



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, Aug 16, 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 Chair, Trustee Cilla Brooke

PRESENT:

Trustees: Cilla Brooke, Chair; Dereck Atha, Brian Dearden, Sean Skiffington, Bob Soper;
Staff: Corporate Administrative Officer (CAO): Katherine Somerville; Kyle Stobart: Captain;
Eric Walker: Captain; Fire Chief Steve DeRousie.

GUESTS, MEMBERS OF PUBLIC PRESENT: Bernard Rochet, Harry Lane, David Lindquist, Herbie Rochet, Rick Ponsford, Bernadette Ponsford, Deb Foote, Joan Sutherland, Toby Snelgrove, Bev Whitney, J. Allen Evans, Dennis Watts, Nigel Barrett, Ralph Crozier, Kathy Barber, Kristine Sidgurdson, Faythe D'Arcy, Sue Everts,

AGENDA – Additions, Approval

The CAO, Fire Chief, and Chair had items to discuss under In Camera

MOTION Trustee Atha moved and Trustee Dearden seconded the motion to approve the agenda.
CARRIED

PREVIOUS MINUTES OF BOARD MEETINGS:

MOTION Trustee Soper moved and Trustee Skiffington seconded the motion to approve the Minutes from the Board Meeting of July 19, 2016 as circulated.
CARRIED

BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:

1) Guest: Bernard Rochet addressed the Board. A copy of his presentation¹ is attached.

The public discussion which followed is transcribed and appended to these minutes.

2) Cost Recovery Invoice: The CAO will discuss this issue in camera as the property owner information must remain confidential at this time.

3) CRD Emergency Program Lease: The CAO will discuss this issue in camera as the terms of the lease are still in negotiation.

CORRESPONDENCE:

The CAO reported several emails and cards were received including two "Thank you's" and 4 comments.

CORPORATE ADMINISTRATIVE OFFICERS REPORT

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report². She then gave a brief report on the delinquent taxes and the CRD Lease which will be discussed "in camera". A copy of the letter to BCAS giving them formal authorization to hook up to the Fire Hall generator under our standing commitment was provided. The Chair asked if any of the Trustees new to the Board had any questions about this agreement; no questions were asked. A "walk-through" of the Health Centre was done by Katherine with Trustee Soper and Sally Manson to create an updated

¹ Bernard Rochet presentation

² Administration Report

repairs log³. A temporary HC Maintenance Contractor was hired and the repairs log was reviewed with him.

MOTION Moved by Trustee Atha and seconded by Trustee Dearden to approve the CAO Report.

CARRIED

REPORTS

a. Management: Chair: Trustee Brooke presented her report:

Trustee Brooke explained the Trustees had done Staff Evaluations and reviewed the CRD Lease terms in the past month and have been very involved with public and staff consultation.

MOTION Moved by Trustee Dearden and seconded by Trustee Skiffington to accept the Management report.

CARRIED

b. Fire Chief's Report⁴ (attached) Fire Chief Steve DeRousie presented his report and commented on the following items:

- Hours of service down 193 hours from July last year and down 241 hours from the 403 hours reported for June 2016. July was an unusually quiet month.
- We have 18 firefighters trained to Level 1&2 and Exterior and will begin recruiting again shortly.
- MIFR continues to work to raise awareness of and reduce the risk of wildfires on Mayne Island.

MOTION Moved by Trustee Atha and seconded by Trustee Soper to accept the Fire Chief's Report

CARRIED

c. Report from Occupational Health and Safety Committee:

The draft minutes of the meeting of July 5, 2016 were circulated at the last Board meeting, and the Fire Chief commented on some of the outstanding items.

- The guarding around the sprinkler pump has been completed
- The safety railings around the walkways have been completed
- The bollards around the heat pump have been installed

MOTION Moved by Trustee Dearden and seconded by Trustee Atha to accept the OHSC Report.

CARRIED

d. MI Health Centre Report:

The CAO presented the report earlier under her report and notified the Board that the leaking windows on the lower floor will be investigated by the newly hired Interim Maintenance Contractor soon.

MOTION Moved by Trustee Soper and seconded by Trustee Dearden to receive the Health Centre Report.

CARRIED

COMMITTEE REPORTS

a. Fire Hall Build: Trustee Skiffington reported he continues to follow up with Liberty regarding the Engineering "walk-through" and the Schedule C "sign-off". He continues to press them for the documents as we cannot obtain the CRD Occupancy Permit with the Schedule C sign-offs.

b. Finance Committee: Trustee Brooke reminded the Trustees of next week's Budget meeting for the 2017 budget and tax year.

c. Health Centre & HC Association: Trustee Soper thanked the CAO for filling in for the time between Contractors. The Interim Contractor will work until Sept.30th; applications are being taken.

d. Human Resources: Trustee Atha reported some Staff evaluations have been done and more are planned for later this week. Several discussions have been held with the public, fire fighters and members of the Auxiliary.

MOTION: Moved by Trustee Dearden and seconded by Trustee Soper to accept the Committee Reports.

CARRIED

OTHER BUSINESS:

Communications/ Articles for Website/Mayneliner

³ HC Repairs Log

⁴ Fire Chief's Report

The CAO reported that she has updated the MIID website and asked the Board if they wish to submit an article to the Mayneliner. We should remember to include the Mayneliner costs for the budget discussions. A decision on a September article will be made before the MayneLiner deadline.

NEW BUSINESS: None at this time

NEXT BOARD MEETING DATE/S:

Tuesday, August 23, 2016 1:00 PM Staff & Board – Budget Meeting

Tuesday, Sep 20, 2016 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS:

The Chair asked for further questions from the public.

Bernard Rochet I would like the Board to publish a statement which clarified the issues of safety incidents involved in the decision made by the Board to discontinue the Auxiliary program. Can it be made clear that the safety incidents referred to were referring to the reason for the Playbook regulations: and in no way referred to the activities of the MIFR Auxiliary. I would be satisfied with that clarification. I feel that at least the cloud would be lifted from our heads. It would have to be a clear and unambiguous statement.

Trustee Soper That statement should be considered by the Board.

Trustee Atha Bernard, please text or email me the statement wording.

Trustee Soper That is a good statement.

Chair It will be in the minutes.

Bernard Rochet I want the statement to be published in the MayneLiner to answer the public concern and confusion on the question of safety of the Auxiliaries' actions. The article in the MayneLiner last month led to the assumption in the public eye that Auxiliaries were responsible for safety incidents.

Trustee Soper Rochet's statement would provide further clarification.

Trustee Atha The statement will be taken under advisement.

Chair The intent of the article last month was to clarify any misunderstanding. We did assume that with all the Facebook comments and email circulating as well as the MIID website that people were aware of the action taken regarding the Auxiliary program. Did people you spoke with know about the layoff ?

Nigel Barrett People knew about the layoff, but not the reason. When they saw the article the public began to ask them (the auxiliaries) what they had done to make it unsafe. The Board must either show what was done wrong or inform the public that the Auxiliaries were not unsafe. I have been asked repeatedly by the public what we had done that was unsafe. I would like a plain and simple statement made to clarify this.

Trustee Soper You have been heard by the Board, Nigel.

Chair The Board will consider the statement and publication.

Toby Snelgrove I heard about the situation on FaceBook, but would like to ask the Fire Chief why the decision was made not to have an Auxiliary program in the Mayne Island Department when other organizations such as the RCMP still appear to have the program.

Fire Chief Can I have some time for a reply. Nigel's point is well taken. I regret that no-one had spoken to me about their concerns; as I believe a lot of this could have been avoided. There is a lot of misinformation out there and a lot of anger and hurt feelings in the community now so it is difficult to get a clear story. When I read through the Playbook, some portions, particularly the section dealing with fighting fires the minimal training required is clear. Other communities do have support groups doing various jobs (example: professional truck drivers) but not carrying pagers and responding to calls. When I look at other communities and our island, I realize we do not have the same resources; in fact we are probably lucky that we do have 10% of the 175 people living on the island between the ages of 20 and 44 as our volunteer firefighters. In order to give our taxpayers and residents & guests the service they call for – when they call 911 that is an emergency call and requires an emergency response. What we were doing was only asking the Auxiliaries to respond to the biggest emergencies which in my opinion was a huge risk to ask these people to do this when we are not training them to be

firefighters. They were never intended to be firefighters but unfortunately “creep” happens. When the pager goes off – we all group together, we are not separated by training level. Someone may be directed to do something they have not been trained for. One of the problems is that when I or one of the officers direct someone to do something and if an accident happens, I am held responsible as the Fire Chief.

Toby Snelgrove So the challenge is the inability of the supervising staff to properly make use of whoever turns up ?

Chair In some ways, yes after all everyone is dressed the same.

Fire Chief There are a lot of things about this and in order to keep everything as safe as possible this is the route that I have chosen to go – Basic Training and Firefighter Training for everyone.

Bernard Rochet The Auxiliaries did only what they were expected to do and trained to do. There is no way I would have done anything I have not been trained to do. I could have sustained an injury lifting something too heavy for me, but not doing an action I was untrained for as I would not have undertaken to do one. Actually, Firefighter training would have been wasted on us as our assignments as Auxiliaries were limited to certain tasks only which we were very well trained to do, by you in particular.

Fire Chief The decision was made to dissolve the Auxiliary program as it existed because it existed for non-firefighters. The decision was made to go forward with trained firefighters. It was my recommendation to the Board and the Board's decision.

Bernard Rochet asked to clarify that the Playbook did not mandate that the Auxiliary program was to be discontinued.

Fire Chief The Playbook to a degree did affect what the future of the MI Fire Department would look like and the decision was made to go forward with fully trained firefighters. Although the Playbook recognizes support groups with special limited training, it does not state every department must have such groups in its structure.

Toby Snelgrove The explanation I got was that Auxiliaries were being assigned tasks they were not trained to do.

Fire Chief replied that was not a correct statement and he must have been misunderstood.

Toby Snelgrove Instead of having better control of your Captains, you get rid of the Auxiliary.

Chair Could you get together separate from this meeting to discuss the issue.

Bernard Rochet There was no point to come and talk and I disagree with your (the Fire Chief) interpretation of the Playbook.

Fire Chief We will have to agree to disagree on interpretation - that there are several differing interpretations. It is only fair for people to understand the every person may have a different understanding or interpretation of the Playbook.

Chair Everyone seems to have a difference of opinion as to the requirements of the Playbook and the Office of the Fire Commissioner. We all come to this issue from different places.

The Chair thanked the guests and asked for a motion to go in the in-camera session.

MOTION TO GO IN CAMERA

MOTION Trustee Dearden moved and Trustee Skiffington seconded the motion to go into “In Camera session” at 2:26 PM. **CARRIED**

Following the In Camera portion of the meeting, the regular meeting was adjourned:

ADJOURNMENT:

The Board meeting was adjourned at 4:00 PM by motion made by Trustee Dearden.

Transcribed by: Gerrie Wise, Recording Secretary

Approved:

Priscilla Brooke, Chair

Date:



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, August 16, 2016

Time 1:00 PM

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

Addendum: to Minutes of August 16, 2016 Public Question Period

Following the presentation to the Board by Guest, Bernard Rochet several Members of the Public spoke or asked questions.

Trustees Requested time to read the submission and respond.

Trustees We had no intent to slander or malign the Auxiliaries in any way.

Trustee Dearden The minutes reflect answers given by the Trustees when asked by the public. We did not get into specific safety issues.

Nigel Barrett In the minutes you (Trustee Dearden) said you were aware of safety violations; I want it clarified who informed the Trustees.

Trustee Dearden Some of the information the Board considered did involve safety issues, but as a whole in regard to the safety of firefighters, the public and the Auxiliaries, and with respect to the legal issues and regulations regarding worker safety.

Nigel Barrett The article makes slanderous remarks. I would like this situation over and done with.

Chair There was nothing about safety in the statement regarding the dissolution of the Auxiliary. The Board has not slandered the Auxiliary. The public has asked the questions about safety and the rumours of safety came from the public.

Chair Should the topic be placed on the agenda now then.

Nigel Barrett Yes

Deb Foote Quoted the letter from the MIID Board of June 30th and quoted a response from the Office of the Fire Commissioner referring to page 17 of the Playbook regarding support groups. The Fire Chief completely mis-interpreted the Playbook and I question the Board not directing the Fire Chief; but following his suggestions only. I believe the Chief didn't want an Auxiliary and the Public is not being served.

Bernadette Ponsford Steve did not tell the Auxiliaries that he had decided the MIFD fire department would only have members of a certain level of Training. He told the Auxiliaries they did not have the level of training to Playbook standards. He said they would be a liability and that he could go to jail if anything happened to us. That's how we were terminated. The Playbook has been out for a year. None of us have ever been told we were not at the level of training required. We did not know it was his choice to not have us there.

Chair It was not the Chief's choice not to have you there, it is his responsibility to choose the level of training appropriate for the firefighters.

Bernadette Ponsford He didn't want us. We were terminated in an atrocious and cruel manner. We wrote to the Board and had no answer. I saw no answer.

Chair I replied to the writer of the letter, Bernard Rochet. Would you reply to that, Bernard?

Bernard Rochet The letter in the Mayneliner and the minutes implied safety violations by the Auxiliary. He offered to sign a waiver to allow the Board to release all information about any safety violations on his record. If there are none then I want you to withdraw those supposed allegations. I believe the confidentiality claimed by the Board is an excuse to not answer questions.

Trustee Dearden Releasing personnel information regarding safety infractions is not in the best interests of this small community. The questions of safety were raised by members of the public, and it was those persons who wanted specific information which must be withheld. There was discussion over many hours and perhaps mis-spoke in the past, however a decision was made that we felt improved the safety of the department. It was not a malicious intent.

Deb Foote When was it decided that MIFD is a full service department?

Chair The Bylaw was passed in April of 2015.

Deb Foote When was it decided to eliminate the Auxiliary function from the Fire Department?

Chair June 21, of this year, the decision was made to dissolve the Auxiliary.

Nigel Barrett Whose decision was that? The Board or the Chief?

Chair The decision is the Board's; based on recommendations from the Chief.

Deb Foote Did the Board not take into consideration any other course of action or presentations?

Trustee Dearden The Board met for approximately 3 to 4 hrs on this question and considered all the issues before reaching their decision.

Bev Whitney There appears to be two issues: one: it appears that the Auxiliaries have hurt feelings and I understand that, but I'd like to know why others are so upset by this decision. My other concern is as a ratepayer I don't understand why I am being asked to pay taxes or a duplication of costs to support people who want to be part of a fire department but not as a firefighter. When I left work I had no options or special club offered by my employer.

Ralph Crozier How many firefighters and Auxiliaries do we have in our fire department?

Chief 18 Firefighters and we had 7 Auxiliaries before the Auxiliaries program was dissolved.

Ralph Crozier Is that sufficient numbers to do the professional duties required?

Chief Yes

Ralph Crozier What about the "social" portion of the firefighters?

Chief The Firefighters Association is involved in the various community social functions: they are not a function of the fire department. It is a different group.

Joan Sutherland Does Galiano, Pender and Saturna have Auxiliaries.

Chief explained they do have some support crew, but not called Auxiliaries.

Bernard Rochet The Auxiliaries are not a "club". Duties were performed in the past by Auxiliaries to relieve firefighters from that work. I question whether the number of firefighters is sufficient, given that only 8 firefighters attended a recent practice.

Fire Chief On that date there was a meeting, not a practice and that two Trustees attended that meeting with the firefighters. There was also a community event that evening which took several firefighters away.

Kathy Barber I still don't understand why the Auxiliary was terminated. I don't know if it is training or safety issues.

Fire Chief Anyone with any questions come to see me, I will answer their concerns.

Kathy Barber I'm hearing no one wants to say what is going on. Why are volunteers removed?

Fire Chief Come and see me I will explain to the best of my ability.

Sue Everts We'd all like to hear your answer now

Chair (asked the fire chief): Would you like to explain the dissolution of the program and the lay-off.

Fire Chief We are moving the fire department to a fully trained fire department to support full service operations for the benefit of the community in the most cost effective method that we can.

Kathy Barber Were Auxiliaries paid?

Chair Yes, at the same rates as firefighters.

Kathy Barber So, finances are part of the issue.

Chair No, Absolutely not. finances were never part of the decision-making process.

Kathy Barber Please speak about the training issue. Did they refuse training?

Chief As you have heard from their own statements, they were not firefighters and therefore were not to be trained as firefighters.

Kathy Barber Then what is the training issue?

Chief The training issue is that in my opinion the best way to serve the community most effectively is to have firefighters that are all trained to the same level.

Kathy Barber So you would rather have more firefighters and no Auxiliary?

Chief That's correct, because a firefighter has a lot higher skills and if everybody is trained to the same level; and because we are a volunteer fire department we don't have duty shifts, we rely on whoever responds. So the more people that are all trained to the same level can all perform the same jobs and therefore we are more effective.

Kathy Barber So what about the jobs like ferrying water; the non-professional jobs? Why have a firefighter do these jobs.

Chief There are no jobs considered "non-professional" firefighter positions.

Kathy Barber I don't understand why you would have a firefighter do jobs when you could have an auxiliary do them. Do they get paid the same amount?

Chair Yes, they were paid the same amount as firefighters.

Chief I don't know how to further answer your question.

Kathy Barber Well they've been doing it so long why change things?

Chief The job of a firefighter has a significant skill set. Those skill sets need to exist in all members of the fire department. You can only get that by going to training. So when individuals no longer wish to be firefighters, but still assist as an auxiliary, as Bernard requested – that is how we ended up with the situation we had.

Chair Some of the jobs the Auxiliaries were doing such as working the pumps, driving the Tenders are classified as firefighter's jobs.

Chief That is correct. All firefighters need to be able to do all firefighting jobs.

Bev Whitney Can anyone, including these auxiliaries apply to become trained firefighters?

Chief Yes, as long as they can meet the employment requirements of the district, anyone and everyone can apply to take the training.

Bev Whitney So this has been made clear to them?

Chief Yes, on the night they received notice.

Nigel Barrett Disagree that they were offered to apply.

Chair The Board has apologized for any misunderstandings and for the way the Auxiliaries were let go, and repeated there was no complaint about the Auxiliaries' performance, but that the program was no longer in effect.

Kathy Barber I was left with the impression that there were safety concerns generated by actions of the Auxiliaries.

Chair Thank you for your comments Kathy, the issues about safety have already been covered.

Dennis Watts You all need to remember this Board are all volunteers and neither they nor you are experts on running a fire department. Of course they are going to rely on the experience and training of their Fire Chief.

The Chair then called for order and a five minute break; and stated the meeting will continue with the agenda with further comments to be handled in the "town hall" portion of the meeting.
Several guests left.

Transcribed by: Gerrie Wise, Recording Secretary

Approved:

Priscilla Brooke, Chair

Date:



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

August proved to be as busy as July it seemed. That may be due to the fact that I was away the last week of August.

On September 6, I began a distance education course through Camosun College towards my Certificate in Local Government Administration. This is a three month course compressed into 7 weeks. After this course I need to complete two more courses to receive my Certificate.

Tax statements were sent last month and as you can see from the table beside they facilitated payments. There is one delinquent property owner subject to tax sale on two properties. I spoke at length with this individual last week with no resolution. This is the third time this individual has been in the position of refusal to pay. The Districts lawyer is now moving forward with the legal process in which to collect the taxes owed.

Arrears, Delinquent and Credit Balances as at Sep 12, 2016		
	# of Prop's	Amount
Current Yrs	217	5,654.97
Current Arrears		
Interest and penalties incl.	57	1,204.62
Delinquent Arrears		
Interest and penalties incl.	12	194.71
Credit Balances	53	(958.67)
Net Owing		6,095.63

The Health Centre Repairs Log is attached for your reference, as you can see, the interim Health Centre Contractor has checked several items off the list that was updated last month including the leak at the window downstairs. Interviews will be held this week for the permanent position, for which there are two applicants.

The Districts last complete benefits review of costs and coverage was in 2012. I have begun a new review and will provide and update to the Board with comparisons from other providers in the upcoming months. This in no way implies a recommendation to move from our current providers but rather to confirm we are still receiving the best coverage for our members within a reasonable cost.

MIID utilizes taxation and accounting software called iCity, this software will be undergoing a required upgrade over the next few months. The old version will no longer be supported after December 31. I am looking forward to the upgrade as it will provide increased functionality and personalization however, this upgrade will require additional training that will happen online over the next several months. This will be a gradual transition allowing the use of both the old and the new software while the staff learns to use the latest version of this software.

We have held one budget meeting last month and another September 13th; we will require at least one more meeting to finalize the 2017 budgets to be presented for approval at the October Board meeting. The approved budgets must be submitted to the Ministry with the bylaw by October 31 in order to secure the funding for next year.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2



Health Centre Repairs Log

12/09/2016

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
28/7/16	KS	Completed	Loose lock assembly outside ER door	2	✓	
28/7/16	KS		Birds nesting – solution required possibly replace fixtures with anti nesting type	4		
28/7/16	KS	Completed	Wasp nest in gutter next to ER door	2	✓	
28/7/16	KS	Completed	Counselors door rubbing on floor causing damage to floor	2	✓	
28/7/16	KS		Spider issue in counselors room	3		
28/7/16	KS	Completed	Door stop required on downstairs outside entrance	2	✓	
28/7/16	KS		Soffit vent strip in front of NP office bent allowing space for wasps to nest	3		

Fire Department Report

To: **Board of Trustees**
 CAO K.Somerville
 From: Fire Chief Steven W. DeRousie
 CC: File
 Date: Tuesday, September 20-2016
 Re: August 2016 Fire Department Activity Summary



Mayne Island Fire Rescue
 Volunteers Serving the Community

Alarms: 12

There were 12 incidents responded to by firefighters in August. The Fire Department responded to four reports of prohibited campfires, and the report of a beach fire could not be located ie: nothing found on arrival. Five emergency medical aid, rescue of a hiker from Mount Parke Park trail, two equipment restriction complaints, and one call for smoke smell determined to be from a fireplace. August was normal with five code 3 (lights & sirens) responses.

Date	Time	Pager	Type	ToS	Members/Units
08-01 2016	15:01	634	EMA Rescue	14	5 U1
08-09 2016	01:04	634	EMA Medical D	15	6 U1
08-09 2016	10:34	635	D/O Campfire (propane)	11	1 U1
08-11 2016	21:04	635	D/O Beachfire	17	1 U1
08-13 2016	16:15	635	D/O Equipment Restriction	19	2 U1
08-18 2016	09:10	634	EMA Medical D	14	4 U1
08-19 2016	14:29	634	EMA Medical D	15	4 U1
08-20 2016	17:16	635	D/O Equipment Restriction	17	1 U1
08-20 2016	20:50	635	D/O Campfire	20	1 U1
08-20 2016	21:24	635	D/O Campfire (propane)	11	1 U1
08-23 2016	20:35	634	EMA Medical C	9	4 U1
08-25 2016	09:31	633	FIRE Brush/Grass Smoke Smell	10	9 E2/T3

Response Time Analysis

There were No Structure Fire alarms in August.

The Fire Department arrived on scene within 15 minutes for 70% of all calls received this month.

August 2016	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:		1 10%		
Other Alarms:		1 10%	6 50%	4 30%

Member Attendance for Officers and Firefighters:

Total hours are down 117 hours from August last year, and down 32 hours from 355 hours reported for July 2016.

For alarms - 6 members have exemplary attendance, 8 are satisfactory, 4 are below satisfactory levels.

For practices - 6 members have exemplary attendance, 6 are satisfactory, 6 are below satisfactory levels.

August	2016 Alarm / hrs	2015 Alarm / hrs	2016 Practice / hrs	2015 Practice / hrs
Officers attendance	12 Incidents 66	15 Incidents 103	4 Practices 37	4 Practices 49
Firefighter attendance	42	84	61	39
F/R Auxiliary attendance	0	32	0	48
Totals	108	219	112	136

Firefighter attendance at regular practices remains consistent compared to previous years 2015, 2014, 2013 avg.

Personnel and Training

Our 2015 recruits have resumed their NFPA 1001 Firefighter training at Pender as of September 10th, and our 2016 basic firefighter recruits are eager to begin attending their NFPA 1001 firefighter training at Pender Fire in January.

Fire practices for August had the firefighters developing a more efficient water supply delivery operating guideline assigning a "water supply officer" to direct the Tender Shuttling operations, as well as familiarization with new forestry foam stick nozzles.

The average attendance ratio for August 2016 at practice is 75% of practices; up 5% over July's figures.

The personnel numbers reported below reflect our membership as of August 31, 2016.

Total Active Personnel	NFPA Firefighter 1&2 and Exterior	FF in Training:
August 2016: 18	18	0

Fire Apparatus and Equipment

Apparatus and equipment are operating normally.

There have been no problems reported with the apparatus or firefighting equipment in August.

Administration and Operations

All 18 firefighters with Mayne Island Fire Rescue are trained to minimum standards and most exceed the minimum standards. I would like to remind anyone having questions about the fire department or our operations to contact or visit the Fire Chief at the fire hall anytime between 9am to 3pm Monday through Saturday.

Fire Department staff continue to pursue another fire free summer by delivering a constant message of forest fire prevention through education, media, advertising, and forest fire danger rating signage in all formats available.

Trustee Brooke and I met with the Mayne Island Conservancy to review their concerns regarding the risk of marine oil spills that may affect Mayne Island shorelines. The fire department will continue to monitor their progress and it should be noted the MIID letters patent and Bylaw 161 "Fire Department Establishing and Operating Bylaw" does not provide for marine hazmat spill response as that would fall outside of our jurisdiction. The marine environment is under the jurisdiction of the CCG, whereas land based hazmat response is within the jurisdiction of the MIID.

Other administration tasks in August included thorough reviews of our operating budget items, planning for the training and continuing education programs for 2017.

Standby Generator and Heliport

The emergency standby generator is operating normally, however due to an ongoing technical issue with the Health Centres automatic transfer switch, the weekly exercise test runs are being done manually by the Fire Chief.

BCAS has begun the connection of the ambulance station to our generator. They have completed most of the work and are now arranging a "work with" with BC Hydro to finalize the connection project.

Two (2) med-evac helicopter flight was recorded for August 2016.

OPERATIONAL GUIDELINE

MAYNE ISLAND VOLUNTEER FIRE DEPARTMENT	O.G.#
SECTION: ADMINISTRATION TITLE: PERSONNEL SUB: EVT Mechanic Position Description	Page 1 of 2

PURPOSE: To establish scope of work, experience and credentials requirements for the position of fire department Emergency Vehicle Technician Mechanic.

POSITION: EVT Mechanic position is responsible to schedule regular monthly preventative maintenance safety inspections and perform minor repairs and adjustments for all fire department owned vehicles and small engine powered equipment ensuring adjustments, minor repairs, and preventative measures are taken to maintain operational status.

SUPERVISION: The EVT Mechanic reports to the Fire Chief on all matters related to service and maintenance of mechanical fire fighting equipment.

ROLES AND RESPONSIBILITIES:

- advises fire chief on preventative maintenance needs, provides necessary maintenance and repairs for all fire vehicles, including fire apparatus, ancillary mechanized equipment, and standby generators,
- performs commercial vehicle inspections on a monthly cycle, not more than 45 days and not less than 15 days between, on each fire department owned commercial vehicle,
- advises fire chief of required vehicle maintenance items,
- as directed, makes minor repairs, and or assesses mechanical and electrical issues identified or noted in the fire department daily desk journal by operators or upon notification of post use damage, within hours approved,
- liaises with fire department approved repair shop for repair, obtains estimates,
- acquires purchase order, and arranges scheduled annual maintenance / interval servicing / filter and oil changes, as approved,
- maintains an inventory at the fire hall of typical owners maintenance items: bulbs / fluids / fuses, etc.,
- keeps a logbook of work performed within position responsibilities, as specified herein,
- advise and assist in the instruction of drivers in the proper use, care, and operation of firefighting apparatus, as directed and authorized,
- respond to emergency requests for the repair of faulty equipment outside of regularly scheduled work hours, within a reasonable time frame.
- after hours emergency repair calls should be limited to disabled vehicles only.

Due to limitations of the Fire Department workshop and supplies, scheduled annual vehicle service and major repairs are typically to be performed by fire department approved and licensed mechanical repair shop(s).

OPERATIONAL GUIDELINE

MAYNE ISLAND VOLUNTEER FIRE DEPARTMENT	O.G.#
SECTION: ADMINISTRATION TITLE: PERSONNEL SUB: EVT Mechanic Position Description	Page 2 of 2

KNOWLEDGE AND ABILITIES:

- Methods and tools used in repair and maintenance of fire vehicle apparatus, including diesel engines, hydraulic, electrical, and pneumatic systems, small engine powered portable fire pumps, saws, generators, and equipment.
- Working knowledge of diagnostic software as it relates to general automotive fleet, fire apparatus and heavy vehicle equipment.
- Familiarity with Department of Transportation and NFPA standards for commercial and fire emergency vehicles.
- Basic computer skills using Microsoft Windows Office Suite applications and computerized vehicle systems.
- Safe work practices and knowledge of MSDS procedures.
- Willingness to attend related EVT courses as directed and authorized;
 - Required EVT course costs shall be paid by Mayne Island Fire Dept.
 - Voluntary EVT course costs shall be at the EVT Mechanic expense.
- Ability to read and write detailed instructions and produce written reports in english.
- Self motivated, produces quality work ethics, with minimal supervision.

EXPERIENCE:

- Four years of experience as a mechanic diagnosing and repairing fire apparatus, vehicles and related equipment, or;
- An Equivalent combination of education and experience acceptable to the Fire Chief.

REQUIRED:

- Possess and maintain BCDL Class 5 or higher with air endorsement.
- Possess and maintain Fire Apparatus Technician "F4" certification in Inspection, Maintenance, and Testing of Fire Apparatus.

REMUNERATION:

- The EVT Mechanic performs approximately 8 hrs/month of vehicle inspections and minor repairs and assesments at the fire department, to a maximum of 104 hrs/yr.
- Any hours in addition to 8 hr/month must be approved in advance by the Fire Chief.
- The rate shall be approved by the Board as published in MIFR OG #3.08.02.
- EVT Mechanic shall be offered benefits at 50% premium deferred.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to: _____	Admin Approval: _____

Friday, August-12-16

EVT Mechanic Position Description DRAFT