



## **Mayne Island Improvement District**

### **Meeting of the Board of Trustees**

**Date: Tuesday, Sep 20, 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; Dereck Atha, Sean Skiffington, Bob Soper;

Staff: Corporate Administrative Officer(CAO): Katherine Somerville; Recording Secretary:Gerrie Wise;

Captain Kyle Stobart: Captain Eric Walker: Fire Chief Steve DeRousie.

**ABSENT WITH NOTICE:** Trustee Brian Dearden

**GUESTS, MEMBERS OF PUBLIC PRESENT:** Louis Vallee

#### **AGENDA – Additions, Approval**

The Fire Chief, Trustee Skiffington and CAO had items to discuss under In Camera

Fire Chief add an item under New Business: updated Officer Appointment list

**MOTION** Trustee Atha moved and Trustee Skiffington seconded the motion to approve the agenda as amended **CARRIED**

#### **PREVIOUS MINUTES OF BOARD MEETINGS:**

**MOTION** Trustee Soper moved and Trustee Atha seconded the motion to approve the Minutes from the Board Meeting of Aug 16, 2016 as circulated. **CARRIED**

#### **BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:**

Health Centre Grounds Maintenance: The CAO suggested to the Board that rather than issuing a new Contract, that an individual be hired for a single visit for fall maintenance. The decision regarding a contract will be brought forward early in the new year.

Tax Sale: Appointment of Auctioneer: The CAO explained the process of the Tax Sale including the appointment of a "Collector" under the Local Government Act. The Collector is authorized to appoint or hire persons and premises as required, send required notifications and advertisements, and set a tax sale date. A Motion is required. The CAO recommended Dec 14, 2016 for the Tax Sale date this year. She also recommended inclusion of an annual date in Bylaw 116 when amended in the new year.

**MOTION** Moved by Trustee Brooke and seconded by Trustee Soper to appoint the CAO as the Collector under the Local Government Act with the authority as described under the Act. **CARRIED**

#### **CORRESPONDENCE:**

The CAO reported receiving emails from the lawyer regarding the Tax Sale and from the Ministry regarding submission of the Budget and Tax Bylaw submission deadline of October 31, 2016.

#### **CORPORATE ADMINISTRATIVE OFFICERS REPORT**

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report<sup>1</sup>.

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<sup>1</sup> Administration Report

She reviewed the Health Centre Repairs Log<sup>2</sup>, and the benefits review which she has begun. An Authorization must be given to the broker for him to conduct the comparative review on our behalf. No obligation or cost is incurred by the District. The CAO asked for a motion to authorize the Chair to sign the document<sup>3</sup>.

The Trustees wish the following wording to be added: "The Improvement District is not bound to accept any recommendations and is under no financial obligation to Arbutus Financial Services Ltd."

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Soper for the Chair to sign the agreement with Arbutus Financial Services Ltd. as amended. **CARRIED**

The CAO then explained the new Water Sustainability Act, Ministry of the Environment. The CAO has checked with the Ministry and has been advised that as a Commercial water user we must register our wells by March. This licensing is in addition to the permits granted by Island Health. There are no fees for the registration if the application is filed by March. Possibly there will be a "rental fee" in the future; however it may not apply to local governments. At this time, there is no requirement for the Improvement District to install meters. Katherine will attend the local meeting of the Environment Ministry hosted by MIIWSS on Oct 22, 2016 to learn more.

The CAO and Fire Chief have met with Dan Hafting regarding "Curtain Drainage" at the Health Centre and an estimate will be prepared for the next budget meeting.

Trustee Atha requested more information regarding the iCity upgrade. Katherine explained this upgrade has been included in our planning for some time and is included in our budget to upgrade before December 31st. This is a good time of year to upgrade as we are not doing taxes and are finished the budgeting process.

**MOTION** Moved by Trustee Atha and seconded by Trustee Soper to approve the CAO Report.

**CARRIED**

## **REPORTS**

a. Management: Chair: Trustee Brooke presented her report<sup>4</sup> and on behalf of the Board of Trustees expressed condolences to Don and Steve DeRousie on the loss of their wife and mother, Tracey was on the Board of trustees of the Improvement District from 2010 to 2013 and she has been a stalwart supporter of the organization ever since, often being the only member of the public to regularly come to the monthly meetings. She will be greatly missed.

The Chair then explained she and the Fire Chief attended a meeting with the MI Conservancy regarding response to oil spills. A community meeting will be hosted by MI Conservancy later this fall. She reviewed the responsibility of the Mayne Island Fire Department in regard to an oil spill.

The Fire Chief briefly explained the limits of Fire Department response are to Hazardous Material spills on land. Since service beyond the high water mark is not in our Mandate, we are not able to apply Mayne Island Fire protection taxes for equipment, materials and training to participate in this specialized condition. Any response to a marine oil spill would be a judgment call based on threat and risk to the community.

Trustee Brooke reminded the Trustees of the next budget meeting and will introduce the formation of committees as discussed in her July report later in this meeting under new business.

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

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<sup>2</sup> Health Centre Repairs Log

<sup>3</sup> Arbutus Financial Authorization

<sup>4</sup> Management report from the Chair

b. Fire Chief's Report<sup>5</sup> (attached) Fire Chief Steve DeRousie presented his report and commented on the following items:

- It is good to see people using approved appliances for campfires.
- A rescue on Mount Parke allowed the use of a donated piece of equipment which made the evacuation easier.
- He issued a reminder that persons should not report smoke smell/sightings on Social Media **but call 911**. The fire department does not monitor Facebook or Twitter.
- Explained TOS is "time on scene" the marker for response time analysis
- Fire department firefighter attendance remains consistent with the attendance for the past 3 years.
- Regarding the generator: the Health Centre transfer switch problem is being corrected, and the BCAS connection is nearly complete.
- Notice from Fortis BC regarding the new ferries fueled by LNG (Liquid Natural Gas). This may require additional training for our firefighters should a response be required at BC Ferries terminal.

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

c. Report from Occupational Health and Safety Committee:

The Fire Chief reported no meeting has been held since of July 5, 2016. Outstanding items of Hearing Tests are still being arranged and the raling around the sprinkler pump is being completed. The September meeting was held this morning with no significant issues to report. External door locks are being looked into.

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

### **COMMITTEE REPORTS**

a. Fire Hall Build: Trustee Skiffington reported that he met with Cole Zukiwsky last week regarding the deficiencies list. Cole will be returning to complete the items remaining on the list except filling the cut line on the concrete floors. Two consultants still have to do a walk-through (KGB (fire) and the mechanical engineer) Two issues are not yet resolved: tamper switches and nuisance alarms on the external water tanks following power outages. Trustee Skiffington is targeting an Oct 15<sup>th</sup> completion date. All the Occupancy Permit items are completed once the two consultants have signed off on the Schedule C, then we can apply for a final Occupancy Certificate. He would like to schedule the CRD inspection for the end of October.

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

c. Health Centre & HC Association: Trustee Soper reported the Committee received two applications to our advertisement for a Health Centre Maintenance Contractor, however, one individual withdrew his application. The person recommended by the committee and the CAO is the individual who is presently acting as Maintenance Contractor on a temporary basis. The CAO recommended an amendment to the contract to include the removal of garbage and recycling once a week.

**MOTION** Moved by Trustee Soper and seconded by Trustee Atha to amend the Health Centre Maintenance Contractor contract to include garbage and recycle weekly removal and the term shall be two years.  
**CARRIED**

**MOTION** Moved by Trustee Soper and seconded by Trustee Atha to hire Anthony Mitchell as Health Centre Maintenance Contractor.  
**CARRIED**

d. Human Resources: Trustee Atha inquired into the status of developing job descriptions for support workers which he understood was to be done in 30 days. The Chair indicated that topic is in the agenda under "new business" Trustee Atha indicated he had nothing further at this time.

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<sup>5</sup> Fire Chief's Report

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

**OTHER BUSINESS:**

Communications/ Articles for Website/Mayneliner:

The CAO asked the Board if they wish to submit an article to the Mayneliner. A decision on an October article must be made today which is the deadline. No suggestions were made for a Mayneliner article, however an article will be placed on both websites that the fire department does not monitor social media, and observers of smoke or burning should call 911.

**NEW BUSINESS:**

Formation of Committees Re: Operational Guidelines

The Chair requested the Fire Chief to introduce the draft Committee Terms of Reference. As directed by the Board in July, the Chief proposed the formation of a Policy committee. He distributed a Draft Committee Structure and Objectives document<sup>6</sup> and recommended that the committee be formed as a fire department committee as prescribed in Bylaw 161, section 18. The committee will have 7 members, made up of officers, firefighters, the Fire Chief and at least one Trustee. The committee will consider:

1. To develop a Fire Department Standard operating Guideline for the fair and consistent application of frontline volunteer firefighter retirement standards. (primary)
2. To review and recommend the effectiveness of support crew positions for membership to transition from frontline firefighter to support crew upon retirement. (secondary)

Job descriptions and end of service policies and procedures will be developed as part of this review.

The Chair stated that the Fire Chief has consulted the Officers for their input and asked the Fire Chief to report the results of the Officers' meeting to the Board. At this time, the Chair also remarked to Trustee Atha that she had no recall of a 30 day deadline being set for the job descriptions for Support Team. The Fire Chief concurred that he also had no recollection of a 30 day deadline.

Trustee Atha stated that Galiano and Pender and Saturna have support crews now doing flagging work or hauling water, all kinds of things – and right now we don't have anybody.

The Fire Chief stated that he was instructed by the Board to form a committee to address that issue; so that is what he is proposing at this time.

Trustee Atha objected to the process. He stated "we have 6 or 7 support staff ready to go with new job descriptions", and questioned the need to form a committee; He stated he believes it is a delay tactic. The CAO explained there are no approved job descriptions at present. Trustee Atha suggested they could be created now:"cut & paste - flagging, whatever a support person can do at a fire not in the hot zone,"

The Chair repeated her explanation to the Trustees and in the MayneLiner that a lot of the activities which were being done by the Auxiliaries are now classified as "firefighting jobs", so they must be left out of the job description; therefore we no longer can use the old job description and do not yet have a new one.

Trustee Atha asked about the jobs done by support staff on Salt Spring, Galiano, Pender and Saturna. The Chair repeated her explanation that we are creating a completely different job and cannot use the old job descriptions and must create new job descriptions for the new support team members to offer them meaningful work with regard to their experience and training. There is no attempt to delay; it takes time to create meaningful jobs for people should they wish to do them.

Trustee Soper remarked that he liked the idea and particularly of requesting input and encouraged the Chief to go forward.

Trustees Brooke and Skiffington volunteered to serve on the committee.

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<sup>6</sup> Draft of Fire Department Committee Terms of Reference

A report will be brought to next month's Board meeting.

The Chief and the Chair confirmed that a separate committee will be proposed at the next Board meeting to address Communication & Reporting Structure.

The Fire Chief circulated the updated Appointed Officers List<sup>7</sup> (Section 21, Bylaw 161) for the Chair's signature, and gave a brief explanation of the document.

Trustee Soper asked about the elimination of the position of Deputy Chief.

The Chair, CAO and Fire Chief explained that the Board could create the position at any time.

Trustee Soper asked for a report at the next meeting regarding the elimination of the Deputy Chief post and confirming the Board's ability to create that post.

**NEXT BOARD MEETING DATE/S:**

Wednesday, Oct 12, 2016 1:00 PM Staff & Board – Budget Meeting

Tuesday, Oct 18, 2016 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

**QUESTIONS FROM THE GUESTS:**

The Chair asked for questions from the public. Louis Vallee presented a report to the Board and asked that it go on the record. The Chair accepted the report. The Chair asked if he would like a response; Mr. Vallee stated no response was necessary.

The Chair thanked the guest and asked for a motion to go the in-camera session.

**MOTION TO GO IN CAMERA**

**MOTION** Trustee Atha moved and Trustee Soper seconded the motion to go into "In Camera session" at 2:49 PM. **CARRIED**

The Chair called for a 5 minute recess before convening the in camera session.

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

**NEW BUSINESS – reconvened**

Lifted from "in Camera" portion of the meeting:

**"MOTION"** Trustee Atha moved and Trustee Skiffington seconded the motion to lift all Motions to the regular Board meeting as new business. **CARRIED**

**MOTION** Moved by Trustee Brooke and seconded by Trustee Atha to approve the salary adjustment and payroll authorization effective September 1, 2016 for the CAO **CARRIED**

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Soper to authorize the CAO to instruct the lawyer to prepare and register a lien against title for the amount of the unpaid Cost Recovery invoice. **CARRIED**

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Soper to approve the EVT Mechanic position description. **CARRIED**

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Soper to approve the hourly rate of pay of \$25.00 for EVT Mechanic position. **CARRIED"**

**ADJOURNMENT:**

The Board meeting was adjourned at 4:46PM by motion made by Trustee Skiffington.

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<sup>7</sup> List of Officers appointed by the Board

Transcribed by: Gerrie Wise, Recording Secretary

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Approved

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Priscilla Brooke, Chair

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Date:





# Mayne Island Improvement District

## ADMINISTRATIVE REPORT

### Health Centre Tax Summary

August proved to be as busy as July it seemed. That may be due to the fact that I was away the last week of August.

On September 6, I began a distance education course through Camosun College towards my Certificate in Local Government Administration. This is a three month course compressed into 7 weeks. After this course I need to complete two more courses to receive my Certificate.

Tax statements were sent last month and as you can see from the table beside they facilitated payments. There is one delinquent property owner subject to tax sale on two properties. I spoke at length with this individual last week with no resolution. This is the third time this individual has been in the position of refusal to pay. The Districts lawyer is now moving forward with the legal process in which to collect the taxes owed.

| Arrears, Delinquent and Credit Balances as at Sep 12, 2016 |             |          |
|--|-------------|----------|
|  | # of Prop's | Amount   |
| Current Yrs  | 217         | 5,654.97 |
| Current Arrears  |             |          |
| Interest and penalties incl.                               | 57          | 1,204.62 |
| Delinquent Arrears   |             |          |
| Interest and penalties incl.                               | 12          | 194.71   |
| Credit Balances  | 53          | (958.67) |
| Net Owing  |             | 6,095.63 |

The Health Centre Repairs Log is attached for your reference, as you can see, the interim Health Centre Contractor has checked several items off the list that was updated last month including the leak at the window downstairs. Interviews will be held this week for the permanent position, for which there are two applicants.

The Districts last complete benefits review of costs and coverage was in 2012. I have begun a new review and will provide and update to the Board with comparisons from other providers in the upcoming months. This in no way implies a recommendation to move from our current providers but rather to confirm we are still receiving the best coverage for our members within a reasonable cost.

MIID utilizes taxation and accounting software called iCity, this software will be undergoing a required upgrade over the next few months. The old version will no longer be supported after December 31. I am looking forward to the upgrade as it will provide increased functionality and personalization however, this upgrade will require additional training that will happen online over the next several months. This will be a gradual transition allowing the use of both the old and the new software while the staff learns to use the latest version of this software.

We have held one budget meeting last month and another September 13<sup>th</sup>; we will require at least one more meeting to finalize the 2017 budgets to be presented for approval at the October Board meeting. The approved budgets must be submitted to the Ministry with the bylaw by October 31 in order to secure the funding for next year.

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  |
|-----------|--------------------------|--|---|---------------|------------------|--|
| Oct. /13  | MIHCA                    | Under Review   | Long term solution to garden, extra parking and narrow driveway.                            | 4             |                  |  |
| Dec. 7/15 | Sally                    | Completed  | Water beneath older window on inside lower floor - puddle & wall paint stained.             | 2             | ✓                | Work approved but needs at least a week of good weather  |
| 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             |  | 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                       | Completed  | Old carpet to be removed from crawlspace  | 3             | ✓                |  |
| 28/7/16   | KS                       | Massage Room touch ups completed   | Paint and wall touch ups upstairs and massage room  | 3             |                  |  |



# Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2



## Health Centre Repairs Log

12/09/2016

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| Reported | Reported or Requested by | Comments by HC Manager | Detailed Description   | Priority Code | Repairs Finished | Repair Scheduling |
|----------|--------------------------|------------------------|--|---------------|------------------|-------------------|
| 28/7/16  | KS                       | Completed              | Loose lock assembly outside ER door  | 2             | ✓                |                   |
| 28/7/16  | KS                       |                        | Birds nesting – solution required possibly replace fixtures with anti nesting type | 4             |                  |                   |
| 28/7/16  | KS                       | Completed              | Wasp nest in gutter next to ER door  | 2             | ✓                |                   |
| 28/7/16  | KS                       | Completed              | Counselors door rubbing on floor causing damage to floor                           | 2             | ✓                |                   |
| 28/7/16  | KS                       |                        | Spider issue in counselors room  | 3             |                  |                   |
| 28/7/16  | KS                       | Completed              | Door stop required on downstairs outside entrance                                  | 2             | ✓                |                   |
| 28/7/16  | KS                       |                        | Soffit vent strip in front of NP office bent allowing space for wasps to nest      | 3             |                  |                   |

# Fire Department Report

To: **Board of Trustees**  
 CAO K.Somerville  
 From: Fire Chief Steven W. DeRousie  
 CC: File  
 Date: Tuesday, September 20-2016  
 Re: August 2016 Fire Department Activity Summary



## Mayne Island Fire Rescue

Volunteers Serving the Community

### Alarms: 12

There were 12 incidents responded to by firefighters in August. The Fire Department responded to four reports of prohibited campfires, and the report of a beach fire could not be located ie: nothing found on arrival. Five emergency medical aid, rescue of a hiker from Mount Parke Park trail, two equipment restriction complaints, and one call for smoke smell determined to be from a fireplace. August was normal with five code 3 (lights & sirens) responses.

| Date       | Time  | Pager | Type                         | ToS | Members/Units |
|------------|-------|-------|------------------------------|-----|---------------|
| 08-01 2016 | 15:01 | 634   | EMA Rescue                   | 14  | 5 U1          |
| 08-09 2016 | 01:04 | 634   | EMA Medical D                | 15  | 6 U1          |
| 08-09 2016 | 10:34 | 635   | D/O Campfire (propane)       | 11  | 1 U1          |
| 08-11 2016 | 21:04 | 635   | D/O Beachfire                | 17  | 1 U1          |
| 08-13 2016 | 16:15 | 635   | D/O Equipment Restriction    | 19  | 2 U1          |
| 08-18 2016 | 09:10 | 634   | EMA Medical D                | 14  | 4 U1          |
| 08-19 2016 | 14:29 | 634   | EMA Medical D                | 15  | 4 U1          |
| 08-20 2016 | 17:16 | 635   | D/O Equipment Restriction    | 17  | 1 U1          |
| 08-20 2016 | 20:50 | 635   | D/O Campfire                 | 20  | 1 U1          |
| 08-20 2016 | 21:24 | 635   | D/O Campfire (propane)       | 11  | 1 U1          |
| 08-23 2016 | 20:35 | 634   | EMA Medical C                | 9   | 4 U1          |
| 08-25 2016 | 09:31 | 633   | FIRE Brush/Grass Smoke Smell | 10  | 9 E2/T3       |

### Response Time Analysis

There were No Structure Fire alarms in August.

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

| August 2016   | < 5 minutes | 5 - 10 minutes | 11 - 15 minutes | > 15 minutes |
|---------------|-------------|----------------|-----------------|--------------|
| Fire Alarms:  |             | 1 10%          |                 |              |
| Other Alarms: |             | 1 10%          | 6 50%           | 4 30%        |

### Member Attendance for Officers and Firefighters:

Total hours are down 117 hours from August last year, and down 32 hours from 355 hours reported for July 2016.

For alarms - 6 members have exemplary attendance, 8 are satisfactory, 4 are below satisfactory levels.

For practices - 6 members have exemplary attendance, 6 are satisfactory, 6 are below satisfactory levels.

| August                   | 2016 Alarm / hrs | 2015 Alarm / hrs | 2016 Practice / hrs | 2015 Practice / hrs |
|--------------------------|------------------|------------------|---------------------|---------------------|
| Officers attendance      | 12 Incidents 66  | 15 Incidents 103 | 4 Practices 37      | 4 Practices 49      |
| Firefighter attendance   | 42               | 84               | 61                  | 39                  |
| F/R Auxiliary attendance | 0                | 32               | 0                   | 48                  |
| Totals                   | 108              | 219              | 112                 | 136                 |

Firefighter attendance at regular practices remains consistent compared to previous years 2015, 2014, 2013 avg.

## Personnel and Training

Our 2015 recruits have resumed their NFPA 1001 Firefighter training at Pender as of September 10<sup>th</sup>, and our 2016 basic firefighter recruits are eager to begin attending their NFPA 1001 firefighter training at Pender Fire in January.

Fire practices for August had the firefighters developing a more efficient water supply delivery operating guideline assigning a "water supply officer" to direct the Tender Shuttling operations, as well as familiarization with new forestry foam stick nozzles.

The average attendance ratio for August 2016 at practice is 75% of practices; up 5% over July's figures.

The personnel numbers reported below reflect our membership as of August 31, 2016.

| Total Active Personnel | NFPA Firefighter 1&2 and Exterior | FF in Training: |
|------------------------|-----------------------------------|-----------------|
| August 2016: 18        | 18                                | 0               |

## Fire Apparatus and Equipment

Apparatus and equipment are operating normally.

There have been no problems reported with the apparatus or firefighting equipment in August.

## Administration and Operations

All 18 firefighters with Mayne Island Fire Rescue are trained to minimum standards and most exceed the minimum standards. I would like to remind anyone having questions about the fire department or our operations to contact or visit the Fire Chief at the fire hall anytime between 9am to 3pm Monday through Saturday.

Fire Department staff continue to pursue another fire free summer by delivering a constant message of forest fire prevention through education, media, advertising, and forest fire danger rating signage in all formats available.

Trustee Brooke and I met with the Mayne Island Conservancy to review their concerns regarding the risk of marine oil spills that may affect Mayne Island shorelines. The fire department will continue to monitor their progress and it should be noted the MIID letters patent and Bylaw 161 "Fire Department Establishing and Operating Bylaw" does not provide for marine hazmat spill response as that would fall outside of our jurisdiction. The marine environment is under the jurisdiction of the CCG, whereas land based hazmat response is within the jurisdiction of the MIID.

Other administration tasks in August included thorough reviews of our operating budget items, planning for the training and continuing education programs for 2017.

## Standby Generator and Heliport

The emergency standby generator is operating normally, however due to an ongoing technical issue with the Health Centres automatic transfer switch, the weekly exercise test runs are being done manually by the Fire Chief.

BCAS has begun the connection of the ambulance station to our generator. They have completed most of the work and are now arranging a "work with" with BC Hydro to finalize the connection project.

Two (2) med-evac helicopter flight was recorded for August 2016.

# MAYNE ISLAND IMPROVEMENT DISTRICT

## MAYNE ISLAND FIRE DEPARTMENT

### APPOINTED OFFICERS POLICY

“Officer” - means any member appointed by the Board to the position of Fire Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant, or any member authorized to act as an Officer with specific authority while conducting Fire Department business.

The following member(s) are hereby appointed Officers of the Mayne Island Volunteer Fire Department:

| <b>Name</b>        | <b>Position</b> | <b>Year Appt'd</b> |
|--------------------|-----------------|--------------------|
| Steven W. DeRousie | Fire Chief      | 2012               |
| Kyle R. Stobart    | Captain         | 2007               |
| Matthew H. Taylor  | Captain         | 2004               |
| Eric Walker        | Captain         | 2016               |
| Amanda M. Gunn     | Lieutenant      | 2009               |
| Steven Pike        | Lieutenant      | 2015               |
| Vacant             | Lieutenant      |                    |

|                                     |   |
|-------------------------------------|---|
| <hr/>                               | This Policy Replaces:                                   |
| Improvement District Chair          | <u>Officer Positions 2015 Fire</u><br><u>Department</u> |
| Effective Date: <u>July 1, 2016</u> | Issued on: <u>May 11<sup>th</sup> 2015</u>              |

## **Committee Terms of Reference**

### **Name:**

Fire Department Membership End of Service (retirement) Committee

### **Members:**

1. **Name**, Contact Information - Roles / Responsibilities chair
2. **Name**, Contact Information - Roles / Responsibilities secretary
3. **Name**, Contact Information - Roles / Responsibilities
4. **Name**, Contact Information - Roles / Responsibilities
5. **Name**, Contact Information - Roles / Responsibilities
6. **Name**, Contact Information - Roles / Responsibilities
7. **Name**, Contact Information - Roles / Responsibilities

### **Goals:**

1. To develop a Fire Department Standard operating Guideline for the fair and consistent application of frontline volunteer firefighter retirement standards. (primary)
2. To review and recommend the effectiveness of support crew positions for membership to transition from frontline firefighter to support crew upon retirement. (secondary)

### **Deliverables**

The Fire Department Membership End of Service (retirement) Committee purpose is to review fire department SoG's, past practices, best practices and to develop a standard of retirement criteria to guide fire department membership in the implementation of firefighter retirement process.

### **Scope / Jurisdiction**

The Fire Department Membership End of Service (retirement) Committee will be limited to considering Volunteer PoC firefighter retirement, and developing strategies for transitioning firefighters from frontline firefighter position to non-operational support crew positions.

The Fire Department Membership End of Service (retirement) Committee shall not include members who are employed by the District permanent full-time and part-time positions.

The Fire Department Membership End of Service (retirement) Committee may consider examples from other volunteer fire departments and other best practices documents.

## **Guidance from the Board / Lead Group**

The Fire Chief shall provide the initial direction for the committee members to consider in the development of the Fire Department Membership End of Service (retirement) Standard operating Guideline. Further guidance related to employment and labour regulations may be obtained from the District's CAO to ensure employment requirements are met

## **Resources and Budget**

The Fire Department Membership End of Service (retirement) Committee shall have access to and use of the firehall meeting/training room, audio/visual equipment, photocopying, and computer as required.

There are no funds allocated to this committee.


## **Authority**

The Fire Department Membership End of Service (retirement) Committee shall be advisory only.

## **Reporting**

The Fire Department Membership End of Service (retirement) Committee shall deliver for acceptance by the Board a proposal directing Fire Department Membership End of Service (retirement) in the form of a Fire Department Standard Operating Guideline.

## **Additional Notes**

- 
- The Committee should meet biweekly at a minimum.
  - Communications outside of meetings will be conducted by phone or email.
  - Shared information, such as plans and contact information, will be stored with the Fire Chief.
  - Related policies / by-laws are available at [mayneislandfire.com](http://mayneislandfire.com) and [miidonline.com](http://miidonline.com)
  - The Committee shall establish a schedule of meetings and proposed completion date.
  - Information shall be shared equally among all committee members. Emails and replies shall be addressed to all and replies as "reply to all".



## OPERATIONAL GUIDELINE

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|--|-------------------------|
| <b>MAYNE ISLAND VOLUNTEER FIRE DEPARTMENT</b>  | <b>O.G.# 5.01.02.03</b> |
| <b>SECTION: ADMINISTRATION</b><br><b>TITLE: PERSONNEL</b><br><b>SUB: EVT Mechanic Position Description</b> | <b>Page 1 of 2</b>      |

**PURPOSE:** To establish scope of work, experience and credentials requirements for the position of fire department Emergency Vehicle Technician Mechanic.

**POSITION:** EVT Mechanic position is responsible to schedule regular monthly preventative maintenance safety inspections and perform minor repairs and adjustments for all fire department owned vehicles and small engine powered equipment ensuring adjustments, minor repairs, and preventative measures are taken to maintain operational status.

**SUPERVISION:** The EVT Mechanic reports to the Fire Chief on all matters related to service and maintenance of mechanical fire fighting equipment.

### **ROLES AND RESPONSIBILITIES:**

- advises fire chief on preventative maintenance needs, provides necessary maintenance and repairs for all fire vehicles, including fire apparatus, ancillary mechanized equipment, and standby generators,
- performs commercial vehicle inspections on a monthly cycle, not more than 45 days and not less than 15 days between, on each fire department owned commercial vehicle,
- advises fire chief of required vehicle maintenance items,
- as directed, makes minor repairs, and or assesses mechanical and electrical issues identified or noted in the fire department daily desk journal by operators or upon notification of post use damage, within hours approved,
- liaises with fire department approved repair shop for repair, obtains estimates,
- acquires purchase order, and arranges scheduled annual maintenance / interval servicing / filter and oil changes, as approved,
- maintains an inventory at the fire hall of typical owners maintenance items: bulbs / fluids / fuses, etc.,
- keeps a logbook of work performed within position responsibilities, as specified herein,
- advise and assist in the instruction of drivers in the proper use, care, and operation of firefighting apparatus, as directed and authorized,
- respond to emergency requests for the repair of faulty equipment outside of regularly scheduled work hours, within a reasonable time frame.
- after hours emergency repair calls should be limited to disabled vehicles only.

*Due to limitations of the Fire Department workshop and supplies, scheduled annual vehicle service and major repairs are typically to be performed by fire department approved and licensed mechanical repair shop(s).*

## OPERATIONAL GUIDELINE

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|--|--------------------|
| <b>MAYNE ISLAND VOLUNTEER FIRE DEPARTMENT</b>  | <b>O.G.#</b>       |
| <b>SECTION: ADMINISTRATION</b><br><b>TITLE: PERSONNEL</b><br><b>SUB: EVT Mechanic Position Description</b> | <b>Page 2 of 2</b> |

### KNOWLEDGE AND ABILITIES:

- Methods and tools used in repair and maintenance of fire vehicle apparatus, including diesel engines, hydraulic, electrical, and pneumatic systems, small engine powered portable fire pumps, saws, generators, and equipment.
- Working knowledge of diagnostic software as it relates to general automotive fleet, fire apparatus and heavy vehicle equipment.
- Familiarity with Department of Transportation and NFPA standards for commercial and fire emergency vehicles.
- Basic computer skills using Microsoft Windows Office Suite applications and computerized vehicle systems.
- Safe work practices and knowledge of MSDS procedures.
- Willingness to attend related EVT courses as directed and authorized;
  - Required EVT course costs shall be paid by Mayne Island Fire Dept.
  - Voluntary EVT course costs shall be at the EVT Mechanic expense.
- Self motivated, produces quality work ethics, with minimal supervision.

### EXPERIENCE:


- Four years of experience as a mechanic diagnosing and repairing fire apparatus, vehicles and related equipment, or;
- An Equivalent combination of education and experience acceptable to the Fire Chief.

### REQUIRED:

- Possess and maintain BCDL Class 5 or higher with air endorsement.
- Possess and maintain appropriate certification in Inspection, Maintenance, and Testing of Fire Apparatus.

### REMUNERATION:

- The EVT Mechanic performs approximately 8 hrs/month of vehicle inspections and minor repairs and assessments at the fire department, to a maximum of 104 hrs/yr.
- Any hours in addition to 8 hr/month must be approved in advance by the Fire Chief.
- The rate shall be approved by the Board as published in MIFR OG #3.08.02.
- EVT Mechanic shall be offered benefits at 50% premium deferred.

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|---|--|
| <br>_____<br>Signature of Fire Chief<br>Date of Issue: _____ Sept 20 2016<br>Forwarded to: _____ CAO | This O.G. Replaces: _____<br>Issued on: _____ n/a<br>Admin Approval: _____ |
|---|--|

Thursday, September-22-16

5.01.02.03 - EVT Mechanic Position Description Sept 20 2016