

Record of Captains' Meetings For the 2014-15 Season

**Heaven
can Wait II**



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Captains' Meeting Minutes -May 15, 2014

New Captains

- New Chief Captain, Corrie vanDyk, welcomed new captains:
 - David Anderson
 - John Chambers
 - Lynne and Rick Chisholm
 - Bob Pick
 - Dawn Poggemiller
- Welcome also to two new captains who were not at this meeting:
 - Dan Chambers
 - Len Leduc

Training on the New Boat

Norm Armstrong reported that most captains have had their training on the new boat, and that only a few remained. He will arrange to have another session, probably after 5 pm sometime next week to accommodate those who work during the day.

He pointed out that, when bringing the boat in to dock, one should line up the starboard corner of the boat with that crack in the centre of the concrete of the dock in order to start the turn. This will help the second captain bring the back of the boat more easily towards the dock, especially if there is wind. While backing out, turn hard to port at the dock light.

Also, the **ropes** now have a loop at the end to go around the second captain's arms, thus helping to avoid dropping them into the water.

The **kicker motor** should be left in the down position all the time. Its control unit will soon have a cover on it in order to prevent accidental use.

There is no VHF radio on the boat. Captains should have at least one cell phone on the boat.

Bob Rinaldi, President and Maintenance person, will be performing the **oil checks** a couple times a month,

Emergency Procedures:

If it is too windy to dock in the HCW II slip, you should go to the Paddlewheel dock.

If someone on board is seriously ill, call 911 and go to Paddlewheel dock. If it is too busy there, pull into the Paddlewheel Park beach.

In other words, in any emergency, do whatever is necessary to get the passengers safely off the boat.

Care-Aids Training Program

Dale is to send the care-aids list to Norm who will commence their training shortly.

He suggests that normally we do not use the care-aid crew to handle the ropes during the docking procedure. This should be done by the second captain.

Standard First Aid "C" Training

Captains who are not yet certified are encouraged to take the 2-day course with St John Ambulance or Red Cross.

To take the course, you pay OK Quality Life Society (through Dale Dunlop) a \$75 donation for which you will receive a tax receipt. In return, OQLS will pay the full course fee.

- **St John Ambulance** – Standard First Aid & CPR

Location: 1905 47th Ave
Telephone: 250-545-4200
Next Course: June 6th and 7th

- **Red Cross** – Standard First Aid "C"

You can register online at the Okanagan College:
<http://webapps-1.okanagan.bc.ca/ok/CSReg/default.aspx>

Next Courses: May 29, 30
June 7, 8
June 21,22

Next Meeting

Date: Monday, May 26th
Time: 14:00 hours
Location: Fraternal Order of Eagles
5101 25 Ave

We will verify the team rosters, receive the latest boat schedule and any last minute instructions, receive the shirts and hats if they are ready, pay outstanding dues, balances owing on uniforms, etc.

Captains' Meeting Minutes –May 26, 2014

Trip Log Binder (Blue)

On the boat, it will include two sections:

1. The 2014 Heaven Can Wait II Trip Log
2. *HCW II Problem and Repair Log.*

If you have any concerns that should be brought to the attention of the Maintenance Captain, flag it in the last column of the Trip Log and make note of it in the Problem and Repair Log.

Captains' Information Binder (Red)

Also on the boat, this red binder will contain:

1. Captain's Manual
2. The current schedule
3. Captains' Roster
4. Client Contacts
5. Dale's Mail Box (a plastic sleeve with pencils and envelopes and notepaper where you may leave information for Dale to pick up or vice versa).

Voyage Sheets:

As you all should know, there will be little booklets placed in the PFD box that must be filled out prior to every trip (a Transport Canada requirement). Fill it out and place it in the clear plastic sleeve/envelope that is hanging above the PFD box.

When you return from your trip, discard the sheet.

Shirts and Hats

Delivery is expected by Friday, May 30. Dale will send out an email to all captains when she has received them. The team captains may drop by (or assign a team member) to drop by Dale's place to pick up their team's "package." Just make sure you give Dale a call ahead to make sure she is home. Her contact info:

Dale Dunlop
6-6948 Manning Place
Vernon, BC V1B 2Y5

Home: 250-542-7418
Cell: 250-503-7256

Membership Dues

There are still a couple captains who owe their 2014 membership dues. Please get in touch with Dale via phone or email (daledunlop@shaw.ca) to make arrangements:

Our Website

Please remember that the *latest versions* of all important documents are posted up on the Captains' Page of our website. You can access them with your smart phones or computers. Put these web pages in your browser's Favourites:

www.oqls.org

www.oqls.org/captains (the hidden Captains' Page)

If you have something you wish to post up on the website, send Dale the info, article, photos, etc.

Photos

The only captains whose photos are not yet taken are Harvey Prevost, Henry Swan (need a new one, Henry), and Dan Chambers. The Captains' Photo Sheet is posted on our website: <http://www.oqls.org/our-captains.html>.

Captain's Manual

The latest draft of the Captain's Manual is posted on our website on the hidden Captains' page. As well, there is an additional guideline page attached to the back of the manual which has to do with how we deal with scheduling and our duty days on the boat. Here it is in the Minutes, for your convenience:

Schedule Procedure Guideline

- At end of scheduling meeting, teams gather to decide who goes on which booked sailings for the month. If you are not at the meeting you will be placed into a sailing, hoping that your team partner will be there to have some input.
- Team captain will then Email out the team schedule.
- You and your partner captain should decide who will be the lead captain or you can take turns.
- Lead captain should contact client the **day prior** to the sailing to confirm sailing.

- Lead captain should then contact partner to coordinate the sailing.
- Lead captain should contact client **several hours before** the sailing to confirm the sailing is still on, weather depending etc. Then confirm sailing with partner.
- Captains should be at the boat 1/2 hour before sailing to make sure everything is good to go in order to stay on schedule
- If you cannot make a scheduled sailing please ask a spare captain to cover for you or any other captain for that matter. If all else fails call your team leader. Inform your partner.
- In making a weather decision you can call the following people who live near the lake: Ron Heuman, Sid Adams, Clif Heinrichs, or John McSweeney.

Training Update

Captains Training

- All captains are done, except Jerry Gaudrault and some of the new captains. Norm Armstrong, Training and Standards Officer, will contact them next week after his return. It might be a good idea to send him an email if you are one of those people – just so you don't get missed. His email is aelnormg@gmail.com.

Caregivers/Crews

- Only Polson Residence and Noric House are done.
- Sid Adams will be training Gateby caregivers this Wednesday.
- Three others, Pleasant Valley, Coldstream Meadows, and Downs Residence are scheduled for June 2 and 4.
- None of the other facilities has responded to his emails yet, but he hopes to get all of them done by the end of the second week in June.

Captains' Roster

Captains' Roster was confirmed by all. Note that new captain, Diane Spencer, will be joining the Wednesday team. The updated version of the roster is attached. It has also been posted on the Captains' Page on the website.

Nametags

Dale sent Ron Heuman the following list of people who need a nametag:

- | | |
|------------------|--------------------|
| - David Anderson | - Dawn Poggemiller |
| - John Chambers | - Len Leduc |
| - Dan Chambers | - Diane Spencer |
| - Lynne Chisholm | - John Young |
| - Rick Chisholm | - Jack Bernhardt |
| - Dave Howard | - John McSweeney |
| - Bob Pick | |

If your name isn't on this list, but should be, send an email to Dale (daledunlop@shaw.ca), as soon as possible.

Key Access to Dock

Also, if you need a key to access the dock and you haven't already done so, contact Ron Heuman.

Client Concerns

Trina Olsen from Polsen presented some:

- **Wheelchair seatbelts** – they would prefer to have the belts done up until the clients are loaded onto the boat. Since the dock is considered out over the water, it was agreed that the seatbelts must be unfastened at the same time that the PFDs are being put on. They could do them up for the transfer from the dock to the boat, if desired.
- **Ramp access to the boat*** – they feel that since the dock is 8 inches below the boat floor, a ramp is needed, not only for wheelchair access, but also for ambulatory clients who cannot manage that big a step. (See below.)
- **Weight of the removable bench** – is it too heavy for caregivers to handle, if necessary. Ron said it is only about 10 lbs – not a problem.

*Ramp Access to the Boat

Bob Rinaldi reported on four different options to give ramp access to the boat for both wheelchair and ambulatory clients. The best option was to provide a 4x6 foot landing at about 6 inches above the dock, permanently mounted on the dock with ramps leading to it on both sides.

Pros: Fixed to deck
Much flexibility for slop
Easy to achieve
Safest for captains and caregivers
Will not impede other dock traffic.

Cons: Creates a bump on dock
Requires approval from the Yacht Club.

Bob will send a complete plan and diagram to Ron Heuman who will, in turn, present this request to the VYC Board at their June 10 meeting.

June Schedule Handouts

Ron handed out the June schedule.

Tuesday Team, please note that on June 17th, Parkview is scheduled for 12:00 to 13:30. It was not on the handout today.

The updated schedule has been posted to the website.

Next Meeting

Date: Thursday, June 26th
Time: 14:00 hours
Location: Fraternal Order of Eagles
5101 25 Ave

Attachments

1. Captains' Roster
2. June Schedule
3. Updated Client Contact List
4. Captains' Photo Sheet

Captains' Meeting Minutes - June 26, 2014

Attendees

Sid Adams, Jack Bernhard, Dan Chambers, Lynne Chisholm, Rick Chisholm, Dan Cook, Dale Dunlop, Jerry Gaudreau, Clem Girard, Gerald Gustafson, Clif Heinrichs, Ron Heuman, Dave Horsham, Norm McKinley, John McSweeney, Ted Melanson, Bob Pick, Corrie vanDyk, Peter Wright

General Boat Care

Boat Covers:

- If you are the last trip of the day and the trip gets cancelled, try to contact the previous trip's captains to ask them to put the covers on the boat.
- If this is not possible, you must go to the boat and put the covers on yourself(ves).

Starboard Door Cover

- A special red, vinyl cover for the starboard door has been made by Annie Gustafson. *When boarding or disembarking clients in wheelchairs, make sure it is draped over the door to protect it from damage.* It is stored under the helm.

Tie Lines for the Boat

- **Starboard side lines** have been set up to be a specific length. They should be disconnected from the boat side, not from the dock cleat.
- **The rear spring line** should be attached through the ladder, not around it or to it. Once we have the new cleats put on we will be tying to a cleat.
- **Stern and bow lines** Corrie will make sure there are no loops on the end of these lines.



Cleanliness

Please make sure to sweep with the rubber broom and/or mop the floor and tidy the boat when your boat

trip is done. There is a spray bottle of Fantastic, a sponge, rags and paper towel on board.

Lynne Chisholm will be bringing boat soap and a bucket to help with cleaning the floor.

Shifting Gears

- **Corrie** consulted with Mark from Sea-Dog on shifting gears. Mark advised to shift quickly and positively from one gear to another.
- **Corrie** will also ask Sea-Dog about shortening the distance the gear must be moved in order to change gears.

Kicker Motor Position

- Keep it in the "up" position when docking or undocking the boat. It steers much better.
- NOTE: When the boat is in the slip, it must be in the "down" position (YVC rules).

Life Jacket Inventory

- There should be 12 inflatable life jackets in the PFD box, but there are only 10. **Dale** will send out an email to all captains, board members, asking if anyone has the two missing ones. **Ron Heuman** will be sending out the same request to our client groups.
- It was noted that the inflatable PFDs are dirty. **Corrie** will be cleaning them shortly.
- The other, non-inflatable life jackets are under the two forward seats.

Rope to Assist Wheelchairs Down Ramp

John Chambers has provided a prototype version of this. On testing, it was found very successful, except that the rope is too elastic and the clips are a bit small. **Corrie** will contact **John** to see if a different type of rope and larger clips could be used to improve the design.

Records

Maintenance Sheets

- Captains are entering "issues" on the Maintenance and Repair Logs, but we need to know what was done, when and by whom. Please make sure to update these logs whenever any change or adjustment is made to the boat.

Trip Logs

- The column "# of Crew" has been changed on the sheets to "# of Caregivers." We want to know the names of the captains onboard, the number of caregivers, and the number of client passengers.

Boat Decals

The decals were mounted today by Signs by Elephants.



Special Trips

Hazel Gumbrell Outing

- Hazel Gumbrell bequeathed \$8000 to the purchase of Heaven Can Wait II. Her daughter, Dorothy, and family are arriving from England on August 2nd. They hope to go on boat cruise August 4th, which is a holiday weekend. We need a couple captains to volunteer for this trip.
- NOTE: There are potentially 15 family members. This may require more than one trip.
Norm McKinley has tentatively (and kindly) offered to provide his own pontoon boat in addition to HCW II, and captain it, to accommodate the extra people. He will confirm later.

Therapeutic Lake Cruises Society

- Our sister organization from Shelter Bay Marina in Kelowna is looking for a captain or captains to assist them on the following Friday dates: July 4th, 11th, 18th and August 1st, 15th, and 29th.
- They will pay for your gas to travel.
- There will only be 6 passengers, since we don't have the extended training that their captains have, and you would have to give the caregivers an orientation briefing on each trip.
- Please contact Ron Heuman if you are interested in helping them out.

Canada Flag

- Clem has acquired a Canada flag for the boat from the Canadian government. The following are suggestions for the use and maintenance of the flag:
 - Where possible, a flag should be taken down every night.
 - Never store a wet or damp flag; spread it out until dry.
 - If soiled, a flag may be safely hand washed, using any domestic soap or detergent which does not contain bleach.
 - If slightly frayed or torn, a flag should be repaired at once. It could save the cost of a new flag.
 - When two or more than three flags are flown together, the Canadian flag should be on the left, as seen by spectators. Whenever three flags are flown, the Canadian flag should be in the middle.
 - When your flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner.

Client Group Kaigo

- John McSweeney** requested that **Ron Heuman** arrange with Kaigo, the umbrella organization of several client groups, to contact his team the day before the boat trip to inform them who the contact person will be and how to contact them.

Training Update

Captains Training

- All captains are done, except Jerry Gaudrault. Corrie suggested that Jerry join Norm Armstrong on his Wednesday trip.

July Schedule Handouts

Ron handed out the July schedule.

TEAM CAPTAINS – As soon as it is ready, please forward your team's schedule to Chief Captain Corrie vanDyk. The updated schedule has been posted to the website.

Next Meeting

Date: Thursday, July 31st
Time: 14:00 hours
Location: Fraternal Order of Eagles
5101 25 Ave

Captains' Meeting Minutes – July 31, 2014

Boat Safety Issues

Gearshift Neutral

- **John McSweeney** has suggested that it should be standard practice that on coming to a stop to dock the boat, the captain piloting the boat should turn off the motor before getting up from the helm. This will avoid problems arising from the issue that it is difficult to tell whether the boat is in neutral or reverse.
- All present agreed that this should be put in the Captain's Manual (**Norm Armstrong**).

Client/wheelchair Weight

- **John** also raised the issue of the weight of one of wheelchair clients being over 300 lbs and how difficult it was to transport that person down and up the ramp and on and off the boat. This raises questions of who is responsible for the safe transport of that client. Many of our staff are "fairly senior" themselves and risk possible injury to themselves or the client.
- It was suggested that we draft a letter to clients groups, asking them to make sure to have caregivers who are big and strong enough to handle the heavier clients if one is coming on a trip. Our captains don't mind assisting in these situations, of course.
- It also raises the issue of liability. We are insured while on the boat – are we insured getting to and from the boat? Chief Captain Corrie vanDyk had already written up a number of questions for this situation, and Dale Dunlop has forwarded them on to Hub Insurance. The Board is meeting with the insurance representative next week where we expect to get answers.

The Ramp

Regarding the issue above, the ramp, built by Maintenance Officer Bob Rinaldi, was installed today. This should alleviate much of the difficulty embarking

and disembarking clients. The only thing left to do is to complete the handrail.

Please note that on bringing the boat in to dock, the captain on the dock should take extra care to keep the boat from striking the edge of the ramp.



Starboard Door

The hinge on the starboard door has been changed and moved back so that the door will swing back, flush against the helm, leaving the full 32 inches of clearance.



Close the Door!

Gerald Gustafson noted that captains should take care to properly close the VYC gate to the marina after letting the clients in or out.

Dale's Mailbox

- Some captains are unsure about what this is and where it is located. It is a plastic sleeve in the Red Binder where you can place a bill, or a cheque, etc., for Dale to pick up.

The Red Binder

- In addition to the other interesting things in the red binder, there is now a Certificate of Registry from Transport Canada. This must always be on the boat.
- The official number of the boat will be done by Signs by Elephant. There is a temporary one on the starboard side of the boat in the meantime.

OQLS Picnic at Paddlewheel Park

Hosted once again by CMHA, this BBQ will be held at Paddlewheel Park on August 14th from 11:00 to 14:00. Please come. Bring your family and friends.

Gateby Fundraising BBQ

Gateby is hosting a fundraising BBQ for the benefit of our Heaven Can Wait II program. Get a hamburger or hotdog with all the fixings, a beverage and a dessert for \$6.00. Send a note to Marijon Florentinus or call her if you can go.

marijon.schindel@interiorhealth.ca or

250-545-4456 ext 259

August Schedule Handouts

- Ron handed out the August schedule.
- **TEAM CAPTAINS** – As soon as it is ready, please forward your team's schedule to Chief Captain Corrie vanDyk.
- The updated schedule has been posted to the website.
- **Note:** Dorothy Johnson (Hazel Gumbrell's daughter) contacted us and told us that their family's HCW II trip is cancelled for this year.

Next Meeting

Date:	Thursday, August 28 th
Time:	14:00 hours
Location:	Fraternal Order of Eagles 5101 25 Ave

Captains' Meeting Minutes -August 28, 2014

Boat Safety Issues

Kicker Motor

To comply with VYC rules, make sure the kicker motor is left in the down position while moored in the marina.

Fenders

The black fenders must remain on the boat to protect the boat from large waves pushing it against the dock. There are now set screws on the port side so that you can pick the rope up and hang the fenders up out of the way while not in use.

Rope Procedures

- If wind is coming from the East, it can cause the boat to crab sideways. Make sure that, as the boat is brought out of the slip, you try to hold the boat so that it reverses down the channel close to the windward side.
- Co-captains are to make sure they bring the stern rope to the bow in preparation for guiding the boat out of the slip (there is a black cleat there to hang it on). Even if the captain knows how to back out without assistance, it is important that the co-captain be prepared to assist "in case."

Manuals

Captain's Manual

Norm Armstrong has updated the Captain's Manual. It has been posted to the Captains webpage www.oqls.org\captains, and **Dale** will email it out to captains.

Caregiver/Crew Manual

Norm is also working on a separate manual for caregivers/crew.

September Schedule Handouts

- **Ron** handed out the September schedule.
- **TEAM CAPTAINS** – As soon as it is ready, please forward your team's schedule to Chief Captain Corrie vanDyk.
- The updated schedule has been posted to the website.
- **Note:** Bob Pick will not be able to work Fridays, this September, but is willing to work Mondays, Tuesdays or Thursdays. His contact info:
 - 250-938-1788 or
 - bpick07@gmail.com

Next Meeting

Today's meeting was the last captains' meeting for the 2014 season, but we will have one more opportunity to get together to celebrate the end of the season – the **Volunteer Appreciation Night** (see below).

Volunteers/Captains Appreciation Night

Date:	Thursday, October 2 nd
Time:	18:00 – 20:00 hours
Location:	Noric House 1400 Mission Rd