

Supervisory Comm.

Thursday, June 21st, 1962.

SUPERVISORY COMMITTEE

A Meeting of the Supervisory Committee convened in the Council Chambers Thursday, June 21st, 1962, at 2:00 p.m. with the following members present:- Mr. R. LeClair, Mr. H. Hockey, Mr. D. Cunnings, Mr. W. Joyce, Mr. B. Falcon, Mr. W. Morgan, Mr. J. Kincaid and Mr. F. Pobst.

The question of coffee break regulations was discussed and it was recommended that all employees be again notified of this privilege and if the observance of these regulations are not immaterially made, any violation will be referred to His Worship The Reeve.

The matter of lunch hour closing was again tabled and the following points discussed:-

- 1) A skelton staff to maintain the lunch hour to the disruption by absenteeism was rendered that such an organization is almost impossible. This would be further surveyed in light of department heads in future.

The re-numbering of the Assessment Roll as it affects the Engineer, Treasurer, General and other departments was considered and a further study by the departments would be made during the summer.

Moved by Mr. Joyce, seconded by Mr. Falcon:
That we conduct a 100% solicitation for funds from the District of Coquitlam staff for Red Cross and current U. G. N. Appeal.

Carried.

Moved by Mr. Kincaid seconded by Mr. LeClair:
That the approval of department heads be required for applicants to the Municipal Administration Course before referring to Council.

Carried.

The resolution re Salaries 1962 to confidential employees was relayed by the Clerk and all of the department heads were notified that the Council have stated that they are prepared to meet any of the confidential employees upon application.

The question of signing in was again discussed and it was agreed that it would be left with the department heads for signing in and for absenteeism.

A notice will be sent from the Clerk's Office regarding absenteeism and part day absenteeism.

Moved by Mr. Hockey seconded by Mr. Falcon:
That the meeting adjourn.

Carried.

..... CHAIRMAN

Wednesday, October 24th, 1962.

SUPERVISORY COMMITTEE

A Meeting of the Supervisory Committee was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, New Westminster, B. C., on Wednesday, October 24th, 1962, at 11:00 a. m., with all of the Department Heads present save Mr. Hockey.

Civil Defence:

A report was given by the Co-Ordinator of the meeting held at Chilliwack, attended by the Reeve, Co. Boileau, Chairman and the Co-ordinator of the District of Coquitlam in which a new organization known as the "Municipal Emergency Region" was presented as a new concept. Following this meeting, the committee was struck at a meeting held in Burnaby to iron out known difficulties in the plan and in the meantime, the original sector plan is still in effect.

U. G. N. :

Mr. Cunnings, in charge of Municipal Staff, gave a report on collections to date and that he is shooting for 100% and exceeded so far \$600.00 and recommended that in 1963 outside workers in the organization become involved by appointment.

Hurricane Frieda:

The following suggestions were brought forward upon review of the circumstances of October 12th & 13th.

- (1) To overcome the R. C. M. P. telephone, radio, power and light outage and radio base in which the car radios became the auxiliary, it was recommended that the Police Office and Fire Department services be supplied with power by an agreement with Crown Zellerbach for an auxiliary line to their power plant. This was considered also a Civil Defence concern and agreed to by the Co-ordinator, who would bring this matter before his committee.

Moved by S/Sgt. Ruttan seconded by C. D. Co-ordinator Mr. Kincaid:
That this matter should be brought to the Council for their consideration.

Carried.

A portable Walkie Talkie would relieve one more vehicle for the Fire Department in the case of an emergency as it was necessary to use this vehicle as an auxiliary base unit.

The Co-ordinator informed the Committee that no instructions to invoke Civil Defence was given by the Chief Administrative Officer, His Worship Reeve Christmas.

The Treasurer reported on hurricane damage for insurance purposes but no claim could be considered for interrupted service. He stated that the cost of the power unit was not considered a major item as he was informed it had been donated by the supplier and hours of work lost was female staff for one day.

The Assessor reported that a review of the Municipality would have to be made of damage for assessment purposes which no doubt would be presented at the Court of Revision if it were not taken into consideration.

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Hurricane Frieda: (con't)

The matter of storage of bulk equipment for Civil Defence accessible to authorized storekeeper was concurred in and the Staff Sargent stated that it was very necessary to be in the vicinity of the volunteers when congregated.

Request for double garage back of R. C. M. P. building was made and the Staff Sargent stated that he thought if the Fire Department and Civil Defence negotiate for this building, that it would serve very well.

The dispensing of gasoline in the case of emergency was desired of the Engineering Department and the Engineer to be asked to report on it at the next meeting.

The Fire Chief reported service to deep-freeze units and sump pumps. Water distributed to dry areas and blankets and hot water to Rest Home on Ridgeway Avenue had been carried out, but felt that emergency services should be considered as part of a departmental organization as the entire operation was carried on voluntarily by employees.

The Fire Chief agreed to prepare a running story as he saw it for record sake and form part of these minutes.

Moved by Mr. Cunnings seconded by Mr. Falcon:
That the meeting adjourn.

Carried.

..... CHAIRMAN

The Fire Dept. part in Hurricane Frieda, October 12th, 1962.

At the beginning of the storm, the first call was received by the telephone dispatch at 11:40 p. m. for a house fire, which turned out to be rubbish in the rear of 1025 Quadling. The wind had blown burnt paper over the immediate area. We returned to Fire Hall No. 1. By this time, the wind had come up to a higher velocity and had blown a tree down at Mackin Park and across the road from the Fire Hall. The Fire Department took steps to clean enough area to permit traffic to travel on one side of Brunette Avenue. By this time, the large tree on the southwest corner of King Albert Avenue went over, in which turn firemen were dispatched to arouse the householders of what had happened. The householders, who were not aware of what had happened, answered the door in night attire.

It is now early Saturday morning and a large number of calls later. The calls consist of wires blown down, trees blown down across roadways, trees on roofs of houses and wires shorting out circuits in the electric boxes of the houses. Calls of this nature ran well into Saturday morning. At 3:40 a. m., a call was received from 905 McIntosh that a man had fallen from a roof. This call was answered by the Inhalator (later the man died). When daylight came, our portable pump and electric power units were started and gassed in readiness for whatever may come. Noon Saturday a visit was made to the Ridgeway Nursing Home to see how they were doing. It was found that they were out of light and heat, and that old age people had not received hot meals, tee or coffee, since Friday. Immediate steps were taken to have our electric power unit hooked up to give them hot water

- continued -

Wednesday, October 24th, 1962, continued.

for tea, coffee and soup. A call was then made to the Kinsmen's Club to have their mobile kitchen moved to the Nursing Home, which would give the nursing home people something to cook on. This unit is gas equipped.

By this time, the water in the upper levels of Coquitlam had gone down to a dangerous level and upon a request from the Water Department, 1400 feet of hose was laid in the Ranch Park area. After completion of this job, the No. 2 Fire Truck was put into operation at the Ebert Road pump. Water was pumped by fire truck into the water system at Ebert Road. This took 3400 feet of hose. The fire truck pumped from 7:00 p.m. Saturday, October 12th, to Sunday, 2:00 p.m., October 13th, at which time power was turned on to the pump house. A survey was made by the Fire Department as to how the people of the area were making out for water. It was found that many did not have water on Saturday. By noon Sunday many in the Harbour Chines Area did. It was also noticed that three householders were washing cars and many others were washing down driveways. These people were requested to discontinue and notified of the water shortage. It is now 6:00 p.m. Saturday, October 13th. Another visit was made to the Ridgeway Nursing Home; still no light or heat. Efforts were made to obtain from Civil Defence 40 blankets to cover the patients. They were extremely cold in bed. Due to power failures, the Civil Defence Co-ordinator for Coquitlam was not able to be contacted and other people connected with the Simon Fraser Health Unit were also unable to be contacted. A call was then made to New Westminster Civil Defence and 26 blankets were received from Mr. McKelvie (at which time he was very disturbed and he let it be known). The blankets were then delivered to the Ridgeway Nursing Home which were greatly appreciated. The Como Lake Nursing Home was not in need of anything but lights.

By this time, a number of calls were received by the Fire Department as to water in basements. Many of the new homes have electric sump pumps that were not in operation. At this point, portable pumps were put into operation around the clock. Also a number of inquiries were received regarding deep freezers. The Fire Department dispatched a power plant to give the owners of the deep freezers one hour running time, which would bring the temperature to a safe position. This operation was carried around the clock Sunday and Monday. Also the power plant was used to power the gas pumps in the Municipal Garage. As the Hydro power was returned, the pump and freezing units demand lessened. Last call for the power unit for deep freezers was made Thursday, October 18th. Although much sleep was lost^{by} the firemen over this lost weekend, at no time was a negative answer received when asked to do a job. For this we extend our thanks and appreciation and I am sure much has been learned from Hurricane Frieda.

Four structural fire were encountered during this period. Structural fires were as follows:-

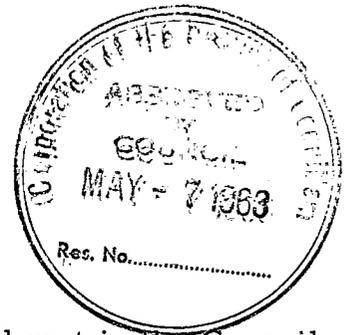
October 13th, 12:07 a.m.	656 McIntosh St.	Fire in basement
October 13th, 12:10 a.m.	752 Blue Mtn. St.	Chimney fire
October 14th, 10:00 a.m.	844 Porter St.	Structural fire
October 14th, 11:05 a.m.	1225 Foster Ave.	Structural fire

Yours truly,

"B. H. Falcon"
Fire Chief

Wednesday, May 1st, 1963.

SUPERVISORY COMMITTEE



A meeting of a portion of the Supervisory staff was called and met in the Council Chambers on Wednesday, May 1st, 1963, at 10:30 a.m.

The Treasury Department introduced Mr. F. Harris and the Auditors, who were present having to do with the commencement of an administrative organizational survey on accounting forms which would be conducted jointly with the Auditors and the Treasurer.

The purpose was announced by F. Harris of more efficiency in light of new methods on our present machinery.

Results

It was hoped that the results would give data relative to flow of accounting forms and reveal where improvements could be made.

Objectives

- (a) Flow charts of forms
- (b) Responsibility charts
- (c) Desk layout and staff duties
- (d) Forms used and the raising of new forms
- (e) Rubber stamps and explanation of each
- (f) Suggestions of employees for improvements

Time of Objective - One month

The survey would be launched with a schedule on requirements and memos to Department Heads.

..... CHAIRMAN



Friday, September 20th, 1963.

WATER COMMITTEE

A Meeting of the Water Committee was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, New Westminster, B. C., on Friday, September 20th, 1963, at 10:00 a. m., with His Worship Reeve Christmas, Co. Gamache, Solicitor D. Hogarth, Consultant W. A. Greene, Treasurer, Engineer and Clerk present.

Co. Gamache called the meeting to order and a report was received by W. A. Greene Consultant on the progress of Rates By-Law No. 1142.

A report on steps for Water Borrowing By-Law was discussed in the following points:

1. The brief schedule to the By-Law should be followed in view of the stages anticipated.
2. That the \$900,000.00 series be issued in stages at 6%.
3. Accelerate application for Federal assistance through a visit to Victoria in the study of the Borrowing By-Law No. 1145.

The Solicitor advised that 3 notices would have to be posted and 3 published in a legal paper before the Municipal Act's section on contracting debt without a referendum.

It was agreed that a 20 year repayment programme should be followed in the presentation of this By-Law.

A date of Wednesday or Thursday was set for a visit to Victoria to iron out problems with the Department of Municipal Affairs.

Reeve Christmas moved the the meeting adjourn.

..... CHAIRMAN