

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, Nov 18, 2013
Location: MIFRS Fire Hall Meeting room**

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

PRESENT: Trustees: Bob McKinnon, Gary Akey, Sharon Hinton, and Doug Walker by telephone connection
Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie, Captain Kyle Stobart

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie; Cilla Brooke, MIHCA

ABSENT WITH NOTICE: Trustee Dean MacKay; Finance Officer: Katherine Somerville

AGENDA – Additions, Approval

MOTION Trustee Gary Akey moved and Trustee Sharon Hinton seconded the motion to approve the agenda. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION Trustee Sharon Hinton moved and Trustee Doug Walker seconded the motion to approve the Minutes from Board Meeting of Oct 21, 2013 as circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Hall Liberty Contract- Fire hall Steering Committee, Trustee Akey – the topic was deferred to the committee report later in the meeting agenda.
- b. BCAS Emergency Generator connection - 3 pole transfer switches for fire hall & BCAS -Trustee Akey reported that two people will be attending this week to review & examine the connection to make sure that the pricing is correct.
- c. List of Contact numbers from HC & MIHCA – The Administrator reported that Cilla Brooke has provided the needed information.
- d. MIHCA & Sally “walk through” HC re: Maintenance- The Administrator reported that she attended the Health Centre with the Cleaner and with Sally Manson and Dave Rea. She measured rooms and examined various items of repair or maintenance. A report has been provided to Trustee Hinton and the Chair.
- e. ER Expansion– Final report, plans, certificates, documents and letter to come from MIHCA- Administrator reported that Cilla Brooke has provided the MIHCA letter and invoices required by our Auditor, however, reported we still need plumbing and electrical drawings to assist with ongoing maintenance and any possible renovations in the future. Trustee Akey explained he did send the electrical drawings and will email the folder again.. We are still missing the final inspections and certificate. Trustee Akey explained he thought they were to be sent to Bob Irving or Aaron Somerville.

f. Container for Equipment to comply with WorkSafe BC Requirements: The Fire Chief provided a report¹ to the Trustees including quotes for a container. The Chair stated that Trustee MacKay has sent an email to Trustee Akey offering to lend, for approximately one year, a container in mid-January. He also suggested storing some equipment in his barn. Trustee Walker asked if the Fire Chief was aware of this offer. A discussion took place with the Chief explaining the requirements under WorkSafe BC. The Chief is not comfortable with moving equipment off-site to a neighboring barn. He also mentioned that he was not aware of the change in Trustee MacKay's plans as Trustee MacKay had previously stated the container would not be available. Also, we would have no option should Trustee MacKay require the container with little notice. The discussion then covered the length of time the unit would be available to the Fire Department. Trustee Hinton asked if a written agreement would solve the problem of how long Trustee MacKay would lend the unit. The Administrator pointed out that there must be a rental agreement rather than a casual loan if the Improvement District insurance is to be extended to cover the unit while on site. Trustee Walker also believes Trustee MacKay will be agreeable to a rental agreement to lend the unit. The cost of the shelving will be our only cost. The Chair stated he is concerned to be as cost effective as possible and is in favour of waiting for the container from Trustee MacKay. The Chief explained that the situation is urgent and expressed his concern about waiting until mid-January; however, he will work with Lt. Rice this week to re-organize the equipment to maximize the space available until a container is delivered. After further discussion, the Board decided to wait for the container from Trustee MacKay. The Chief asked if for any reason we are not able to rent Trustee MacKay's container, will the Board provide permission to purchase one. The Administrator pointed out that the Board passed a motion last month to purchase a container and shelving for \$6000.

MOTION Moved by Trustee Walker and seconded by Trustee Sharon Hinton that MIID purchase shelving at the cost of \$2,038 and that the Board confirm a rental agreement with Trustee MacKay for a 20' container on loan from Jan 2014 to a date agreeable to both parties.

CARRIED UNANIMOUSLY

g. Winter protection enclosure for Tenders: Further to information from the last Board meeting, a report² was distributed by the Chief. Trustee Walker asked the Fire Chief to speak on this report. The Fire Chief added comments and details. Trustee Walker asked about the gravel parking pad. The Chief explained that the tent structure needs to be a flat grade from corner to corner. The heavy truck needs to have a good road base to park it properly. The Chair asked if there is an allowance for a culvert. The Chief stated it is included. There was then a discussion regarding closing in the "lean-to" for Tender 3. The Chief explained there is a difficulty since the person-entry door into the ready room is inside the front of the lean to. The Chief explained he does not know how to enclose it at this time. Trustee Hinton asked if it could be looked into. Trustee Akey stated he feels an inexpensive way of closing the lean-to is a good solution for a temporary shelter for the few days it is required in winter. He explained if MIID builds a new hall the structure would be demolished. If the referendum fails, tents aren't workable anyway and MIID still has to find another solution for sheltering the trucks, possibly a steel garage. Trustee Walker asked the chief if he had any suggestions for the lean to. The Fire Chief explained he does not have any specific suggestions for the lean-to but requested the Board to make a decision today regarding the tent, and the lean-to solution, so that he can do more research. Trustee Walker asked what was done

¹ Shipping Container Acquisition

² Temporary Truck Storage

last year. The Fire Chief explained that Mayne Island only had 3 days of freezing last year and that no damage was done to Tender 3 in the lean-to, but there was freezing damage to a pump for the Water storage tank, used to fill the Tenders and a ball-valve in it had to be replaced. He then explained that Tender 1 will require heat in the tent due to its configuration and on-board pump. He has considered various methods of "winterizing" the vehicles including RV antifreeze but explained the alcohol content makes that a poor suggestion. The Chief has determined that the specified tent will take 8 weeks to deliver. He recommends finding a way to close in the lean-to to protect Tender 3. The Chair suggested even if a referendum for a new fire hall fails, a permanent structure for vehicles could be constructed on the site suggested for the tent. If it passes, temporary accommodation is needed and the site could be used. Trustee Hinton asked about plans and a permit and how long site preparation would take. The Fire Chief replied the electrician would take out the only permit required; a building permit is not required. Site preparation will take a day. A further discussion was held regarding the lean-to, tent, electrical work required and heating. Trustee Walker asked if the heaters in the tent will be sufficient since there is no insulation, and questioned the amounts allowed for gravel and electrical. The Chief is confident the electrical estimate is sufficient and explained that thermostats would be set to keep temperatures just above freezing, although that will incur increased Hydro costs. He explained he will obtain 3 quotes for the graveled area but does not have time to tender the work for bids. The Chair agreed. The Fire Chief then explained that we will have a problem heating the lean to area, as there is no electrical load left in this building for heating. Possible considerations are a small plug-in heater or a propane heater for the lean-to. Trustee Walker would like the lean-to solution further studied but is ready to decide on the tent and installation.

Trustee Hinton asked if the tent(s) could be sold when the District is finished with them. The Chief explained there is a market; however, likely the best market is off-island. He explained the tents could last 10-15 years so they could be useful for some continued. Temporary use. He also gave details on anchoring the tent and the placement and orientation considering the heliport. The Chair asked about costs to install the tent. The Fire Chief would ask fire fighters to assist raising and installing the tent. The Chair asked for a motion.

Trustee Walker suggested he is prepared to make a MOTION to purchase the tent and install as presented in the report from the Chief for \$15,237. There was no second for a motion at this time.

The Fire Chief stated that the only thing not included in the presentation was the delivery cost. The Chair asked how much would shipping costs be and the Fire Chief replied that he did not know. Trustee Walker suggested rounding up the amount to include shipping. The Fire Chief reminded the Trustees that we will get GST back. The Chair asked the Trustees for their reasons for not seconding.

Trustee Akey stated he has difficulty seconding the motion because he feels they are making decisions at the last minute in crisis mode.

The Chief stated that if no shelter is approved he will need a directive from the Board to empty the Trucks outside to protect them from freezing. He explained that he cannot order trucks emptied under the Fire Underwriters mandate for accredited Fire Departments.

The Chair clarified this request.

Trustee Hinton explained she would like the shipping costs included before she can second the motion. She also stated she doesn't understand where the funds would come from to pay the bill. The Chair and Trustee Walker suggested modifying the motion to \$16,000, which would then include shipping and miscellaneous costs. A discussion took place explaining the difference between budgeted amounts, operating and reserve funds.

Trustee Akey stated he will second the motion under duress for the sake of the islanders and for fire protection. He suggested the company in Abbotsford (BW) also be approached and he wants to see competitors pricing and also wants to see the 3 quotes for site preparation be handed in.

Trustee Walker asked Trustee Akey if \$16,000 would cover any shipping costs.

Trustee Hinton asked that shipping costs be included in the motion.

MOTION Trustee Doug Walker moved and Trustee Gary Akey seconded that the Board accept the report and authorize the Chief to purchase the Tent and site preparation as presented to a maximum of \$16,000. **CARRIED UNANIMOUSLY**

Trustee Walker then asked that the Chief be directed obtain information on closing in the "lean-to". The Board members agreed more information is required

h. Sale of Tender 2: The Fire Chief provided a report³. Trustee Doug Walker reported that he and the Fire Chief spoke regarding this issue. Trustee Walker agreed with the Chief that the vehicle should be sold as soon as possible. He asked the Chief to speak and provide details to his written report. The Chief explained that sending a vehicle to the auction will at the very least ensure that it will be sold; it will not be left waiting for a buyer. Advertising on eBay or other internet lists will require staff time and a method to accept payment and deal with offers, bids, etc.. Also buyers may not wish to attend Mayne Island to look over the vehicle. The other option suggested was to donate the truck. A discussion took place regarding the disposition of the vehicle including whether the tires purchased last year should be removed. The Chief explained that no-one on Mayne can remove the tires. The topic of the disposition of vehicle called "Rapid Attack" also took place briefly. The Chief has also provided a recommendation to sell this unit in his supplemental report on the Pilot Project⁴. The Chief explained that the "rapid attack" vehicle should be sold separately from its pump, which is a valuable piece of equipment. The Chair asked that the matter of disposition of vehicles be left to Trustee Walker and the Fire Chief at Trustee Walker's return from California in 10 days. The Chair repeated that both vehicles should be disposed of as quickly as possible.

The Chief asked if the Board had any thought of donating Tender 2. The Chair felt since there is no Tax advantage to the Improvement District, it is not likely. The Fire Chief asked if he should ask for public opinion. Although the Chair agreed, Trustee Akey disagreed with approaching the public for an opinion. The Chief then asked if he should further research the method of donating to Firefighters without Borders for the Trustees. The Chair summarized that the work will be done by the Fire Chief and Trustee Walker after due consideration and a report presented to the Board with their recommendation. He also said that we need to minimize as much as possible, the burden on taxpayers. He promised the Board will make a rapid decision if it is required due to offers received or other considerations.

i. Report from Fire Chief re: placement of signs⁵ was presented by the Chief. The Chief's recommendation was made in the interest of Staff time required to service signs, and most effective delivery of information. The report was accepted by the Board after a short discussion.

CORRESPONDENCE:

³ Sale of Equipment

⁴ Interim & Supplemental Reports on Pilot Project

⁵ Report on Fire Danger Sign Locations

The reply to a petition received last month (Oct 21, 2013) was briefly discussed.

FINANCE REPORT – Katherine Somerville, Finance Officer – Katherine provided the Trustees with the monthly financial information prior to her leave. The Administrator reported that some bills are outstanding and not reflected in the expenses on this report, but the report next month will be up to date. There are 10 properties with taxes unpaid for 2 years. She asked for questions which will be given to the Finance Officer for next meeting. None were asked.

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

REPORTS

a. Management: Chair: The Chair reported he met with the Administrator and Interim Health Centre Premises Manager to discuss work methods and priority setting. Trustee Akey and he are in the process of preparing a package for the Board regarding the taxation method for the new fire hall in order to make a decision as to taxation by Parcel Tax or Property Value (Assessment) by the next Board meeting. They also continue to work with Liberty to move forward

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

b. Administrator's Report: Gerrie Wise provided her report⁶ attached and asked for questions. She added that she has completed the contracts for the Health Centre Cleaner and the Premises Maintenance Manager and conducted two inspection tours of the Health Centre. The Ad for the Premises Manager is on the website and will be published in the December Mayneliner. The renewal of the VIHA lease was discussed briefly and the Administrator also wrote BC Emergency Health Services and the Ministry on October 23, 2013 to provide 60 days notice to reclaim the land as agreed in the BCAS lease.

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

c. Fire Chief's Report⁷ - attached as corrected (date changed to October) - was presented by Fire Chief Steve DeRousie who added comments regarding the recruitment program which presently has had several applications picked up but only two completed and submitted. Lt Eric Rice has been hired to fill the new position. The last ad and closing date for recruitment will appear in Dec 1 Mayneliner. Next year the Training will take place on Pender Island.

d. Dry Hydrant Report was given as part of his report by the Fire Chief. He reported that work is continuing on the 2nd dry hydrant. This pond will provide over 300,000 gallons (Imperial) fire fighting water. The Highways Department required a guard rail installed at the dry hydrant at 500 Horton Bay Rd. The Chief has done most of the work himself to save on costs since he is salaried and contractor costs are not incurred.

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

⁶ Administrator's Report

⁷ Fire Chief's Report

- e. Report from Occupational Health and Safety Meeting –minutes are kept on file in a binder in the Administration Office. The Oct minutes were provided to the Board. The Fire Chief explained the reference to filters in the minutes.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to receive the OHS Reports. **CARRIED UNANIMOUSLY**

- f. MI Health Centre
 - i. Health Centre Operations Report – The Administrator has met with Cilla Brooke, representing MIHCA, and Sally Manson to develop a maintenance program. A list of repairs required and their priority was established and the report was given to Trustee Hinton and the Chair. Long term solutions still need to be worked out for parking and landscaping and a longer term budget plan for painting, flooring, and HVAC. A new sign which was approved by MIHCA and the MIID Chair has been ordered. Disabled Parking signs and curbs at the west end of the building have been installed. The Fire Chief and the Administrator were called out on Saturday by Price’s Alarms due to a mal-function in the phone line utilized by the alarm system. The phone line has been repaired and the Alarm System reset.
 - ii MIHCA Liaison⁸: Cilla Brooke will be standing in for Lindsay Allan, Chair of MICHA, as Lindsay will be very involved with their new computerized Electronic Medical Records System (EMR). MICHA held a very successful flu shot clinic earlier in November. The wiring goes in this week for the EMR. Basic first aid course will be held this week. Their survey of consumer computer use is completed and they hope to provide services as indicated by the results. VIHA has now released their Rural Services Report. MICHA hopes to add services which VIHA will not be providing as indicated in their report. The letter and invoices for the ER Expansion have been given to the Administrator

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

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton advised she had nothing to report at this time.
- b. Communications: Chair Bob McKinnon:
 - i. Chair indicated the Report on Website Statistics⁹ for Sep and Oct was provided by Steve DeRousie.
 - ii. Mayneliner Article for Dec 1, 2013 (deadline November 20th)
The Chair will draft the article and circulate to the Board, and then to the Administrator. Trustee Doug Walker asked that the parking area for the tent be explained as required whether or not the referendum is passed.

NOTE deadline for Jan 2014 is Dec 10th

ACTION NOTE: Administrator will contact the Mayneliner to add the Dec and January Board meeting dates to the Mayneliner Calendar and will forward the article from the Chair.

- c. Fire Department: Trustee Doug Walker asked the Chief to report on the Pilot

⁸ Report from MIHCA Chair

⁹ Website Report

project using Engine 2. The Chief replied that Engine 2 has responded to 5 calls – 4 as 1st Responder. The public does respond very positively, pulling over to provide safe process. The Chief’s recommendation is to cease using “Rapid Attack” and referred to the Supplemental Vehicle Report wherein he recommended a sale of that vehicle. If a further vehicle is required in the future, we should consider a SUV or pick-up not a “bush truck” such as “rapid attack”. At this time, an additional vehicle is not expected to be needed. A further report on the Pilot Project on using Engine 2 for 1st Responder calls will be made in time for the AGM in April.

d. FOIPPA: Chair: no requests were received

e. Government Liaison: Chair reported he communicated this month with the Ministry regarding preparing for the referendum.

f. Health Centre & HC Association, Trustee Sharon Hinton thanked Lindsay and Sally for showing her around the HC She also thanked Dave Rea for his contribution to the list. She is pleased with the new format they put together for repairs. Some things still need to be done. She mentioned where the repairs log binder should be kept and she had completed a Job description for the HC Maintenance Manager. Chair suggested Trustee Hinton work with the Administrator to finalize the job description. Cilla asked that MIHCA be included in the discussions regarding the job descriptions. The Chair asked that the Administrator, Cilla and Trustee Hinton get together. The final document will have to come to the Board for approval.

The Administrator asked when the interviewing for hiring the Health Centre Maintenance position will take place as the applications are due December 10th and the Interim arrangements are only until year end. Trustee Hinton referred the question to the Chair, who stated that the hiring process will be done by the Board; he as Human Resources could sit in on the process. He mentioned there could be a situation where no interviews are required if we hire the Interim Manager.

The Administrator asked both Trustee Hinton and Cilla Brooke if they could meet today following the Board meeting to review the job descriptions.

b) Fire Hall Steering Committee: Trustee Gary Akey reported that 2 references given by Liberty Contract Management Ltd. were checked and were very positive. The signed contract was returned to Liberty. Liberty needs timing. He contacted Salt Spring Administrator to determine if they had any thoughts regarding the failure of their referendum. They had no opinion as to specific reasons the referendum met defeat. They stated they were pleased with Tom Moore as Returning officer. The Chair also stated that the committee had spoken to Scott of Liberty to arrange a meeting in December to proceed.

c) Fire Department History Committee: Tracey DeRousie gave a short report on calendar sales. The calendars are available gift wrapped.

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

OTHER BUSINESS: The Fire Chief invited all Trustees and Staff to the annual Fire Department Christmas dinner Dec 14th at 5:00 PM at the Community Centre.

NEW BUSINESS none at this time

NEXT TRUSTEES MEETING DATE/S: Dec 9, 2013 - 9:00 AM Regular Board Meeting

QUESTIONS FROM GUESTS:

Tracey DeRousie asked: Now that the contract with Liberty is signed what are the next steps in the fire hall process?

Chair's reply: The Ministry has sent the Chair a list of the requirements to go to referendum. This list was sent to Liberty Contract Management and they have offered help to meet the list of requirements. We have not heard back from them at this time. We are going to touch bases and make sure we have everything. In the meantime, Liberty is working on a site plan and something to show the public what is planned. Before we go to the public, the Taxation method must be chosen, and the Trustees are meeting to consider the method.

The Chair stated he hoped the public meeting process will be started in January and the referendum to be held in March. However, it will not proceed until we have collected everything we need.

Cilla Brooke asked if the Chair had stated that the Trustees will choose the taxation method. The Chair replied that it is the Board's decision as to which taxation method will be used. He stated that he had received considerable input from the public. It is anticipated that no matter which method is chosen there will be unhappy people. If they don't agree, they will vote against the referendum. It is the Board's decision and it will be laid out for the public so they will know how much they will be asked to pay.

Captain Kyle Stobart asked when the Fire Fighters could see a site plan.

Chair replied that it will be available as soon as Liberty has it done.

Kyle then asked if MIID would make provision for a portion of the land for the firefighters building.

The Chair stated that no building will be provided for the firefighters as part of the fire hall replacement project but there will be a layout if you want to do something.

The Fire Chief asked if the Board can guarantee to make available a provision for a bare land lease for the firefighters as previously arranged. The Chair agreed.

Trustees Hinton and Akey stated that was not a commitment made by the Board, and that it is dependent on the site plan being prepared by Liberty.

The Chair agreed it depends on the site plan Liberty is creating, but he does want to be certain an allowance is made for that.

Captain Stobart stressed that the Fire Fighters depend upon the facility for team building Without that facility, I think we could lose Fire Fighters.

The Chair stated that the new hall as designed will be a lot more amenable to allow space for the Fire Fighters.

The Fire Chief feels strongly that the MIID Board needs to ensure a bare land lease will be available to the firefighters

Guests left the meeting at 11:26 AM

IN CAMERA: The Board did not met in Camera.

ADJOURNMENT:

The Meeting was adjourned at 11:26 AM by motion made by Trustee Gary Akey

Approved:

Bob McKinnon, Chair

Date:

Recorded and presented by: Gerrie Wise, Administrator

Mayne Island Improvement District

Administrators Report for November 18, 2013 – Prepared and circulated Nov 11 , 2013

HC Cleaning/Janitorial Services Contract: I have met with Bernadette to discuss the Board's request that she provide her own WorksafeBC coverage. She is looking into the process.

HC Premises: I have met with Sally Manson, David Rea (with the Chair), and Cilla Brooke to discuss repairs, ongoing maintenance and completions to the renovation and established a priority list. Since then, directions have been given to the temporary premises maintenance manager as well as purchase orders for various purchases as approved by the Chair. Contact list was provided by Cilla Brooke following our meeting. An ad will run in the Dec 1 Mayneliner and is already on the MIID website.

HC Water Problem: It was suggested the irregular test results could be caused by low residual chlorine and the chlorine pump was replaced. We have had two samples testing clear since and the boil water advisory was lifted. It was brought to our attention by MICHA that when water tests determine a boil water advisory, MIID must supply bottled potable water. This was noted should there be any occurrences in the future.

VIHA Lease expires: March, 2014 Negotiations for renewal should be diarized and considered. I have emailed VIHA Bill Relph but received no reply to date.

Tax Arrears: There are still eleven property owners who still owe 2012 taxes. They have been notified by letter in addition to the statements. One individual has property listed for sale but has moved. We have requested the listing realtor for assistance to locate property owner. We continue to follow for the one delinquent property now subject to Provincial forfeiture Dec 1st. The lawyer has been asked to diarize for follow-up with the Province and to register our claim with the Surveyor of Taxes in case of forfeiture.

Vadim (iCity) Software: We are editing our Tax Notice for more clarity. There are still some training opportunities we would like to take.

Other Upcoming or Outstanding Items as at Nov 11 , 2013

1. BCAS connection to the emergency generator at the Fire Hall (3-pole transfer switches)
2. HC Maintenance manager – finalizing position description, hiring
3. ER Expansion– Final report, plumbing electrical plans, certificates, documents and letter to come from MIHCA
4. Taxation Exemptions decisions– Foreshore leases
5. Assessment of locations for fire hazard signs

Mayne Island Fire Rescue

Fire Department Report



Report for October 2013

Presented to the Improvement District Trustees - Monday, November 18, 2013.

Fire Department Emergency Call-Outs

- Oct 13 - EMA-FR 2 - firefighters attending
- Oct 13 - Open Burn complaint - Chief responding
- Oct 19 - Fire Alarm Bells - Residential - 12 firefighters responding
- Oct 23 - EMA-FR (Walk-In pt.) Chief attending

Emergency Calls: 4	
First Responder Medical:	50% 2
Fire Page - All Types:	50% 2
Other Page:	0% 0
Total Callout Hours: 28 hours	

Now that we are in Fall Season as of September 22nd the number of residents and visitors is down, Emergency Medical Aid - First Responder calls have seen a significant reduction from summer numbers from 6 to 2. This appears to be typical cycling. Burning of green pine on a poor venting day causing significant irritating smoke prompted an individual to report possible prohibited materials burning to our dispatch. Investigation of the fire could not find any trace of petroleum products and it is believed the tree sap and poor venting conditions contributed to the noxious smoke. The occupant was advised to read and follow the burning permit instructions prior to subsequent burning.

The Fire Alarm Bells on October 19th was downgraded to false alarm - good intent prior to arrival at the location. The department responding code 3 lights and sirens received the cancellation while going through the downtown core. The department stood down and returned to quarters.

At 5:30 pm October 23rd a gentleman walked in to the Chief's office with a laceration to the hand. The Health Center was closed and empty at this time so BC Ambulance was requested at the Fire Hall and the patient was attended to by the medical staff at the Health Center.

Public & Community Event

Two Firefighters participated with the RCMP at the Mayne Island School anti-bullying program. On October 31st the firefighters hosted the annual Kids Halloween Party at the Fire Hall complete with a fantastic haunted house.

Community Events: 2	
Community Events attended:	
-RCMP anti-bullying program	
-Kids Halloween Party	

Fire Department Training & Practice hours

The NFPA 1001 training course in October finalized the classroom work and theoretical knowledge to prepare the students for the Live Fire weekend of November 8-10th.

Training & Practice Hours: 321.5	
Total Practice hours:	137.5
On-Island Supplemental training: NFPA 1001	112
Off-Island Supplemental training: N/A	0
Work Experience Volunteers:	72

Fire Department Personnel as at 31-Oct-2013

No change to membership. Our numbers remain at 23 total personnel. There have been minimal response to the recruit firefighter advertising with two applications received to date. (nov 11/13)

Total Personnel: 23	
Hot Zone Firefighters:	15
NFPA 1001 I&II accredited:	5
Firefighter I equivalent:	5
Probationary firefighter:	5
Auxiliary Firefighter:	8
Auxiliary firefighters:	7
support crews:	1

Fire Department Apparatus and Equipment

Engine 2 was placed in service at 6pm on October 20th following the loading of the basic required equipment. This included the 4 inch hose we were waiting for, and the mounting of equipment on the truck. I spent most of that weekend transferring equipment from Rapid Attack and Tender 2 to the new Pumper, leaving the First Responder medical equipment until the last which was completed at 5:30 pm on Sunday October 20th.

Mayne Island Fire Rescue

Fire Department Report



As mentioned in my special report to the Board, the reconfiguration of the truck bays in order to accommodate the larger Engine 2 where Engine 1 was formerly parked; and the relocating of Engine 1 the truck bay number 3, the fire hall and work areas are again overcrowded. The overcrowding of the fire hall work areas and worker passageways are in contravention of the order given to MIFD by WorkSafe BC on October 8th 2009.

It is my recommendation to the Board - to improve worker safety and to prevent further orders from WorkSafe BC; a third container be purchased immediately to facilitate the relocating of the hose racks and other boxed items out of the fire hall work areas and walkways and into an outside storage container.

The relocation of trucks in the fire hall with the addition of Engine 2 has forced Tender 1 outside, joining Tender 3 which is only protected by the lean-to. With winter weather on the way, my concerns are for the potential freezing of the trucks that are outside. Although the previous practice has been to empty Tenders of all their water during winter, as your Fire Chief I feel this practice is and has never been acceptable.

To maintain our level of fire response capabilities to the community, I request heated tent shelter large enough to house both Tenders be purchased and erected on a graveled parking area to be placed between the Ambulance building and the generator, as shown in Liberty's drawings immediately.

Fire Department Operations and Administration

I mentioned in my previous report the second Dry Hydrant inlet screen and pipe have been installed in the pond on Campbell Bay Road. We are now awaiting the custom galvanized culvert to arrive in order to construct the pull off. The Pond is now up to a usable level and is expected to provide approximately 300,000 imperial gallons of firefighting water upon completion.

I am pleased to report Firefighter Eric Rice has been hired to fill the part-time Officer position - to begin Wednesday, November 20th. This position will be highly operational in nature to assist the Chief and Captain accomplish many of the daily tasks improving the efficiency of operations and the general upkeep of equipment, building and grounds. This part-time position also provides full continuity of staffing and emergency response service levels during regular days off.

Highlights for September

- Oct 1st Backyard burning opened on October 1st with 120 permits being sold in the first week.
- Oct 9th Fire Department 50th anniversary fund raising calendar proofed and sent to printer.
- Oct 10th Demo 'Turbodraft' water supply device from Rocky Mountain Phoenix - South Galiano VFD Chief attending.
- Oct 15th Captain Stobart picked up the Hi-Vol supply hose for Engine 2 which was loaded on the truck that day.
- Oct 16th I attended the CWPP meeting at the Central Saanich new Fire Hall on Keating X-Road
- Oct 20th Firefighters attending driver competency evaluations on Engine 2 - drivers approved on Engine 2
- Oct 20th Engine 2 placed in service at 6 pm with Firefighters notified with a message on their pagers.

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

Steven DeRousie,
Fire Chief | LAFC | Heliport Manager

MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com

Smoke Alarms Save Lives - Have You Tested Yours?

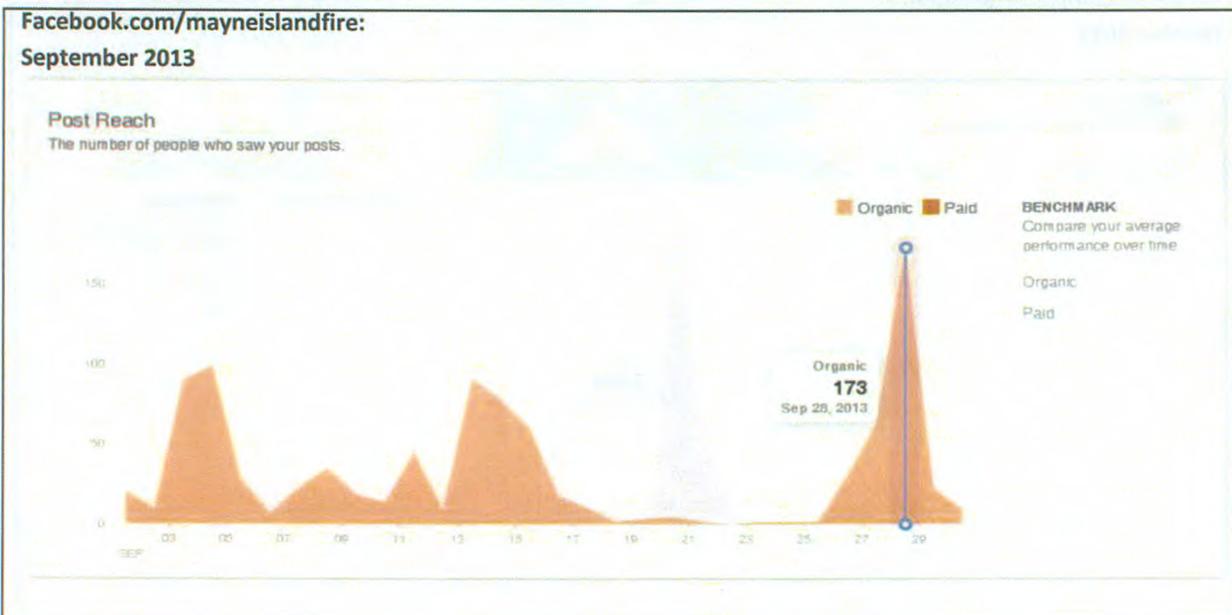
Mayne Island Fire Rescue Fire Department Report



Website Report October-13

mayneislandfire.com					
Reported period	Month Sep 2013				
First visit	01 Sep 2013 - 00:47				
Last visit	30 Sep 2013 - 23:58				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	408	965 (2.36 visits/visitor)	1,640 (1.69 Pages/Visit)	29,065 (30.11 Hits/Visit)	893.41 MB (948.03 KB/Visit)
Not viewed traffic *			1,695	8,469	197.94 MB

miidonline.com					
Reported period	Month Sep 2013				
First visit	01 Sep 2013 - 02:34				
Last visit	30 Sep 2013 - 23:19				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	143	222 (1.55 visits/visitor)	527 (2.37 Pages/Visit)	2,302 (10.36 Hits/Visit)	521.99 MB (2407.73 KB/Visit)
Not viewed traffic *			1,917	5,269	571.46 MB



MAYNE ISLAND FIRE RESCUE
520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com

Mayne Island Fire Rescue

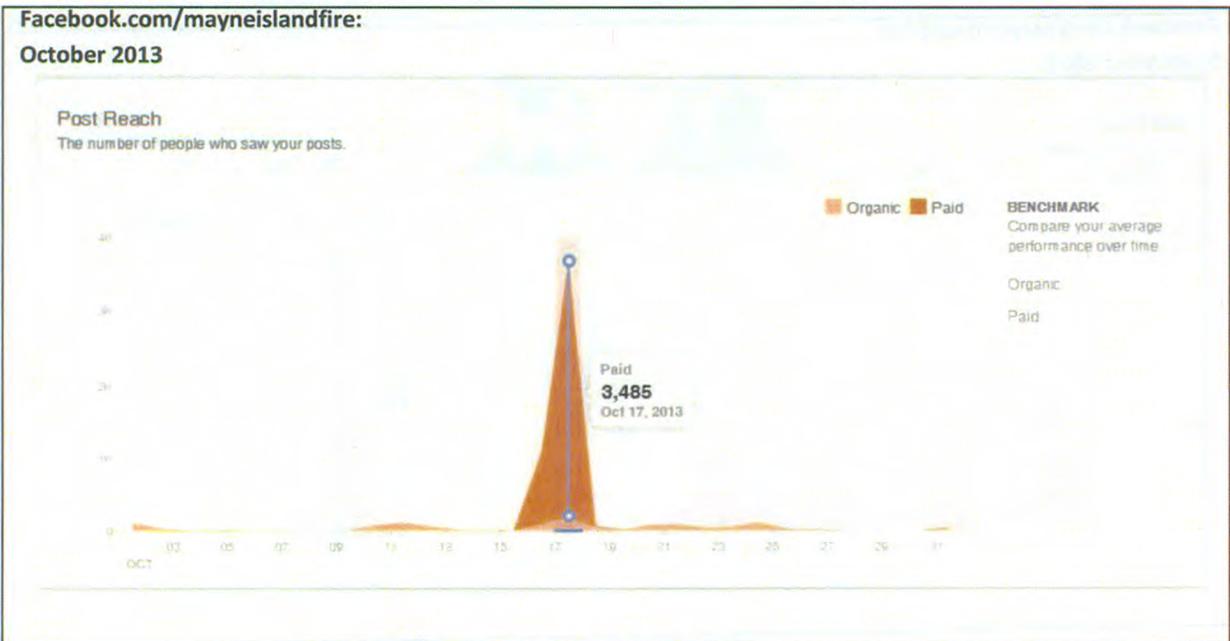
Fire Department Report



Website Report November-13

mayneislandfire.com					
Reported period	Month Oct 2013				
First visit	01 Oct 2013 - 01:06				
Last visit	31 Oct 2013 - 22:49				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	407	805 (1.97 visits/visitor)	1,402 (1.74 Pages/Visit)	20,121 (24.99 Hits/Visit)	769.16 MB (978.41 KB/Visit)
Not viewed traffic *			1,936	6,604	204.27 MB

miidonline.com					
Reported period	Month Oct 2013				
First visit	01 Oct 2013 - 00:53				
Last visit	31 Oct 2013 - 22:52				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	163	276 (1.69 visits/visitor)	576 (2.08 Pages/Visit)	2,261 (8.19 Hits/Visit)	776.77 MB (2881.93 KB/Visit)
Not viewed traffic *			1,357	4,567	542.56 MB



MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com