

Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, Jan 12, 2015
Location: MI Health Centre

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon, Chair; Doug Walker, Sharon Hinton
Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,
Finance Officer: Katherine Somerville

ABSENT WITH NOTICE:

Trustees Cilla Brooke; Brian Dearden
Lindsay Allan, Chair MIHCA

GUESTS, MEMBERS OF PUBLIC PRESENT:

Tracey DeRousie; Wayne Ming; David Lindquist; Carol Munro

AGENDA – Additions, Approval

The Administrator noted that item b under “business brought forward from previous minutes” will be deferred as per the Chair’s email.

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the agenda with the amendment **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the Minutes from the Board Meeting of Dec 8, 2014 as circulated.
CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Garbage and Recycling Concerns: Chair will discuss in Management report
- b. Vacation and Working Alone Policies: When Trustee Cilla Brooke returns, the HR committee will meet to discuss and bring a report to the Board meeting.
- c. Meeting with West side property owner. A meeting was set for today to discuss the slope on the neighbouring property, but will be postponed due to the illness of the owner
- d. Meeting with South side property owner. The Fire Chief has made an appointment to meet to discuss the overgrown trees and trees on the property line when the owner returns to Mayne.

CORRESPONDENCE:

None has been received.

FINANCE REPORT – Katherine Somerville, Finance Officer presented the Finance report¹ attached, and presented the DRAFT Budget versus Actual Expenses report for 2014 to the Trustees. She also reminded the Trustees that the Dec 31st Balance sheet and Expense/Budget report will have a number of year end entries required to be made during the Audit. Further details on the Draft report will be provided in “In Camera”. The Chair asked if the number of HC Tax account arrears are the same as at this time last year or differ. It was reported there are 12 accounts in arrears, owing for two years. This is approximately the same as last year, but differing taxpayers.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to approve the Finance Report **CARRIED UNANIMOUSLY**

REPORTS

a. Management: Chair: The Chair reported on the meeting with CRD and the Bennetts regarding the kitchen waste/garbage issue. A letter was sent to CRD, a telephone conference call was arranged by the Administrator on Dec 23 with the Chair, Trustee Dearden and the Bennetts present at our office. The CRD was represented by director, David Howe and two staff CRD staff members. The CRD assured us that Jan 1 was a “soft” deadline, and that primarily only large commercial establishments and municipalities will be fined. The Chair further explained that the board will remain in touch with the Bennetts regarding the ongoing situation. Trustee Walker stated he heard that on CBC an interviewer mentioned remote communities may be exempt. The Chair mentioned the property tax funded program in Port Renfrew. The Fire Chief Steve DeRousie, will look for the CBC Interview.

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Sharon Hinton to accept the Management Report. **CARRIED UNANIMOUSLY**

b. Administrator’s Report: Gerrie Wise provided her report² (attached) and added that a report regarding updating the Policies for Vacation and Working Alone will be prepared for the HR Committee. She then asked for further questions. No further questions were raised.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to accept the Administrator’s report. **CARRIED UNANIMOUSLY**

c. Fire Chief’s Report³- attached was presented by Fire Chief Steve DeRousie. He added that he has asked the Finance Officer to prepare information for any questions regarding the unaudited 2014 Expense report. Trustee Walker asked if the figures for First Response calls for BCAS are available for comparison with the Fire Department. The Chief will check to see if they are available. The Chief mentioned a problem when responding when house numbers are not properly posted. Chair Bob McKinnon asked for an update of the Campbell Bay dry hydrant. The Fire Chief stated all parts are now received and work will continue through the coming month to complete it by next Board meeting in February

¹ Finance Report

² Administrator’s Report

³ Fire Chief’s Report

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to accept the Fire Chief's Report **CARRIED UNANIMOUSLY**

- d. Report from Occupational Health and Safety Committee⁴. The Draft of Minutes from Jan 6, 2015 was circulated. The Chief explained various items and asked for questions. He brought the action items to the attention of the Board. It was noted the fire extinguisher was installed in the "kitchen" trailer.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to receive the draft minutes of the OH&S committee **CARRIED UNANIMOUSLY**

- f. MI Health Centre
 - i. Health Centre Maintenance Report ⁵ (attached) was received after the meeting and the Administrator will circulate and post it. The Administrator circulated the required Repairs report, and asked for questions.
 - ii MIHCA- Lindsay Allan, Chair - absent

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Sharon Hinton to accept the Health Centre Reports. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton – nothing to report
- b. Communications: Chair Bob McKinnon: Regarding the Mayneliner article for Feb., the Chair suggested a communications meeting on the 14th this week.

ACTION Notify Dianna

- c. Fire Department: Trustee Doug Walker – nothing to report-
- d. Finance Committee Trustee Cilla Brooke – away
- e. FOIPPA: Chair: no requests were received,
- f. Government Liaison: Chair: nothing further
- g. Health Centre & HC Association, Trustee Sharon Hinton discussed the long term Capital plan briefly and explained some items are noted on the Repairs list
- h. Fire Hall Committee: Chair reported that there have been delays due to a recent Geotech Engineer report. The ground beneath the Office portion of the new building will require engineered fill. The overburden has been removed and basically the ground is down to the construction level we want. He suggested it will be about 2 weeks before footings go in. We are late but still within budget parameters. Liberty is talking to BC Hydro regarding the power supply. The Chair discussed installing 600 amp transformer. The building permit has been received and posted. The steel has been bought, now that we have a building permit. The budget figures will be discussed in camera. The Surveyor will be here for the Excavations which must be done for the foundation.
- i. Human Resources Committee – Trustee Cilla Brooke left a report presenting the new Job Description for the Administrator which was

⁴ Minutes & Draft Minutes from Occupational Health and Safety Committee

⁵ Report David Rea (received by email following the meeting)

tabled to February.

j. Garbage Committee – Trustee Brian Dearden – absent - discussed under the Administrator's report.

k. Fire Fighters Liaison – Trustee Brian Dearden absent

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: none

NEW BUSINESS: none

NEXT TRUSTEES MEETING DATE/S:

Feb 16, 2015 - 9:00 AM Regular Board Meeting Location: HC Lower Floor

QUESTIONS FROM GUESTS:

The Chair asked for questions.

Dave Lindquist remarked that he appreciates the change of venue and thanked the Board. He then spoke about the website; that he considers it a great resource full of valuable content. However, he inquired about the missing Nov approved minutes and the Dec Draft minutes. The Admin explained the approval and posting procedure. That is, the draft minutes must be approved by a majority of Trustees before they can be posted. We try to avoid delays and will try for more timely posting in the future.

Dave Lindquist then asked if the Board could publish the Agenda a day or so prior to the meeting as the Island Trust does. The Chair said it would be taken under consideration.

Wayne Ming stated he saw that the lights in the temporary fire hall are on 24/7 and asked if they could be turned off now that days are getting lighter to save on power billings.

The Fire Chief replied that WorkSafe regulations require the area to be lighted continuously for safety reasons. We are using the most cost efficient lighting available. Our major cost for the temporary apparatus bay is heating, not lighting.

Tracey DeRousie commented that she is aware the truck bays must be lighted at all times.

Carol Munro spoke regarding her concerns about the garbage issue. She asked that the Improvement District take a more active stance or role on this issue rather than leave it to the Bennetts.

The Chair responded that he understands her concerns but MIID does not want to end up funding the solution, so at this time is working with the Private Operators and CRD for solutions.

Carol Munro stated that she felt MIID should be exploring options. She went on to state that 10% of the island population is over 75 and that number could double in 5 years. Her concerns include that no garbage pick-up is available, and she believes the green cone doesn't work. She asked that the MIID Garbage Committee explore all issues including taxation.

The Chair replied that we have explored the taxation issue in the survey done in 2012 and received a decidedly negative response from taxpayers at that time. At this time, we must work with the private operators; they must be able to have a profitable operation not a loss. If MIID is to operate a service we would have to provide the funds by taxation. He

remarked that he understands the concern and promised that MIID will provide further information to the community as soon as possible. He asked Carol to please feel free to ask for updates.

Trustee Hinton stated that she agreed with the concerns regarding seniors.

Tracey DeRousie stated she understood John Griffin would do a pick-up by appointment.

The Chair repeated that the Bennetts need to have a base plan in place before the MIID takes a part and that the issues will be covered in the MIID article for February

The Chair thanked the public for coming

Guests left the meeting at 10:05 AM

IN CAMERA

MOTION

Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to go into "In Camera session"

CARRIED UNANIMOUSLY

Following the In Camera portion of the meeting the Board Meeting was reconvened:

MOTION

Trustee Sharon Hinton moved and Trustee Doug Walker seconded the motion to reconvene the General Board Meeting

CARRIED UNANIMOUSLY

NEW BUSINESS

MOTION

Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to lift the Motions passed in the "In Camera session" to the general meeting.

CARRIED UNANIMOUSLY

Excerpt from the minutes of the In Camera Meeting Jan 12, 2015:

"MOTION

It was moved by Trustee Doug Walker, and seconded by Trustee Sharon Hinton that Staff will post the agenda on the website after it is approved by the Chair, when practical.

CARRIED UNANIMOUSLY"

ADJOURNMENT:

The Meeting was adjourned at 11:15 PM by motion made by Trustee Doug Walker

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

Mayne Island Improvement District

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Finance Report - MIID Board Meeting 2015-01-12

Attached:

-2014 Yr. End B.Vs A. Draft

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at December 31, 2014		
	# of Prop's	Amount
Current Yrs Penalties incl.	184	3,376.90
Current Arrears Interest and penalties incl.	23	493.23
Delinquent Arrears Interest and penalties incl.	0	0.
Credit Balances	41	(1,106.14)
Net Owing		2,763.99

Summary:

Instead of the usual Budget vs. Actual report, I have attached a year-end comparison report with adjustments. This report will be easier to reference year-end figures. This is a draft report, as many year-end adjusting journal entries are yet to be completed.

I have brought with me today the updated Firehall Construction Project binder for all trustees to reference with a brief summary attached for discussion.

The year-end procedures are well underway therefore; my time is focused on closing our 2014 year.

Respectfully,

Katherine Somerville

January 7, 2015

Mayne Island Improvement District

Administrators Report Board Meeting Jan 12, 2015

HC Premises:

The list of planned or required work is attached, copy to the Board and Chair, MIHCA. The old carpet in the downstairs hallway has been replaced by vinyl sheet flooring.

VIHA (IH) Lease:

The original lease was divided into two at their request for their administrative purposes. They were signed and returned to us in mid-December. We have sent an invoice for \$2,250 outstanding under the terms of the new lease(s). Our negotiation resulted in an increase to double the amount previously being paid. The additional amount is to provide rent for the premises of the Nurse Practitioner and Home Care Nurse.

Strategic planning. Health Centre:

Although further planning will be done at the time of budget planning, I'd like to meet briefly with the Committee (Finance Officer, Trustees Hinton and Brooke and Lindsay Allan, Chair MIHCA) to discuss the type of bollard to be installed. That is: "traffic control" or "building protection". The cost difference is significant – approximately \$4000- so it is important to determine the purpose.

New Fire Hall Water System:

The "discovered" well has been de-commissioned. "Water Source" approval for our two new wells has been granted. Once the formal letter is received from VIHA it will be forwarded to Liberty for the water system design and Tenders. An application for Waiver or Construction Permit will have to be made with the plans and details of the water system proposed, including water treatment.

CRA Charity Status - approved

MIVFFA – Lease Amendment for property incursion is waiting for the Surveyor to attend. Their Insurance expired Oct 25th and we do not have a cover note for renewal at this time.

Garbage – A telephone conference call took place Dec 23, between the Administrator, Trustee Dearden, Chair McKinnon, Fred and Rose Bennett and CRD representatives including Tom Watkins, Larisa Hutcheson and CRD Director, SGI, Dave Howe. Several concerns were discussed. Mr Watkins assured the MIID and the Bennetts that fines would not be enforced immediately; that the Jan 1st date is a "soft" deadline. He explained that only chronic offenders would be fined. S Hutcheson and Director Howe will look into the availability of grants to establish a garbage handling process. The CRD Staff agreed to send a letter to all households on Mayne. (NOTE The letter was placed in mailboxes on Mayne Dec 31st)

FAQ's – No requests have been received.

G. D. Wise
January 8, 2015

Mayne Island Fire Rescue



Fire Department Report for December 2014

Presented to the Improvement District Trustees - Monday, January 12th, 2015.

Emergency Call-Outs	Pagers	Apparatus	Responses:	12
• Dec 3 rd EMA-FR HLA-3-FR	(634)	-Eng2	633 Fire / All Page:	8% 1
• Dec 13 th Assistance - RCMP	(635)	-Eng2 -Utility1	634 First Responder Medical:	84% 10
• Dec 14 th EMA-FR BLS-3-FR	(634)	-Eng2	635 Duty Page:	8% 1
• Dec 15 th EMA-FR BLS-2-FR	(634)	-Eng2	Total Personnel Hours:	169.5 hours
• Dec 15 th EMA-FR BLS-3-FR	(634)	-Eng2		
• Dec 15 th EMA-FR HLA-3-FR	(634)	-Utility1	Heliport: BC Air Ambulance:	0*
• Dec 16 th EMA-FR BLS-3-FR	(634)	-Eng2	*does not include unreported BCAS helicopter flights	
• Dec 16 th EMA-FR HLA-3-FR	(634)	-Eng1		
• Dec 20 th Assistance - BCAS	(634)	-Eng2		
• Dec 27 th EMA-FR BLS-3-FR	(634)	-Eng2		
• Dec 28 th EMA-FR BLS-3-FR	(634)	-Eng2		
• Dec 31 st Structure Fire Res	(633)	-Eng2 -Eng1 -T3		

December response hours: **UP 78 ½ hrs** (Nov: 91hrs)

Fire Prevention & Public Education / Community Events

Decked out in their full gear, Firefighters and the Mayne Island Lions greeted the Santa Ship on Saturday Dec. 13th. It was unfortunate we were not able to participate in the Christmas Light Parade on December 20th due to being out on a call late that afternoon.

Community Events:	1
Community Events attended:	
- Lions Santa Ship Dec 13 th	1
- Christmas Lights Parade Dec 20 th	Missed

Fire Practice, Training & Continuing Education

Practice sessions saw the membership practicing putting on their turnout clothing to meet the 60 seconds benchmark, including use of the seat mounted SCBA on Engine 2. Other practice topics included our high volume portable pumps and a general firefighter knowledge exam. Each month three First Responder practices are scheduled to provide an opportunity for members to maintain skills levels in all aspects of the fire service disciplines. The five base service levels and related disciplines are: Fire Suppression, Emergency Medical Aid, Rope Rescue, Auto Extrication, & Hazmat. Firefighters are required to maintain their skills in all fire service disciplines each and every year.

Fire Practice Hours:	96.5
Total Practice Session hours:	96.5
On-Island Supplemental training:	0
Off-Island Supplemental training:	0

Two members attended and successfully completed their air brakes endorsement. They're looking forward to receiving instruction and practice driving the apparatus in anticipation of being cleared to drive code 3 response once they have completed many hours of practice and evaluations. The staff Officers will be taking the accredited Fire Officer 1 course on Pender Island in 2015. This certificate course is now a requirement for staff Officers including the fire chief. At least one Captain will be on duty at all times during the 12 course days to ensure Mayne Island has the continuous service level that's expected of their fire department.

Personnel

Our membership level is down by one for a total count of 24; However our current membership consists of 17 level 1&2 firefighters and seven Fire/Rescue Auxiliary members. This represents an increase of five formally trained and qualified firefighters - exceeding our goal for the minimum of 15.

Total Responding Personnel:	24*
Hot Zone Firefighters:	17
FFPA 1001 FFII accredited:	9
FFPA 1001 FFI, equivalent	8
Recruit firefighter:	0
Auxiliary Firefighter:	7
FF Auxiliary:	7
On Approved leave:	0

Although our recruiting drive did not realize successful firefighter applicants, we will be conducting interviews with Fire/Rescue Auxiliary applicants in January. On the topic of firefighter recruits, it's interesting to note that Pender Fire/Rescue also is without any applicants this year. With completion of the firehall project, we're anticipating for a successful recruiting for the class of 2016.

*includes recruits and members away on leave of absence

With his promotion to Captain, effective January 1st, Eric Rice is qualified for the position and looking forward to gaining experience in his additional roles and responsibilities as Captain. Thank you to the MIID Board members for your final approval of his promotion.

Mayne Island Fire Rescue



Apparatus and Equipment

An unanticipated repair to Tender One's door was completed in late December to fix a sticking latch release mechanism. This safety issue repair has put vehicle repairs over our annual budget amount for vehicles, however Katherine will report on this and additional unbudgeted revenues received throughout the year.

We recently acquired the snow blade for Utility 1 under the vehicle additions and upgrades budget line. This addition to Utility 1 was planned for during the annual budget process to ensure the fire department was capable of maintaining snow removal for the fire department, health centre drives and parking and the helipad. This now enables the staff to maintain control of timing and equipment required for effective and timely removal of snowfall from these critical locations. The equipment was installed by myself, so as to not incur any additional costs other than the initial purchase.

All other apparatus and equipment are operating as normal. General maintenance and repairs are being done by staff officers more often as they become more experienced and familiar with the maintenance and minor repairs to our specific equipment.

Annual Apparatus service consisting of oil, filters, general service and inspections will be done in the new year's maintenance cycle by Mike of Village Bay Repairs, followed in February and March with the required annual pump service and CVSE vehicle inspections.

I'm currently reviewing our anticipated equipment purchases for 2015 as we need to cycle out some of our older Scott SCBA air packs to maintain compliance with NFPA and WCB for current code requirements, including hose and other equipment replacements.

Operations and Administration

The Fire Department is steadily improving the level of skill and competency with our initial training program, continuing education courses, and regular practice sessions. I'm pleased to report we're going into the new year with 17 formally trained Firefighters, compared to 12 Firefighter level 2 members at the same time in 2014. This is an increase of five formally trained members of the department, thereby significantly raising the collective skill and level of service the department is able to deliver to the community. Our ultimate goal for the level of service is that "when you call 911 for help, someone will show up who knows what to do", regardless of who those firefighters are.

Throughout 2014, our staff officers have taken on more responsibilities and tasks; with the appointment of Eric Rice to Captain, Officer level training courses and good long-range planning, we'll see more sharing of administrative roles and responsibilities between the two staff Captains and Fire Chief for consistent delivery of services during absences of any one or two of the staff officers such as during day trips or extended vacation times.

Now that the firehall project is underway and the fire department has settled into the temporary accommodations, we will be conducting a thorough review and update of our SOG's through the winter months to bring our operational guidelines up to date with current regulations and operational modes available to us. Included in the 2015 goals is a development of written policies and procedures for inclusion in our SOG's book; including code of conduct guidelines and written policy to establish the disciplinary process for all members of the fire department, as well as a policy for commendations to recognize deserving individuals.

Preliminary numbers for our 2014 January to December fire department call to action by pager tone are showing as 111 total, of which 27 were non-emergency or public assistance calls; the remaining 84 being emergency calls attended. This is an overall increase of six calls in the year 2014 compared to 105 in the year 2013.

A handwritten signature in black ink, appearing to read "S. DeRousie".

Steven DeRousie,
Fire Chief

MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
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