



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, June 21, 2016

Time 1:00 PM

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

CALL TO ORDER:

The meeting was called to order at 1:10 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; Recording Secretary: Gerrie Wise
Fire Chief Steve DeRousie.

ABSENT WITH NOTICE:

GUESTS, MEMBERS OF PUBLIC PRESENT: None

AGENDA – Additions, Approval

- 1) CAO One item under In Camera
- 2) Fire Chief: 2 items under In Camera

MOTION Trustee Atha moved and Trustee Soper seconded the motion to approve the agenda as amended. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF BOARD MEETINGS:

MOTION Trustee Soper moved and Trustee Atha seconded the motion to approve the Minutes from the Board Meeting of May 17, 2016 as circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM PREVIOUS /MEETINGS/MINUTES:

- 1) CRD Lease: The CAO reported that the lease was sent to Ian Elliott at CRD
- 2) Cost Recovery Invoice: The invoice was sent with appropriate supporting documentation by Registered Mail. An update will be provided at the next Board meeting.
- 3) Trustee Responsibilities: The CAO distributed the Draft operational guideline: "Trustee Delegates" and asked for the Trustees approval.

MOTION Moved by Trustee Atha and seconded by Trustee Skiffington to accept the OG as amended. **CARRIED UNANIMOUSLY**

CORRESPONDENCE:

None received

CORPORATE ADMINISTRATIVE OFFICERS REPORT

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report¹
She reminded the Trustees that taxes are due July 4th and that there are still some properties which are delinquent. She is working with Health Centre Manager to ensure maintenance issues are handled in timelier manner. A water test for the Fire hall water has been returned from Island Health showing Total Coliform count of "2". The CAO will discuss this with the Water Operator. A meeting was held with the

¹ Administration Report
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Royal Bank officers and MIID. MIID has purchased a cheque scanner, which will reduce the need for manual deposits and ensure deposits are made promptly after receipt of payment.

MOTION Moved by Trustee Dearden and seconded by Trustee Soper to approve the CAO Report.
CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair: Trustee Brooke reported:

- She, the CAO and the Fire Chief met with the Royal Bank Account Managers. Additional security measures relating to the use of cheques and accessing online banking services were recommended and will be incorporated into our operating procedures.
- Trustee Brooke gave a brief summary of her meeting with Bill Jamieson (President of MIVFFA) regarding the ongoing renovations to the Schoolhouse building. Progress is anticipated in the coming year and the Association will be providing a bi-monthly report on their project.

MOTION Moved by Trustee Atha and seconded by Trustee Soper to accept the Management report.
CARRIED UNANIMOUSLY

b. Fire Chief's Report² (attached) Fire Chief Steve DeRousie presented his report.

- He highlighted the Hazmat spill in May and complimented Lt. Walker on his handling of that call in the Fire Chief's absence.
- An email inquiry from Village Point Improvement District regarding billing for water usage to extinguish a fire was received. Following information from the Fire Chief, the VPID Board advised the Fire Department by letter that no charge to the MIID will be made for water used to control and extinguish a fire in the water improvement district.

MOTION Moved by Trustee Dearden and seconded by Trustee Soper to accept the Fire Chief's Report
CARRIED UNANIMOUSLY

c. Report from Occupational Health and Safety Committee³:

The draft minutes of the meeting of June 7, 2016 were circulated, and the Fire Chief commented on some of the items.

- the storage of gasoline in the Truck bay was reviewed. The department is compliant with BC Fire Code.
- a "near-miss" regarding the use of the parking brake was reviewed; additional safety practice has been implemented.
- the Fire Chief is arranging for an audiologist to attend for testing of all firefighters
- Trustee Skiffington and the Chief discussed the guard rail to be installed around the pump for the sprinkler system in the Ready Room.

MOTION Moved by Trustee Atha and seconded by Trustee Skiffington to accept the OHSC Report.
CARRIED UNANIMOUSLY

d. MI Health Centre Report⁴:

The CAO presented the report and an updated log from the Health Centre Manager. She has today received a quote from the plumber to replace four faulty taps and a sink. This work, when taken into consideration with other work still required, will take the Building Maintenance budget line item over budget by approximately \$1200. However, the total Health Centre budget will not be over budget, as some funds will be available from other line items.

² Fire Chief's Report

³ Minutes of OH&S Committee June 7, 2016

⁴ Health Centre Manager Report & Log

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MOTION Moved by Trustee Soper and seconded by Trustee Atha to authorize the CAO to proceed with the repairs as per the quote presented.
CARRIED UNANIMOUSLY

The CAO then reported that the one thermostat at the Health Centre has been replaced and two thermostats have been serviced to allow for the system to return to automatic settings after staff has temporarily adjusted the temperature for comfort. The CAO also reported that the Health Centre carpets have now been cleaned with the MIID owned carpet cleaner.

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

The CAO added a report regarding the fire hall water system. The plumber advised MIID that the fire hall water system is not in compliance with the permit, which shows two wells as the source. At present only one well is commissioned and connected. The CAO contacted Island Health and the Water Officer has certified that our system is approved as presently operating with one well only. A discussion was held regarding possible uses for the presently unused well and/or its de-commissioning.

COMMITTEE REPORTS

- a. Fire Build: Trustee Skiffington reported he spoke with Chris Watson at the CRD to obtain their "deficiency list" and provided that list to Cole Zukiwsky at Liberty Contract Management Inc. Cole confirmed that Liberty is obtaining the Engineers' signatures on clean Schedule C's to submit to CRD Building Dept. to obtain an Occupation Certificate. An Engineers' walk-through including Trustee Skiffington and the Fire Chief will be scheduled in the coming month.
- b. Finance Committee: Trustee Brooke explained the budget process to the Trustees and asked for August dates for budget meetings. The 1st date chosen is August 2, 1:00 PM,
- c. Health Centre & HC Association: Trustee Soper had no report at this time.
- d. Human Resources Committee: Trustee Atha reported that one fire department personnel review had been conducted. Additional staff reviews will be scheduled.

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

OTHER BUSINESS:

1. Communications: Article for Website/Mayneliner

Trustee Brooke reported that she was disappointed with the MIID article published in the June MayneLiner. The graphic and format was completely altered from the article submitted.

2. The CAO reminded the Board to make use of our website to reach the public.

3. The CAO suggested that future Mayneliner articles be done by way of a purchased ad rather than an article. Ads are not altered and are more cost effective.

NEW BUSINESS: None at this time

NEXT BOARD MEETING DATE/S:

Tuesday, July 19, 2016: 1:00 PM Regular Board Meeting- Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS: No guests were present

MOTION TO GO IN CAMERA

MOTION Trustee Atha moved and Trustee Skiffington seconded the motion to go into "In Camera session" at 2:25 PM.
CARRIED UNANIMOUSLY

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

NEW BUSINESS – reconvened

Lifted from “in Camera” portion of the meeting:

MOTION Trustee Dearden moved and Trustee Skiffington seconded the motion to lift two Motions to the regular Board meeting as New Business. **CARRIED UNANIMOUSLY**

MOTION Moved by Trustee Atha and seconded by Trustee Soper to accept the Fire Chief's recommendation to promote Lt. Walker to the rank of Captain with a pay rate of \$25.59 as of July 13th, 2016. **CARRIED UNANIMOUSLY**

MOTION Moved by Trustee Dearden and seconded by Trustee Soper to lay off the Auxiliaries on July 31, 2016 as the Mayne Island Fire Department has no positions available for their level of training and certification. **CARRIED UNANIMOUSLY”**

ADJOURNMENT:

The Board meeting was adjourned at 5:21 PM by motion made by Trustee Atha

Transcribed by: Gerrie Wise, Recording Secretary

Approved:

Priscilla Brooke, Chair

Date:



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

2016 Health Centre and Heliport taxes are due July 4, 2016 the same date as the Provincial Rural Property Taxes. As you can see from the chart at the right, the office has been busy receiving tax payments. Thank you to tax payers who make their payments on time, any unpaid 2016 taxes will be subject to a 15% penalty July 5.

To date there are 9 delinquent properties that must pay their taxes by July 4 or the District will be forced to begin the tax sale process. All fees associated with this action can then be charged back to the individual properties. Delinquent properties are properties that have taxes unpaid for 24 months or longer.

Arrears, Delinquent and Credit Balances as at July 4, 2016		
	# of Prop's	Amount
Current Yrs	835	44902.60
Current Arrears		
Interest and penalties incl.	125	2,169.60
Delinquent Arrears		
Interest and penalties incl.	20	855.92
Credit Balances	28	(1,667.46)
Net Owing		46,260.66

The District's website has been updated to include information about tax payment options as well as fire ban details and our AGM minutes, visit us at www.miidonline.com for up to date information and minutes.

The draft lease agreement for the use of the offices and storage space at the fire hall was presented to Ian Elliot, *Electoral Area Emergency Services Coordinator* for the CRD June 1st. I had asked for his comments prior to this meeting however, he is waiting for Brigitte Prochaska (EP Area Coordinator) and Peter Ensor (Manager, Electoral Area Fire & Emergency Programs) to review the document. The two are away until sometime this week. Ian would like to thank the Board for their patience at this time.

I have been working closely with the Health Centre manager to ensure timely completion of items on the current repairs log list. Trustee Soper and I have begun a preliminary discussion regarding the expansion of the parking area at the Health Centre. A more in depth discussion along with some preliminary sketches will be available during the upcoming budget meetings.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Fire Department Report

To: **Board of Trustees**
CAO K.Somerville
From: Fire Chief Steven W. DeRousie
CC: File
Date: Tuesday, June-21-2016
Re: June 2016 Fire Department Activity Summary



Mayne Island Fire Rescue
Volunteers Serving the Community

Alarms: 11

There were eleven incidents responded to by firefighters in May 2016. The Fire Department responded to a HazMat petroleum spill on May 1st. As the spill was less than 100L, the call was handled entirely by the fire department without assistance from Environment BC. On May 22nd we received a structure fire call which was downgraded. On arrival it was confirmed to be a wood stove being reported as possibly a fire in the roof of the structure.

Date	Time	Pager	Type		ToS	Members/Units	
05/01 2016	10:11 am	633	Fire	HazMat - Petroleum Spill	13'	10	E2,T3,U1
05/03 2016	5:17 pm	634	EMA	Medical C	10'	8	U1
05/13 2016	8:21 am	634	EMA	Medical C	14'	6	E2
05/15 2016	9:49 am	634	EMA	Assistance - BCAS	15'	5	U1
05/21 2016	6:52 pm	634	EMA	Medical C	9'	8	U1
05/22 2016	3:40 pm	634	EMA	Medical B	9'	7	U1
05/22 2016	6:30 pm	633	Fire	SFRes - Smoke in Structure	16'	9	E2,T3,U1
05/28 2016	7:38 am	634	EMA	Medical D	10'	5	U1
05/28 2016	9:17 pm	634	EMA	Assistance - BCAS	16'	6	E2
05/29 2016	8:15 pm	634	EMA	Assistance - BCAS	13'	6	E2
05/31 2016	4:39 am	634	EMA	Assistance - BCAS	16'	6	E2

Response Time Analysis

There was 1 Structure Fire alarm which was not met within 4-in-14 response goal (shown in red).

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

May 2016	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:				1 10%
Other Alarms:	0 0%	4 30%	3 30%	3 30%

Member Attendance for Officers, Firefighters, and Fire/Rescue Auxiliaries:

Members hours are down slightly from this month last year and significantly reduced from the previous month of April of 203 hours considering there were only two less incidents responded to.

The IaR app is helping to reduce excessive responses to incidents where fewer responders are required to manage the incident.

For alarms - 9 members have exemplary attendance, 7 are satisfactory, 5 are below satisfactory level.

For practices - 12 members have exemplary attendance, 4 are satisfactory, 5 are below satisfactory level.

May	2016 Alarms/ hrs		2015 Alarms/ hrs		2016 Practice/ hrs		2015 Practice/ hrs	
Officers attendance	11 Incidents	66	11 Incidents	87	5 Practices	67	4 Practices	47
Firefighter attendance		58		67		77		44
F/R Auxiliary attendance		28		37		79		34
Totals		152		191		223		125

Personnel

The fire department accepted four applicants for the Basic Fire Fighter in house training program, starting in June. The personnel numbers reported below will reflect these additional personnel in the June 2016 report.

Attendance levels at regular practices remains high with members attending regularly. Firefighters expressed their enjoyment and satisfaction of the 4 weeks of wildfire and forestry firefighting equipment practices.

Attendance at incidents reflects fewer hours spent responding to calls largely due to nine of the eleven calls being first response calls where only four to six responders are required.

Total Personnel is up by one due to a returning F/R Auxiliary member:

Total Personnel	NFPA Firefighter 1&2	F/R Auxiliary	FF Recruit
May 2016: 23	14	7	2

Fire Apparatus and Equipment

Apparatus and equipment are operating normally. Mud/Snow tires have been installed on Engine 2, as we were able to fit this into our vehicle budget taking advantage of sale prices. Original tires will be traded in on a set of winter tires for Utility 1, improving it's all weather traction without the need for snow chains for all but the heaviest snowfall.

Credit for the returned Ready Racking has been received as of June 13th. Five sets of expired turnout gear have been purchased and assigned to those members, as well as acquiring black helmets to assist in identifying the exterior firefighters to improve the safety of all members on scene.

Administration and Operations

May continued to remain dry and warm, although early shift did not come into effect until early June.

While the weather has been cooler, there has been little rain and the fire danger rating has remained constant at HIGH and is expected to reach the extreme level soon.

When the CFFDRS reaches "High" fire danger rating, our Improvement District Bylaw No. 161 requires open burning to be banned on Mayne Island. For the information of all residents and visitors; the open fire ban will not be lifted until sometime in October 2016.

Fire Prevention efforts will be an ongoing process throughout the remainder of spring and through the summer. These efforts include advertising in the MayneLiner, Fire Department websites and social media, and brightly printed sandwich boards and additional signage on the fire danger rating boards.

Emergency Backup Generator and Heliport

The emergency backup generator is operating normally on its weekly exercise test runs. I have heard from BCAS who indicate they are now in the process of planning the connection of the ambulance station to the generator.

There were no recorded med-evac helicopter flights recorded in May 2016.

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



Tuesday June 7th, 2016

Present:

Fire Chief S. DeRousie, Chair, Captain K. Stobart, Recording Secretary, Administrator K. Somerville, Lieutenant E. Walker.

Guests:

None.

Meeting called to order at 15:15 hours, June 7th, 2016

1. Agenda

Captain Stobart moved and Lieutenant Walker seconded the motion to adopt the agenda with additions.

CARRIED UNANIMOUSLY

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

Lt. Walker moved and Admin. Sommerville seconded the motion to approve the minutes of the previous meeting held on April 5th, 2016.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

- a. Workplace: From the inspection:
 - i. Fire Chief DeRousie reported that with our buildings classification, we can store up to 25 gal. of fuel in the truck bays, but must transfer that fuel outside.
 - ii.. Committee members identified the only item left on the workplace inspect report to do list is an enclosure around the sprinkler pump, which was identified as a tripping hazard.
- b. Training
- c. Personnel
- d. Operational
 - i. Captain Stobart reported on repetition of a near miss when a different driver(s) failed to engage the parking brake in fire apparatus in the fire hall. This has been noticed by staff 4 times this year. This issue is to be remedied by altering parking procedure, ongoing training and officer diligence.
- e. Equipment
- f. Other
 - i. Fire Chief DeRousie reported that he has been unable to contact the audiologist to date.

4. New Business:

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



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

Adjournment: The meeting was adjourned at 15:31.

5. Agenda for Next Meeting TBA.

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

Next OHS Meeting will be Tuesday July 5th at 13:00 hrs.

S. DeRousie, co-chair

E. Walker, co-chair

Recorded by K. Stobart, OH&S Recording Secretary



WISDOM ENTERPRISES LTD.

182 Spinnaker Drive
Mayne Island, BC V0N 2J2
Telephone: 250.539.5148
Email: wisefamily@shaw.ca

June 2, 2016

Mayne Island Improvement District
520 Felix Jack Road
Mayne Island, BC V0N 2J2

**Attention: Katherine Somerville, Chief Administrative and
Financial Officer**

Dear Ms. Somerville:

RE: HEALTH CENTRE REPORT MAY 6 to JUNE 2

It became obvious that we could not actively address outstanding repairs by continuing with the system of me trying to fit them into a my schedule on a prioritized basis while at the same time not exceeding my budgeted hours per month. I made a decision to just get these jobs done and by dedicating additional hours of work, over and above what are covered in my budget, I have been able to start making a sizeable dent in the backlog.

Also, generally speaking, things continue to run reasonably smoothly - most of the time - but there are minor irritations. For example, when the contractor arrived at the Health Centre yesterday to repair some gutters and also install some new ones he was told to go away and not bother them during patient hours. This was after I had alerted all the staff that he was coming and co-ordinated with them the date and time and what work was being done. Today when I asked about this no one would admit to knowing anything about it but at least when I re-schedule this work, or any work, I don't think it will happen again.

Wasp nest construction continues to be a major nuisance with a considerable amount of time being spent staying on top of this situation. However, I think it's under control.

The monthly repairs log is attached and has been updated as necessary.

Yours truly

Original signed by: *Jerry Wise*

Jerry Wise
Health Centre Manager

Health Centre Repairs Log

Date: June 2, 2016

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	Comments by HC Manager	Detailed Description	Priority Code	Date Repairs Started & /or Completed	Repair Scheduling
Oct. /13	MIHCA		Long term solution to garden, extra Parking and narrow driveway.	4		Planned in 2016 Capital Budget.
Mar. /14	David Rea	JW and Wesley will schedule to complete on a weekend.	Some panel/breakers, switches & plugs are mislabeled or not labeled. Circuits to be traced.	3	May 31, 2016	Op Budget 2016 Schedule Southern Gulf Electric to do.
Jan. /15	BCAS & Facility Mgr	Plumber is preparing an estimate. Work will be done with JW on hand on a night shift.	Faucets in emergency room and Leanne's office not working correctly.	3	May 30, 2016	Final cost estimate needs approval.
Jun. 27	Diane	Plumber will include in estimate	Drain valve on rain catchment tank needs repair.	3	May 30, 2016	Needs approval.
Sep. 25	Sally	Plumber will include in estimate	Faucets in medications room and lab "spray" when turned on fully. Need replacing.	3	May 30, 2016	Final cost estimate needs approval.
Sep. 25	Leanne	Sanding and primer coat is done.	Areas on some walls need sanding and painting.	3	May 21, 2016	JW to do - see "comments".
Dec. 7	Sally	Potentially a large job - will be assessed once flashing removed in good weather.	Water beneath older window on inside lower floor - puddle & wall paint stained.	2		Ok to proceed with JW doing the initial work.
Jan. 5/16	Facility Mgr	Gulf Island aluminum authorized to do work.	2 temporary downspouts outside Community room need replacing - not attached properly.	4	May 27, 2016	JW to discuss with KS. Approved.
Jan. 5	Facility Mgr	Needs a finishing carpenter to be involved. JW will get a quote.	Paint on trim around exterior of emerg. room door peeling off (no primer).	4		JW to discuss with KS as will have to be removed and re-painted.
Jan. 8	Jay - plumber	Plumber will include in estimate.	Propane pressure valves need removing.	3	May 30, 2016	Needs approval.

Report Date	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Date Repairs Started & /or Completed	Repair Scheduling
Jan. 20	Sally	A new bulb will be installed when exam room not being used.	Floodlight (double fixture) not working on side of building near doctors office exit door.	3	May 21, 2016	JW will fix
Jan. 20	Sally	Being addressed.	All carpets need cleaning.	3	May 24, 2016	Now being done in-house managed by the Administrator
Mar. 9	Sally	Work is done.	All the evestroughs around the building are overflowing.	3	May 7, 2016	JW will find a contractor to clean the gutters.
May 24	Donna	Bearings shot and Wesley will replace.	Exhaust fan in staff bathroom is noisy	3	May 31, 2016	Work approved and is proceeding.