

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Monday, June 8, 2015  
Location: Temporary Offices, MIID & MIFRS**

**CALL TO ORDER:**

The meeting was called to order at 9:02 AM by Chair Bob McKinnon

**PRESENT:**

Trustees: Bob McKinnon; Doug Walker; Sharon Hinton; Cilla Brooke;  
Staff: Administrator: Gerrie Wise;  
Finance Officer: Katherine Somerville; Fire Captains Rice and Stobart

**ABSENT WITH NOTICE**

Trustee Brian Dearden; Fire Chief Steve DeRousie

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

None

**AGENDA – Additions, Approval**

Fire Chief: & Chair added items under “In Camera”

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

**PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:**

**MOTION** Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to approve the Minutes from the Board Meeting of May 11, 2015 as circulated. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

- a. Policies –Trustee Brooke requested these be tabled to the July meeting as the Chief is away and they have not had sufficient time working together to finalize the policies.

**CORRESPONDENCE:**

- a. Item from BC Chambers<sup>1</sup> re: Motion to support for Improvement District Grant access for infrastructure Grants. The Administrator will forward the letter to all Trustees, and provided a print copy to Trustee Hinton.
- b. CRD invitation to Waste Management meeting June 15<sup>th</sup> Victoria As none of the Trustees are available to attend, a discussion was held whether to send the Administrator. She will contact CRD for the agenda and email all Trustees.
- c. email Local Gov't Management Assoc & Fire Commissioner<sup>2</sup> regarding a Course Sept 11 to 13<sup>th</sup> for Fire Chiefs and Local Gov't Administrators of Volunteer and small paid-on-call fire departments.

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<sup>1</sup> Letter from BC Chamber

<sup>2</sup> Course information

The Chair is concerned about exceeding the budget for training. The Board left this to Trustee Brooke for evaluation.

### **FINANCE REPORT**

Katherine Somerville, Finance Officer, presented the Finance report<sup>3</sup> attached, and asked for questions. The fire hall build binder was presented to the Trustees. The cash flow and budget spending were briefly discussed.

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

### **REPORTS**

a. Management: The Chair stated he had a number of items to address. He met with the Conservancy to discuss a concern of the Conservancy regarding the impact of an oil spill in the gulf islands. The Conservancy would like support for their letter of concern to Provincial and Federal Government regarding the impression of non-readiness at these government levels. He also discussed this matter with the Fire Chief who explained the Sothern Gulf Islands Chief's Group is working with the CRD to station a fire boat in the Gulf islands which could also respond to a spill. The Chair also explained the Contractor presently responsible for spill clean-up. He also outlined the Island Trust investigations and the efforts in the San Juan Islands which are locally funded. The Chair asked the Conservancy to send a letter to the Board in order to determine what, if any Board response is appropriate. The Chair asked to discuss the fire hall build issues "in camera"

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

b. Administrator's Report: Gerrie Wise provided her report<sup>4</sup> (attached) and asked for questions. The Water system at the Health Centre will be discussed in Camera.

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

c. Fire Chief's Report<sup>5</sup> (attached) The report provided by Fire Chief Steve DeRousie before he left for the Chief's Conference was presented by Capt Stobart. Captain Rice reported that he and the Chief had completed Fire Officer 1 course last week. Captain Stobart will complete the course next. Captains Rice and Stobart attended the Training Officer's Conference in May. The foam unit on engine 2 will be tested after a report was filed that it was faulty. A Confidential incident report from the Fire Chief was circulated to the Board (Copy in "In Camera" minutes)

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

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<sup>3</sup> Finance Report

<sup>4</sup> Administrator's Report

<sup>5</sup> Fire Chief's Report

Trustee Walker complimented the Fire Department for publishing the poster and ads regarding the fire ban. A discussion ensued regarding the need for clear public education. Captain Stobart reported that all fires will be banned this afternoon and new posters will be posted, as well as the “no burning” signs added to the fire hazard rating signs.

- d. Report from Occupational Health and Safety Committee<sup>6</sup>. There was no meeting held recently as no new incidents or concerns have been raised and any outstanding issues were dealt with.
- e. MI Health Centre
  - i. Health Centre Repairs Report <sup>7</sup> (attached) The Administrator circulated the Maintenance<sup>8</sup> report, and asked for questions.
  - ii MIHCA- Lindsay Allan, Chair - no report

**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 further to report
- b. Communications:: Mayneliner article: The Chair will submit a draft to Trustees for a website article by month end. The Trustees discussed a July 1<sup>st</sup> article in Mayneliner; however it was decided not to publish an article in July. No comments have been received regarding missing Alea articles or seeing the June one which was published.
- c. Fire Department: Trustee Doug Walker - nothing at this time
- d. Finance Committee Trustee Cilla Brooke –nothing at this time
- e. FOIPPA: Admin: no requests were received
- f. Government Liaison: Admin reported that the Ministry is still examining our bylaw 161 for approval of the Inspector. No problems are reported, just a back-log of work at the Ministry.
- g. Health Centre & HC Association, Trustee Hinton: nothing at this time
- h. Fire Hall Committee: Chair reported he has done a walk-through of the new hall with the Fire Chief regarding his concerns in the Administration office area. The Chief would like the walls around the Chief’s and Finance officer’s office to have glass panels to allow for visual contact with each other and with the general office, including the public counter. Later Friday the Chair did a walk through with Cole Zukiwsky to begin a deficiency list. The Chair has requested a report on a number of issues. The Interior crew has started framing. Electrical and plumbing contractors will be back next week. The Administrator asked about the completion date for reasons of insurance and the rental of temporary facilities.
- i. Human Resources Committee – Trustee Cilla Brooke – June is the month for staff evaluations The Chief has an appointment set for next week. The Administrator and Financial Officer’s evaluation will be done this week. The Chair and Trustee Brooke will set the schedule with the Administrator and Financial Officer.

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<sup>6</sup> Minutes & Draft Minutes from Occupational Health and Safety Committee

<sup>7</sup> HC Maintenance Report

<sup>8</sup> Report from HC Maintenance.

- j. Garbage Committee – Trustee Brian Dearden: Absent
- k. Fire Fighters Liaison – Trustee Brian Dearden: Absent. Captains Stobart and Rice reviewed their fund raising efforts

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

**OTHER BUSINESS:** none

**NEW BUSINESS:** None at this time

**NEXT TRUSTEES MEETING DATE/S:**

- July 13, 2015 - 9:00 AM Regular Board Meeting- Location - Temporary Offices

**IN Camera**

**MOTION** It was moved by Trustee Doug Walker and Seconded by Trustee Sharon Hinton to go in to the In Camera Session at 10:08 AM **CARRIED UNANIMOUSLY**

After the “In Camera” meeting, the Board meeting was reopened to bring motions forward under “New Business”

**NEW BUSINESS:**

**Excerpt from the In Camera Minutes of June 8, 2015:**

“**MOTION** It was moved by Trustee Doug Walker and Seconded by Trustee Sharon Hinton to bring forward the motions passed “in camera” to the monthly meeting. **CARRIED UNANIMOUSLY**”

**MOTION** It was moved by Trustee Doug Walker and Seconded by Trustee Cilla Brooke to accept the quote from Nomadic Routes for the replacement of the single pane Health Centre windows with the confirmation that all windows are double pane, low e rebate type. **CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee Doug Walker and Seconded by Trustee Sharon Hinton to purchase the present “test” water filter subject to IH approval to avoid the ongoing problem of fine silt particles preventing adequate treatment of the water by the UV light. **CARRIED UNANIMOUSLY”**

**ADJOURNMENT:**

The Board meeting was adjourned at 11:27 AM by motion made by Trustee Doug Walker

Recorded and presented by: Gerrie Wise, Administrator  
Approved:

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Bob McKinnon, Chair

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Date:

**Finance Report** - MIID Board Meeting 2015-06-08

**Attached:**

- 2015 Budget vs. Actual to May 31, 2015
- Balance Sheet as at May 31, 2015

**Property Tax Accounts:**

<b>Arrears, Delinquent and Credit Balances as at June 2, 2015</b>		
	<b># of Prop's</b>	<b>Amount</b>
<b>Current Yrs</b>		
<b>Penalties incl.</b>	1157	<b>64,973.37</b>
<b>Current Arrears</b>		
<b>Interest and penalties incl.</b>	159	<b>2,673.96</b>
<b>Delinquent Arrears</b>		
<b>Interest and penalties incl.</b>	18	<b>414.91</b>
<b>Credit Balances</b>	14	<b>(343.19)</b>
<b>July 2 Post Dated Payments</b>		
<b>Received to date</b>		<b>(3,166.39)</b>
<b>Net Owing</b>		<b>64,552.66</b>

**Summary:**

As you can see from the figures above tax notices were printed on May 12 and in the mail by the afternoon of May 13 with the help of one additional worker. We are pleased to see so many tax payers paying their taxes earlier this year. Taxes are due July 2 the same as the provincial rural property taxes and can be paid using online banking at most Canadian banking institutions, by cheque or cash. I would like to discourage taxpayers from using the Gulfport "free mail," please use the MIID locked yellow drop box directly outside the administration offices. Unpaid taxes are subject to penalty July 3, I encourage everyone to pay their taxes on time.

I expect to receive the deposit for the 2015 Fire Department operating budget from the Minister of Finance on July 2. Our cash flow management has kept our operating account in good order.

Island Health has now paid their outstanding 2015 rent and has assured me the account discrepancy has been solved, there will be no further interruptions in payment.

The Fire Hall Construction Project binder is updated and ready for trustees to review at any time.

Respectfully,

Katherine Somerville

June 2, 2015

# Mayne Island Improvement District

## Administrators Report Board Meeting June 1 2015

### HC Premises:

The list of planned or required work is attached, copy to the Board and Chair, MIHCA. We are still waiting for Parts on order for a leaking sink (Room 207). The outside sensor and lights have been replaced. We have received a revised repair estimate for the foundation at the SE corner and instructed the Contractor to proceed.

Signage requesting people use the bike racks and also caution re helicopter "rotor-wash" have been delivered to Maintenance contractor with instructions to install along with "safety chain" for the ER door. Quote for the replacement of single pane windows has been received.

**HC Water** All quality tests are satisfactory. The Water Operator has reported he has had no problems or alarms which cause the system to shut down since the new filter was installed as a test. He also reported that before the filter, even with a new sensor and frequent cleaning there were alarms and shut-downs.. The filters and UV sleeve now require far less frequent attention due to fine silt in the waters. A second opinion was sought from an independent source who recommended the new filter be installed. A Construction Waiver must be issued by Island Health; we are waiting for a quote and schematic before proceeding with documents to IH.

### BCAS/ Fire Dept Water.

A retest of the "Ambulance "water, which serves our present buildings, was ordered by Island Health due to a test showing total (non-fecal) coliforms count of 23. **WSI** Maintenance advised the Fire Chief that their UV light has failed and suggested a "boil Water" advisory be posted. All sources of water have been posted, including those serving the Construction workers. Island Health was advised of our precautions taken; we now require 2 "clear" water sample tests before the advisory may be lifted.

### New Fire Hall Water System:

All required documents were sent to Scott at Liberty again May 1<sup>st</sup> . Follow-up discussions with him regarding the Engineer he was consulting indicated that Scott will be recommending Streamline for the installation of the new Fire Hall water system. Documents and explanations have been provided to Streamline.

### Strategic planning. Health Centre:

The Capital budget will be revised during the budget planning this summer.

### Health Centre Taxes

At this time, there are now 8 properties which are delinquent in paying their Taxes. These properties will be eligible for Tax Sale if not paid by August 1<sup>st</sup>, 2015 This month a letter will be sent to the Ministry and our lawyer to advise them of the accounts outstanding, with the hope that letters from the Ministry will encourage payment.

**Garbage** – As no Trustee is available to attend the CRD meeting June 15<sup>th</sup>, I am in Victoria and available to represent the Improvement District.

G. D. Wise  
June 1, 2015

# Health Centre Repairs Log

Month : June, 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?	4			Operating or Capital Budget 2016
Oct 2013	Dr. Losier	“		Replace single pane windows & screens Dr's Office & Pharmacy	3	2015		Quote Obtained
Oct 2013	MIHCA			Long term solution to garden, Parking lot and Driveway	4			2016 Capital Budget
March, 2014	Reported by D Rea			Some Panel/Breakers, Switches & Plugs are mislabeled or not labeled	4	2015		Op Budget 2015 Southern Gulf Electric will proceed as weekend work after summer
Jan 3	BCAS			Tap in Emerg. Room not working correctly	2	May 31		Looking into repair or replacing sensor Plumber getting estimates
Nov 28	GDW			Repairs to SE corner foundation	2	June 30		Eric Walker quote provided & work is scheduled as available
Feb 10	Dave			Tap in Medications room 207 is leaking under sink	2			Plumber to repair Part on order
May 4				Testing new filtration system	2	June		See Admin report



# Mayne Island Fire Rescue



## Fire Department Report for May 2015

Presented to the Improvement District Trustees - Monday, June 8<sup>th</sup>, 2015.

### Emergency Call-Outs

	Pagers	Apparatus
• May 01 EMA-FR3 HLA3FR	634	-Eng2
• May 06 SF-Res - Chimney	633	-Eng2, Eng1, T1, T3
• May 08 Open Burn	633	-Eng2
• May 11 Brush/Grass Mulch	633	-Eng2, Utility1
• May 14 EMA-FR3 BLS2FR	634	-Eng2
• May 16 Smoke Smell/Sighting	633	-Eng2, Utility1
• May 17 Shore Rescue	634	-Eng2, Utility1
• May 17 Open Burn	633	-Eng1, Utility1, T3
• May 18 BCAS Assistance	634	-Utility1
• May 18 BCAS Assistance	634	-N/A
• May 28 Hydro Fire	633	-Eng2, Eng1, T1, T3, Utility1

### Responses: 11

633 Fire / All Page:	55%	6
634 First Responder Medical:	45%	5
635 Duty Page:	0%	0
Total Personnel Hours:		173 hours

Heliport: BC Air Ambulance: 1\*

\*does not include unreported BCAS helicopter flights

### Fire Prevention & Public Education / Community Events

The Fire Prevention & Public Education team attended the Farmers Market on the May long weekend to engage public in fire safety topics. The Smoke Alarm and Battery Replacement program received four requests for smoke alarms at the farmers market.

### Community Events: 1

Community Events attended:	
- Farmers Market	1
-	

### Fire Practice, Training & Continuing Education

Chief DeRousie and Captain Rice completed their NFPA 1021 Fire Officer training course May 31<sup>st</sup> 2015. Four members will be selected to attend the Regional Training Weekend hosted by Salt Spring Island Fire Rescue for continuing educational courses. Captains Stobart and Rice attended several workshops at the BC Fire Training Officers Association Conference in Langley.

### Fire Practice Hours: 297

Total Practice Session hours:	121
On-Island Supplemental training:	0
Off-Island Supplemental training:	176

### Personnel

Our membership remains at 25 personnel consisting of eleven Firefighter II, six Firefighter I, supported by 8 Fire/Rescue Auxiliaries. The department is preparing to interview applicants from the membership for the position of Lieutenant prior to the busy summer season arriving once school is out.

### Total Responding Personnel: 25\*

Hot Zone Firefighters:	17	Auxiliary Firefighter:	8
NFPA 1001 FFII accredited:	11	FF Auxiliary:	8
NFPA 1001 FFI, equivalent	6		
Recruit firefighter:	0	Away With Leave:	0

\*includes recruits and members away with leave or on suspension

### Apparatus and Equipment

Engine 2 had a failure of its firefighting foam injection system. The roof ladder hooks have been replaced and is back in service on Engine 1. Some SCBA Cylinders are due for hydrostatic testing at the end of May. Some carbon fibre cylinders have expired and will be pulled from service for destruction and disposed of according to OHS regulations.

### Operations and Administration

Our Standard Operating Guidelines review and publication to the membership has been delayed due to a busy month of emergency calls and an intense training schedule. Sections (1) and (2) of the SOG's relating to occupational health and safety will be sent to the Officer group in June. Open Burning restriction came into effect May 27<sup>th</sup> under the Coastal Fire Centre category 2 open fire ban. This means all fires except campfires for the purpose of cooking and warmth are now closed for the season.

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](mailto:sderousie@mayneid.ca)  
Web Site: [www.mayneislandfire.com](http://www.mayneislandfire.com)