



**VILLAGE OF BELCARRA**  
**Water System Capacity for Fire**  
**Protection Committee**  
**Village Hall**  
**May 21, 2019**  
**Minutes**



Minutes of the Water System Capacity for Fire Protection Committee for the Village of Belcarra, held Tuesday, May 21, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Brain, Douglas  
Chisholm, Jim  
Desbois, Martin  
Devlin, Ian – Chair  
Kim, Tom – Vice-Chair

Council Member in Attendance

Rob Begg, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer  
Connie Esposito, Recording Clerk

**1. Call to Order**

Chair Devlin called the meeting to order at 7:01 pm

**2. Approval of the Agenda**

**2.1 Agenda for May 21, 2019**

Discussion ensued relative to the process of preparing agendas and minutes.

L. Dysart outlined the process around the preparation of agendas and minutes.

It was moved and seconded:

Amendment:

“Under Unfinished Business:

- Responses provided by Walt Bayless, wsp”

That the Agenda for May 21, 2019 be approved as amended.

**CARRIED**

**Adoption of the Minutes****3.1 Minutes of April 16, 2019**

It was moved and seconded:

That the Minutes of the meeting held April 16, 2019 be adopted.

**CARRIED**

**4. Delegation**

No items.

**5. Unfinished Business****5.1 Principal documents previously provided to Committee as follows:**

1. VOB replies to Committee March 11, 2019 questions including partial SCADA data
2. OPUS replies to Committee April 10, 2019 questions (including Aug 8, 2010 FUS letter)
3. Evaluation of Fire Flow Methodologies, Fire Protection Research Foundation
4. Index of Subjects included in Water System Operational Manual being developed

Discussion ensued relative to:

- Limited staff resources and time constraints related to obtaining additional documents associated with the potable water system;
- The Fire Underwriter Study letter of 2010;
- The fire fighting capability of the potable water system;
- How to verify fire flow requirements;
- The Committee to assist with drafting of a letter to FUS requesting fire flow data;
- The benefit of a discussion with Belcarra former Council to answer questions related to the potable water project.

L. Dysart noted that upon researching other municipalities, there is no standard operating procedure manual.

**5.2 Outstanding Documents**

The Water System Capacity for Fire Protection Committee has requested the following documentation from Village staff which remain outstanding:

1. A list of all water system design, operation and maintenance reports from Ron Beesley, Dayton & Knight and OPUS consulting engineers.
2. A copy of all 2010 to 2019 correspondence between the Village of Belcarra and Fire Underwriter's Survey. L. Dysart will work to determine the information available.
3. A copy of the correspondence from Metro Vancouver which indicates that the alternative to supply water directly to Belcarra (and Anmore) through Port Moody is no longer being considered. Walt Bayless, wsp (formerly OPUS) mentioned this correspondence in the April 2019 Committee meeting.

4. April 12th email requesting operational manuals for the water system and the SCADA system as follows:
  - a. In reviewing the design of the VOB water system, the Committee was not able to obtain a listing of documentation provided by OPUS on the design and operation of the various components of the water system.
  - b. B. Serné was unable to confirm the availability of procedural or operational manuals. Did OPUS provide VOB with an operating manual for our version or similar version of SCADA? *There are no standard operational manuals.*
  - c. *There is no procedural manual for the required reports from the SCADA system. A mandatory annual water report is prepared for Council and Fraser Health. Fraser Health has an Annual Meeting with the CAO and the Superintendent of Public Works following receipt of the annual Water Report being received.*

## 6. New Business

### 6.1 Discussion on proposed May 2019 Interim Report on Design Basis for Water Supply System & Fire Protection

It was noted that:

- The FUS letter of August 2010 should be included in the report to Council;
- L. Dysart will assist the Committee in formatting the report to Council.

It was moved and seconded:

That the following items be included in the report to Council:

- 6 – Fire Underwriters Survey letter dated August 8, 2010 regarding Water Supply System Improvements in Belcarra
- 7 – Discussion on SCADA issues
- 8 – Discussion on Turtlehead and Senkler Road Fires
- 9 – Final Comments on Interim Report
- 10 – Committee Recommendations Resulting from the Review of Design basis for the water supply system

**CARRIED**

- 6.2 It was noted that the Committee will assist in drafting a letter to FUS to request fire flow requirement.

## 7. Discussion on SCADA issues

It was noted that:

- The vulnerability of the SCADA system is limited and not urgent in nature;
- The SCADA is a useful interface that provides live and trending data;
- Weekly or monthly reports may be useful in detecting potential leaks earlier;
- The interpretation of data provided by the SCADA may be useful information for SVFD;
- Consumption alerts from the SCADA system are sent via email;
- An alert system is now in effect to notify staff if the SCADA is not functioning.

**8. Discussion on Turtlehead and Senkler Road Fires**

- A summary and analysis of the Turtlehead and Senkler Road fires was provided;
- The revised protocol was established for the Tatlow Reservoir as a result of the two fires.

**9. Final comments on Interim Report:**

1. Is the Belcarra water system capable of providing 30L/s for 1hr?  
⇒ YES (Committee unofficial review and discussions in March 2019)
2. Does the Belcarra water system meet the minimum FUS fire flow requirements?  
⇒ Unknown. There is no FUS correspondence confirming that design is acceptable with no Tatlow expansion.
3. Does the Belcarra water system meet the recommended fire flow requirements?  
⇒ No, as indicated in Aug 8, 2010 FUS correspondence.

It was noted that fire flow requirements are unknown and there are no definitive calculations to determine fire flows.

4. What are the FUS recommended fire flow requirements?  
⇒ Unknown. There is no FUS correspondence defining what is the requirement.

**10. Committee Recommendations Resulting from the Review of Design basis for the water supply system**

1. Sprinklers – already accepted by the Committee
2. Recommend that additional water supply for fire fighting be sought by the Village of Belcarra as suggested by FUS in 2010 letter with the appropriate Government grants. The supply from District of North Vancouver is one possible option. The other option is water supply from the GVWD system connected to the David Avenue extension.
  - a. Formal engineering assessments will be required to support the grant requests.
  - b. The engineering consultants will in turn request the FUS correspondence that Committee are seeking.


**11. Next Steps**

Discussion ensued relative to the interim report that will be sent to Council for the June 10, 2019 Council meeting.

**12. Adjournment**

The Chair declared the meeting adjourned at 8:31 pm.

  
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Lorna Dysart  
Chief Administrative Officer

  
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Ian Devlin  
Chair

**Next Meeting Date: Tuesday, June 18, 2019**