

Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, March 9, 2015
Location: Temporary Offices, MIID & MIFRS

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, Cilla Brooke;
Brian Dearden

Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,
Finance Officer: Katherine Somerville

ABSENT : Lindsay Allan, Chair MIHCA

GUESTS, MEMBERS OF PUBLIC PRESENT:

Tracey DeRousie

AGENDA – Additions, Approval

The following correspondence was added to the agenda:

Email: Irela Rhodes

Email: Alea Design & Print

MOTION Trustee Doug Walker Moved and Trustee Cilla Brooke seconded the motion
to approve the agenda as amended **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Sharon Hinton moved and Trustee Brian Dearden seconded the
motion to approve the Minutes from the Board Meeting of February 16, 2015 as
circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Policies – Trustee Brooke asked that discussion be moved to HR Committee
Report later in the meeting.
 - i. Vacation Pay, Accrual - Policy and Procedures
 - ii. Policy and Procedures for Personnel Working Alone

b. Meeting Property Owner South side – The Fire Chief reported he met with Dean
MacKay and the required pruning and cutting of trees for the heliport safety was
completed. The hedge height will be maintained yearly.

c. Alea: Mayneliner Rates & Fees: In response to the letter received last month, the
Staff had inquired if Alea would consider deferring the monthly fee of \$70 for the
balance of 2015, as the budget for this year does not allow for an additional possible
\$840. Funds will have to be taken from other areas of the budget in order to meet
this fee. Trustee Cilla Brooke reported that Alea declined that request. Discussion

continued as to how often to publish an article; perhaps not publish an article every Month; and where else information can be posted for the public – website, Bulletin boards, etc.

Chair suggested this be dealt with on a month by month basis until we set the budget for next year and the Board can decide if they will budget for this expense in 2016. Trustee Brooke suggested that by then we should have a good idea what the feedback from the public is if we do not publish monthly.

The Financial Officer suggested that a monthly article always be posted on the website. The Chair agreed.

CORRESPONDENCE:

a. Letter Ministry re: AGM & Financial Statements: The Administrator reported the receipt of the annual instruction letter for holding an AGM and reporting to the Ministry.

b. email: Irela Rhodes: The email regarding lowering the minimum Health Centre Tax and a billing for 2 years was discussed

ACTION The Administrator will reply with an explanation of the Provincial legislation regarding tax notices and the process by which the minimum was set as budgets are set on a yearly basis.

FINANCE REPORT

Katherine Somerville, Finance Officer, presented the Finance report¹ attached. She is working with Vadim to complete the necessary aspects of the new Burn Permit program. She also reported that Island Health has finally responded to our invoices and email and promised payment of outstanding billing by today. A further report on fire hall construction will be made at the Wednesday meeting. The Chair asked that a report on the project be ready for the AGM. The Financial Officer will prepare that for the next Board meeting in April. The draft Financial Statements will be emailed for Trustees' review at a Wednesday meeting; an email or phone conference can be arranged for any questions. The final Financial Statements will be available for the April Board meeting (and the AGM packages), and the Auditor will attend the AGM to present the statements. No further questions were asked.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to approve the Finance Report

CARRIED UNANIMOUSLY

REPORTS

a. Management: The Chair reported he is speaking at the Island Trust public meeting March 21st with Fred & Rose Bennett regarding the garbage issue. He plans to provide an update of our investigations into other islands' programs. The Chair explained he will discuss the fire hall build later today under the committee report.

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Brian Dearden to accept the Management Report.

CARRIED UNANIMOUSLY

¹ Finance Report
Board of Trustees MIID
Meeting Minutes Monday, Mar 9, 2015
Approved April 13, 2015

b. Administrator's Report: Gerrie Wise provided her report² (attached) and asked for questions. Trustee Dearden offered the services of Home Hardware to move a donated bicycle rack from the Library to the lower parking lot of the Health Centre.

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

c. Fire Chief's Report³ (attached) was presented by Fire Chief Steve DeRousie. He added remarks regarding their new agenda for the weekly Practice. Practice hours are up and good teamwork is evident. He also informed the Board that Captain Rice was recently away for his Fire Service Instructor Level 1 course. A new applicant for a volunteer Fire/Rescue Auxiliary has been accepted. A short report was given on dry hydrants. The Fire Chief is waiting for a final report from the Financial Officer to determine funds available for this year's new hydrant locations. The Campbell Bay dry hydrant is functional now but needs some site work done, such as the truck pull-off. The next site will be at Felix Jack and Village Bay Roads; and then the southeast portion of the island, including Beechwood and Channelview Roads. The Fire Chief noted he recently saw that San Francisco uses a similar reservoir system started back in the 1800's. The Chair asked about other islands water access & supply systems. The Chief explained the Pender, Piers and Galliano systems.

Trustee Sharon Hinton asked if our fire fighters take part in the Memorial Procession and Service for Fallen Fire Fighters in Victoria.

The Chief stated he was not aware of any of Mayne members attending; it has not been officially a practice of the department, although he would certainly support participation. Capt Stobart stated he would be willing to attend such an event.

The Chair left the decision with the Fire Chief. The Chief asked if the Trustees would support the cost for members to attend. The Chair asked the Fire Chief to meet with Trustee Walker and provide the Board with the costs for the department to be represented at such events.

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

d. Report from Occupational Health and Safety Committee. The Draft of Minutes from Feb 13, 2015 was circulated at the last Board Meeting. No specific concerns were brought forward.

e. MI Health Centre

i. Health Centre Repairs Report⁴ (attached) The Administrator circulated the Maintenance⁵ report, and asked for questions. None were received.

² Administrator's Report

³ Fire Chief's Report

⁴ HC Maintenance Report

⁵ Report from HC Maintenance.

ii MIHCA- Lindsay Allan, Chair - Lindsay emailed her report⁶ and apologies for being unable to attend today's meeting. Trustee Hinton asked if all Health Centre staff will be able to use the new skin scanning equipment. Trustee Brooke explained that the equipment would be used by all trained HC staff.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Cilla Brooke 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 April, due Friday, March 20th, the Chair suggested he will prep a draft and circulate. There will be a meeting Wednesday; March 18; the Chair will email notice. No further FAQ's have been brought forward. It was suggested that, in his MayneLiner article; the Chair advise the public not to listen to rumors, but to call Trustees for answers.
- c. Fire Department: Trustee Doug Walker –reported on 2 matters. The first item is the Service level commitment. The Chief distributed the manual. A consolidation of the manual is printed on the cover page⁷. The Board needs to make a bylaw or policy statement regarding a Statement of Levels of Service commitment. This may require an amendment of Bylaws 46 and 112. Trustee Walker asked the Trustees to review the manual and be prepared to pass a bylaw declaring what level of service the department will provide. The Fire Chief added further details about the documentation which is required. The levels of service are expressed as "Exterior", "Interior" or "Full Service". Mayne Island Fire Department has been training to the NFPA 1001 level beginning in 2010. Trustee Walker reminded the Board that provision of the new Bylaw or Policy does not require further funding, but does confirm the present level of training commitment. The Chair confirmed the document prevents future Boards from being arbitrary in the funding of training or equipment. He explained as an example: future Boards would have to re-write this bylaw if they wished to reduce budgets by reducing training. The Fire Chief asked that everyone please call or email himself or Trustee Walker with any questions or for more details. Trustee Hinton asked how the public learns this information about the levels of service. The Chair suggested the consolidated information be in the AGM package. The Chief explained it is part of the Annual Report from the Board. The Chair would like to remind the taxpayers that this level has been reached without an increase in taxes.
The 2nd item Trustee Walker brought forward is the 2014 Fire Department Annual Report. The Fire Chief distributed the draft copies to the Trustees and asked for their input. The final report will be formally received at the April Board meeting.
- d. Finance Committee Trustee Cilla Brooke –nothing at this time

⁶ Report from MIHCA Chair

⁷ Levels of Service document

- e. FOIPPA: Chair: no requests were received,
- f. Government Liaison: The Chair had nothing further. The Administrator reported that the Auditor, Sheila Henn, had spoken with the Ministry.
- g. Health Centre & HC Association, Trustee Sharon Hinton – nothing further
- h. Fire Hall Committee: The Chair reported that there have been a number of delays lately. The cement pour for footings & foundations was delayed due to changes required by the structural engineers. The pour took place Wednesday March 4th. Tenders for Electrical and Mechanical bids are due this Friday. The schedule now is that the foundation wall will be poured soon, and the building shell erected in April.
- i. Human Resources Committee – Trustee Cilla Brooke introduced the revised policies:
 - i. The Vacation Pay, Accrual - Policy and Procedures policy was discussed. The Financial Officer stated it is her responsibility to remind Employees to take their vacation. Trustee Walker stated he believes it is a performance issue if Employees consistently do not take vacations within the allotted time. He believes it indicates a managerial failing and should be dealt with at personnel review times.
 - ii. The Policy and Procedures for Personnel Working Alone (for MIID Employees) was presented for discussion. No concerns were raised.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to accept the Vacation Pay, Accrual - Policy and Procedures policy

CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to accept the Policy and Procedures for Personnel Working Alone

CARRIED UNANIMOUSLY

- j. Garbage Committee – Trustee Brian Dearden – A discussion took place after the updated report on other islands practices was distributed. At present, it appears Mayne Island's system is superior to the other islands. It was noted that presently Mayne Island residents pay less than most other communities, including Sidney, to dispose of garbage. The Improvement District will continue to work closely with the Bennetts. It was determined that no further action is required at this time.
- k. Fire Fighters Liaison – Trustee Brian Dearden reported he is working with them regarding their building. The foundation walls were poured last Saturday. He feels that the project has become a good team building process.
- l. Nominations Committee - Trustee Walker: The Nomination form was reviewed. Trustee Walker suggested a Nomination form be placed on the website. The full page ad including the Nomination form was discussed and a decision was made not to run the full page ad. A Nomination form for Bob McKinnon was received.

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

OTHER BUSINESS:

AGM – April 25, 2015

The Nomination form and ads for the Mayneliner were reviewed. The ½ page ad announcing the Annual General Meeting will be published. A note will be added to the ad that nomination forms are available at the fire department office or the website. A discussion was held regarding: the Voters list; sign-in sheets, ballots and AGM packages. It was decided that 110 packages will be printed and 200 ballots will be prepared. A Returning Officer will be sought by Trustee Walker, who suggested Jon Hoff for the post.

NEW BUSINESS: none

NEXT TRUSTEES MEETING DATE/S:

April 13, 2015 - 9:00 AM Regular Board Meeting

April 25, 2015 – 1:00 PM AGM

April TBA - Reorganization Meeting

QUESTIONS FROM GUESTS:

The Chair asked for questions.

Tracey DeRousie asked if the present Board will review the amount of minimum Health Centre Tax. The Chair replied it was revisited last year and will be reconsidered again at budget time. Tracey also remarked that the atmosphere in the room is good and she is very happy to attend the meetings.

The Chair thanked her for coming

Guests left the meeting at 10:54 AM

IN CAMERA

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

ADJOURNMENT:

Following the In Camera meeting, the Board meeting was adjourned at 11:37 AM by motion made by Trustee Cilla Brooke

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

Finance Report - MIID Board Meeting 2015-03-09

Attached:

-2015 Budget vs. Actual

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at March 4, 2015		
	# of Prop's	Amount
Current Yrs Penalties incl.		
Current Arrears Interest and penalties incl.	184	3,142.02
Delinquent Arrears Interest and penalties incl.	22	516.70
Credit Balances	41	(1,106.14)
Net Owing		2,552.58

Summary:

The auditor, Sheila Henn, has finished collecting the information for the year end and will be able to present the Financials at our AGM on Saturday April 25. It has been a pleasure working with Sheila this year and I look forward to working with her again in future. Sheila will have draft financials ready for the Board to review by month end.

Burn permits are now being created on the Vadim software rather than FirePro. Using the in-house software streamlines the process and accounts for permits in real time while also referencing the property tax system, eliminating the need to update two systems.

To date Island Health has not paid their arrears rent at the Health Centre. I have sent another email requesting payment or a response. Island Health is notoriously slow in any kind of response, I will follow up next week.

I have completed the midterm exam on my last course in payroll compliance. After completion of this course I will have completed a certificate as Payroll Compliance Practitioner. This certificate course has been an asset to the District and pertinent to my employment.

The new fire hall construction project binder is updated and ready for trustees to review at any time.

Respectfully,

Katherine Somerville

Mayne Island Improvement District

Administrators Report Board Meeting Mar 9, 2015

HC Premises:

The list of planned or required work is attached, copy to the Board and Chair, MIHCA. A plumber was called for a leaking sink (Room 207) and Parts are on order. We are waiting for a revised repair estimate for the rotting located at the foundation at the SE corner. All Fire Extinguishers were expired; new ones have replaced them. The replaced extinguishers were re-certified and recharged if required and are now in inventory to rotate as needed.

HC Water All tests are satisfactory. The filters and UV sleeve require frequent attention due to fine silt in the waters. Mike Bullis, Water Operator attends to this service. Recently a report of “no water” was made to MIID, however, the Water Operator was servicing the system and had neglected to notify the HC staff.

VIHA (IH) Lease:

We have sent an invoice for \$3,000 outstanding under the terms of the new lease(s) which still is outstanding as of this report date.

Strategic planning. Health Centre:

A “traffic directional” bollard has been installed. A quote for the single pane windows replacement has been requested. MI Parks has donated a bicycle rack for the lower parking area. The Capital budget will be revised during the budget planning this summer.

Health Centre Taxes

At this time, there are 11 properties which are delinquent in paying their Taxes. These properties will be eligible for Tax Sale if not paid by August 1st, 2015

New Fire Hall Water System:

All required documents were sent to Liberty in January. No further information has been received.

MIVFFA – Lease Amendment for property incursion is waiting for the Surveyor to provide amended survey showing location of schoolhouse. We met Thursday March 5th. The Appendix will be amended to reflect the position of the “schoolhouse” within the boundaries and then initialed by all parties.

Garbage – I continue to work with Rose Bennett and CRD representatives, Island Trust, CRD Director, Dave Howe to find a workable solution to the requirements of the landfill and service to the community.

AGM– The Ag Hall has been reserved for April 25, 2015 from 12:00 noon to 5:00 PM. Ads and Nomination form have been prepared for Board’s review and approval.

G. D. Wise
Mar 3, 2015

Health Centre Repairs Log

Month: Mar 3, 2015

Criteria for Priority Rating; Completion Recommendation

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

Report Date	Reported or Requested by	Phone #cell	Email address	Detailed description	Priority Code	Completion Date	Follow-up date	Comments
Oct 29, 2013	SJM	539-0259	sally-maka@hotmail.com	Replace damaged gutter outside ER entrance? Install Bollards	4	Feb 28	Complete	Operating or Capital Budget 2015 or 2016
	Dr. Losier	“		Replace single pane windows & screens Dr's Office & Pharmacy	3	2015		Eric Walker to provide quote Funding in 2015 Operating budget
	MIHCA			Long term solution to garden, Parking lot and Driveway	4			Garden: Ops Budget 2015. Parking, etc 2016 Capital Budget
March, 2014	Reported by D Rea			Some Panel/Breakers, Switches & Plugs are mislabeled or not labeled	4	2015		Op Budget 2015 Discussed with Southern Gulf Electric. Must be weekend work
Jan 3	BCAS			Repair Sensor Light over ER end of building (Install nest building deterrent)	3	2015		Looking into install new light fixture
Jan 3	BCAS			Tap in Emerg. Room not working correctly	2			Looking into repair or replacing. Plumber getting estimates
Nov 28	GDW			Repairs to SE corner foundation	2			Eric Walker to provide 2 nd quote and schedule to repair
Jan 16	GDW			Touch up paint doorways, drywall, etc. (Old thermostats	3			

Report Date	Reported or Requested by	Phone #cell	Email address	Detailed description	Priority Code	Completion Date	Follow-up date	Comments
Feb 10	Dave			Tap in Medications room 207 is leaking under sink	2			Plumber to repair Part on order
Feb 25	Capt Rice & Stobart			Fire Extinguishers expired	1	Feb 28	Complete	Replaced with new
Feb 26	Donna			No Water	1	Feb 26	Restored	M. Bullis working on filter – had failed to notify Staff

Mayne Island Fire Rescue



Fire Department Report for February 2015

Presented to the Improvement District Trustees - Monday, March 9th, 2015.

Emergency Call-Outs	Pagers	Apparatus	Responses:	7
• Feb 01 SFRes – Chimney Fire	(633)	-Eng2, T3, T1	633 Fire / All Page:	42%
• Feb 16 BLS-3-FR Medical	(634)	-Eng2	634 First Responder Medical:	29%
• Feb 20 Assist RCMP	(635)	-Utility1	635 Duty Page:	29%
• Feb 20 Assist BC Ambulance	(634)	-Utility1	Total Personnel Hours:	114 hours
• Feb 21 Unknown Alarm Type	phone	-Utility1	Heliport: BC Air Ambulance:	0*
• Feb 28 Hydro – Fire	(633)	Eng2, T3, Eng1, T1	*does not include unreported BCAS helicopter flights	
• Feb 28 Smoke Smell/Sighting	(633)	Eng2, T3, Eng1		

February response hours: **Up 26** hours (Jan: 88 hrs)

Fire Prevention & Public Education / Community Events

There were no Fire Prevention, Public Education or Community Events attended in February. The Firefighters Association and Truvalue Foods hosted a family day hotdog bbq to benefit the Merideth James fund.

Community Events:	0
Community Events attended:	0
-	0
-	0

Fire Practice, Training & Continuing Education

Practice sessions are well attended throughout February, which is reflected by a total of 197 hours of participation by the membership. A handful of first responders were recertified their EMA-FR and AED licenses, attending the two day class at Pender Island Fire/Rescue.

Captain Rice is attending Fire Service Instructor I at the Maple Ridge campus over the first weekend of March. This is a pre-requisite to Fire Officer I the career officers are registered in. Captain Stobart and Chief DeRousie acquired this certification during prior years. Captain Stobart is completing his officer courses through the JIBC and expects to achieve his Fire Officer I designation shortly.

Fire Practice Hours:	237
Total Practice Session hours:	197
On-Island Supplemental training:	0
Off-Island Supplemental training:	40

Personnel

Our membership remains at 24 personnel for February. Department Officers have been reviewing the SOG's throughout February. Officers have developed several new Operational Guidelines which have been introduced to the membership at large. We're currently obtaining further feedback from the firefighters. These SOG's will then be presented to the appropriate Trustee(s) for review.

Total Responding Personnel:			24*
Hot Zone Firefighters:	17	Auxiliary Firefighter:	7
NFPA 1001 FFII accredited:	9	FF Auxiliary:	7
NFPA 1001 FFI, equivalent	8		
Recruit firefighter:	0	Away With Leave:	0

*includes recruits and members away with leave or on suspension

Apparatus and Equipment

Profire performed pump inspections on February 13th. These apparatus passed inspection, but with a few minor repair items; Tender 1 sustained freeze damage to a water cooled pump gearbox oil cooler, while Engine 1 presented a problem with its charging system due to the alternator, and two damaged electrical breakers. These items have been corrected and the apparatus continue to be fully functional. P and R Truck Centre is booking our CVSE vehicle inspections for mid-March for all department vehicles. We've purchased some additional work lights to address a safety deficiency identified during a recent night-time response involving roof work.

Operations and Administration

There were no significant incidents during February. It was a typical month relating to operations while administration focused primarily on SOG development and compiling statistics for the preceding years activities. The newest dry hydrant on Campbell Bay Road is operational but requires culverts and pull off to be installed. There is an agreement in place for an additional dry hydrant on Felix Jack Road @ Village Bay Road, intended to serve the general area of Miners Bay and its outskirts.

Steven DeRousie,
Fire Chief

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