Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, October 22, 2019 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd
Present: Trustees David Maude, Debra Milne, Wayne Peace, Brian Dearden, Doug Hill
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Gerrie Wise, Recording Secretary
Guest: none

1. CALL TO ORDER

The meeting was called to order at 1:00 pm by Chair David Maude.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Wayne Peace moved and Trustee Brian Dearden seconded the motion to approve the agenda. CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Brian Dearden moved and Trustee Debra Milne seconded the motion to approve the minutes from the Board Meeting of August 20, 2019. CARRIED

4. CORRESPONDENCE

None

5. BUSINESS ARISING FROM PREVIOUS MEETINGS / MINUTES

The CAO provided the UBCM "Community Emergency Preparedness Fund" Grant Application[1] for Volunteer & Composite Fire Departments Equipment & Training prepared by Deputy Chief Walker. The application for training funding and relative equipment is prepared as specified in the UBCM Program & Application Guide. A copy of the motion by the Board indicating their support for the proposal and overall grant management is required to complete the application.

MOTION: Trustee Doug Hill moved and Trustee Brian Dearden seconded the motion that Mayne Island Improvement District support the Proposal dated November 1, 2019 and named "Forcible Entry Training Program" and will provide overall grant management. CARRIED

[1] UBCM CEPF Grant Application

6. REPORTS

6.1 Administrative & Finance Report[2]

CAO Somerville reviewed the Administrative & Finance Report. She then introduced and discussed the following items. Katherine also reported that the Budget figures do reflect the 2020 rates for the Municipal Pension Plan which were provided this week.

i. The 2020 MIID/ Health Centre Budget was presented for approval

MOTION It was moved by Trustee Wayne Peace and seconded by Trustee Debra Milne to approve the Budget for 2020 Health Centre[3] as presented. CARRIED

ii. The 2020 MIID Fire Department Budget was presented for approval.

MOTION It was moved by Trustee Wayne Peace and seconded by Trustee Brian Dearden to approve the Budget for 2020 for Fire Protection[4] as presented. CARRIED

iii. BYLAW 198[5] "Fire Protection Taxation 2020 Bylaw" was introduced, reconsidered and finally passed.

MOTION: Trustee Wayne Peace moved and Trustee Debra Milne seconded the motion to pass Bylaw 198. CARRIED

MOTION: Trustee Wayne Peace moved and Trustee Debra Milne seconded the motion to approve the Administrative & Finance Report. CARRIED

6.2 Fire Department Report[6]

Fire Chief Stobart presented the Fire Department report asked for questions. Trustee Hill asked if the number of calls for August is similar to or more than last year. Chief Stobart explained that the number is less than 2018. Trustee Milne asked for clarification regarding open burn complaints. Chief Stobart explained that most calls were from persons who mistook an approved propane fire pit for an open burn.

MOTION: Trustee Doug Hill moved and Trustee Brian Dearden seconded the motion to accept the Fire Department Report. CARRIED

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[2] Administrative & Finance Report
[3] Budget 2020 Health Centre
[4] Budget 2020 Fire Protection
[5] Bylaw #198
[6] Fire Department Report

6.3 Occupational Health and Safety Committee Report[7]

Fire Chief Stobart distributed the minutes from the meetings of August 6th and September 10th and asked for any questions. Trustee Hill asked if there could be a substitute for the Non-Management member, when he cannot attend. A brief discussion was held as to possible substitutes.

MOTION: Trustee Brian Dearden moved and Trustee Doug Hill seconded the motion to accept the OH&S Report. CARRIED

7. TRUSTEE & COMMITTEE REPORTS

7.1 Fire Hall Operations:	Trustee Hill: No report
7.2 Finance Committee:	Trustee Peace: No further report
7.3 Health Centre Operations:	Trustee Milne will attend the Nov 8th MIHCA meeting
7.4 Human Resources:	Trustee Maude: no report
7.5 Garbage Committee:	Trustee Dearden: no issue raised at present

MOTION: Trustee Doug Hill moved and Trustee Wayne Peace seconded the motion to accept the Trustee & Committee Reports. CARRIED

8. OTHER BUSINESS

None.

9. COMMUNICATIONS

Nothing to report.

10. NEW BUSINESS

Fire Chief Stobart reported that he has provided a letter of support which the Chamber of Commerce had requested from the Fire Department for the installation of "rumble strips" in the School/Playground zone. A brief discussion was held regarding various methods to reduce the speed.

11. NEXT BOARD MEETING DATES

Meeting dates were discussed

November 26, 2019 at 1PM – MIID Board – Regular meeting

No December meeting

January 14, 2020 at 1PM – MIID Board – Regular meeting

12. TOWN HALL – QUESTIONS FROM THE PUBLIC

none

[7] OH&S Committee Meeting Minutes – Aug 6, Sep 10

13. IN CAMERA

The Chair asked for items for an in-camera meeting. None were presented.

14. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 1:18 PM by motion made by Trustee Hill.

Approved:

_____ _____

David Maude, Chair Date:

Recorded and Transcribed by
Gerrie Wise, Recording Secretary

UBCM

Community Emergency Preparedness Fund

Volunteer & Composite Fire Departments Equipment & Training

2019 Application Form (Updated September 2019)

Please complete and return the application form by **November 15, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	**AP** *(for administrative use only)*
Name of Primary Applicant: Mayne Island Improvement District	Date of Application: November 1, 2019
Contact Person*: Eric Walker	Position: Deputy Fire Chief & Training Officer - Mayne Island Fire Rescue
Phone: (250) 539-5156	E-mail: ewalker@mayneid.ca

** Contact person must be an authorized representative of the applicant.*

SECTION 2: For Regional Projects Only
1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the Program & Application Guide for eligibility.
2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

SECTION 3: Project Summary
3. Name of the Project: Forcible Entry Training Program

4. Project Cost & Grant Request:

Total Project Cost: $24,018.40 Total Grant Request: $24,018.40

Updated September 2019 - Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No

5. Project Summary. Provide a summary of your project in 150 words or less.

The proposed forcible entry training program would require two forcible entry training props and a trailer for storage and transport of the props. A training program would be developed which would include basic and advanced forcible entry techniques. This program would give our department the ability to deliver in-house forcible entry training and would also allow us to take the program to our Southern Gulf Island mutual aid partners (Pender Island, Salt Spring Island, Galiano Island, Saturna Island Fire Departments).

SECTION 4: Detailed Project Information

6. Requirement to be Volunteer or Composite Fire Department. Please list the name and location of each eligible fire department that is included in this application and describe the composition (volunteer or composite) of each.

Mayne Island Fire Rescue - Mayne Island B.C. - Composite

7. Operating Budget(s). Please indicate the annual operating budgets of each fire department included in this application and describe the extent to which that budget enables each fire department to purchase essential equipment and/or provide training.

Mayne Island Fire Rescue - 2019

Total Fire Department Budget: $628,000.00

Training and Education Budget: $34,900.00

8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 3 and 4 of the Program & Application Guide for eligibility. *Note: training is for fire department members only and not community members.*

Purchase of fire-related training props to assist with in-house training

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer or composite fire departments in your community.

As a fire training officer, I know that all relevant training builds the resiliency of the fire department and its members. An in-house forcible entry training program would provide confidence and skill to our members. The ability to deliver this program to our mutual aid partners will give us the opportunity to train together; building the resiliency of all departments involved. The Southern Gulf Island fire departments are unique in that we are geographically close to one another, but are separated by ocean. This makes

training together challenging. Having a mobile training program would provide opportunity and motivation for the islands to get together for training sessions. The more we can train with our mutual aid partners, the more resilient we become as a team of fire departments, and the more efficiently we will work together during a mutual aid incident.

10. Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

Proper training builds skill, confidence and pride. This training program will also build and strengthen relationships between our members and the members of our mutual aid partners. Having a training program which can involve other departments builds pride in our own department. With the acquisition of this training equipment, we can build a training program that our whole department will be proud of.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

A fundimental part of this training program is its mobility. The program can be delivered to surrounding fire departments. Additionally, the mobility of the training program will allow for public education demonstrations in the community. The knowledge and skills gained by the participants of this program would also be transferable to other members and other departments.

12. Partnerships. Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

The project will be developed in-house by our fire department. However, the program and equipment will be utilized by the surrounding fire departments. One of the goals of this project is to work and train and build resiliency with our mutual aid partners.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

The success of this project will be measurable by recording the frequency of use of the training program and training props by our department and our mutual aid partners. Benchmarks will be established involving the amount of time it takes to force entry in various situations using the training props. Successfulness of the training program will be easily measurable by recording the participants' improvements to these times.

14. Additional Information. Please share any other information you think may help support your submission**.**

The main goal of this project is to work towards building the resiliency of our fire department and of our Gulf Island mutual aid partners through collaborative, relevant, engaging training. Two training props will allow for side-by-side training which will promote healthy competition and team-building among the members of our department as well as with the members of our neighbouring fire departments.

SECTION 5: Required Application Materials	
Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.	
All applicants are required to submit: ☒ Completed application form ☒ Detailed project budget	Local government, First Nation or improvement district applicants must submit: ☒ Council or Board resolution, Band Council Resolution or Treaty First Nation Resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management
Regional project applicants are required to submit: ☐ Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf	Legally incorporated society-run fire department applicants must submit: ☐ Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management ☐ Current Certificate of Good Standing ☐ Up to 3 letters of support from local organizations or agencies (local government, Band office, Chamber of Commerce, etc.)

SECTION 6: Signature	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).	
Name: Eric Walker	Title: Deputy Fire Chief & Training Officer
Signature: *An electronic or original signature is required.*	Date: November 1, 2019

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Budget for Proposed Project - “Forcible Entry Training Program”

Date

October 4th, 2019

Project Developer

Eric Walker – Deputy Fire Chief & Training Officer – Mayne Island Fire Rescue

Project Summary

Mayne Island Fire Rescue (M.I.F.R.) will develop a forcible entry training program. The purchase of two forcible entry training props and a trailer will be required. The two training props will be used by M.I.F.R. members for in-house forcible entry training and skills-maintenance. The trailer will allow the training props to be transported to various training locations including mutual aid fire departments. The portability of the training program will allow for M.I.F.R. members to train in forcible entry alongside members from surrounding fire departments. Two training props will allow for side-by-side training which will promote healthy competition and team-building among the members of M.I.F.R. as well as with the members of the neighbouring fire departments.

North Galiano Volunteer Fire Department
19400 Porlier Pass Road
Galiano Island, BC
V0N 1P0
(250) 539-5453

10 October 2019

I am writing this letter in support of the Mayne Island Fire Rescue's application for Community Emergency Preparedness Funding to develop training and props for forcible entry training in the southern Gulf Islands.

One of the major challenges for small island volunteer departments is accessing the training needed to fulfill the requirements of the British Columbia Structure Firefighter Competency and Training Playbook. Ferry schedules often mean that even short courses involve overnight stays for busy volunteers or trainers. Having training centred on the islands means that departments can access them more easily for regular certification and updates, keeping our volunteers competent, safe and effective as they serve our community.

We support this initiative and commend the leadership shown by Mayne Island Fire Rescue in developing this program.

Sincerely,

Karen Harris
Fire Chief, NGVFD

Oct 11th, 2019

To: Community Emergency Preparedness Fund

On behalf of Pender Island Fire Rescue I am writing in support of the Community Emergency Preparedness Fund application by the Mayne Island Fire Rescue and the Mayne Island Improvement District and in support of its work to bring our communities forcible entry training program.

The purpose of the application is to develop a "forcible entry training program." in order to establish future mutual aid training opportunities.

Pender Island Fire Rescue employs 33 pager carrying fire fighters and first responders in both full time and paid-on-call positions. In addition to this, we operate a regional training facility that provides foundational and specialized training in areas of firefighting and special rescue operations.

Without mutual aid opportunities for training, we are unable to maintain continuity between neighboring departments for specialized training, which other facilities are able to offer. With improved training props within the gulf islands, we would be able to provide opportunities for mutual aid training which help to maintain a bridge between neighboring departments.

Currently the Southern Gulf Islands have a small demographic which makes it difficult to send our member's away for outside and specialty training. We believe that with improved training opportunities, our community's would be better protected by both mutual cross training between departments and benefit by not sending members able to respond, off island for training.

For this and other reasons we foresee great benefits to Southern Gulf Islands should Mayne Island Fire Rescue and the Mayne Island Improvement District receive the funding they require to develop a "forcible entry training program".

Sincerely,

Adrian Hanson

Adrian Hanson, Asst. Chief
Training Officer
LAFC

Pender Island Fire Rescue
P.O. Box 61, 4423 Bedwell Harbour Road
Pender Island, BC V0N 2M0
Telephone: 250-629-3321
Cell: 250-516-3058
Email: ahanson@penderfire.ca
Visit us at: www.penderfire.ca

Mayne Island Improvement District

ADMINISTRATIVE REPORT – OCTOBER 22ND, 2019

It's been busy the last couple of months, this report highlights the most important items for the Board.

Health Centre Tax Summary 2019		
Arrears, Delinquent and Credit Balances at October 17th		
	# of Prop's	**Amount**
Current Yrs	290	**9,631.43**
Current Arrears Interest and penalties incl.	62	1,775.00
Delinquent Arrears Interest and penalties incl.	6	22.52
Credit Balances	56	(921.49)
Net Owing		**$10,507.46**

One property remains eligible for tax sale this year however, this property will forfeit to the Province at the beginning of December. The taxes owing to MIID will remain on the tax account unless the property becomes a permanent asset of the crown. The property owner has a two-year grace period to pay the outstanding balance on the provincial rural tax account before the transfer of title is permanent.

I have heard nothing further from the Recycling Society regarding funding.

Paving was completed behind and beside the firehall in the middle of September. The results are great, the firefighters and trucks don't bring in significant amounts of debris into the hall any longer; parking spaces have been defined and the space is well organized, the firefighters are able to practice on a clean surface and the equipment used isn't picking up a lot of dirt during use anymore.

The trees in the flight path of the Heliport have all been cut and the contractor is nearly finished the cleanup. A thank you card and a gift certificate was given to the Beer family as a token of the district's gratitude.

The flooring will be replaced in the doctor's area of the Health Centre over the Remembrance Day long weekend. The MIHCA coordinator and I will work together with other volunteers to move the personal belongings etc. that will need to be temporarily relocated to a different room within the Health Centre over the weekend.

I have received a quote for flooring within the fire hall administration side of the building. I will be requesting additional quotes and will be prepared to present the information necessary to discuss the flooring costs for the fire hall next month.

It was my understanding at the budget meeting earlier this month the Board is prepared to accept the draft 2020 budget proposals. Included with the Board package is the "Ministry Format" 2020 budget summaries for the Health Centre and Fire Department. I will require formal approval of these and approval of Bylaw 198 to finalize the draft 2020 budgets. Respectfully,

Katherine Somerville
Corporate Administrative Officer

Attachments:
FD & HC Budget vs. Actual (Prd. 9, 2019) + Balance Sheet
Action Items:
Motion/Approval – 2020 Health Centre Budget
Motion/Approval – 2020 Fire Department Budget
Motion/Approval – Bylaw 198

MAYNE ISLAND IMPROVEMENT DISTRICT
FIRE RESCUE SERVICES
2020 BUDGET

OPERATING EXPENSES	GOVERNANCE	Accounting & Audit Fees	3,386		
		Administration	35,549		
		Bank Charges	1,600		
		Professional Fees	2,000		
		Insurance - MIID Board	910		
		I.T. Maintenance, Security, Software, Hardware	4,193		
		Office Supplies	2,433		
		Recording Secretary	905		
		Telecommunications	765		
		Advertising	500		
		Travel Expense	200		
				$	52,441
	FIRE DEPARTMENT	Accounting & Audit Fees	3,950		
		I.T. Maintenance, Security, Software, Hardware	7,691		
		Equipment, Maintenance & Repair	52,760		
		Fire Prevention	2,940		
		Firehall Building	36,380		
		FD General & Administration	51,583		
		FD Personnel	308,887		
		FD Training	49,915		
		FD Vehicle Maintenance & Fuel	30,350		
				$	544,456
		TOTAL OPERATING EXPENSES		**$**	**596,897**
CAPITAL EXPENSES		Capital Works - FD	5,000		
		Capital Reserve	85,000		
				$	90,000
		TOTAL EXPENDITURES		**$**	**686,897**
		Less Other Income	(10,750)		
		TOTAL BYLAW #198 (FIRE PROTECTION) TAX LEVY REQUIRED		**$**	**676,147**

MAYNE ISLAND IMPROVEMENT DISTRICT
Mayne Island Health Centre & Heliport
2020 BUDGET

OPERATING EXPENSES	HEALTH CENTRE	Accounting & Audit Fees	3,950		
		Administration	42,512		
		Office Supplies	5,639		
		Building Maintenance	29,105		
		Heliport Operation	3,285		
		Insurance	6,775		
		Legal	2,000		
		Utilities	5,093		
		Water	2,000		
		I.T. Maintenance, Security, Software, Hardware	4,891		
				$	105,250
		TOTAL OPERATING EXPENSES		**$**	**105,250**
CAPITAL EXPENSES	HEALTH CENTRE	Health Centre Building Reserve Fund	10,000		
			TOTAL CAPITAL	**$**	**10,000**
			TOTAL EXPENDITURES	**$**	**115,250**
	Rental Income		(15,000)		
	Income from Interest & Penalties		(4,000)		
				$	(19,000)
	TOTAL BYLAW # (Health Center) TAX LEVY REQUIRED			**$**	**96,250**

MAYNE ISLAND IMPROVEMENT DISTRICT

BYLAW NO. 198

A bylaw for levying taxes on the land and improvements within the Mayne Island Improvement District, hereinafter referred to as the “Improvement District”, for fire protection purposes.

The Trustees of Mayne Island Improvement District in open meeting assembled ENACTS AS FOLLOWS:

1. The sum of Six Hundred Seventy-six Thousand, One Hundred Forty-seven Dollars ($676,147) is required by the Improvement District for fire protection in the year 2020.

2. A tax at a rate determined to be necessary to raise the aforesaid sum is hereby levied for the year 2020 on all land and improvements as defined in the *School Act*, within the Improvement District in accordance with section 711 of the *Local Government Act.*

3. The said taxes shall be due and payable as provided in the *Taxation (Rural Area) Act* and if delinquent shall bear interest at the rate set out under the *Taxation (Rural Area) Act* until paid or recovered.

4. This bylaw may be cited as the “Fire Protection Taxation Bylaw 2020”.

INTRODUCED and given first reading by the Trustees on the 22nd day of October, 2019.

RECONSIDERED and finally passed by the Trustees on the 22nd day of October, 2019.

_____
Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 198.

_____
Corporate Administrative Officer

Fire Department Report

To: **Board of Trustees**
CAO K.Somerville
From: Fire Chief Kyle Stobart
CC: File
Date: MIID Board Meeting, October 22nd 2019
Fire Department Activity Summary to date.

Mayne Island Fire Rescue
Serving our community with pride.

Alarms: 12

MIFR responded to 25 calls in August and September, 2 which were Duty Officer pages, and eight First Responder pages.

Date	Time	Type	ToS	Members
Aug 2	8:44	Duty Officer-open burn	:07	1
Aug 4	22:13	First Responder	:17	4
Aug 6	15:19	Duty Officer-restricted equipment	:03	2
Aug8	2:33	First Responder	:15	2
Aug 8	16:30	First Responder	:15	4
Aug 8	16:49	First Responder	:03	4
Aug 10	12:02	First Responder	:14	4
Aug 12	8:43	First Responder	:14	5
Aug 14	21:42	First Responder	:13	5
Aug 17	16:42	First Responder	:10	5
Aug 17	21:54	Duty Officer- open burn	:12	1
Aug 20	21:13	Duty Officer- open burn	:12	1
Aug 24	2:21	RCMP assistance	:17	5
Aug 24	18:21	Duty Officer-open burn	:09	2
Aug 31	14:52	First Responder	:08	5
Aug 31	21:29	Duty Officer- open burn	:25	1
Sept 1	17:30	First Responder	:07	6
Sept 6	15:11	Duty Officer-smoke sighting	:07	1
Sept 7	14:14	First Responder	:08	3
Sept 9	13:49	First Responder	:11	4
Sept 13	6:52	First Responder	:16	5
Sept 13	10:11	BCAS assist	:10	5
Sept 21	16:19	First Responder	:11	5
Sept 26	19:11	Duty Officer-open burn	:08	1
Sept 28	16:20	First responder	:08	4

Response:

Firefighters arrived on scene within 15 minutes for 84% of calls in August and September.

Member Attendance:

Pager Responses: 166 hrs.Fire Practice: 262 hrs. Pager response is down because of new BCAS dispatch protocols.

Practice and Education:

Fire practice in August and September focused on Search and rescue,and firefighter survival.
First Responder practice focused on Overdose treatment and hypothermia/drowning.

Our training regimen is designed to touch on competancies learned in our intial certification, at least once per year.

We now have nine exterior firefighters enroled in and committed to completing the online firefighter 2 program in 2019.
Fire Chief has completed and now is an NFPA accredited Fire Investigator.

Two firefighters are on temporary leave of absense.
MIFR has 7 new recruits registered in the Firefighter 2 program.

Total Active Personnel	Firefighter 1&2 and Exterior	First Responder	FF in Training:
26	25	1	15

Community Activity

MIFR participated in the fall fair parade in August c/w a vehicle that had the doors and roof removed in our auto extrication practice.

Recruiting

8 applicants were interviewed for firefighter positions. All are enroled in online training prior to becoming department members.

Building and Grounds

Tree falling has been done to ensure continued helicopter service.
Paving is complete in the rear of the building.

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Kyle Stobart
Fire Chief

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting

Tuesday Sept 10th, 2019

Present:
Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville

Absent:
Firefighter D. Beer

Guests:
None
Meeting called to order at 10:07 hours, Sept 10th, 2019

1. Agenda
   K. Stobart moved and K. Somerville seconded the motion to adopt the agenda as presented.
   CARRIED UNANIMOUSLY

2. Previous Minutes of the OH&S Committee Meeting:
   K. Stobart moved and K. Somerville seconded the motion to approve the minutes of the previous meeting with amendments held on, Aug 6th, 2019.
   CARRIED UNANIMOUSLY

3. Business arising from previous minutes:
   a) CO Scrubbers vs. Exhaust Hoses (Mezzanine windows) – K. Stobart
   K. Stobart reported that the window installation contractor has taken measurements and will be ordering two new windows for the mezzanine.

4. New Business:
   a)
   b)
   c)

Adjournment: The meeting was adjourned at 10:20.

5. Agenda for Next Meeting TBA.
   Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.
   Next OHS Meeting will be Tuesday Oct 1st at 10:00 hrs.

_____
E. Walker, Chair
Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting

Tuesday Aug 6th, 2019

Present:
Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Firefighter D. Beer

Absent:
Fire Chief K. Stobart

Guests:
None
Meeting called to order at 10:19 hours, Aug 6th, 2019

1. Agenda
   K. Somerville moved and D. Beer seconded the motion to adopt the agenda as presented.
   CARRIED UNANIMOUSLY

2. Previous Minutes of the OH&S Committee Meeting:
   D. Beer moved and K. Somerville seconded the motion to approve the minutes of the previous meeting with amendments held on, June 18th, 2019.
   CARRIED UNANIMOUSLY

3. Business arising from previous minutes:
   a) CO Scrubbers vs. Exhaust Hoses – K. Stobart
   E. Walker reported that the window installation contractor has been contacted and plans to come to the hall this month to measure and order the new windows for the mezzanine.
   Broken Air Scrubbers – K. Stobart
   E. Walker reported that the electrical contractor has been to the hall and has fixed the air scrubbers.

4. New Business:
   a)
   b)
   c)

Adjournment: The meeting was adjourned at 10:41.

5. Agenda for Next Meeting TBA.
   Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.
   Next OHS Meeting will be Tuesday Sept 10th at 10:00 hrs.

_____

E. Walker, Chair

Recorded by E. Walker, Recording Secretary