

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Thursday, May 17, 2012
Location: MIFRS Fire Hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 1:30 PM by Chair David Maude

PRESENT:

Trustees: David Maude; Gary Akey, Tracey DeRousie, Bob McKinnon
Staff: Administrator: Gerrie Wise; Bookkeeper: Katherine Somerville;
Deputy Fire Chief Steve DeRousie

ABSENT with Notice:

MICHA Chair: Cilla Brooke
Trustee Dean MacKay

GUESTS, MEMBERS OF PUBLIC PRESENT:

Caleb Bjornsfelt
Doug Couch: contact: 250-539- 5762

AGENDA

The Chair requested the following addition to the agenda

Guests request to address Board re: Fire access road Glen Echo to Wooddale
Trustee DeRousie requested, under In Camera:
Omega & Assoc. Correspondence and the Tank Farm Report

MOTION

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

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of May 4, 2012. **CARRIED UNANIMOUSLY**

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of May 11, 2012. **CARRIED UNANIMOUSLY**

The Chair introduced the guests and asked them to proceed with their request. The Guests spoke regarding problems with several vehicles accessing and speeding on the "Fire access" road connecting Wooddale to Glen Echo. The complainants requested the gate be re-installed or chain be placed across the road. They also reported they counted 15 to 20 vehicles using the road daily. They are concerned for the safety of children and residents. They understood since it was a "fire access" road that it was for fire vehicles only.

The Deputy Chief and Trustee McKinnon clarified the issue that a property cannot be subdivided without having two means of exit/egress from the area. The property however remains the responsibility of the property owner.

The 2nd issue brought up is that the new road is a 2 lane road narrowing to a 1 lane road and the residents wished to know if there is a plan to improve the road.

Chair, David Maude suggested Highways would have to be asked that question. He also explained the role of the MIID is that of a service provider, not a zoning body and asked if the issue could be deferred until the Fire Chief has returned. The Deputy Chief thanked the residents for bringing the situation to the Department's attention. The Chair and Trustee McKinnon also thanked the guests for their presentation.

Board members concluded the discussion by asking if the owner of the property has been contacted and suggested that the guests take the first step of contacting the property owner to ask for their assistance.

ACTION note:The Chair promised to contact Mr.Couch after a discussion with the Fire Chief.

The Guests then left the meeting.

A further discussion was held regarding various liability issues, private property and dangers of installing a chain for example. The Deputy Chief is concerned about the Liability issues for the Fire Department and MIID and would like to research the matter before discussing any possible resolutions of the through traffic issues, regarding gate installation. If there is no liability issue for the Fire Dept. or MIID and if he is given permission to do so, he said he would be happy to speak to the owner to explain the problems being experienced by the neighbours and the owners' responsibility. The identity of the Owner of the property in question was briefly discussed.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Department:– Trustee McKinnon
Replacement of Command Vehicle: The truck was ordered, but not delivered yet; it is expected in July.
- b. MI Vol FF Assoc. Lease Trustee Akey: Nothing to report at this time.
- c. Sketch/Site Plan for MIVFFA relocation & report on Meeting: Trustee Bob McKinnon & Trustee Tracey DeRousie reported they had a very productive meeting. The fire fighters are to check that the proposed and marked location on the property is sufficient for their use. Their 1st concern was utility service hookups, in particular the septic system. The building committee will determine if the present septic tank is sufficient for the time being only, or should be replaced. Bill Warning will meet with Rose Bennett next week to determine a course of action regarding what system would be required for a new fire hall and the schoolhouse or could the present system be used on an interim basis? A report will then be made to the fire fighters and to the Board. Trustee DeRousie asked if Rose & Fred Bennett are qualified to provide advice on the septic system required. The Chair replied that they are certified to design and install all kinds of sewage treatment systems. Trustee McKinnon advised that this consultation is just preliminary; it is not a quote request or tender at this time.

- d) Report on investigation of proposed tank farm: Trustee DeRousie will provide her report “in Camera”
- e. Garbage Committee/Survey – Trustee DeRousie advised her report on the survey will be presented at next month’s meeting. There were 320 respondents and she needs some time to complete the report, which will be submitted to the Trustees shortly. She will attend an “open house” by Fred Bennett on this Saturday regarding their application to Island Trust for a TUP. The Chair expressed his concern regarding the present contractor, who has notified the Board that he is discontinuing his contract; taking effect June 7th. Trustee DeRousie explained that there is still a garbage service taking place in the form of the drop-off service and believes we need to adopt a “wait & see” attitude at this time.
- f. Letter re: Gardening arrangements for Health Centre: A proposal was received from Ingrid Marsh regarding the placement of bark mulch, etc. The bookkeeper will look for a copy of the letter. A discussion took place regarding gardening, parking spaces, etc. Several yards of garden will need to be moved to accommodate the expansion of the Emergency Room. Additional parking spaces will need to be created. A consideration to be made is the placement of the septic field. The Chair suggested a comprehensive survey be done to determine septic fields, water lines, power lines, etc. when the new fire hall is surveyed. The record should then be kept in our files and kept up to date. Trustee DeRousie asked if Ingrid Marsh had been paid for her proposal and Trustee Akey replied that she has not been paid; that her proposal was as a volunteer.

CORRESPONDENCE:

- a. A Liberty Management information brochure was circulated.

FINANCE REPORT – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper’s Report:¹ - attached – Katherine spoke briefly regarding outstanding Health Centre Taxes, the Revenue and Expense report & Balance Sheet. The Tax notices will be printed by month end and mailed out by June 15th. The Software designer will be here next week to assist us with the files for our Accounts Receivable and the printer. (Alea) The Auditor’s invoice was submitted for \$9,500 and paid.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Bookkeeper’s report and Finance Report

CARRIED UNANIMOUSLY

REPORTS

- a. Management: Chair David Maude: The Chair reported that he has not had any meetings or discussions in the past period.

¹ Bookkeepers Report
Board of Trustees MIID
Meeting Minutes DRAFT
Thursday, May 17, 2012, Approved June 15, 2012

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to accept the Management Report. **CARRIED UNANIMOUSLY**

b. Administrator's Report- Gerrie Wise:

- i) The Confidential Agreement Staff/Contractors² was drafted and circulated to the Board Members. The document was reviewed and discussed.

MOTION Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion that the Confidentiality Agreement document be accepted as MIID policy and that all employees and vendors/contractors who are likely to have access to confidential information must sign the agreement. **CARRIED UNANIMOUSLY**

The Board agreed that this agreement is a prerequisite for any position of employment, or a vendor or contract.

- ii) Letter to Scott-Moncrieff requesting that the MIID file be released to Paula Bosenberg at her new firm.
- iii) Recommend Bylaw 9 be repealed as it deals with subdivision approval, which MIID has no jurisdiction over.

ACTION note: Administrator to send a copy to the Board

- iv) The Committees Policy has been updated and the Administrator asked for any changes. None were considered necessary.
- v) Casual Staff: Herbie Rochet and Sabrina Somerville will be hired to assist with the Tax Invoice mail-out. Herbie has also assisted with the Archiving of necessary records, and changing the addresses on our Health Centre Tax File as per Canada Post changes to civic addresses.

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

c. Fire Chief's Report³- attached – submitted by the Deputy Fire Chief, Steve DeRousie. Chair requested information regarding the 3 resignations. Trustee McKinnon advised he will provide details IN Camera. Trustee McKinnon mentioned that he heard an announcement that the Forest Service is closing burning. Deputy Chief reported that on Mayne Class A burning was closed May 13th and explained the process for closure is different in areas of BC. It was discussed that usually Mayne works with other Gulf islands and the CRD in setting the fire rate and the closing dates. The Deputy Chief suggested the Board may want to work with the Chief to ratify a policy of conforming with CRD or other SGI Departments.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to accept the Deputy Fire Chief's Report. **CARRIED UNANIMOUSLY**

- d. Report from Officers Health and Safety Meeting –minutes up to and including April 12, 2012 are on file in the binder in the Administration Office for review

² Confidential Agreement Staff/Contractors/Vendors

³ Deputy Fire Chief's Report

by the Board. The Board reviewed the latest minutes.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Officer's Health & Safety Meeting Minutes Report.

CARRIED UNANIMOUSLY

Trustee DeRousie asked if the Fire fighters boots have been ordered. The Deputy is waiting for the Chief to return because he is not aware if an order has been placed, but that the sizes have been taken.

e. MI Health Centre

Health Centre Operations Report ⁴ – B. Crumblehulme – attached.

MIHCA Liaison: Dr. Cilla Brooke⁵ is away today– her report is attached.

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

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

a. BC Ambulance Service: Trustee Bob McKinnon nothing to report .

b. Communications: Chair David Maude:

i. Chair indicated the Report on Website Statistics⁶ (attached) provided by Website Manager: Steve DeRousie.

ii. Mayneliner Article for Jun 1, 2012 (DEADLINE May 20): The Chair asked for suggestions. The Deputy Chief asked for a reminder regarding burning conditions and expected closure date. Trustee DeRousie asked for a "Thank you" to the 320 persons who answered the survey, and indicate a report will be published soon.

ACTION note: Administrator to send doc to Alea, Friday after receiving it from the Chair, and will contact the Mayneliner to add the June 15 Board meeting to the Calendar.

c. Finance Report: Trustee Akey: nothing further

d. Fire Department Trustee McKinnon – nothing further at this time. The fire hall committee will be meeting again shortly, and is waiting for information from the manufacturer as to the date of their proposed site visit.

Trustee DeRousie asked who is presently on the fire hall committee.

Trustee McKinnon supplied the following members' names joining himself on the committee:

Carl Bunnin; Brian Dearden; Bill Warning and Per Nielson.

It was mentioned that Per had missed the last few meetings, in some cases due to conflict with officer's meetings.

e. FOIPPA: Chair David Maude: No current requests

⁴ Health Centre Operations Report

⁵ Report from Dr. Brooke - MICHA

⁶ Website/hardware/Software Report

- f. Garbage Committee: Trustee DeRousie nothing further
- g. Government Liaison: Chair David Maude – nothing
- h. Health Centre Operations & HC Association: Trustee Gary Akey spoke about the Expansion. The Committee has been formed and is meeting. They hope to start in September. There was discussion regarding the plans and the Building Department at CRD. Dr. Brooke is checking with VIHA as to particular items on the plan regarding specs for flooring, public Health and cleaning, dealing with hazardous waste, etc. Further discussion regarding the tender process will be covered IN Camera
- i. Human Resources: Trustee Dean MacKay – not here today-no report Trustee DeRousie raised the issue of the Letters of Agreement and job descriptions for the Administrator and the Finance Officer (bookkeeper). Trustee Akey would like to discuss this in Camera
- j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie -.will report IN Camera
- k. Fire Hall Committee Trustee Bob McKinnon covered earlier

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

OTHER BUSINESS: none

NEW BUSINESS: none

Questions from the Public: none

IN CAMERA

MOTION Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to go into “In Camera” session at 2:40 PM **CARRIED UNANIMOUSLY**

NEXT TRUSTEES MEETING DATE/S:

June 15 – 9:00 AM Upstairs Fire Hall -Regular Board Meeting

ADJOURNMENT:

The Meeting was adjourned at 3:53 PM by motion made by Trustee Bob McKinnon.

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

Bookkeeper's Report - MIID Board Meeting 2012-05-17

Attached:

- Income & Expenditure: Budget vs. Actual as at May 16, 2012
- Balance Sheet as at May 16, 2012

Reports:

Included in this report is an updated Budget vs. Actual and Balance Sheet, please let me know if you have any questions or concerns regarding either.

Delinquent Properties:

| As at May 16, 2012 | | | As at May 16, 2011 | | |
|-----------------------|-------------|------------|--------------------|----------|------------------------------|
| Delinquent Properties | | | Comparison | | payments since prev. meeting |
| Year | # of Prop's | Amount | # of Prop's | Amount | |
| 2007 | 1 | 30.16 | | | 0 |
| 2008 | 1 | 33.96 | | | 0 |
| 2009 | 1 | 33.47 | | | 0 |
| 2010 | 3 | 100.06 | 51 | 2,233.02 | 0 |
| 2011 | 35 | 1,724.58 | | | 1 |
| Total | | \$1,922.23 | | | |

Statements were sent out reflecting a further interest penalty incurred by the above delinquent properties on May 1. David Waddington will be over May 24 to bring the 2012 Tax Levy invoice and help with any last minute print adjustments which we will then take to Alea for publishing. I plan to prepare the invoices for mail out the week of June 4 and they should be in mailboxes by June 15.

Banking:

The Corporate Creditor Enrollment is not yet complete. A few individual bank applications are in the process of being completed this week. After such time I hope to be able to receive payments online through most Canadian financial institutions.

Payroll:

To facilitate a consistent payroll procedure for all employees and with the agreement of the Lieutenants we have now placed the three lieutenants on biweekly payroll rather than their previous monthly payroll. With the implementation of our auto deposit payroll it was felt this consistent payroll procedure would no longer pose any difficulties to the Firefighters.

Respectfully,

Katherine Somerville
Bookkeeper

Mayne Island Improvement District Confidentiality Agreement Staff, Employees, Vendors & Contractors

Use of Confidential and Private Information

Staff, Employees, some Vendors and Contractors may acquire much information that may not be public and is considered confidential. Such information, although not all, may be governed by the Protection of Privacy Act (BC).

Employees must not communicate confidential information to anyone not entitled to receive it.

No person may breach confidentiality by use of insider information, inside influence, outside influence, accepting gifts and disclosing conditions of contracts with/for the local government.

Breach of confidentiality is a serious occurrence and could result in immediate dismissal or loss of contracted work and in some instances prosecution.

Conduct after Leaving the Employment of, or completion of Contracted work for MIID

After leaving, staff, employees and contractors should abide by this Agreement concerning confidential information which will apply in perpetuity, or until public release of such information as authorized by the board.

Mayne Island Improvement District Confidentiality Agreement:

Consistent with the guidelines stated above, I will hold all confidential information¹ in trust and confidence, and will not use, disclose, communicate or convey, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as necessary in the performance of my duties.

I will not remove any records containing confidential information from the Improvement District Offices unless explicitly authorized to do so, and will return such records to the Board of Trustees upon completion of any assignment or as requested by the Chairperson of the Board.

Witness

Date: _____

¹ Such confidential information or documentation may include personal information of Mayne Island Fire Rescue staff and Mayne Island Volunteer Firefighters Association members or organizational or other information from members of the public that is required to be kept confidential under the terms of the Freedom of Information and Protection of Privacy Act (BC).

Mayne Island Fire Rescue



Acting Fire Chief's Fire Department Report on April - MIID Board Meeting May 17, 2012

Fire Department Emergency Call-Outs for April, 2012

| | |
|---|-------------|
| Open Burn/Smoke Complaint: | 1 |
| Alarm Bells - Residential / Commercial: | 1 |
| BCAS request for assistance: | 1 |
| First Responder Medical: | 4 |
| Fires: | 0 |
| Total Emergency Callouts: | 7 |
| Total Callout hours: | 45.5 |

Public Assistance Requests & Community Events

| | |
|---|----------|
| CRD address verification requests: | 3 |
| Postal related address verification requests: | 1 |
| Community Events attended: | 2 |
| Total Public Assist & Events | 6 |

Fire Department Training for April, 2012

| | |
|---|---------------|
| Tuesday Training Practice: | 137.25 |
| On-Island Supplemental: | 2.25 |
| Off-Island Supplemental : | 32.0 |
| (NFPA 1001 FF I&II @ Pender Island FR & Safe & Effective Emergency Scene Management workshop @ Kamploops FR) | |
| Work Experience Volunteers: | 33.5 |
| Total Training Hours for the month of April: | 205.25 |

Four firefighters were selected to attend the 9th Annual Salt Spring Island Regional Training Weekend. Development of the Recruiting acceptance and expectations document is underway in preparation for a fall advertising campaign and intake of new recruits.

Fire Department Personnel

The Fire Department had three Recruits-in-training resign on April 24th.

| Hot Zone Firefighters: | | Non hot-zone firefighters: | |
|---|---|----------------------------|-----------|
| NFPA 1001 I&II accredited firefighters: | 5 | Auxiliary firefighters: | 5 |
| Basic Firefighting Certificate firefighters: | 5 | support crew members: | 2 |
| Recruit firefighters in training: | 3 | | |
| Fire Department members at April 30th | | | 20 |

Fire Department Apparatus and Firefighting Equipment

Eight Motorola pagers were purchased to replace several aging, problematic pagers. No major problems were reported with the fire trucks or ancillary firefighting equipment.

Prevention & Education

Public reaction to Burning and Open Burning Smoke Control Regulations has been a positive experience.

| | |
|---|-----------|
| Open Air (Class B) burn permits: | 69 |
| Land Clearing (Class A) burn permits: | 0 |
| Total Burn Permits issued at April 30th | 69 |

Heliport Operations

1 BCAS Air Ambulance MedEvac was recorded in April. Damage to the fire extinguishers weather protective glass was reported. The special glass will be replaced as soon as the part can be sourced.

Respectfully,

Steven DeRousie, Deputy Fire Chief

Acting Fire Chief, Acting Heliport Manager

Mayne Island Health Centre

Operating Report for April 2012

Water consumption:

| | |
|----------|-------------|
| October | 3400 Litres |
| November | 3900 Litres |
| December | 3600 Litres |
| January | 4000 Litres |
| February | 3500 Litres |
| March | 3900 Litres |
| April | 3300 Litres |

Water analysis:

Test results:

- total coliform, zero
- E. Coli, zero

Safety:

- The front door chime has been fixed
- All lights working properly
- Relocated power outlet in the staff kitchen

VIHA:

- Call out to rescue a locked out nurse

Building:

- Seasonal migration of small ants. Provided ant traps
- destroyed a wasp nest

Respectfully,
Brian Crumblehulme

MIHCA Report to MIID for May 16th 2012 Meeting

(Mayne Island Health Centre Association liaison unable to attend the meeting due to date change of date/time of MIID meeting which conflicts with regular meeting of MIHCA)

- 1) 'Building' committee has been struck for the overseeing of the building of the ER extension. Committee consists of Gary Akey, MIID Trustee, Cilla Brooke, Chair MIHCA, Barbara Baker, Treasurer MIHCA and Ellen Visser, Director, MIHCA. Inaugural meeting held to discuss timelines with a possible September start date for building. During the next few months, MIHCA reps will work on inside of building details with advice from various VIHA departments re industry standards. MIID rep to go ahead with plans and HVAC options.
- 2) MIHCA continuing with fund raising over the summer particularly for equipment and furniture for the new E.R.
- 3) Helen Brittain Bursary of \$2000 to be offered again this year to any islander who is undertaking health related training/education. Deadline for application is July 31st 2012.
- 4) Basic First Aid course with A level CPR/AED training is being offered on May 30th 2012. Still a few spaces available and anyone wishing to take please contact me.

Respectfully submitted,
Cilla Brooke, Chair MIHCA

Website Statistics

| mayneislandfire.com | | | | | |
|------------------------|---------------------|-------------------------------------|---------------------------------|-------------------------------------|--|
| Reported period | Month Apr 2012 | | | | |
| First visit | 01 Apr 2012 - 05:47 | | | | |
| Last visit | 30 Apr 2012 - 22:20 | | | | |
| | Unique visitors | Number of visits | Pages | Hits | Bandwidth |
| Viewed traffic * | 316 | 533 (1.68 visits/visitor) | 910 (1.7 Pages/Visit) | 10,843 (20.34 Hits/Visit) | 728.28 MB (1399.18 KB/Visit) |
| Not viewed traffic * | | | 1,652 | 3,608 | 165.22 MB |

| miidonline.com | | | | | |
|------------------------|---------------------|-------------------------------------|----------------------------------|------------------------------------|--|
| Reported period | Month Apr 2012 | | | | |
| First visit | 01 Apr 2012 - 04:00 | | | | |
| Last visit | 30 Apr 2012 - 22:49 | | | | |
| | Unique visitors | Number of visits | Pages | Hits | Bandwidth |
| Viewed traffic * | 290 | 481 (1.65 visits/visitor) | 972 (2.02 Pages/Visit) | 6,682 (13.89 Hits/Visit) | 954.18 MB (2031.34 KB/Visit) |
| Not viewed traffic * | | | 1,203 | 4,732 | 200.42 MB |

Software / Hardware

| April 2012 | |
|------------------|--|
| Software: | All users are still reporting email invalid certificate errors. Random appearances of "company web" continued, a workaround has been applied. According to Coastal, it is unknown why the "company web" interface is on the computers. |
| Hardware: | No problems reported. All computers are now using cable LAN connections as the wireless network connection is problematic and slowed productivity. |

Website News Update

| Enewsletter | |
|------------------|--|
| Subject Line | N/A – The April newsletter was not forwarded for publication on the web. |
| Date/Time Sent | |
| Total Recipients | |