



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, Oct 18, 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; Brian Dearden, Sean Skiffington, Bob Soper;

Staff: Corporate Administrative Officer (CAO): Katherine Somerville;

Recording Secretary: Gerrie Wise; Acting Chief Captain Kyle Stobart:

ABSENT WITH NOTICE: Trustee Dereck Atha

GUESTS, MEMBERS OF PUBLIC PRESENT:

Ron Willick, Bill Jamieson, Harry Lane, Bernard Rochet, Herbie Rochet, Bob McKinnon, Millie Leathers, Bev Whitney, David Maude, John Aitken, Katja Korinth, Louis Vallee, Bernadette Ponsford, Rick Ponsford, Nigel Barrett, Dawne Cressman, Deb Foote

AGENDA – Additions, Approval

1) MI Volunteer Firefighters requested to make a presentation to the Board (Requested in writing Thursday Oct.13, 2016 as per Bylaw 165). The Trustees added it to "Business arising from previous meetings/minutes".

2) 2017 Budget

3) Bylaw 2017 Fire Protection

4) Tax Sale

5) Formation of Committees Re: Operational Guidelines: Communication

Louis Vallee inquired about his letter to Trustee Atha, and it was added to "Correspondence".

MOTION Trustee Skiffington moved and Trustee Dearden seconded the motion to approve the agenda as amended. **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 Sep 20, 2016 as circulated. **CARRIED**

MOTION Trustee Dearden moved and Trustee Soper seconded the motion to approve the Minutes from the Board Meeting of Oct 11, 2016 as circulated. **CARRIED**

BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:

1) Presentation from the firefighters: Bill Jamieson reviewed the letter¹ which was presented to the Board and summarized the meeting held by the firefighters. He also reviewed the proposal made for a committee to work toward better communication. He repeated their request that the auxiliaries be reinstated and suggested the proposed committee could assist in developing the new roles for them.

¹ Letter from MI Volunteer Firefighters

Trustee Soper thanked the firefighters for their presentation and supported working together to proceed toward a well run operation.

Trustee Dearden also thanked them for their presentation but asked for some resolution of the issues which have brought us to this situation, such as: appropriate roles and a process for communication before reinstating the auxiliaries.

Bill Jamieson explained that every officer is responsible for the persons working under them and they all do know the capabilities of each worker. He stated the Board should vote to reinstate the auxiliaries first and then the committee can proceed with role definitions.

Trustee Skiffington stated he is in favour of forming the committee as mentioned in the letter, however, he would rather have people placed or reinstated after the roles are defined. The Chair referred to the committees proposed and reminded the meeting that she proposed both those committees in July. The committee regarding roles for support team was formed last month and is active. It should be noted that only one firefighter volunteered to serve on the committee. The Communications committee was to be formed today.

Bill Jamieson stated that he and several others do not feel there is sufficient communication yet and want more immediate action. They also wish to see the auxiliaries reinstated immediately.

The Chair explained that the present Board is in a difficult position. We are unable to hire at this time while we have an Acting Fire Chief.

Bill Jamieson stated all officers and members support that they be "re-instated" and that it is not a question of being "hired".

Trustee Dearden suggested that a further meeting should be held between the Board and the Firefighters; that these items do need to be discussed but not in the public meeting.

Trustee Skiffington stated he has no problem reinstating auxiliaries but he is not comfortable with them carrying pagers, responding to fire calls and doing firefighter roles.

Bernadette Ponsford stated all firefighters were okay with the auxiliaries' actions and work in the past.

Trustee Skiffington reminded all that we must all be aware that we now live in a litigious society.

Bill Jamieson presented further arguments regarding the qualifications of the auxiliaries.

Trustee Skiffington agreed that many of the auxiliaries do possess significant qualifications but believes the roles should be defined and job descriptions created before hiring people to fill them.

After several persons joined the discussion, Ron Willick proposed these issues be taken to the committee level. He agreed with Trustee Dearden that the public meeting is not the right forum.

The Chair explained that Board members must prioritize their time and the formation of this committee will be somewhat delayed by the urgency of hiring a new Fire Chief.

Trustee Soper explained that he feels forming this communication committee must be prioritized.

Bill Jamieson thanked the Board

2) 2017 Budgets: The working documents and Ministry summaries² for the Fire Protection budget and the Health Centre budget were distributed by the CAO for signature by the Trustees.

MOTION It was moved by Trustee Dearden and Seconded by Trustee Soper to approve the Budgets for 2017 for Fire Protection and the Health Centre as presented. **CARRIED**

Trustees Skiffington and Soper requested that the Purchasing Policy be reviewed.

3) Bylaw 2017 Taxes for Fire Protection:

BYLAW 173³ "Fire Protection Taxation 2017 Bylaw" was introduced, reconsidered and finally passed.

MOTION: Trustee Soper moved and Trustee Dearden seconded the motion to pass Bylaw 173. **CARRIED**

It was noted by the CAO that there has not been an increase in either budget in the past 4 years

² 2017 Budget

³ Bylaw #173

4) Tax Sale: The CAO announced that a tax sale for unpaid taxes and all upset fees will be held here December 14, 2016 at 1:00 PM. Two properties are involved. Currently legal fees are standing at approximately \$725 on each property and form a part of the upset fees.

MOTION: Trustee Soper moved and Trustee Skiffington seconded the motion to direct the CAO continue the Tax Sale process until all upset fees are paid. **CARRIED**

Question from the floor - Bill Jamieson: Since this is a recurring problem, shouldn't the delinquent owners be identified? The Chair and CAO replied that is not appropriate to publish that personal information at this time.

5) Formation of Committees Re: Operational Guidelines: Communication The Chair asked that this be tabled in view of the pressing matter of hiring a new Fire Chief. Trustee Dearden and Trustee Soper volunteered to serve on a Communications Committee and wished to establish the Committee now. The Chair reminded Trustees Dearden and Soper that the terms of reference will need to be prepared and the Committee formally appointed.

CORRESPONDENCE:

1) A letter of resignation was received from Steven DeRousie.

2) A letter from L Vallee, sent to Trustee Atha regarding his report presented to the Board meeting September 20th was discussed. It was explained by the CAO that correspondence is not usually published on the MIID website but does form a part of the Minutes and is filed in the Minute Book Public Record – usually available at the Library, but now available at the fire hall since the Library is under renovation.

CORPORATE ADMINISTRATIVE OFFICERS REPORT

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report⁴. Katherine thanked Steve DeRousie for his 21 years service and particularly for his wealth of knowledge, instruction and assistance over the past several years working together.

- The Health Centre Repairs Log⁵ was reviewed
- Health Centre Transfer Switch repairs have been made
- The benefits review will be brought to the next meeting
- a recent discussion with the SGIEP/CRD regarding the lease of space for the EP program

Trustee Dearden asked if Katherine requires more assistance. Katherine replied that with Steve's departure a number of IT chores and fire department payroll and payables administrative work has added significantly to her workload. She explained that she needs more time to determine the amount of extra help needed, and thanked Trustee Skiffington for his recent IT assistance.

MOTION Moved by Trustee Skiffington and seconded by Trustee Dearden to approve the CAO Report. **CARRIED**

REPORTS

a) Management: Chair: Trustee Brooke presented her report⁶ acknowledging and thanking Steve DeRousie for his service. Captain Stobart has been appointed as Acting Chief. The Board has been very busy working on the 2017 Budget which as noted has not been increased in the past four years.

⁴ Administration Report

⁵ Health Centre Repairs Log

⁶ Management report from the Chair

MOTION Moved by Trustee Soper and seconded by Trustee Dearden to accept the Management report. **CARRIED**

b) Acting Fire Chief's Report Captain Kyle Stobart gave a verbal report:

- He explained he has been in the position for 1 week and has lots to learn and he looks forward to meeting the challenges.
- 5 calls last month – He and Bill Jamieson attended the Terry Fox Run
- 72 hours service and 86 hours total practice.
- 3 firefighters re-certified as 1st Responders.
- 1 firefighter is taking firefighter 2 training on Pender island

MOTION Moved by Trustee Soper and seconded by Trustee Skiffington to accept the Acting Fire Chief's Report. **CARRIED**

c) Report from Occupational Health and Safety Committee: Acting Fire Chief Stobart- The Draft Minutes of the meeting of Sep 20, 2016 were circulated. The Trustees had no questions.

MOTION Moved by Trustee Dearden and seconded by Trustee Soper to accept the OHSC Report **CARRIED**

TRUSTEE & COMMITTEE REPORTS

a) Fire Hall Build: Trustee Skiffington reported:

- Mechanical Consultant will be here Thursday to do his "walk-through" in preparation for sign off of the Schedule C.
- We are still waiting for the Fire Protection Consultant to inspect and sign off.
- Replacements for the broken windows have been ordered and should be installed this month.
- Liberty Contract Management has promised completion of Schedule C, the Occupancy permit and all deficiencies by Oct 31st.

b) Finance Committee: Trustee Brooke: nothing further at this time.

c) Health Centre & HC Association: Trustee Soper reported he is very pleased with Tony's work on the outstanding items on the Health Centre Repairs List and the good communication between Katherine, Tony and the Health Centre staff.

d) Human Resources: Trustee Atha was absent

e) Fire Department End of Service Committee: Trustees Brooke & Skiffington: Trustee Brooke reported the committee had its inaugural meeting last week. The committee will deal principally with two issues: "End of Service" and "Support Group". Several ideas were discussed, among them the development of "stages" to end of service. Issues such as "health checks" and "fitness" must be considered. Referring to the Support Team, several non-operational tasks were discussed. No proper Operational Guidelines were put in place when the Auxiliaries were formed in 2009 and this has, in part, led to our present difficulties. Bill Jamieson asked to join the committee.

MOTION: Moved by Trustee Dearden and seconded by Trustee Skiffington to accept the Trustee & Committee Reports. **CARRIED**

OTHER BUSINESS:

a) Communications/ Articles for Website/Mayneliner:

The Chair asked the Board if they wish to submit an article to the Mayneliner. The Chair will circulate an article by the Oct 20th deadline.

b) The Chair circulated a Hiring Committee terms of reference document⁷. Trustee Brooke explained that the CAO should be part of the committee and also suggested someone with past experience hiring; recommending past Chair, Bob McKinnon. Bob was present and offered his time and advice. Trustee Atha also sent an email offering to serve on the "Hiring Committee"

MOTION Moved by Trustee Dearden and seconded by Trustee Skiffington to form the Select Committee "Hiring Committee" as designated in the Committee Terms of Reference as presented. .

CARRIED

NEW BUSINESS: None at this time

NEXT BOARD MEETING DATE/S:

Tuesday, Nov 8, 2016 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS:

The Chair asked for questions from the public.

Bernard Rochet asked about the situation with the CRD/EP lease. He is concerned that much time has passed and the Radio room is still incomplete.

CAO replied that we are waiting for a reply from the CRD. She suggested he confer with Brigitte (Area Coordinator, Southern Gulf Islands EP). Bernard would like to proceed with completing the installation of all radio room equipment. The CAO would like to have an agreement in principle at least from the CRD before further financial investment is made. Bernard stated he felt that moving the radio room is too complicated and costly at this point to consider. He emphasized that it needs to be made ready for a serious incident or disaster. The CAO repeated we are waiting for a reply from CRD.

Millie Leathers referred to the resignation of Steven DeRousie. She commented that she felt the community has lost a superior firefighter and a superior chief. She reported that in speaking with other members of the Community, they had agreed with her. Steve has been a member of our community for a long time; he knows the area and the community will miss him.

Sid Mister reported a disagreement with Chief DeRousie.

The Chair explained that since Steve is not here to provide information on the incident it would not be addressed at this time.

Dawne Cressman asked about the auxiliaries and purposes of the committee.

The Chair explained that was covered at length earlier in the meeting and would meet her after the meeting to discuss. Ms. Cressman then asked how to contact the Board or the Committees.

The Chair and CAO explained all inquiries and mail should go to: miid@shaw.ca .

Bob McKinnon stated as the former Chair of the Board he worked a lot with Steve over the years. He felt Steve's best legacy is basically what we have here. When he joined the Board there were 3 qualified firefighters and 6 firefighters had "basic" and a bunch of Auxiliaries which we needed because we wouldn't have had a fire department without them. We were operating out of a building that left a lot to be desired. Now we have a department where the training is exponential to what it was before, and we've got a facility that is the envy of all the islands, and that's all part of Steve's legacy. He can be proud that he left the department in much better shape than when he first became Chief.

Harry Lane questioned the transfer switch mentioned in the Health Centre review.

The Chair clarified that there are now transfer switches in both the Ambulance building and the Health Centre, allowing the generator to provide power to both during a power outage.

Deb Foote asked to see the Policies and Operational Guidelines of the Fire Department.

Acting Chief Stobart said he will make a copy available to her if she can call in to the office.

⁷ Hiring Committee Terms of Reference

Dawne Cressman asked how to make suggestions to MIID regarding public relations. The Chair and CAO asked her to send her comments to her at miid@shaw.ca

The Chair thanked the guests and asked for a motion to adjourn.

ADJOURNMENT:

The Board meeting was adjourned at 2:45 PM by motion made by Trustee Dearden.

No In Camera meeting was held.

Transcribed by: Gerrie Wise, Recording Secretary

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Approved

Priscilla Brooke, Chair

Date:

Management report for October 19th meeting

Fire Chief Steve DeRousie resigned his position on October 11th 2016. Steve has been the fire chief for four years and has been in the Mayne Island Fire/Rescue service for a total of 21 years.

His depth and breadth of knowledge pertaining to firefighting issues was immense as were his administrative, technological and mechanical skills. He knew the MIID properties both Health Centre and Fire Hall inside and out. There was very little that Steve couldn't fix.

He was dedicated to his ideal of what the MIFRS should be, namely a safe affordable and appropriate firefighting force for this island. He was an avid promoter of the FRS and wanted all Mayne Islanders to be assured that when they called 911 they could be sure of getting a fully trained and capable response to their call. To that end he strived to get the best equipment, vehicles and training for the firefighters and developed long term goals to maintain the financing for them.

Sadly the value of the things that you have is often not realized until they are gone but Steve has managed to leave a legacy that will continue to remind us of his dedicated service to this island well into the coming years. We thank him and wish him the very best in all his future endeavours.

Capt. Kyle Stobart has been appointed Acting Fire Chief and Heliport Manager while we are recruiting a permanent Fire Chief.

Otherwise we have been involved with producing the 2017 Operating Budgets for the Health Centre/Heliport and the Fire/Rescue Service which have remained the same for the last four years.

Cilla Brooke, Chair.

Mayne Island Improvement District
520 Felix Jack Road, Mayne Island, BC

The Trustees:

The Firefighters and Officers of the Mayne Island Fire Rescue Service are writing to acknowledge and advise that the current working environment of the Fire Department has become toxic and as a result morale is at a dangerously low level.

At an Ad Hoc meeting of the Officers and Firefighters of the Mayne Island Fire Rescue Service held on Tuesday October 11 the following resolutions were proposed and approved.

1. The firefighters respectfully request the immediate re-instatement of the members dismissed who provided vital support to the firefighters and thus to our community.
2. The firefighters respectfully request a clear and unambiguous public acknowledgement that the members who were dismissed did nothing that warranted their dismissal from the department and that the decision to remove them was not stipulated in the Fire Commissioners Playbook.
3. In acknowledgement of the comments in the MIID minutes of July 2016 with respect to the long standing communications issues within the Fire Department the firefighters propose the following:
 - That the MIID establish a permanent standing committee of the board to meet on a regular basis to develop medium and long term strategic plans for the MIFRS.
 - That the committee report to the board of trustees
 - The committee to be made up of the following;
 - Two members of the MIID board
 - Two Officers of the MIFRS
 - Two Firefighters of the MIFRS
 - The Fire Chief
 - Other ad hoc members with specialized experience as needed.

This committee to review and establish policy in, at least, the following areas:

- Hiring
- Discipline
- Organizational structure
- Checks and balances withing the management structure of the Fire Department
- Performance standards
- Fitness Standards
- Firefighter transition or retirement policy
- Promotions
- Succession planning.

Respectfully Submitted,

Ron Willick, Chair

Ad Hoc committee of the MIFRS Firefighters and Officers

Attachment: Minutes of the ad hoc meeting held October 11, 2016

Fire Firefighter Ad Hoc Committee:

October 11, 2016

Time 19:20

1. Attendance

Andrew Guy, Julie McLean, Ron Willick, Bill Jamieson, Christie Meers, Matt Taylor, Kyle Stobart, Andrew Gerbrandt, Steve Pike, Eric Walker, Jane Schneider, Amanda Gunn, Brendan Hennebery, Dan Beer

2. Election of a Chairperson

Nominate Ron Willick

Moved: Bill Jamieson

Second: Christie Meers

Carried

3. Designate a recording secretary

Nominate Bill Jamieson

Motion # 1: The firefighters respectfully request the immediate re-instatement of the members dismissed who provided vital support to the firefighters and thus to our community.

Moved by: Dan Beer

Second by: Matt Taylor

Discussion

Question; 12 in favour, 1 against, 1 abstention

Motion # 2: The firefighters respectfully request a clear and unambiguous public acknowledgement that the members who were dismissed did nothing that warranted their dismissal from the department and that the decision to remove them was not stipulated in the Fire Commissioners Playbook.

Moved by: Andrew Gerbrandt

Second by: Julie McLean

Discussion

Question; 6 in favour, 5 against, 2 abstentions. 1 member removed themselves from the meeting

Motion # 3: In acknowledgement of the comments in the MIID minutes of July 2016 with respect to the long standing communications issues within the Fire Department the firefighters propose the following:

- That the MIID establish a permanent standing committee of the board to meet on a regular basis to develop medium and long term strategic plans for the MIFRS.

- That the committee report to the board of trustees
- The committee to be made up of the following;
 - Two members of the MIID board
 - Two Officers of the MIFRS
 - Two Firefighters of the MIFRS
 - The Fire Chief
 - Other ad hoc members with specialized experience as needed.

This committee to review and establish policy in, at least, the following areas:

- Hiring
- Discipline
- Organizational structure
- Checks and balances within the management structure of the Fire Department
- Performance standards
- Fitness Standards
- Firefighter transition or retirement policy
- Promotions
- Succession planning.

Moved by: Christie Meers

Second by: Steve Pike

Discussion

Question; 12 in favour, 1 opposed.

Motion to adjourn: Christie

Time: 20:20

| MAYNE ISLAND IMPROVEMENT DISTRICT FIRE RESCUE SERVICES 2017 BUDGET | | | | |
|--|--------------------------|---------------------------------|---------------|---------------|
| OPERATING EXPENSES | GOVERNANCE | Accounting & Audit Fees | 3,750.00 | |
| | | Administration | 25,239.00 | |
| | | Bank Charges | 1,375.00 | |
| | | Professional Fees | 3,000.00 | |
| | | | - | |
| | | Insurance - MIID Board | 910.00 | |
| | | | - | |
| | | Newsletter | 1,500.00 | |
| | | Office Supplies | 5,500.00 | |
| | | Recording Secretary | 1,635.00 | |
| | | Telecommunications & Backup | 3,877.00 | |
| | | Travel Expense | 250.00 | |
| | | Committee Expenses | 1.00 | \$ 47,037.00 |
| | FIRE DEPARTMENT | Accounting & Audit Fees | 4,375.00 | |
| | | Equipment, Maintenance & Repair | 56,455.00 | |
| | | Fire Prevention | 3,000.00 | |
| | | Firehall Building | 27,140.00 | |
| | | FD General & Administration | 46,100.00 | |
| | | FD Personnel | 254,191.07 | |
| | | FD Training | 37,810.00 | |
| | | FD Vehicle Maintenance & Fuel | 28,175.00 | |
| | | | | \$ 457,246.07 |
| | TOTAL OPERATING EXPENSES | | | \$ 504,283.07 |
| CAPITAL EXPENSES | | - | | |
| | Communications & Alert | - | | |
| | Capital Works - FD | - | | |
| | | - | | |
| | | - | | |
| | | - | | |
| | | - | | |
| | | - | | |
| | Reserve - FD Building | 10,000.00 | | |
| | Reserve - FD Vehicle | 64,000.00 | | |
| | Reserve - FD Equipment | 12,000.00 | | |
| | | \$ 86,000.00 | | |
| TOTAL EXPENDITURES | | | \$ 590,283.07 | |
| | Less Other Income | (3,750.00) | | |
| TOTAL BYLAW #173 (FIRE PROTECTION) TAX LEVY REQUIRED | | | \$ 586,533.07 | |

| MAYNE ISLAND IMPROVEMENT DISTRICT Mayne Island Health Centre & Heliport 2017 BUDGET | | | | |
|---|--------------------------------------|-------------------------------------|-----------|-------------|
| OPERATING EXPENSES | HEALTH CENTRE | Accounting & Audit Fees | 4,375.00 | |
| | | Administration | 30,523.00 | |
| | | Billing Costs | 4,500.00 | |
| | | Building Maintenance | 35,950.00 | |
| | | Heliport Operation | 4,200.00 | |
| | | Insurance | 4,615.00 | |
| | | Legal | 2,000.00 | |
| | | Utilities | 6,627.00 | |
| | | Water | 2,000.00 | |
| | | | \$ | 94,790.00 |
| | TOTAL OPERATING EXPENSES | | | \$ |
| CAPITAL EXPENSES | HEALTH CENTRE | Health Centre Building Reserve Fund | 11,392.80 | |
| | | TOTAL CAPITAL \$ 11,392.80 | | |
| TOTAL EXPENDITURES \$ 106,182.80 | | | | |
| Less | Rental Income | (15,000.00) | | |
| Less | Income from Interest & Penalties | (2,700.00) | | |
| Plus | Anticipated Shortfall - Current Year | - | | |
| | | | \$ | (17,700.00) |
| TOTAL BYLAW # (Health Center) TAX LEVY REQUIRED \$ 88,482.80 | | | | |



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

I would like to begin this report by thanking Steven DeRousie for his 21 years of exemplary service to the Mayne Island Volunteer Fire Department. I have had the pleasure of working with Steve for the past 5 years and appreciate all the knowledge and experience he passed on. I wish him all the best in his journey ahead.

I ask the Boards patience over the coming months while I transition to a more "hands on" approach to some aspects of the office administration and technical support.

The District will hold a tax sale December 14, at 1 pm here at the Fire Hall.

| Arrears, Delinquent and Credit Balances as at Oct 17, 2016 | | |
|--|-------------|----------|
| | # of Prop's | Amount |
| Current Yrs | 205 | 4,697.62 |
| Current Arrears | | |
| Interest and penalties incl. | 51 | 1,057.32 |
| Delinquent Arrears | | |
| Interest and penalties incl. | 11 | 179.88 |
| Credit Balances | 56 | (982.38) |
| Net Owing | | 4,952.44 |

My course pertaining to local government administration ends October 23. I am looking forward to completion; the next course in the program does not begin until 2017. It has been an excellent course outlining how the business of government operates.

The Health Centre Repairs Log is attached for your reference. There was some concern that the transfer switch at the Health Centre was not working automatically, our electrical contractor made some repairs to the transfer switch. At the advice of our electrician I did confirm during the outage Saturday, October 15 the power transferred automatically.

A complete benefits review is underway, an update will be provided to the Board next month once our authorized agent has provided a report.

The budget review is now complete, enclosed in the Board package is the Ministry Format of the 2017 Fire Department budget and the 2017 Health Centre budget for your final approval. It's worth mentioning, both the Fire Department and Health Centre have not seen a budget increase since 2014. These budgets must be received by the Ministry no later than October 31 in order to secure funding for 2017.

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 |
|-----------|--------------------------|--|---|---------------|------------------|--|
| Mar/14 | David Rea | Wesley will use his own helper and schedule the job to be completed by end of July | Some panels/breakers, switches & plugs are mislabeled or not labeled. Circuits to be traced | 3 | ✓ | Wesley completed work while in working on MIHCA business |
| Jan. 5/16 | Facility Mgr | Will need to wait for drier weather | Paint on trim around exterior of emergency room door peeling off - no primer. | 4 | | |
| 28/7/16 | KS | MIHCA Responsibility? | Paper towel holders need replacing (7) | 4 | | 2017 Budget |
| 28/7/16 | KS | | Thresholds (2) need replacing doctors wing | 4 | | 2017 Budget |
| 28/7/16 | KS | Massage Room touch ups completed | Paint and wall touch ups upstairs and massage room | 3 | ✓ | |
| 28/7/16 | KS | | Birds nesting – solution required possibly replace fixtures with anti nesting type | 4 | | |
| 28/7/16 | KS | | Spider issue in counselors room | 3 | ✓ | |
| 28/7/16 | KS | | Soffit vent strip in front of NP office bent allowing space for wasps to nest | 3 | ✓ | |