

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Friday, Oct 19, 2012  
Location: MIFRS Fire Hall Meeting room**

**CALL TO ORDER:**

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

**PRESENT:**

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

**ABSENT with Notice:** Trustees Bob McKinnon, Dean MacKay

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Judy Taylor

**AGENDA**

No additions or corrections were requested.

**MOTION**

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the agenda. **CARRIED UNANIMOUSLY**

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

**MOTION**

Trustee Gary Akey moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of Sep 21, 2012. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

None at present

**CORRESPONDENCE:**

- a. Office of the Fire Commissioner: Letter appointing Chief DeRousie as Local Assistant to the Office of the Fire Commissioner
- b. Ministry – Proposed Renewal of lease for BCAS – to be referred to Trustee McKinnon with 2 additions to be considered:
  - i. Disposition of the buildings and improvements at termination
  - ii. Defined responsibilities regarding the well at BCAS building

**FINANCE REPORT** – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper's Report<sup>1</sup> - attached – Katherine presented her report. She explained that donations to the Fire Department or Mayne Island

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<sup>1</sup> Bookkeepers Report  
Board of Trustees MIID  
Meeting Minutes DRAFT  
Friday, Oct 19, 2012 approved as corrected Nov 16, 2012

Improvement District qualify for a Tax Receipt and the Accountant will be confirming the correct format for the receipt. Contributions may be directed to any expense or purpose. The most recent donations were placed in the Building Reserve. Trustee Tracey DeRousie asked for an explanation about the Balance Sheet with respect to the Reserve accounts. She also asked about the Income/Expense statement with respect to Health Centre Expenses. Katherine explained the pending transfers to the Reserve Accounts and provided an explanation of the method of payment for the HC expansion. Trustee Akey explained that GIC's that have matured were renewed, and also explained that one Cell phone contract may be cancelled as the phone which was assigned to Jeff Francis is no longer required. The buy-out amount of the contract is being reviewed.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to accept the Bookkeeper's report and Finance Report

**CARRIED UNANIMOUSLY**

### **REPORTS**

a. Management: Chair David Maude: The Chair reported that he has consulted with the Ministry regarding the process for a referendum for a new fire hall approval. He has also reconfirmed that Tom Moore agreed to be the Returning Officer for the referendum. He also reported that he spent some time with property acquisition.

**MOTION** moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to appoint Tom Moore as the Returning Officer **when the documentation and planning for the Referendum is completed.<sup>2</sup>**

**CARRIED UNANIMOUSLY**

**Q Trustee DeRousie** asked when a budget for the cost of the Referendum would be available.

**ANS** Chair David Maude: explained the Administrator will confer with Tom Moore and obtain a budget proposal as soon as possible, hopefully by the next meeting.

**Q. Judy Taylor** Who is Tom Moore and what form will the referendum question be.

**ANS.** Chair and Trustee Gary Akey Tom Moore is the Chief Returning Officer for the CRD and was recommended by Mary Cooper. The ballot must include only one question which must be answered with a yes or a no. The question will include the amount to be borrowed, the purpose and the repayment.

**Q. Judy Taylor** Will the taxpayers have to vote on which Tax method is used?

**ANS.** No, the question on the referendum will have to be clear about the amount to be borrowed and the method of repayment.

**Q. Trustee DeRousie** Does this mean we must decide on a Taxation method before the proposal?

**Chair:** Yes it will be made very clear before the referendum.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to accept the Management Report.

**CARRIED UNANIMOUSLY**

b. Administrator's Report: Gerrie Wise

i. The Fire Chief has created an Operational Policy for the Heliport

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<sup>2</sup> Correction to Minutes at Board Meeting Nov 16, 2012  
Board of Trustees MIID  
Meeting Minutes DRAFT  
Friday, Oct 19, 2012 approved as corrected Nov 16, 2012

Operations Manual re: NOTAM regarding the procedures to be followed during construction at the Health Centre. The Draft Template was circulated for the Trustees and explained by the Administrator.

- ii. The Revised Drug & Alcohol Policy as directed by the Trustees Sept 21, 2012 was presented for Board Approval.

**MOTION** It was moved by Trustee Tracey DeRousie seconded by Trustee Gary Akey to adopt the Drug & Alcohol Policy of Oct 21, 2012 **CARRIED UNANIMOUSLY**

The Administrator is preparing a package of information on Referendum/ Taxation issues for the Trustees to be emailed and a hard copy provided.

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

- c. Fire Chief's Report<sup>3</sup>- attached- was presented by Fire Chief Steve DeRousie. He added the following comments:  
He met with Jade Yehia of VIHA who inspected all MIID facilities (& BCAS) and took water samples. An explanation about the results of water samples was discussed. After reviewing all Water test reports, Jade did confirm that our water is safe to drink; however the appearance of measurable amounts of noncoliform bacteria should be monitored as that can be a precursor to other bacteria. Jade will be sending us information on the specific Acts and information for Landlords and Public Drinking Water Systems. Trustee Akey asked, on behalf of a community member's query, about the qualifications of the person who made the repairs to the water system at the Fire Hall. Chief DeRousie confirmed that the modifications to the Fire Hall water system were made by Kyle Stobart, who is a registered small water systems operator.  
The very effective Fire Prevention program operated at the BC Ferries Swartz Bay Terminal by Pender Island Fire Department was reviewed. Mayne Fire Department does contribute funds, (\$1000.) as do other Island Fire Departments, The Emergency Program, the Province and BC Ferries. The financial report for the program is available to review. The total cost was \$33,348.00. The Fire Chief feels Mayne Island has benefitted from this program as we have had no fires started by careless human action this year whereas the other islands have suffered such fires.  
The heaters in the Fire hall were replaced; the Chair asked if the thermostats are working and that they be set for reasonable temperatures. A full page ad will be placed in the November issue to aid recruitment of volunteers for the Fire Department.  
A ½ page ad also was authorized by the Trustees to explain the procedure for Opening or closing Burning, with a detailed explanation to be placed on the Fire Department website.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary

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<sup>3</sup> Fire Chief's Report  
Board of Trustees MIID  
Meeting Minutes DRAFT  
Friday, Oct 19, 2012 approved as corrected Nov 16, 2012

Akey to accept the Fire Chief's Report.

**CARRIED UNANIMOUSLY**

- d. Report from Officers Health and Safety Meeting –minutes are kept on file in the binder in the Administration Office for review by the Board. The latest minutes from September were distributed for review by the Board.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to receive the Minutes of the Officer's Health and Safety Meeting.

**CARRIED UNANIMOUSLY**

e. MI Health Centre

- i. Health Centre Operations Report<sup>4</sup> – S. DeRousie presented his report.
- ii. MIHCA Liaison: Cilla Brooke reported that the flu clinic will be Nov 5<sup>th</sup> at the Community Centre from 1:30 to 3:30 PM. A hearing Assessment kiosk will be here from Nov 13 to Nov 29 for self assessment. Follow-up visits to a hearing clinic or specialist may be arranged by the community members themselves.

**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the Health Centre Reports.

**CARRIED UNANIMOUSLY**

**COMMITTEE REPORTS**

- a. BC Ambulance Service: Trustee Bob McKinnon: report deferred until November
- b. Communications: Chair David Maude:
  - i. Chair indicated the Report on Website Statistics, Hardware and Software<sup>5</sup> (attached) provided by Steve DeRousie.
  - ii. Mayneliner Article for Nov 1, 2012 (DEADLINE Oct 20): The Chair asked for suggestions and will send article to Alea if any items are brought forward today.

**ACTION NOTE:** Administrator will contact the Mayneliner to add the November Board meetings to the Calendar.

- c. Fire Department: Trustee McKinnon – deferred until November as Trustee McKinnon is on holiday.
- d. FOIPPA: Chair David Maude: no requests were received
- e. Government Liaison: Chair David Maude reported earlier
- f. Health Centre Operations & HC Association, ER Expansion Committee: Trustee Gary Akey reported that CRD has reassessed the building permit application and requested an Architect oversee the Construction of the Health Centre expansion. The Architect must provide site visits weekly.

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<sup>4</sup> Health Centre Report - DeRousie

<sup>5</sup> Website/hardware/Software Report

Mr. Bob Irving has been engaged to give oversight. Mr. Irving has generously agreed to charge only ½ his usual rate as a contribution to the community. The start on the expansion is expected shortly.

Trustee Akey also reported on the issue of the memorial plaque placement and suggested the family of Mr. Sinclair assist with the placement after renovation. A discussion with Judy Taylor was held regarding the plaque and the garden area at the front of the ER expansion. This may be a practical space for a narrow garden and the plaque.

The Trustees confirmed that MICHA will be reporting to the community with regard to the facility expansion, as the funds were raised by donation to MICHA, who will be overseeing the expansion work.

- g. Human Resources: Trustee Dean MacKay –deferred
- h. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie- nothing to report.
- i. Fire Hall Committee: Trustee Bob McKinnon - deferred

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

**OTHER BUSINESS:** none

**NEW BUSINESS:** none

**QUESTIONS FROM GUESTS:**

**Q. Judy Taylor:** Where does the water at the Health Centre come from? What pipelines are buried on the property? Has the water service to or from the Health Centre and Ambulance Station been documented?

**Q. Cilla Brooke:** What about power and propane lines? Will these be located before the construction?

**Ans.** Board Chair and Trustee Akey: The Trustees explained that a number of documents have been reviewed and that excavation will be done carefully with as much historical information being referred to as possible. Also, the entire MIID grounds will be surveyed to show all services before work on a new fire hall begins. When all services and underground lines are located, the plans will be filed digitally on the MIID server for future reference.

**IN CAMERA**

**MOTION** Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to go into “In Camera” session at 10:01 AM **CARRIED UNANIMOUSLY**

**The Guests and Katherine Somerville left the meeting.**

**RECONVENED** Following the In camera portion of the meeting, the Meeting was reconvened briefly to include the bylaws passed in camera as per motion passed by Trustees.

Bylaw #123 regarding acquisition of land to facilitate the fire hall replacement was considered.

**Bylaw #123<sup>6</sup>** “Bylaw to execute an Agreement with Gulfport Realty Ltd” was introduced, reconsidered and passed.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to Pass Bylaw #123.  
**CARRIED UNANIMOUSLY**

**Bylaw #124<sup>7</sup>** “Bylaw to execute an agreement with Mayne Island Health Care Centre Association and Storybook Stone Design Ltd.” was introduced, reconsidered and passed.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee David Maude to Pass Bylaw #124.  
**CARRIED UNANIMOUSLY**

**NEXT TRUSTEES MEETING DATE/S:**

Regular Board Meeting - Upstairs Multipurpose Room, Fire Hall -  
November 16, 2012 – 9:00 AM  
December 7, 2012 – 9:00 AM

**ADJOURNMENT:**

The Meeting was adjourned at 11:15 AM by motion made by Trustee Gary Akey.

Approved:

\_\_\_\_\_  
David Maude, Chair

\_\_\_\_\_  
Date:

Recorded and presented by:  
Gerrie Wise, Recording Secretary

\_\_\_\_\_  
<sup>6</sup> Bylaw #123

<sup>7</sup> Bylaw #124

**Bookkeeper's Report** - MIID Board Meeting 2012-10-19

**Attached:**

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

**Reports:**

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

**Delinquent Properties:**

| As at October 15, 2012 |             |                   |
|------------------------|-------------|-------------------|
| Delinquent Properties  |             |                   |
| Year                   | # of Prop's | Amount            |
| 2007                   | 1           | 30.16             |
| 2008                   | 1           | 33.96             |
| 2009                   | 1           | 33.47             |
| 2010                   | 1           | 37.51             |
| 2011                   | 19          | 979.59            |
| 2012                   | 85          | 4,394.60          |
| <b>Total</b>           |             | <b>\$5,509.29</b> |

At this same time last year there were 113 properties outstanding from that current year totally \$5,774.38. Personal letters will be sent out with the November 1 statements to those 19 properties outstanding since 2011 (15 taxpayers). We will be offering those taxpayers a payment plan in order to facilitate payment in full by June 1, 2013.

**Other Items:**

We received a donation towards the new fire hall of \$150 in appreciation of the fire departments service. I'm confirming with the auditor the proper process for issuing a tax receipt.

After several difficulties with our fax machine we have now replaced it with a dedicated fax machine. We receive many of our bank payment reports via fax and reliability was becoming a problem with our old fax machine. It was at this time that we cancelled our separate fax line and now have one fax number for both the Fire Department and the Improvement District (539-5116), taking advantage of a small cost savings.

Respectfully,  
Katherine Somerville  
Bookkeeper





# *Mayne Island Fire Rescue*

## *Fire Department Report*



### **Fire Department Report: September 2012**

Compiled by Fire Chief Steve DeRousie and presented at the October 19<sup>th</sup>, 2012 MIID meeting.

#### **Fire Department Emergency Call-Outs**

|                                  |                               |          |
|----------------------------------|-------------------------------|----------|
|                                  | <b># Emergency Call-Outs:</b> | <b>6</b> |
| First Responder Medical:         |                               | 4        |
| Open Fire Complaint - Duty Page: |                               | 2        |
| Total Callout Hours:             | 50.5 hrs                      |          |

I am pleased to report that there were no human caused fire starts on Mayne Island during the extremely long and dry fire season of 2012. I attribute this fact to the awareness and cooperation of each individual on Mayne and to the Fire Prevention program at Swartz Bay lead by Pender Island Fire Rescue.

#### **Public Assistance Request & Community Event**

|  |                                     |           |
|--|-------------------------------------|-----------|
|  | <b># Public Assist &amp; Event:</b> | <b>13</b> |
| Public Assistance Requests & Inquiries:  |                                     | 34        |
| Community Events attended: Terry Fox Run |                                     | 1         |

Many telephone calls were received in the offices from residents and visitors inquiring about safe equipment use as the island continued to dry out in September. Several instances of work that must be done received assistance from the Fire Chief in creating a fire plan to mitigate the risk of a fire start and allow work to be done. As well, several residents were able to perform situational specific work using stationary equipment when a fire plan and safe working space was available to them. Overall the equipment restrictions were well received by most contractors and homeowners.

#### **Fire Department Training & Practice hours**

|   |                                       |            |
|---|---------------------------------------|------------|
|   | <b>Training &amp; Practice Hours:</b> | <b>115</b> |
| Tuesday Practice:   |                                       | 76         |
| On-Island Supplemental training: Emergency Vehicle Operator |                                       | 15         |
| Off-Island Supplemental training: None                      |                                       | 0          |
| Work Experience Volunteers:                                 |                                       | 12         |

Practice sessions in September consisted of Fire Behaviour theory and Initial Attack Strategies & Tactics. The Firefighters continue to perfect their driving skills in preparation for the Emergency Vehicle Operators evaluation course to be done in October.

#### **Fire Department Personnel as at 31-08-2012**

|  |           |                                   |           |
|--|-----------|-----------------------------------|-----------|
|  |           | <b>Fire Department Personnel:</b> | <b>18</b> |
| <b>Hot Zone Firefighters:</b>                | <b>11</b> | <b>Non hot-zone firefighters:</b> | <b>7</b>  |
| NFPA 1001 I&II accredited firefighters:      | 4         | Auxiliary firefighters:           | 4         |
| Basic Firefighting Certificate firefighters: | 5         | support crew members:             | 3         |
| Recruit firefighters in training:            | 2         |                                   |           |

No changes to the personnel numbers in September.

The Fire Department has begun advertising for new members. The initial response has been very positive with approximately 14 interested individuals making inquiries. Two applications have been received at the office.

# *Mayne Island Fire Rescue*

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## *Fire Department Report*



### **Fire Department Apparatus and Equipment**

Tender 2 had multiple no-start instances in September. With the persistence of Mike Maxwell of Village Bay Repairs, it is believed we may have finally identified the cause to be a faulty high current electrical relay in the secondary starting system. A major contributing factor in the difficulty tracing the problem was the lack of accurate electrical schematics for this particular model of Brazilian built Ford truck.

Firefighting Equipment:

- Forest-Pac unit is expected mid-October.
- 2 sets of firefighters turnout gear were replaced at 4 years beyond the lifetime age limit of 10 years.

### **Fire Department Operations and Administration**

Officers Occupational Health & Safety meetings are now being held on Tuesday evening prior to regular practice sessions to improve the effectiveness and efficiency of our members time.

Officers duty shifts are under review. Duty shifts may be able to be restructured to enable a more effective and efficient use of officers time .

Electrical problems in the fire hall were corrected as well as replacing three malfunctioning heaters in the truck bays and office spaces upstairs.

Water samples continue to report unacceptable levels of non-coliform bacteria. This is despite discontinuing use of and isolating the back up well and maintenance of the BCAS water system. As a public building, VIHA regulations requires a proper water treatment and disinfection system to be installed. This is of particular concern to VIHA for the tenants of the Improvement District.

The Forest Service issued a closure of category 2 fires, including use of fireworks in the coastal area fire centre until October 15th. Because of this, the island-wide open fire ban will remain in effect until October 15th or later depending on weather conditions.

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Steven DeRousie, Fire Chief

# *Mayne Island Health Centre*

## *September 2012 Report*

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### **Health Centre Report for September 2012**

Presented to the Mayne Island Improvement District Trustees, October 19th 2012.

#### **Health Centre Building:**

No significant issues were evident concerning the building in September.

#### **Safety & Security:**

No building security issues were reported.

Water test results remain at L1 (*none detectable*).

A gutter downspout was dislodged by a Med-Evac flight, posing a hazard to pedestrians using the walkway. The downspout was reattached.

#### **Actions Taken:**

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#### **Heliport Operations**

|                                     |   |
|-------------------------------------|---|
| BCAS Air Ambulance MedEvac Flights: | 2 |
|-------------------------------------|---|

|                                  |   |
|----------------------------------|---|
| Other Emergency MedEvac flights: | 0 |
|----------------------------------|---|

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A landing light was found dislodged and the bulb damaged. A new bulb was installed and reassembled.

The NOTAM is ready to be issued for the construction period of the Health Centre expansion. I am waiting for notification from the contractor of the expected start date prior to issuance.

Steven DeRousie

Health Centre & Health Centre Heliport manager

## Website Statistics

| mayneislandfire.com  |                     |                                     |                                 |                                     |                                      |
|----------------------|---------------------|-------------------------------------|---------------------------------|-------------------------------------|--------------------------------------|
| Summary              |                     |                                     |                                 |                                     |                                      |
| Reported period      | Month Sep 2012      |                                     |                                 |                                     |                                      |
| First visit          | 01 Sep 2012 - 02:04 |                                     |                                 |                                     |                                      |
| Last visit           | 30 Sep 2012 - 23:43 |                                     |                                 |                                     |                                      |
|                      | Unique visitors     | Number of visits                    | Pages                           | Hits                                | Bandwidth                            |
| Viewed traffic *     | <b>457</b>          | <b>792</b><br>(1.73 visits/visitor) | <b>1,587</b><br>(2 Pages/Visit) | <b>20,525</b><br>(25.91 Hits/Visit) | <b>1.11 GB</b><br>(1463.39 KB/Visit) |
| Not viewed traffic * |                     |                                     | <b>1,648</b>                    | <b>4,239</b>                        | <b>223.01 MB</b>                     |

| miidonline.com       |                     |                                     |                                    |                                   |                                       |
|----------------------|---------------------|-------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| Summary              |                     |                                     |                                    |                                   |                                       |
| Reported period      | Month Sep 2012      |                                     |                                    |                                   |                                       |
| First visit          | NA                  |                                     |                                    |                                   |                                       |
| Last visit           | 30 Sep 2012 - 21:06 |                                     |                                    |                                   |                                       |
|                      | Unique visitors     | Number of visits                    | Pages                              | Hits                              | Bandwidth                             |
| Viewed traffic *     | <b>238</b>          | <b>504</b><br>(2.11 visits/visitor) | <b>1,022</b><br>(2.02 Pages/Visit) | <b>4,394</b><br>(8.71 Hits/Visit) | <b>298.84 MB</b><br>(607.16 KB/Visit) |
| Not viewed traffic * |                     |                                     | <b>1,813</b>                       | <b>5,522</b>                      | <b>465.00 MB</b>                      |

## Software / Hardware

| September        |   |
|------------------|---|
| <b>Software:</b> | <ul style="list-style-type: none"> <li>All users are still reporting invalid certificate errors in the email program.</li> </ul>  |
| <b>Hardware:</b> | <ul style="list-style-type: none"> <li>The 5 year old printers are being replaced with a shared business printer.</li> <li>The Financial Officers laptop computer was replaced due a failed hard disk drive.</li> </ul> |