



## **Mayne Island Improvement District**

### **Meeting of the Board of Trustees**

**Date: Tuesday, Dec 6, 2016**

**Time 1:00 PM**

**Location: Meeting Room, Fire Hall, 520 Felix Jack Road**

#### **CALL TO ORDER:**

The meeting was called to order at 1:00 PM by Trustee Sean Skiffington as Chair

#### **PRESENT:**

Trustees: Brian Dearden, Sean Skiffington, Bob Soper; Dereck Atha

Staff: Corporate Administrative Officer (CAO): Katherine Somerville;

Recording Secretary: Gerrie Wise; Acting Fire Chief: Captain Kyle Stobart; Captain Eric Walker

#### **GUESTS, MEMBERS OF PUBLIC PRESENT:**

Bill Jamieson

#### **AGENDA – Additions, Approval**

The CAO and Acting Fire Chief had items to discuss In Camera.

The Acting Fire Chief wished to have the Board approve Appointments to the department.

**MOTION** Trustee Brian Dearden moved and Trustee Dereck Atha seconded the motion to approve the agenda as amended. **CARRIED**

#### **PREVIOUS MINUTES OF BOARD MEETINGS:**

**MOTION** Trustee Dereck Atha moved and Trustee Brian Dearden seconded the motion to approve the Minutes from the Board Meeting of November 8, 2016 as circulated. **CARRIED**

#### **BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:**

a. Tax Sale: The CAO announced that the tax sale will be held here at 1:00 PM, December 14, 2016 and that to date payment has not been received.

b. Formation of Committee: Firefighters Communication: Trustees Brian Dearden and Bob Soper

**MOTION** Trustee Bob Soper moved and Trustee Dereck Atha seconded the motion to form the committee as per the Terms of Reference<sup>1</sup> as amended today. **CARRIED**

Appointment of Members to this committee was discussed briefly with Trustees Soper and Dearden volunteering at this time and tabling naming the other Members until the Firefighters have been advised and volunteers requested.

c. The CAO reported that meetings and discussions continue with the SGIEP/CRD regarding the lease of space for the Emergency program. CRD will be presenting a document for MIID review shortly.

#### **CORRESPONDENCE:**

a. Phone call: MLA Gary Holman's office called regarding details of and the particulars of the tax sale.

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<sup>1</sup> Terms of Reference Firefighters Communication Committee

b. Phone call: Attorney General of Canada, Dept of Justice thanking the Fire department for their co-operation in the law suit regarding the Horton Bay Dock. It was noted that the Crown was awarded the decision regarding the Horton Bay Dock.

c. Letters: none

d. Email: one for discussion "in camera"

### **CORPORATE ADMINISTRATIVE OFFICERS REPORT**

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report<sup>2</sup>.

- Tax sale: a further discussion will take place in the in camera meeting.
- The Health Centre Repairs Log<sup>3</sup> was distributed.
- The Health Centre 2015 Budget Surplus of \$4,829.00 was explained by the CAO who requested the Board approve the transfer of these funds to the Health Centre Reserve.

**MOTION** Moved by Trustee Sean Skiffington and seconded by Trustee Brian Dearden to approve the transfer of surplus funds from the 2015 Health Centre Operating budget to the Health Centre Reserve.

**CARRIED**

- Contract renewals were discussed for the following positions:

- Water Operator, Fire Hall
- Water Operator, Health Centre
- Cleaner, Health Centre
- Gardener, Health Centre

Discussion: Trustee Atha suggested that next year we should consider changing these contracts to a 3 year term and posting of the positions in September.

**MOTION** Moved by Trustee Sean Skiffington and seconded by Trustee Brian Dearden to approve the four contracts

**CARRIED**

- The CAO reported on the Benefits review conducted over the past month. One carrier has provided a quote of favourable rates and coverage. The CAO will investigate further details, report back to the Board at the next Board meeting, and then discuss the possible coverage changes with the firefighters.
- The CAO requested the Board's authorization for the registration costs of approximately \$500 each for two courses in her continuing studies.

**MOTION** Trustee Dereck Atha moved and Trustee Sean Skiffington seconded the motion to approve the registration costs for two courses in her continuing studies.

**CARRIED**

- The CAO also requested authorization for the purchase of approximately \$1600 for Printer Toner. The Trustees approved the purchase.
- The MIID well License application has been submitted and should be registered by Feb 28, 2017.

**MOTION** Moved by Trustee Sean Skiffington and seconded by Trustee Dereck Atha to approve the CAO Report.

**CARRIED**

### **REPORTS**

a) Management: Trustee Brooke absent –no report

b) Acting Fire Chief's Report<sup>4</sup> Captain Kyle Stobart gave his report:

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<sup>2</sup> Administration Report

<sup>3</sup> Health Centre Repairs Log

<sup>4</sup> Acting Fire Chief's Report

- The Acting Fire Chief distributed the minutes from the Officers Meeting which he will discuss in the in camera portion of the meeting.  
Trustee Soper asked the cause of house fire this week.  
The Acting Fire Chief explained the investigation is not complete but it appears it may have been a power surge when the electrical power came back on.

**MOTION** Moved by Trustee Bob Soper and seconded by Trustee Sean Skiffington to accept the Acting Fire Chief's Report. **CARRIED**

c) Report from Occupational Health and Safety Committee: The Board reviewed the Draft Minutes of the meeting of Nov 22, 2016, and Trustee Skiffington asked for questions. Trustee Soper asked about the hearing tests. Acting Fire Chief Stobart is investigating the requirements further with Worksafe BC.

**MOTION** Moved by Trustee Brian Dearden and seconded by Trustee Bob Soper to accept the Acting Fire Chief's Report. **CARRIED**

### **TRUSTEE & COMMITTEE REPORTS**

a) Fire Hall Build: Trustee Skiffington reported that we have encountered further delays, and he continues to work with Liberty on the deficiency list to obtain the required signatures on the Schedule C's. Details will be discussed in the in camera meeting.

b) Finance Committee: no report.

c) Health Centre & HC Association: Trustee Soper reported the list is down to 2 remaining items. The CAO reported that the budget nearing year-end looks to be in very good condition.

d) Human Resources: Trustee Atha nothing to report.

e) Fire Department End of Service and Support Team Committee: Trustee Skiffington reported and asked Captain Eric Walker for details of their meeting and a timeline for the Operational Guidelines including job descriptions. Capt. Walker reported the documents will be ready in 2 days and can be circulated to the committee next week. Bill Jamieson asked that a meeting of the committee be arranged as soon as possible.

f) Hiring Committee: Trustee Atha reported: Closing date is December 14<sup>th</sup>. 28 applications have been received to date. On Dec 15<sup>th</sup> copies of the applications will be provided to the Hiring Committee and a Short list will be done by the 19<sup>th</sup> at a Committee meeting. The Interviewing Team & Interview dates to be determined after the 19<sup>th</sup> meeting.

- Discussion: the Board voted informally not to reimburse applicants for travel to interviews.

**MOTION:** Moved by Trustee Brian Dearden and seconded by Trustee Bob Soper to accept the Committee Reports. **CARRIED**

### **OTHER BUSINESS:**

a) Communications/ Articles for Website/Mayneliner: The CAO asked the Board if they wished to place anything in the January issue as the deadline is Dec 9. Nothing will be submitted. The CAO will put a holiday message on the MIID website.

### **NEW BUSINESS:**

The Acting Fire Chief asked for the Board to appoint the following new firefighters:  
Andrew Gerbrandt

Julianne McLean  
Jane Schneider  
Robert Coleman

**MOTION** Moved by Trustee Bob Soper and seconded by Trustee Sean Skiffington to appoint these firefighters to the department. **CARRIED**

**NEXT BOARD MEETING DATE/S:**

Dec 19 Hiring Committee

Jan 17, 2017 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

**QUESTIONS FROM THE GUESTS:**

The Chair asked for questions from the public.

Bill Jamieson suggested MIID post agenda and meeting dates on "Mayne Info" FaceBook page.

At present, since MIID does not have a FaceBook page, the Board will consider the suggestion.

Bill Jamieson also asked in regard to the Fire hall what Engineering items are still outstanding.

Trustee Sean Skiffington explained the issues are Mechanical only, such as HVAC, etc. There are no structural issues or concerns.

The Chair thanked Bill and asked for a motion to go into the In Camera session.

**MOTION TO GO IN CAMERA**

**MOTION** Trustee Bob Soper moved and Trustee Dereck Atha seconded the motion to go into "In Camera session" at 2:00 PM. **CARRIED**

Following the In Camera portion of the meeting, the regular meeting was reconvened. There being no further business the Chair called for adjournment.

**ADJOURNMENT:**

The Board meeting was adjourned at 2:57PM by motion made by Trustee Dereck Atha

*Transcribed by: Gerrie Wise, Recording Secretary*

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Approved

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Sean Skiffington, Chair

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Date:

**NOTE**

A Special In-Camera Meeting of the Board of Trustees was held subsequently December 9, 2016.



# Mayne Island Improvement District

## ADMINISTRATIVE REPORT

### Health Centre Tax Summary

In compliance with the Water Sustainability Act the District has now applied for the water license required for the four wells on the property. This is well within the application deadline to waive registration fees of February 28, 2017.

The District will hold a tax sale December 14, at 1 pm, here, at the Fire Hall. The tax sale will be cancelled if payment for the upset fees is received prior to the sale. The civic addresses of the properties subject to tax sale are 704 and 734 Charter Road.

The Health Centre Repairs Log is attached for your reference. The Health Centre repair contractor is investigating bird spikes for the light fixtures that attract nesting each spring. The birds can be a nuisance each spring diving on patients entering the building, bird-droppings on the sidewalk, not to mention the emotional upset when a helicopter lands and the nestlings are blown out of their nests.

A complete benefits review is underway; our agent has completed his report which I will discuss with the Board later during the Board meeting.

The Districts taxation and accounting software was upgraded November 2. For the time being we have the ability to access the old interface until we are comfortable using the new interface. The old version will no longer be supported after December 31. I use every aspect of this software and I do expect a learning curve to take place. Bear with me during this stage, this upgrade will require training throughout December. Working with our off site backup provider and taxation software provider I was able to ensure our essential information is properly backed up in the event of a system failure.

I would like to ask the Board's approval to register in the next course towards my Certificate in Local Government Administration, "Law and Administration." I would also like approval to register for the final course needed to complete the Payroll Compliance Practitioner Certificate. The cost of these courses is within budget and included in the Budget. Both are distance education courses completed on my own time.

Respectfully,

Katherine Somerville  
Corporate Administrative Officer

Arrears, Delinquent and Credit Balances as at Nov 28, 2016		
	# of Prop's	Amount
Current Yrs	198	4,211.10
Current Arrears		
Interest and penalties incl.	45	932.44
Delinquent Arrears		
Interest and penalties incl.	9	55.24
Credit Balances	58	(1,136.45)
Net Owing		4,062.33

# Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2



## Health Centre Repairs Log

28/11/2016

### Criteria for Priority Rating: -

1. **Critical** – issue poses a safety hazard to patients &/or staff - immediate attention – within 24 hours
2. **Urgent** – if issue not dealt with further damage could ensue; or interruption to regular operation/work of staff - within 2 weeks
3. **Regular wear and tear** – operational interruption – comfort and safety of patients/staff - within 3 months
4. None of the above but **Budget** planning needed and work completed - within 12 months if budget allows

Reported	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Repairs Finished	Repair Scheduling
Jan. 5/16	Facility Mgr	Will need to wait for drier weather	Paint on trim around exterior of emergency room door peeling off - no primer.	4	✓	
28/7/16	KS		Thresholds (2) need replacing doctors wing	4		2017 Budget
28/7/16	KS	Tony will install bird nesting spikes	Birds nesting – solution required possibly replace fixtures with anti nesting type	4		

# Fire Department Report

To: **Board of Trustees**  
 CAO K.Somerville  
 From: Acting Fire Chief Kyle Stobart  
 CC: File  
 Date: MIID Board Meeting, Tuesday Dec. 6<sup>th</sup> 2016  
 Re: November 2016 Fire Department Activity Summary



**Mayne Island Fire Rescue**  
 Volunteers Serving the Community

## Alarms: 8

There were 8 incidents responded to by firefighters in October. Two false alarms for chimney fires, two smoke complaints went through dispatch, two more from the same complainant were phoned in to the firehall. A dispatch for alarm bells necessitated forcible entry but damage firefighters caused was minimal. There was one dispatch for first response and one for smell of electrical fire.

Date	Time	Pager	Type	ToS	Members/Units
11-05- 2016	16:16	633	FIRE	Chimney Fire	12 10 E2/T3
11-05-2016	17:22	635	FIRE	Alarm Bells	11 9 E2
11-7- 2016	21:49	633	FIRE	Tree on Hydro lines	11 6 E2
11-12- 2016	10:21	635	D/O	Smoke Complaint	9 2 U1
11-12-2016	20:42	633	D/O	Smoke Complaint	13 1 U1
11-15- 2016	20:19	634	EMA	Medical	7 5 U1
11-17-2016	15:34	633	FIRE	Chimney Fire	15 7 E2
11-27-2016	21:36	635	D/O	Smell of Electrical Fire	9 1 POV

## Response Time Analysis

Firefighters arrived on scene within 15 minutes for 100% of calls received this in November.

August 2016	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:				
Other Alarms:		3	5	

## Member Attendance for Officers and Firefighters:

Total hours are down 94 hours from October 2015, and down 24 hours from October 2016.

November	2016 Alarm / hrs	2015 Alarm / hrs	2016 Practice / hrs	2015 Practice / hrs
Officers attendance	8 Incidents 43	8 Incidents 48	4 Practices 35	4 Practices 51
Firefighter attendance	46	52	46	38
F/R Auxiliary attendance	0	32	0	43
Totals	89	132	81	132

## Personnel and Training

We have one firefighter taking first responder at this time. No change in personnel.

Total Active Personnel	NFPA Firefighter 1&2 and Exterior	FF in Training:
November 2016: 16	15	1

### **Fire Apparatus and Equipment**

Apparatus and equipment are operating normally however there has been reports of sticking brakes on E2 and the water tank level gauge on T3 is not working. Investigations are ongoing.

E-1 will be decorated for participation in the Christmas Light Parade Dec. 17<sup>th</sup>

### **Administration and Operations**

My appointment as LAFC is delayed as there is a backlog of LAFC appointments at the Office of the Fire Commissioner

### **Standby Generator and Heliport**

There was no heliport use in November 2016.

The annual Christmas Appreciation Dinner has been Booked for Saturday Dec. 17<sup>th</sup> 5:30- 10:00.

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Kyle Stobart  
Acting Fire Chief

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



Tuesday Nov 22<sup>th</sup>, 2016

**Present:**

Acting Fire Chief K. Stobart – Co-Chair, Captain E. Walker - Co-Chair/Recording Secretary, MIID Admin. K. Somerville, Firefighter Dan Beer

**Absent:**

Firefighter Andrew Guy

**Guests:**

None.

Meeting called to order at 10:11 hours, Sept.20<sup>th</sup>, 2016

**APPOINTMENT OF POSITIONS**

- S. DeRousie resigned October 24, 2016
- Acting Fire Chief K. Stobart appointed to Co-Chair
- Captain E. Walker appointed to Recording Secretary
- Firefighter Dan Beer appointed to committee

1. Agenda

K. Somerville moved and Capt. Walker seconded the motion to adopt the agenda with additions.

**CARRIED UNANIMOUSLY**

2. Previous Minutes of the OH&S Committee Meeting:

K. Somerville moved and Capt. Walker seconded the motion to approve the minutes of the previous meeting as amended held on Sept 20<sup>th</sup>, 2016.

**CARRIED UNANIMOUSLY**

3. Business arising from previous minutes:

- a. Training
- b. Personnel
- c. Operational
- d. Equipment
- e. Other

4. New Business:

a. Workplace:

i. Overhead Door Lights

Wesley Mulvin to be contacted about quoting on/installing the remaining red/green overhead door safety lights in the apparatus bays. **ACTION ITEM – K. Stobart to contact Wesley Mulvin for quote for overhead door light installation.**

ii. Shower Supplies

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



K. Stobart has ordered shower curtains and towels for the two showers at the fire hall so they can be used after an incident. K. Somerville added that soap and shampoo will also need to be ordered. **ACTION ITEM – K. Somerville to purchase (2) soap pumps and (2) shampoo pumps next time she is in town.**

iii. Workplace Inspection

Workplace Inspection Report Attached.

b. Training

c. Personnel

i. Hearing Tests For Firefighters

K. Stobart reported that the audiologist who was previously contacted to perform the hearing tests on the firefighters is unable to perform WorkSafe hearing tests.

**ACTION ITEM – E. Walker to research to see if hearing tests are required by WorkSafe.**

ii. Hepatitis A / B Vaccinations For Firefighters

K. Stobart reported that he spoke with the Nurse Practitioner at the health center who recommends that firefighters who have not yet been vaccinated, make an appointment to see her and discuss vaccination options. **ACTION ITEM – K. Stobart / E. Walker to pass this info onto the firefighters at fire practice.**

d. Operational

e. Equipment

f. Other

**Adjournment:** The meeting was adjourned at 10:50.

5. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday Dec 20<sup>th</sup> at 10:00 hrs.

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K. Stobart, co-chair

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E. Walker, co-chair

Recorded by E. Walker, OH&S Recording Secretary

# Workplace Inspection Report

Use this report to record the results of your regular workplace inspections.

**Company Name:** MIFR / MIID  
**Date:** November 22, 2016  
**Inspector(s)** K. Stobart, E. Walker, K. Somerville, D. Beer

Precise Location	Description of Hazard	Recommended Corrective Action	Person Responsible for Corrective Action	Due Date	Completed	
					Yes	No
Apparatus Bays	Air Scrubber Filters appear dirty and require replacing.	Replace air scrubber filters	Walker / Stobart	20-Dec-2016		
Apparatus Bays	Overall appearance of apparatus bay / recycle area is messy.	Tidy up apparatus bay and recycle area	Walker / Stobart	30-Nov-2016		
Apparatus Bays	Cigarette butt receptical needs to be setup and placed outside.	Setup Cigarette butt receptical and placed outside.	Walker	20-Dec-2016		
Ready Room	No first-aid kit in ready room	Place first-aid kit in ready room.	Walker	20-Dec-2016		