

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 11, 2007**

**CIRCULATED REPORT
FOR AGENDA**

PAGES

CORPORATE ADMINISTRATION SERVICES

FINANCE

2-28

Electoral Area 'G' Fire Protection – Service Contracts with Municipalities.



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CHAIR		BOARD	
Sept 6 2007			

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: August 4, 2007

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Electoral Area G Fire Protection – Service Contracts with Municipalities

PURPOSE:

To approve the form of contracts with the City of Parksville and the Town of Qualicum Beach for fire protection within the French Creek and Parksville (Local) fire service areas.

BACKGROUND:

The City of Parksville and the Town of Qualicum Beach provide fire protection services to two parts of Electoral Area 'G'. In the French Creek area the two municipalities provide services on either side of Drew Road. The City of Parksville also provides fire protection to properties on its eastern boundary in particular the subdivision known locally as San Pareil.

Staff from the Regional District and the municipalities have reviewed and developed revised fire service contracts and these are presented for approval. The contracts continue in generally the same form as in prior years.

Contract Provisions:

- Five year contracts from January 1, 2007 to December 31, 2011 with two further five year renewals unless terminated as provided in the contract.
- Services include fire prevention and inspections, fire fighting, response to other classes of emergency (i.e. medical emergencies) and administration of the Regional District of Nanaimo's burning bylaws as applicable; services are comparable to those provided within the City/Town boundaries.
- The Regional District is responsible for fire hydrant maintenance and replacement and reporting to the municipality when hydrants are out of service for any reason.
- The Regional District agrees to indemnify and save harmless the municipality from any actions arising from its performance under the contract except where the action is a result of negligence on the part of the municipality.
- Costs are based on municipal budgets forecast for a period of five years including both operating and capital. At the end of the contract term any difference between budget and actual will be charged or recovered from the parties over the next five year period.

- Costs are apportioned on the basis of net taxable values for land and improvements between the municipality and the service area.
- Either party may terminate the agreement with a minimum of one year’s notice no later than January 1st of any year.

ALTERNATIVES:

1. Approve the contracts and authorize the Chariperson and the Senior Manager, Corporate Administration to execute the contracts.
2. Recommend changes to the contracts and direct staff to consult with the municipalities for concurrence with the changes.

FINANCIAL IMPLICATIONS:

Alternative 1

The previous contracts expired two years ago and only minor inflation adjustments had been applied for 2005 and 2006. Staff had been in regular contact with Parksville and Qualicum Beach, however for a variety of reasons the revised contracts have only recently been finalized.

The revised contract values are derived from municipal inflation adjusted budgets covering regular operating, minor equipment capital, vehicle replacement and building additions. Overall, firefighting costs will increase for the Regional District as they have in the municipalities. Both municipalities are projecting increased costs for firefighting personnel as well as the cost of replacing firefighting vehicles.

The approach to the contracts is to smooth the annual changes over the five year period as much as possible. The City of Parksville will add in 2007, a full time position to undertake fire inspections. This will increase their operating budget for personnel on a permanent basis by about 10% beginning in 2008. To avoid a sudden increase in 2008, the contract payment for 2007 was set at a similar level as in 2006, then increased by 5% compounded annually to reach the full contract value by 2012. The table below shows that the increase between 2007/2008 is about \$13,000 – with the annual change between 2011/2012 at about \$45,000. A similar position is not proposed at this time in the Town of Qualicum Beach and that contract is more evenly averaged at about 3% compounding per year.

The projected costs payable to each municipality for the next five year period are summarized below:

	2007	2008	2009	2010	2011
City of Parksville	\$248,986	\$261,435	\$288,232	\$333,658	\$405,562
Town of Qualicum Beach	\$ 71,143	\$ 73,278	\$ 77,740	\$ 84,947	\$ 95,608
Regional District total	\$320,129	\$334,713	\$365,972	\$418,605	\$501,170

Alternative 2

The annual values in Schedules B/B-1 of each contract provide certainty for budgeting for the next five years. A contract reconciliation will occur at the end of each five year term – reducing administration and accounting costs for all parties. Staff are satisfied that the contracts are reasonable and have no additional changes to recommend.

SUMMARY/CONCLUSIONS:


Staff are presenting revised fire services contracts with the City of Parksville and the Town of Qualicum Beach, covering portions of Electoral Area 'G'. The contracts are for an initial five year period with two further automatic renewals, subject to a minimum one year's termination notice. The Regional District shares the operating and capital costs accounted for in the municipal financial plans on the basis of assessments for land and improvements – this conforms to previous contracts. Overall the Regional District will see increased costs for fire protection services, a reflection of increases in both municipalities for firefighting personnel and vehicle replacements. Staff recommend approving and executing the contracts as presented.

RECOMMENDATIONS:

1. That fire services contracts covering the period January 1, 2007 to December 31, 2011 with the City of Parksville and the Town of Qualicum Beach be approved as presented.
2. That the Chairperson and the Senior Manager, Corporate Administration be authorized to execute the fire services contracts for the Regional District of Nanaimo.



Report Writer



C.A.O. Concurrence

COMMENTS:

FIRE SERVICES AGREEMENT

THIS AGREEMENT made the day of , 2007:

BETWEEN

**THE CITY OF PARKSVILLE
P.O. BOX 1390
PARKSVILLE, B.C.
V9P 2H3**

(hereinafter called the "City")

OF THE FIRST PART

AND

**THE REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY RD
NANAIMO, BC
V9T 6N2**

(hereinafter called the "District")

OF THE SECOND PART

WHEREAS the District is authorized by its Bylaws No. 794 and No. 1001 to provide fire protection services to the French Creek Fire Protection Local Service Area and to the Parksville (Local) Fire Protection Service Area which are contained within portions of Electoral Areas 'F', 'G' and 'H' as hereinafter defined and to levy funds for that purpose;

AND WHEREAS it has been agreed that the City will provide fire protection services as hereinafter defined to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area shown outlined on Schedule 'D';

AND WHEREAS the boundaries of Schedule 'C' or 'D' are deemed to coincide with any subsequent boundary amendments associated with Bylaws No. 794 and 1001;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, mutual covenants and agreements hereinafter contained, it is agreed as follows;

1. SERVICES

The City will provide fire protection services to the Parksville (Local) Fire Protection Service Area (Schedule 'C') and that portion of the French Creek Fire Protection Service Area outlined in heavy black on the attached Schedule 'D', including any subsequent boundary amendments.

2. TERM

- i. The Term of this Agreement is January 1, 2007 to December 31, 2011, unless otherwise terminated as provided herein.
- ii. This Agreement shall be automatically renewed at the end of the initial Term for a further two, five year terms unless earlier terminated as provided herein.

3. DESCRIPTION OF SERVICE

For the purposes of this Agreement the services provided include but are not limited to the provision of personnel and equipment for the purpose of fighting fires, fire prevention and inspections, administration and enforcement of the Regional District's burning bylaws applicable to the area, response to other classes of emergencies including medical emergencies and non-emergencies such as false alarms. The services provided shall be comparable to those provided within the City boundaries or as is possible with the facilities provided by the District

4. CITY OF PARKSVILLE

Within the boundaries for fire protection services as outlined under this agreement, the City will not be responsible for:

- i. maintaining or providing fire flow water at hydrants;
- ii. providing storage of water for fire fighting purposes;
- iii. replacing or repairing damaged hydrants except where negligence by the City is the cause;
- iv. providing, maintaining, servicing or flushing hydrants;
- v. paying for any of the above except for negligence as stated in Article 4(iii).

The City will have the right to:

- i. inspect, flow test, and check any or all hydrants;
- ii. advise the District of any deficiencies noted in hydrants or the water system;
- iii. operate hydrants and hook up hoses for the purposes of fire fighting and practice;
- iv. draw water at no charge for fire fighting and for practice.

5. REGIONAL DISTRICT OF NANAIMO

1. The District will ensure that the hydrants are serviced annually in accordance with the program as set out in the Regional District's policy as amended from time to time. The policy in effect at the date this agreement is signed in attached as Schedule 'A'.
2. The District will provide the City within ONE (1) MONTH of the signing of this Agreement with a copy of a drawing showing the location of all hydrants appropriately numbered, water mains, storage, and pumping facilities, and shall advise the City prior to the installation of all hydrants in order to provide the City the opportunity to comment on the locations.

3. The District will ensure that the City is notified in a timely manner of the identification, number of hydrants as and when they are:
 - i. damaged or out of service for whatever reason
 - ii. being repaired
 - iii. draining poorly and in all caseswhen they are back in service.
4. The District agrees to indemnify and save harmless the City from any and all actions, claims, suits or judgements arising out of or in connection with the performance by the City, or its officers or employees, of the obligations of the City under this Agreement, except:
 - i. where such action, claim, suit or judgement is due to the negligence of the City, or its officers or employees; and
 - ii. as specified in Section 4(iii) and (v).

6. ANNUAL REPORTS

1. Each year, on or before November 1st, the City shall provide a report on activities relative to this Agreement in a form mutually agreeable to the parties.
2. On or before February 1st of each year of the term, for information purposes the City shall provide a report comparing actual costs to budgeted costs for information purposes.

7. APPORTIONMENT OF ANNUAL COSTS

1. Fire fighting costs shall be apportioned between the City and the District on the basis of net taxable values for land and improvements.
2. The costs for fire protection for the Term and subsequent Terms of this Agreement shall be derived as follows:

Referring to the City's financial plan at the beginning of the Term or any renewal Term annual budgets will be comprised of:

Operating costs as estimated in the financial plan for the following categories:

Administration (includes wages)
Training
Small Equipment & Clothing
Fire Hall Operations
Other Equipment Costs plus;

Minor Capital Equipment - capital items less than \$100,000 plus;

Major Capital Equipment - capital items greater than \$100,000.

Operating Costs and Minor Capital Equipment shall be recorded in the years that they occur, Major capital items shall be averaged over the five year period.

Total costs for the Term shall be allocated to each year in the Term or any renewal Term in a manner mutually acceptable to the parties

For the purposes of the initial Term, Schedules B and B-1 represent the estimates and calculations for the period 2007 to 2011.

4. On or about January 15 of the year following the end of the Term the City shall provide a report showing actual costs incurred during the Term compared to the budget estimates in Schedules A and A-1. Where the difference between Schedule B/B-1 and the total actual amounts incurred during the Term is more than \$10,000, the difference shall be recovered or returned to the benefiting party over the subsequent five year period.

8. AMOUNTS PAYABLE

An amount due under this Agreement shall be payable on or before the first day in August in each year.

9. AMENDMENTS

This Agreement may be amended by mutual agreement.

10. TERMINATION

1. This agreement may be terminated or take affect at the end of any calendar year by the giving of notice, in writing, by either party to the other no later than January 1st of that year.
2. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf on the day and year first above written.

FOR THE REGIONAL DISTRICT OF NANAIMO)

 Gen. Mgr. Finance & Information Services

 Sr. Mgr., Corporate Administration

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FOR THE CITY OF PARKSVILLE

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SCHEDULE 'A'

**FIRE SERVICES AGREEMENT
 BETWEEN THE CITY OF PARKSVILLE
 AND REGIONAL DISTRICT OF NANAIMO**

HYDRANT SERVICE PROGRAM

**REGIONAL DISTRICT OF NANAIMO
*Utilities Department***

OPERATING PROCEDURES

SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i>	PROCEDURE NO.: <i>Water-01</i>
	PAGE: <i>1 of 4</i>
EFFECTIVE DATE: <i>April 20, 2006</i>	LAST REVISED: <i>February 15, 2007</i>
PREPARED BY: <i>D. Churko / M. LaForest</i>	APPROVED BY: <i>M. Donnelly</i>

1.0 PURPOSE

1.1 To ensure staff follow proper procedures when servicing fire hydrants.

2.0 RESPONSIBILITY

2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.

2.2 It is the responsibility of staff to read and understand these procedures.

3.0 PROCEDURES

3.1 As per the Environmental Services Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.

3.2 Fire hydrants shall be inspected and flushed annually.

3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

REGIONAL DISTRICT OF NANAIMO

**Environmental Services Operational
POLICY**

SUBJECT:	<i>Fire Hydrant Inspection and Maintenance</i>	POLICY NO:
EFFECTIVE DATE:	February 1, 2004	APPROVED BY: GM ES
REVISION DATE:		PAGE 1 OF 1

PURPOSE

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

POLICY

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “B”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “B”.
4. Records shall be maintained of all inspections and maintenance activities.

Regional District of Nanaimo
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.

Regional District of Nanaimo
Fire Hydrant Maintenance

Schedule "B"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**** END OF DOCUMENT ****

SCHEDULE B

**TO FIRE SERVICES AGREEMENT BETWEEN THE
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

		City of Parksville					
		Forecast Fire Department Expenditures					
		2007	2008	2009	2010	2011	Total
Operating Expenditures	Administration	390,873	432,950	444,300	456,058	468,240	2,192,421
	Training	59,192	61,649	64,218	66,910	69,731	321,700
	Small Equipment & Clothing	41,220	42,931	44,720	46,594	48,559	224,024
	Fire Hall #1	37,249	38,795	40,412	42,106	43,881	202,443
	Equipment	55,055	57,340	59,730	62,233	64,858	299,216
	Total Operating	583,589	633,665	653,380	673,901	695,269	3,239,804
Capital	Minor Capital Equipment	68,600	137,547	10,404	71,313	0	287,864
	Major Capital Equipment	346,512	346,512	346,512	346,512	346,512	1,732,560
	Total Capital	415,112	484,059	356,916	417,825	346,512	2,020,424
Total Annual Costs	998,701	1,117,724	1,010,296	1,091,726	1,041,781	5,260,228	

	2007 Assessments	Percentage	Allocated annual costs					
City of Parksville	1,747,105,471	70.77%	602,764	632,902	697,774	807,743	981,812	3,722,995
French Creek Area	514,903,117	20.86%	177,645	186,527	205,646	238,056	289,358	1,097,233
Parksville Local Area	206,781,942	8.38%	71,341	74,908	82,586	95,602	116,204	440,642
	2,468,790,530	100.00%	851,750	894,338	986,007	1,141,402	1,387,374	5,260,870
Regional District of Nanaimo			\$248,986	\$261,435	\$288,232	\$333,658	\$405,562	

**TO FIRE SERVICES AGREEMENT BETWEEN THE
CITY OF PARKSVILLE AND THE REGIONAL DISTRICT OF NANAIMO**

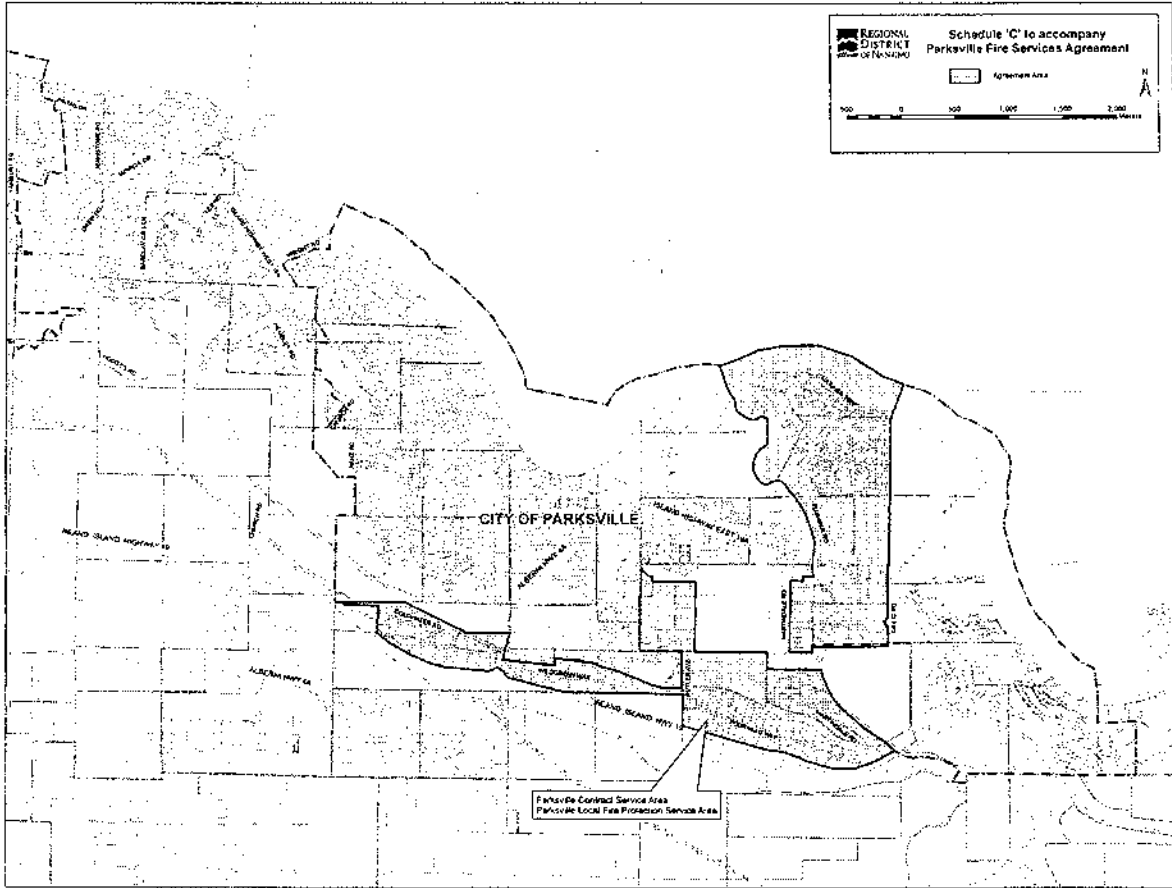
City of Parksville – Fire Department Capital Expenditures

	2007	2008	2009	2010	2011	
<u>Budgeted Major Equipment (over \$100,000)</u>						
Major	Fire Hall #1 Addition	0		259,100	259,100	259,100
Major	Fire Rescue Truck R-41	0	0	0	0	0
Major	Tanker (Replace Chassis)	0	0	0	0	0
Major	Rplace Ladder 41	0	0	0	0	0
Major	Replace E-42	0	0	468,180	0	0
Major	New Fire Truck E-43	0	0	0	0	0
Major	Replace E-41	0	0	0		487,080
Major	Fire Hall #2	0	0	0	0	0
	Total	\$ -	\$ -	\$ 727,280	\$ 259,100	\$ 746,180
	Average Annual Costs	\$ 346,512	\$ 346,512	\$ 346,512	\$ 346,512	\$ 346,512
<u>Budgeted Minor Equipment (less than \$100,000)</u>						
	Replace C-42 (Dodge P/U)	28,600	0	0	0	0
	Fire Inspector Truck	30,000				
	Emergency Generator	0	29,750	0	0	0
	Replace Air Compressor	0	34,100	0	0	0
	Replace Photocopier	0	11,000	0	0	0
	Replace C 41	0	0	0	28,600	0
	SCBA Upgrade	0	50,000	0	0	0
	Foam System	0	0	0	28,600	0
	Training Ground Improvements	10,000	10,000	10,000	10,000	0
	Total	68,600	134,850	10,000	67,200	0
	Inflated Minor Equipment	\$ 68,600	\$ 137,547	\$ 10,404	\$ 71,313	\$ -
	Total Annual Capital Costs	\$ 415,112	\$ 484,059	\$ 356,916	\$ 417,825	\$ 346,512

2008 Debt costs relate to repayment of \$3,250,000 debt to build new firehall. Interest assumed at 5%. Only 50% in 2008.

Major Equipment is averaged over a 10 year period to smooth the estimated costs.

Minor Equipment under \$100,000 is not averaged.



3. DESCRIPTION OF SERVICE

For the purposes of this Agreement the services provided include but are not limited to the provision of personnel and equipment for the purpose of fighting fires, fire prevention and inspections, administration and enforcement of the Regional District's burning bylaws applicable to the area, response to other classes of emergencies including medical emergencies and non-emergencies such as false alarms. The services provided shall be comparable to those provided within the Town boundaries or as is possible with the facilities provided by the District

4. TOWN OF QUALICUM BEACH

Within the boundaries for fire protection services as outlined under this agreement, the Town will not be responsible for:

- i. maintaining or providing fire flow water at hydrants;
- ii. providing storage of water for fire fighting purposes;
- iii. replacing or repairing damaged hydrants except where negligence by the Town is the cause;
- iv. providing, maintaining, servicing or flushing hydrants;
- v. paying for any of the above except for negligence as stated in Article 4(iii).

The Town will have the right to:

- i. inspect, flow test, and check any or all hydrants;
- ii. advise the District of any deficiencies noted in hydrants or the water system;
- iii. operate hydrants and hook up hoses for the purposes of fire fighting and practice;
- iv. draw water at no charge for fire fighting and for practice.

5. REGIONAL DISTRICT OF NANAIMO

1. The District will ensure that the hydrants are serviced annually in accordance with the program as set out in the Regional District's policy as amended from time to time. The policy in effect at the date this agreement is signed is attached as Schedule 'A'.
2. The District will provide the Town within ONE (1) MONTH of the signing of this Agreement with a copy of a drawing showing the location of all hydrants appropriately numbered, water mains, storage, and pumping facilities, and shall advise the Town prior to the installation of all hydrants in order to provide the Town the opportunity to comment on the locations.

Major Capital Equipment (capital items greater than \$100,000) at an average annual value of \$104,000 plus;

Buildings at an average annual value of \$100,000

Total costs for the Term shall be allocated to each year in the Term or any renewal Term in a manner mutually acceptable to the parties

For the purposes of the initial Term, Schedules B and B-1 represent the estimates and calculations for the period 2007 to 2011.

4. On or about January 15 of the year following the end of the Term the Town shall provide a report showing actual costs incurred during the Term compared to the budget estimates in Schedules B and B-1. Where the difference between Schedule B/B-1 and the total actual amounts incurred during the Term is more than \$10,000, the difference shall be recovered or returned to the benefiting party over the subsequent five year period.

8. AMOUNTS PAYABLE

An amount due under this Agreement shall be payable on or before the first day in August in each year.

9. AMENDMENTS

This Agreement may be amended by mutual agreement.

10. TERMINATION

1. This agreement may be terminated or take affect at the end of any calendar year by the giving of notice, in writing, by either party to the other no later than January 1st of that year.
2. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

FOR THE REGIONAL DISTRICT OF NANAIMO)
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 Sr. Mgr., Corporate Administration)

FOR THE TOWN OF QUALICUM BEACH

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SCHEDULE 'A'
TO FIRE SERVICES AGREEMENT
BETWEEN THE TOWN OF QUALICUM BEACH
AND REGIONAL DISTRICT OF NANAIMO

HYDRANT SERVICE PROGRAM
REGIONAL DISTRICT OF NANAIMO
Utilities Department

OPERATING PROCEDURES

SUBJECT: <i>Fire Hydrant Inspection and Maintenance</i>	PROCEDURE NO.: <i>Water-01</i>
	PAGE: <i>1 of 4</i>
EFFECTIVE DATE: <i>April 20, 2006</i>	LAST REVISED: <i>February 15, 2007</i>
PREPARED BY: <i>D. Churko / M. LaForest</i>	APPROVED BY: <i>M. Donnelly</i>

1.0 PURPOSE

1.1 To ensure staff follow proper procedures when servicing fire hydrants.

2.0 RESPONSIBILITY

2.1 It is the responsibility of the Chief Operator to inform staff of these procedures and to update these procedures as necessary.

2.2 It is the responsibility of staff to read and understand these procedures.

3.0 PROCEDURES

3.1 As per the Environmental Services Operational Policy dated February 1, 2004 (see attached), fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation.

3.2 Fire hydrants shall be inspected and flushed annually.

3.3 Fire hydrants shall be provided full maintenance every two years. Refer to Manufacturers recommended procedures- copies available in Utilities 3 Technician's desk, and in Chief Operator's office.

REGIONAL DISTRICT OF NANAIMO

**Environmental Services Operational
P O L I C Y**

SUBJECT:	<i>Fire Hydrant Inspection and Maintenance</i>	POLICY NO:
EFFECTIVE DATE:	February 1, 2004	APPROVED BY: GM ES
REVISION DATE:		PAGE 1 OF 1

PURPOSE

Fire hydrants shall be inspected regularly and repaired as required to ensure their satisfactory operation. This policy outlines the frequency of fire hydrant inspections and maintenance.

POLICY

1. Annual Inspections – fire hydrants shall be inspected and flushed annually in accordance with the procedure outlined in Schedule “A”.
2. Fire hydrants shall be inspected after every use and hydrant maintenance shall be performed, if required, in accordance with the procedure outlined in Schedule “B”.
3. Fire Hydrant Maintenance – fire hydrants shall be provided full maintenance every two years in accordance with the procedure outlined in Schedule “B”.
4. Records shall be maintained of all inspections and maintenance activities.

Regional District of Nanaimo
Fire Hydrant Maintenance

Schedule "A"

Annual Inspection Procedure for all Fire Hydrants within RDN Water Systems

1. Check for any obvious obstructions and brush out around hydrant within 1 metre radius if required. Report obstructions that cannot be removed to the Chief Operator.
2. Inspect condition of paint; power wash and re-paint as required.
3. Check, record and report any external structural damage to the hydrant to the Chief Operator.
4. Check and clear any obstruction or foreign material from hose ports.
5. Check for ease of operation; if difficult to operate record and report.
6. Check for leaks at ground level and at all gasket joints.
7. Listen for internal leakage
8. Flush hydrant and branch line with very low flow so as not to disturb the main.
9. Check for drainage by suction at hose port.
10. Check that all ports are accessible and that the steamer port is facing the principle access route.
11. Complete inspection report.
12. Report any deficiencies that require further repair immediately to the Chief Operator.

Regional District of Nanaimo
Fire Hydrant Maintenance

Schedule "B"

Full Bi-annual Service Maintenance Procedure for all Fire Hydrants within RDN Water Systems

1. Close the hydrant isolation valve and check the operation of the valve.

Record and report any repairs required.

Disassemble the hydrant to remove serviceable parts, check for worn or broken parts and leaks in the assembly or their component parts:

- head or "O" ring assembly
- independent cut-off assembly
- drain valve assembly
- main gate or main valve assembly
- hose nozzle assembly

2. Lubricate all external and internal working parts while reassembling the hydrant.
3. Open the hydrant isolation valve
4. Operate the hydrant from fully open to fully closed with caps in place. Record pressure and number of turns required opening the hydrant.
5. Flush the hydrant with a low flow so as not to disturb the main.
6. Complete the maintenance report.

**** END OF DOCUMENT ****

**SCHEDULE B
TO FIRE SERVICES AGREEMENT BETWEEN THE TOWN OF QUALICUM BEACH
AND THE REGIONAL DISTRICT OF NANAIMO**

Town of Qualicum Beach
Forecast Annual Expenditures

		2007	2008	2009	2010	2011	Total
Operating Expenditures	Summarized	407,500	419,725	432,317	445,286	458,645	2,163,473
Capital	Minor Capital Equipment	33,500	34,505	35,540	36,605	37,704	177,855
	Major Capital Equipment	104,000	107,120	110,334	113,641	117,052	552,146
	Buildings	100,000	103,000	106,090	109,270	112,550	530,910
	Total Capital	237,500	244,625	251,964	259,516	267,306	1,260,911
Total Annual Costs		645,000	664,350	684,281	704,803	725,951	3,424,384

		2007 Assessment	Percentage	Allocated Annual Expenditures					
Town of Qualicum Beach		1,725,466,320	88.14%	528,857	544,722	577,896	631,467	710,716	2,993,657
RDN French Creek Area		232,115,330	11.86%	71,143	73,278	77,740	84,947	95,608	402,716
		1,957,581,650	100.00%	600,000	618,000	655,636	716,414	806,324	3,396,373

Notes and Assumptions:

At the end of 2011 an adjustment will be made for the Actual Operating and Capital expenditures. The adjustment will be recovered (refunded) over the next 5 year period if the agreement is renewed. Otherwise, it will be recovered (refunded) at the end of 2011.

