. It showed excellent results - on my hands ... but did little to control the weeds. This year I applied Round-Up with great success but the visual results were nothing short of disastrous. This is an area that will require further attention. If finances allow as we approach year end, there will be another grading exercise and gravel application in selected areas which should eliminate some problem areas. The large maple tree has been trimmed back entirely this year and cut from the fence. Looking forward, I have a few projects I would like the Community to weigh in on and provide constructive comment on.

## Project Suggestions

- Pressure wash the concrete pad below the boat racks
- Repair the cracks on the east wall (epoxy) of the shed and paint it some inconspicuous colour
- Dispose of/sell unused vessels that occupy the racks (with owners consent)
- Redesign, rebuild the boat racks to serve the needs of Islanders better (cover, kayak storage)
- Additional gravel and grading
- Gate hinge reinforcement
- EV (electric vehicle) charging station

... and any other thoughts or considerations you wish added to the list...

In closing, (yes we are finally there) I would like to thank everyone for their continued support and respect for the policies that surround Compound usage. I appreciate the heads up I get from daily users, be they security, parking or maintenance issues, or anything in-between. And to the folks that help me push trailers and the folks that come out to help cut down the jungle - you help make managing this portfolio much easier!!

Thank You

Submitted by Lenny Green, Dolphin Road Trustee

## Piers Island Volunteer Fire Department – Chief’s Report

June 15, 2015

Dear Islanders,

This past year has been a very interesting and gratifying one; I am honoured to have had the opportunity to serve this community. However, it would not have been so enjoyable without the dedication and enthusiasm of our volunteers. With the introduction of mandatory minimum training standards, our firefighters now need to take accredited and formal training in a variety of skills. This has meant a doubling of the practice times and a commitment from every firefighter to embrace the training. The volunteers on your fire department are your friends, your neighbours and your family members. They participate out of a desire to benefit their community; they receive no compensation or consideration. I say a huge “thank you” to all the firefighters on the Piers Island Volunteer Fire Department. I have been very proud to have worked with you this past year.



I also would like to acknowledge the never ending support the PIVFD has received from the Trustees. Each of them has contributed in so many ways to ensure that our department thrives.

Finally, each and every one of you has contributed by keeping our island safe. Fire prevention is something each of us can do and has done this past year. But we need to remain vigilant and we need to continue to FireSmart our properties. Together, we can make a difference.

### Leadership

The structure of the PIVFD now includes the Chief, Deputy Chief and Risk Management Officer. Each of us is available to answer your questions or to listen to your ideas. We encourage you to engage with the fire department and to participate in our activities. Please visit us at: [www.piersisland.ca](http://www.piersisland.ca).

### Firefighters

We are always in need of more volunteers. This past year we have had 10 new recruits join our seasoned veterans. If you would like to become a fire fighter, you will need to attend our weekly practices and you will need to participate in the formal training offered. It takes about two years to train a firefighter following our current program. If you are interested, please let me know. Whether you are a full time or seasonal or a weekender, you will be welcomed. Everyone on Piers should take this training at some point during their time on this island.

## First Responders

These individuals are truly dedicated. They must take some very comprehensive courses in medical emergencies and they also must attend regular training sessions. The FR team is extremely well led and all of the members dedicated to helping. Currently we have eight licensed FRs with three more just awaiting their final certification. Five of our First Responders are also cross trained as firefighters. Ideally, every Fire Fighter would also be First Responder certified. If you are interested in becoming a First Responder, please let me know.

## Facilities

This past year has seen the fire hall and surrounding grounds greatly improved. The hall was completely painted, the floors stripped and polished and the Chief's office refurbished. There is now a centrally monitored fire alarm installed. The grass has been cut and the flag pole hill is thistle free. Again, the vast majority of the work was done by volunteers. Without them, the hall and the grounds would not be what they are today; hats off to everyone on the PIVFD Support Team. For the future, our Trustees might consider paving the apron in front of the hall which will allow vehicle maintenance and repair as well as serving as a training platform. That would be a welcome upgrade - but it will depend on funding.

## Equipment

We have not added any new large pieces of equipment this year. While replacement of the Rescue vehicle and 4x4 were up for renewal, the Trustees have suggested that islanders consider a long term Capital Asset Management Plan. The fire department vehicles will be a component of that Plan. The CAF unit has been repaired, the Tender has been functioning well and the Rescue vehicle remains fully in service.

## Safety

We have focused more on firefighter safety this past year and to that end we have: four SCBA packs; new structural helmets; donated turnout gear from the Saanich Fire Department; and Material Safety Data Sheets printed out for all fluids in the hall. We have had one member successfully complete the Incident Safety Officer course (Pro-Board certified program). We have updated/ produced fifty Standard Operating Guidelines, which had not been done since 1999. This will help ensure a safe and efficient PIVFD response to any emergency.

## Fire Prevention

This year saw many islanders take advantage of the chimney sweep and gutter clean program. We also sold a large number of smoke alarms at the Walkabout. BC Hydro came over this past summer to trim the trees around the high tension lines. The

FireSmart manual has been made available for everyone to review on line or to pick up at the library free of charge. We really need to thin out the trees in the centre of the island and remove those dead standing trees as per the Blackwell Report. We hope to work more closely with the PIA to this end.

### Rapid Response

Foam injectors for garden hoses were sold at the Walkabout last year and also a number of islanders purchased the small portable pumps for use on their own docks. We also saw multiple portable fire extinguishers delivered to islanders at a discounted price due to bulk purchasing.

### Call Outs

Over the past twelve months, we have had one high tension line electrical fire. The PIVFD attended eight medical emergencies and we had one RCMP call for assistance. We also attended two smoke complaints.

### PIVFD Goals

Over the next year, we have some targets. Every organization needs to know how it is doing and how it can improve. Your fire department will strive to:

1. Graduate 10 firefighters in the Exterior Level Operations Fire Fighting program.
2. Maintain a minimum of 10 certified First Responders.
3. Complete Pre-plans for all occupied properties.
4. Develop a workable Wildfire Action Plan for PIVFD.
5. Purchase additional PPE (Personal Protective Equipment) for First Responders including blood pathogen resistant jackets.
6. Confirm 100% compliance with smoke alarms and fire extinguishers in each home.

Respectively submitted,

Steve Cruise, PIVFD Chief

## Financial Administrator Report on 2014 Financials

The PIID received donations in the amount of \$12,800.00 for the purchase of Self Contained Breathing Apparatus for the PIVFD fire fighters. The donations raised were transferred at year end into deferred income to keep the funds separate from the 2015 equipment purchase budget.

### Water

The water department paid the District of North Saanich \$16,077.00 to purchase water for the island and collected \$14,805.00 from islanders: a difference of \$1,272.00. The difference is the cost of water used by the fire department for fire practices and the water department for the annual flushing of the water mains.

Capital Asset increase for 2014 was the completion of the Dry Hydrant in the amount of \$5966.00.

The cost of water increased January 1st, 2015 to \$1.4278 per cubic meter from \$1.3974.

### Fire Protection

The fire department capital equipment purchases in 2014:

- Self-priming pump in the amount of \$1448.00
- New pager in the amount of \$578.00
- Fire-fighting protective gear in the amount of \$ 546.00

### Dolphin Road

No Capital purchases. Expenditures totaled \$2965.00 which was \$1000.00 less than in 2013.

### PIID Parcel Tax for 2015

The Piers Island 2015 Operating Budget is set at \$600.00 with a Special Assessment amount to be determined. The 2014 parcel tax was \$750.00 as follows:

- \$500.00 for operating expense
- \$50.00 to sustaining funds
- \$200.00 to the Fire Department's Special Assessment

I will be making a motion to appoint Paterson & Henn as auditors for the PIID's 2015 financial statements.

Please contact Brenda Allen ([Finance@PiersIsland.CA](mailto:Finance@PiersIsland.CA)) if you have any questions.

Submitted by Brenda Allen, Finance Administrator