

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, December 10, 2012
Location: MIFRS Fire Hall Meeting room**

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

PRESENT:

Trustees: David Maude; Gary Akey, Tracey DeRousie, Bob McKinnon,
MICHA Chair: Cilla Brooke. Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville; Fire Chief Steve DeRousie, Captain Kyle Stobart

ABSENT with Notice: Trustee Dean MacKay

GUESTS, MEMBERS OF PUBLIC PRESENT: Judy Taylor

AGENDA – Additions, Approval

Steve DeRousie asked that his holiday allotment be discussed and he also wishes to submit a report on the replacement of “Rapid Attack” vehicle.

Trustee McKinnon will update the Board on the sale of the “Command” vehicle.

MOTION Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to approve the agenda as modified. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

The Administrator pointed out a correction to the motion to accept the minutes of October 19, 2012 in the November 16th minutes.

MOTION Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of Nov 16, 2012 as corrected.

CARRIED UNANIMOUSLY

A discussion of the timing of publishing the minutes on the website took place. Trustee Bob McKinnon reminded the Board Members that the Board has previously agreed that 3 Trustees approval would be sufficient to post the draft minutes on the website.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

a. The progress on the proposed Property Purchase was updated by the Chair, Trustee David Maude. The sale of the portion of the property not being purchased by MIID has been rescinded following the presentation to Court. Our lawyer and the lawyer for the seller are now proceeding with the original offer to purchase which will proceed following the subdivision.
Q. Judy Taylor asked where the funds to make this purchase will come from. She is concerned that the amount of money, if taken from the building reserve, is needed for building the new fire hall. This purchase would then require the Improvement District to borrow more at the time of financing the building. She asked if the amount of property now owned is not sufficient. She is also concerned about the amount of commissions, lawyers and surveyor's fees involved in a purchase. She also asked if the fire fighters recreation hall could be moved for that same amount or less, perhaps only \$35,000 rather than purchasing this land. Her further concerns included whether a one or two storey building was to be built and the height requirements near the heliport.

Ans. Trustee Bob McKinnon explained that the purchase of the land next door allowed for more flexibility of the design of the fire hall, possibly moving the site of the building further west. This would allow the generator and the schoolhouse to remain where they are. Also more land

would enable the District to install a septic field, rather than a more expensive alternate septic treatment system using less land space. In addition, he did point out that the mandate of the Improvement District did not include provision of the fire fighters' recreation building and that taxpayer funding should not be used for that purpose.

The Chair explained the limit amount to be spent on the purchase was set by the Trustees as \$65,000.

Ans. Trustee DeRousie wished to explain why she voted to purchase the property. She explained that she thought obtaining the property now was the best plan for the future. The property was available at this time and may not be again in the future.

The Chair explained that the height of the building would not be in conflict with the heliport regulations.

2nd Q. Judy Taylor expressed concern that the persons who were opposed to a fire hall do not seem to be involved in the Board meetings or the fire hall building committee.

Ans. Trustee Gary Akey explained that if someone contacted the Board their identity and comments would be confidential if they were not at the public meeting.

Mrs. Taylor expressed a concern that the persons who were complaining do not seem to be involved.

The Board Members explained that everyone is welcome to attend the Board meetings, they are appropriately advertised, and that if persons choose not to attend and find out what is happening, it is their choice.

b. Policies: The Chair asked the Administrator to introduce the policies which were revised after the Board's informal discussion meeting on Nov 30 and were sent to the Board by email and included in their packages today.

Trustee Akey asked that the Health Centre Taxes and Penalties Policy be deferred, and the Board Members agreed.

The Purchasing Policy was discussed in detail with significant wording amended. The Fire Chief explained his understanding of the policy which has been in effect although not in writing for the past several years. The Board was concerned that the policy be clear and gives guidance to succeeding Boards and Staff in the future.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to adopt the Purchasing Policy¹ as amended **CARRIED UNANIMOUSLY**

The other Policies were discussed and some were amended by wording changes.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to adopt the Mission Statement². **CARRIED UNANIMOUSLY**

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to adopt the Operational – Standard Vehicle Markings Policy³ as amended.

CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to adopt the Email System Policy⁴. **CARRIED UNANIMOUSLY**

Q. Trustee Tracey DeRousie asked: In these next policies, who is the Network Supervisor?

Ans. Trustee Gary Akey answered that it is the person or persons who have been designated as the Network Supervisor. Presently it is a company; "Coastal" now known as "Encaptis" located in Vancouver. Trustee DeRousie asked if the District has a contract with this firm and

¹ Purchasing Policy

² Mission Statement

³ Operational- Vehicle Markings Policy

⁴ Email System Policy

Trustee Akey explained no contract is in effect, but a review will probably take place in June. Trustee DeRousie asked how they are to be notified of a problem, such as a password not working. Trustee Akey stated that the Administrator should be advised and she would notify Encaptis. He also explained that a Certified network person must be named so that they are then responsible for the safety of all the data.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to adopt the Internet Access and Use Policy⁵ **CARRIED UNANIMOUSLY**

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to adopt the IT- Hardware & Software Policy⁶. **CARRIED UNANIMOUSLY**

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to adopt the IT- Passwords and File Protection Policy⁷

CARRIED UNANIMOUSLY

c. Mayneliner Article – In the meeting last month Trustee McKinnon suggested an article be placed in the January issue regarding the recruitment of fire fighters. Trustee McKinnon asked the Fire Chief for the number of applicants for the Fire Department. The Fire Chief explained that he has 7 applications (6 firefighters & 1 volunteer) and will place a “thank you” in the Mayneliner. He suggested that the Trustees may wish to also place a “thank you” in the Mayneliner. The Fire Chief has reserved 2 spaces. Trustee McKinnon will provide the Chair with a Draft later today.

CORRESPONDENCE:

- a. Letter from Ministry re: 2013 Fire Protection Bylaw/Budget, which is approved and forwarded to the Surveyor of Taxes for collection and payment July, 2013

FINANCE REPORT – Trustee Gary Akey referred to the Bookkeeper’s Report⁸ - attached – Katherine presented her report and explained that for most of the balance of the month she will be preparing for year end and the Auditor.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Bookkeeper’s report and Finance Report

CARRIED UNANIMOUSLY

REPORTS

- a. Management: Chair David Maude: The Chair reported the Trustees met briefly to discuss policies on Nov 30th; and he also spoke several times with the realtors, the Administrator and our lawyer regarding the property purchase.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to accept the Management Report. **CARRIED UNANIMOUSLY**

- b. Administrator’s Report: Gerrie Wise
 - i. Bylaws – Three bylaws were presented for enactment:
Bylaw #125⁹ “Bylaw to execute an agreement with Ministry of Labour, Citizens Services and Open Government, Real Estate Branch”(Lease of Ambulance Station) was introduced, reconsidered and passed.

⁵ Internet Access & Use Policy

⁶ IT Hardware & Software Policy

⁷ IT Password & File Protection Policy

⁸ Bookkeepers Report

⁹ Bylaw #125

Trustee McKinnon reviewed the items under review and discussion in the negotiation of the renewal lease:

1. The “footprint” of the land beyond the station and driveway
2. The disposition of assets (the building) upon termination
3. Operation of the well and water system

The Board agreed that Trustee McKinnon will provide the Board the opportunity to review the lease before he will finalise it.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to enact Bylaw #125. **CARRIED with Trustee McKinnon abstaining**

Bylaw #126¹⁰ “Bylaw to authorize the disbursement of monies from the Health Centre Capital Works Renewal Reserve Fund” was introduced, reconsidered and passed.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to enact Bylaw #126. **CARRIED UNANIMOUSLY**

Bylaw #127¹¹ “Bylaw to authorize the execution of an agreement for the purpose of repair, replacement or new heating, ventilation and air conditioning system for the Health Centre Building” was introduced, reconsidered and passed.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to enact Bylaw #127. **CARRIED UNANIMOUSLY**

- ii. Policies still Outstanding: The Administrator asked the Board for their direction on the final proposed policies which have not been reviewed or adopted at this time. The Chair asked that they be brought forward to the next meeting.

ACTION NOTE The Administrator will forward to the Board the balance of the proposed policies and the Health Centre Taxes & Penalties Policy Draft for consideration at the January meeting.

- iii. Report on software – The Administrator reported that when investigating the software used by other Improvement Districts as recommended by the Ministry and instructed by the Chair, she was referred to the software firm Vadim Computer Management Group Ltd by North Cedar. Several other local governments use this firm and all recommended it. North Salt Spring is now working with Vadim to install their new system this week. The Financial Administrator at North Saanich has invited Katherine and Gerrie to attend their offices to see a system at work. Wayne Anderson of Vadim will attend our offices on Dec 12th to provide an overview of their services, see what we would require and then escort us to North Saanich. This visit is at no cost to MIID except Staff time. The Administrator asked the Board to approve the hours for Katherine and herself. The Board authorized the Administrator and Finance Officer to attend North Saanich with Wayne Anderson of Vadim.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the Administrator’s report. **CARRIED UNANIMOUSLY**

- c. Fire Chief’s Report¹²- attached- was presented by Fire Chief Steve DeRousie. He added the following :

¹⁰ Bylaw #126

¹¹ Bylaw #127

¹² Fire Chief’s Report

Board of Trustees MIID

Meeting Minutes

Monday, Dec 10, 2012 Approved Jan 14, 2013

Under Public Assistance: 137 Burn Permits were sold in November
Training has almost been completed for the year. We are preparing to make 1001 training available on Mayne Island in the coming year. An update will be provided in January if the necessary arrangements are made with Pender Fire instructors.
Trustee McKinnon reviewed the process for fire fighter applicants. The District would like to increase our fire fighters roster. We plan to recruit once year in the fall with a training program beginning each January.
Trustee DeRousie asked the length of time for a new recruit/trainee to be able to respond to incidents and participate.
The Fire Chief answered that the time is typically 6 months; at that time they would be issued a pager, following some time at weekly practice for acquaintance with the teams.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Fire Chief's Report. **CARRIED UNANIMOUSLY**

The Fire Chief presented a letter requesting the Board to confirm either a carryover of his holidays to the coming year or a payout of holiday time earned but not taken. The Finance Officer has a report on time earned. It was decided that the discussion of the Fire Chief's holidays will be discussed in camera.

The report¹³ on Rapid Attack replacement was submitted by the Fire Chief to the Board Members for review over the next month. He asked that a decision to be made at the January Board meeting. The report will be sent by an email to Trustee MacKay.

- d. Report from Occupational Health and Safety Meeting –minutes are kept on file in the binder in the Administration Office for review by the Board. The latest minutes from November have not been approved since the December meeting has not yet been held. The minutes will be provided for review by the Board at the next Board meeting.
- e. MI Health Centre
 - i. Health Centre Operations Report¹⁴ – Steven DeRousie presented his report and gave further details about the NOTAM procedure during construction.
 - ii. MIHCA Liaison: Cilla Brooke reported that MICHA has had a very successful year. She thanked the MIID for all the support, and also thanked Steve for the safety of the Health Centre.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Health Centre Reports. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Bob McKinnon: reported earlier
- b. Communications: Chair David Maude:
 - i. Chair indicated the Report on Website Statistics, Hardware and Software¹⁵ (attached) provided by Steve DeRousie. The Board agreed to upgrade the website hosting to 200 Mb . The will be approximately \$50 annually. The Board also agreed to purchase 2 more laptops, to replace the one used by Jeff Francis, and the one presently used by the Administrator.

¹³ Report on Vehicle Replacement

¹⁴ Health Centre/Heliport Report - DeRousie

¹⁵ Website/hardware/Software Report

ii. Mayneliner Article for Jan 1, 2013 (DEADLINE Dec 10) discussed earlier- Trustee McKinnon will send a Draft to the Chair for approval, who will forward to the Administrator to send to Alea.

ACTION NOTE: Administrator will contact the Mayneliner to add the January Board meeting date to the Calendar.

c. Fire Department: Trustee McKinnon reported that he and the Fire Chief spent some time working on the proposal for replacement of the "Rapid Attack" vehicle. Regarding the disposal of the pick-up known as the "Command Vehicle" – Trustee MacKay received one offer of \$1500 which was turned down but Trustee McKinnon suggested accepting a lower price or send it to auction in February. The Board agreed to accept any amount for the vehicle with no lower limit.

Q. Judy Taylor asked about a government buyout of older vehicles. However, since it is a pick-up truck the Board Members did not believe that opportunity applies.

d. FOIPPA: Chair David Maude: no requests were received

e. Government Liaison: Chair David Maude: nothing further

f. Health Centre Operations & HC Association, ER Expansion Committee: Trustee Gary Akey reported that the footings were poured last week and the project is moving along. He reported that Bob Irving is involved and the Contractor is Aaron Somerville. He thanked all of MICHA for their efforts and wished all a Merry Christmas.

g. Human Resources: Trustee Dean MacKay – not present, no report sent

h. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie - nothing at this time

i. Fire Hall Committee: Trustee Bob McKinnon – The committee met Monday Dec 3rd to consider 2 designs, either a one or a two floor design. The committee had asked the 3 companies being consulted for their opinions regarding the costs of both designs.
The committee also asked if the Board could approve the adding the Fire Chief as a member of the committee.

MOTION Moved by Trustee Akey and seconded by Chair Maude to place the Fire Chief, Steve DeRousie on the Fire Hall Building Committee

Carried with Trustee DeRousie abstaining

The committee evaluated the reports received from the consulting suppliers. One reported that they felt the one-floor plan would be \$200,000 cheaper; one refused to provide a report until the decision regarding which contractor MIID will use is made; and the third company provided a detailed architect's report showing a 2nd floor at an increase of \$90,000 to \$100,000. The committee is recommending the one storey plan because of the lower cost and they are confident of obtaining the portion of property next door. The Chair asked if an unfinished 2nd floor would be possible.

Trustee DeRousie asked that the committee create a written report showing the plans and the consulting companies' reports to be given to the Board Members before a decision is to be made by the Board.

Q. Judy Taylor asked if an architect had been appointed.

Trustee McKinnon explained that no-one has been hired at this time – all work has been done without charge to MIID.

Q. Judy Taylor then asked the experience of the committee members.

Ans. Trustee McKinnon gave the experience of the committee members:

Brian Dearden: a long-time builder and in the wholesale building supply business

Himself (Trustee McKinnon): in building supply business for 30 years

Carl Bunnin: owns his own business, is a licensed carpenter, built his own commercial building

Bill Warning: Expertise is in Water systems and was on the 1st building committee

Q. Kyle Stobart asked if the elevation of the property would allow the 2nd floor to be accessed at ground level.

Ans. Trustee McKinnon thought it may be something to consider but the “drive-around” access would be lost. The back of the building lot is 15 feet higher. The committee will be studying the options and the possible siting of the building.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: none

QUESTIONS FROM GUESTS: none

IN CAMERA:

MOTION Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to go into “In Camera” session at 10:59 AM **CARRIED UNANIMOUSLY**

The Guests and Captain Kyle Stobart left the meeting.

Following the In Camera Meeting, the regular meeting was reconvened at 11:32 AM:

Present: Trustees: Maude; McKinnon and Akey

Absent with Notice: Trustees: MacKay, DeRousie

Staff: Gerrie Wise, Administrator

NEW BUSINESS:

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to lift the following motion regarding Holiday pay from IN Camera and place in the minutes of the Open Meeting under New Business. **CARRIED UNANIMOUSLY**

“**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon that Steve DeRousie be paid out all holidays for 2012 as at Dec 31, 2012 as he has requested. Payment is to be made by Dec 31, 2012. **CARRIED UNANIMOUSLY**”

NEXT TRUSTEES MEETING DATE/S:

Regular Board Meeting - Upstairs Multipurpose Room, Fire Hall -

January 14, 2013– 9:00 AM

ADJOURNMENT:

Following the In Camera meeting, the Meeting was adjourned at 11:33 AM by motion made by Trustee Bob McKinnon.

Approved:

David Maude, Chair

Recorded and presented by:

Gerrie Wise, Recording Secretary

Board of Trustees MIID

Meeting Minutes

Monday, Dec 10, 2012 Approved Jan 14, 2013

Date:

MAYNE ISLAND IMPROVEMENT DISTRICT

520 FELIX JACK RD, MAYNE ISLAND, B.C. V0N 2J2

Bookkeeper's Report - MIID Board Meeting 2012-12-10

Attached:

- Income & Expenditure: Budget vs. Actual as at November 30, 2012
- Balance Sheet as at November 30, 2012

Reports:

Please let me know if you have any questions or concerns regarding these reports.

Delinquent Properties:

As at December 7, 2012		
Delinquent Properties		
Year	# of Prop's	Amount
2007	1	30.16
2008	1	33.96
2009	1	33.47
2010	1	37.51
2011	15	767.92
2012	51	2,550.70
Total		\$3,453.72

At this same time last year there were 69 properties outstanding from that current year totally \$3,202.92.

Other Items:

All budgeted reserves and transfers were made last week, however because these transfers occurred between two bank reconciliation periods the balance in the reserves will not be correctly reflected on the balance sheet dated November 30.

I would like to thank all volunteers, paid and unpaid alike for their time and energy this past year. For those who are paid, the annual volunteer firefighter payroll was run last week and all firefighters were paid for their hours of service during the last year December 7, 2012. Now that the annual payroll is complete I will be spending much of December finalizing the year end allocations and preparing for the auditor.

Happy Holidays,

Katherine Somerville
Bookkeeper

Mayne Island Fire Rescue

Fire Department Report



Fire Department Report: November 2012

Compiled by Fire Chief Steve DeRousie and presented at the December 10th, 2012 MIID meeting.

Fire Department Emergency Call-Outs

	# Emergency Call-Outs:	7
First Responder Medical:		2
Fire Pages - All Types:		4
Open Fire Complaint - Duty Page:		1
Total Callout Hours:	64.5 hours	

November was busier for Fire & EMA-FR calls, including one duty page for a possible large fire. This was a controlled and permitted land clearing burn. The windstorms generated two Hydro Line Fire calls. Another Fire Call was of particular concern to public safety, as the lines remained energized with 14,400 volts for the full 3 hours. The Fire Department remained on scene until BC Hydro crews were able to attend and remove the fallen tree.

Public Assistance Request & Community Event

	# Public Assist & Events:	??
Public Assistance Requests & Inquiries:	Too many to list	
Community Events attended:		1

Several address verification applications were received in November. Six Firefighters attended the November 11th Remembrance Day gathering in front of the Church. The Fire Department assisted with the WITS program presentation to the Mayne Island School students. Constable Brian Davies is to be commended for his leadership and especially for his enthusiasm with the students.

Fire Department Training & Practice hours

	Training & Practice Hours:	174.5
Total Practice hours:		117.5
On-Island Supplemental training: Truck Checker - Orientation & Safety		6
Off-Island Supplemental training: NFPA FF 1001 I&I LIVE FIRE		32
Work Experience Volunteers:		19

The fire department members began their Traffic Control Person training in November which will conclude the first practice in the new year. Mike Maxwell volunteered as a Truck Checker with the Fire Department - his role is primarily to ensure the trucks and equipment are mechanically safe and ready to respond for the next call. Congratulations to Eric Rice for completing his Live Fire training at the Otter Point burn building centre! Eric is now trained to the NFPA 1001 I&I standards for Professional Firefighter.

Fire Department Personnel as at 31-Oct-2012

		Fire Department Personnel:	18
Hot Zone Firefighters:	11	Non hot-zone firefighters:	7
NFPA 1001 I&II accredited firefighters:	5	Auxiliary firefighters:	4
Basic Firefighting Certificate firefighters:	5	support crew members:	3
Recruit firefighters in training:	1		

Although we have 1 new volunteer, another was required to step down due to physical health reasons. No changes to the personnel numbers in November.

Mayne Island Fire Rescue

Fire Department Report



Fire Department Apparatus and Equipment

9 Self Contained Breathing Apparatus air cylinders expired on the last day of November and were sent in for testing and re-certification. I have ordered replacement Fire Danger Rating signs to replace and relocate these signs in advance of the summer 2013. Otherwise, there was nothing significant to report.

Fire Department Operations and Administration

A review and restructuring of the Joint Occupational Health & Safety Committee is underway to meet the requirements of the regulations. More on this next month.

The Rapid Attack vehicle replacement plan was reviewed and a detailed report delivered to Trustee McKinnon for the purpose of assessing the options available to the Fire Department to meet the Levels of Service provided by Mayne Island Fire Rescue.

Good progress has been made in developing the proposal for installing 'dry hydrant' Water Supplies access for firefighting water in private ponds and sizable storage tanks on the island. The next steps are to consult with owners to discuss their involvement and gain support for the proposed project.

It is encouraging that 6 individuals have applied to be a volunteer paid on-call firefighter. Interviews will be scheduled shortly after the closure date of December 7th.

Firefighters joined the Lions members on December 8th at Miners Bay to welcome Santa Claus to the island. The Fire Truck was decorated with lights and garland for the first time to add a little extra festivity to our presence.

Steven DeRousie, Fire Chief

Mayne Island Health Centre

Premises Manager Report

Health Centre Report for November 2012

Presented to the Mayne Island Improvement District Trustees, December 10th 2012.

Health Centre Building:

No significant issues were evident concerning the building in November.

Safety & Security:

No building security issues were reported during the month November.

Water test results remain at L1 (*none detectable*) as of November 27th.

A damaged light bulb in the waiting area was a fire hazard and replaced.

The parking area flood light was cutting out. It was tested for faulty ballast and the bulb was replaced.

Actions Taken:

No new items were noted in the logbook.

Several access requests were attended for construction planning.

Safety inspections were carried out on 6 occasions in November, nothing significant was noted.

Heliport Operations

BCAS Air Ambulance MedEvac Flights:	1
Other Emergency MedEvac flights:	0

The NOTAM¹ was issued for the construction period of the Health Centre expansion. The first Med-Evac flight during the NOTAM period occurred on November 25th. It should be noted the flight path and access ramp are the areas of concern during the NOTAM and these areas fall within the authority of the Heliport Manager.

Steven DeRousie

Health Centre & Health Centre Heliport manager

¹ 121209 NOTAMN CYYJ MAYNE ISLAND (MEDICAL) (HELI CBF5) (attached)

2012-11-21 22:28:17

MESSAGE CREATE

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AFTN Address (Z): --
Priority: FF
Message Type: FREE FORMAT
ACID: --
Message Text:

121209 NOTAMN CYYJ MAYNE ISLAND(MEDICAL EMERGENCY) (HELI
CBF5 HELIPAD AVBL 30 MIN PN 250 539 0835
1211220100 TIL APRX 1302220100

faxed

Mayne Island Improvement District Policy Manual

Operational

Mayne Island Health Centre Heliport

NOTAM IN EFFECT

AS OF: 17:00hrs 21 – 11 - 2012

Policy:

A Prior Permission Required (PPR) approval must be obtained from the Mayne Island Health Centre Heliport Manager for all incoming BC Ambulance helicopter flights anytime a Notice to Airmen (NOTAM) is in effect for MAYNE ISLAND (Medical Emergency) BC (Heli) CBF5.

Procedure:

During a NOTAM IN EFFECT notice, a Prior Permission Request for Air Ambulance shall be obtained by contacting the Heliport Manager.

- business hours: T: 250 539 5156 / C: 250 539 0835
- after hours: Langford Dispatch non-emergency number: dial 1 250 478 9555 and ask the dispatcher to page the Mayne Island On-Duty Officer with the following message:

"BCAS requires prior permission for Med-Evac flight arriving in 30 minutes"

- BC Ambulance Service (Station 104 Mayne Island) OR Health Centre Medical Staff will then request the Air Ambulance to be launched.
- The Heliport Manager shall ensure any loose items on or near the Heliport that could become airborne and pose a danger to the aircraft are secured and/or removed.
- BC Ambulance Service will be instructed to continue the incoming flight. **OR;**
- if additional time is required to secure the Heliport, the flight will be advised to delay arrival as required to secure the Heliport.
- If the Heliport is closed or cannot be secured - BC Ambulance will immediately be instructed to cancel the incoming flight to ensure the safety of the Air Ambulance personnel and aircraft pilots **AND** Heliport Lighting shall be turned off.
- Heliport lights shall be turned on for all incoming flights, regardless of time of day/night.
- The Heliport Manager will monitor PEP1 channel to communicate with the pilots.

Reference: Mayne Island Heliport Operations Manual (2006)

Canada Flight Supplement / GPH 205 - Aerodrome/Facility Directory B579

Website Statistics

mayneislandfire.com					
Summary					
Reported period	Month Nov 2012				
First visit	01 Nov 2012 - 00:42				
Last visit	30 Nov 2012 - 16:02				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	190	365 (1.92 visits/visitor)	643 (1.76 Pages/Visit)	3,281 (8.98 Hits/Visit)	367.34 MB (1030.57 KB/Visit)
Not viewed traffic *			1,939	5,599	496.22 MB

miidonline.com					
Summary					
Reported period	Month Nov 2012				
First visit	NA				
Last visit	30 Nov 2012 - 23:04				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	325	662 (2.03 visits/visitor)	1,535 (2.31 Pages/Visit)	30,726 (46.41 Hits/Visit)	677.53 MB (1048.02 KB/Visit)
Not viewed traffic *			2,230	6,878	186.60 MB

Software / Hardware

September	
Software:	<ul style="list-style-type: none"> The issues with the certificate errors have been corrected. There was no cost to MIID for the correct certificate. With continued additions of files and documents to our websites, an upgrade of the website hosting accounts is recommended – from 150Mb to 200 Mb.
Hardware:	<ul style="list-style-type: none"> The HP Laptop previously assigned to J. Francis has failed and needs to be replaced. A Dell Latitude E5530 will be acquired as a replacement.