

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Friday, February 12, 2016  
Location: Meeting Room, Mayne Island Fire Hall**

**CALL TO ORDER:**

The meeting was called to order at 1:00 PM by Chair Bob McKinnon

**PRESENT:**

Trustees: Bob McKinnon, Chair; Sharon Hinton; Cilla Brooke; Doug Walker;  
Staff: Corporate Administrative Officer: Katherine Somerville;  
Admin Assistant: Gerrie Wise  
Fire Chief Steve DeRousie;

**ABSENT WITH NOTICE:**

Trustee Brian Dearden

**GUESTS, MEMBERS OF PUBLIC PRESENT:** Tracey DeRousie, Sean Skiffington

**AGENDA – Additions, Approval**

The Fire Chief requested adding items under his report, the CAO, Trustee Walker and the Chair indicated they had items for the In Camera session.

**MOTION** Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to approve the agenda as amended. **CARRIED UNANIMOUSLY**

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

**MOTION** Trustee Sharon Hinton moved and Trustee Doug Walker seconded the motion to approve the Minutes from the Board Meeting of January 11, 2016 as circulated. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM PREVIOUS MINUTES**

a) Discussion of SCBA System- Proposal Phase 2 & 3 – Trustee Brooke asked the Fire Chief to explain the updated proposal regarding the next steps in the project. The Fire Chief presented a summary<sup>1</sup> of the proposal with the most recent quotes for Phase 2, the Compressor and Phase 3 for the Scott 4.5 SCBA for a total of \$58,875. The quote for Phase 3 includes an opportunity to purchase new old stock 2013 cylinders for a total of \$34,945, a reduction of \$20,000 from previous quotes. The CAO distributed a summary report of the Capital Reserves to date for the Trustees' information. The Chair explained a request will be considered later in this meeting to remove funds from Capital Reserves for completion of the fire hall paving and parking lot. He gave a short review of the Reserve process then stated the reserve balance after both this equipment proposal and the building reserve withdrawals will be \$131,065 after the receipt of the Capital Reserve portion of the 2016 Taxes in July.

The Fire Chief then reviewed the forecast equipment requirements and Capital Reserves required for the next 15 years, detailed in the proposal. Trustee Walker asked if the Chief is concerned about reducing the Reserves to \$40,000 until July 2016 taxes are received. The Chief replied he is. The Chair explained he also is comfortable with this expenditure at this time. He emphasized that the public needs to be reassured that these expenditures will not increase their taxes as the funds are already in Reserves from previous year's taxes. The Fire Chief noted that this is the 3<sup>rd</sup> year in a row that the fire

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<sup>1</sup> SCBA Proposal  
Board of Trustees MIID Meeting Minutes  
Friday, February 12, 2016, Approved March 14, 2016

department taxation requirement has not increased. Trustee Brooke agreed with purchasing the equipment in Phase 2 and suggested delaying Phase 3 until August to avoid depleting the Reserves. The Chair stated he would support that proposal. Trustee Walker disagreed and wished to make a motion to proceed with both Phases now.

**MOTION** Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to approve the purchase of self contained Breathing Apparatus and a Breathing Air Compressor System by withdrawing up to \$60,000 from Capital Reserves.

**CARRIED UNANIMOUSLY**

A bylaw will be prepared for the next meeting.

**CORRESPONDENCE:**

- a) Ministry: a Circular regarding Annual Reporting Requirements was distributed
- b) email Rosenberg, E.S. several questions regarding their Assessment: was answered with direction to contact the BC Assessment office.

**CORPORATE ADMINISTRATIVE OFFICERS REPORT**

Katherine Somerville presented her report<sup>2</sup>, the Balance Sheet, & Budget/Expenses reports. She also reported that both the HC and Fire Dept Expenses were within the Budgets for the 2015 year end and asked for questions. She then explained she has several motions to request .

The Health Centre Tax Minimum Tax Payable and Late Payment Penalty Rates were discussed

**MOTION** Trustee Cilla Brooke moved and Trustee Doug Walker seconded the motion to maintain the late payment penalty as 15% and the Minimum tax to be \$30.00 for the 2016 Health Centre Taxes.

**CARRIED UNANIMOUSLY**

Katherine then requested motions to withdraw funds from reserves to pay billings to complete the fire hall handicap access door, driveways, parking, and paving.

**MOTION** Trustee Cilla Brooke moved and Trustee Doug Walker seconded the motion to approve Payment of Invoices relating to completion of the firehall totaling \$169,500 as detailed: Braeden Big Dig'em \$128,000; Matt Taylor \$13,000, Dave's Blasting \$3500, Journey's End \$13,000 and invoices totaling \$12,000 from AGB, Angelo Claudio, ATCO, Eco Septic, Home Hardware, Ian Cocker, Streamline Plumbing, United Engineering; by withdrawal from capital reserves.

**CARRIED UNANIMOUSLY**

**MOTION** Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to approve Payment of Invoices, when presented, for VIP Paving up to \$65,000 and iAccess Doors up to \$3500, by withdrawal from capital reserves.

**CARRIED UNANIMOUSLY**

The CAO then introduced the Bylaw 170 to withdraw funds from Capital Reserves.

**Bylaw 170 "Bylaw to withdraw funds from Capital Reserves (Building)** was introduced, reconsidered and finally passed.

**MOTION:** Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to pass Bylaw 170

**CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to

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<sup>2</sup> Finance Report  
Board of Trustees MIID Meeting Minutes  
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approve the CAO Report

**CARRIED UNANIMOUSLY**

## **REPORTS**

a. Management: The Chair discussed some issues regarding the fire hall handicapped access, parking and paving. Costs are being obtained for a retaining wall to be installed to retain the sidewalk along the front and side of the fire hall, Trustee Walker asked if a railing will be needed along the sidewalk. The Chair replied that it will not be necessary. Some deficiencies in the HRVA paperwork are still to be completed. The Chair reported he attended the Harbour Commission meeting.

**MOTION** It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to accept the Management report.

**CARRIED UNANIMOUSLY**

b. Fire Chief's Report<sup>3</sup> (attached) Fire Chief Steve DeRousie presented his report, and reviewed various calls including the fire New Years Day at 40 minutes after midnight. He emphasized the importance of smoke detectors again played a significant factor in this fire. He also reported that the Employee Handbook is now in progress and a Draft will be available for review soon. The back-up generator starting batteries were replaced after 10 years service.

He added that he has received notifications that the Spartan (Engine 2) requires warranty inspections – any costs will be covered by warranty.

**MOTION** It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to accept the Fire Chief's Report

**CARRIED UNANIMOUSLY**

c. Report from Occupational Health and Safety Committee. the Chief reported there are no problems to report and the election for committee members will be next week.

d. MI Health Centre

i. Health Centre Repairs: The CAO presented the Health Centre Manager's Report & Repairs Log<sup>4</sup> (attached).

ii MIHCA - Trustee Brooke reported that MIHCA has written Director Howe about the condition of Miners Bay Dock on behalf of Ambulance personnel and the patients requiring transfer to the water ambulance.

**MOTION** It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to receive the Health Centre Committee Reports

**CARRIED UNANIMOUSLY**

## **COMMITTEE REPORTS**

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing further to report
- b. Communications: Chair- An Article for Mar 1<sup>st</sup>- Deadline Feb 20-was discussed. It was decided no article will be published for March.
- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee: Trustee Cilla Brooke stated she had nothing to report,
- e. FOIPPA: Chair: Nothing this month
- f. Government Liaison: nothing further
- g. Health Centre & HC Assoc.: Trustee Hinton: nothing further to report but she wished to state that she is pleased with the new Management reports and the progress being made..
- h. Fire Hall Committee: The Chair reported earlier

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<sup>3</sup> Fire Chief's Report

<sup>4</sup> Health Centre Repairs Log

- i. Human Resources Committee – Trustee Cilla Brooke – nothing further
- j. Garbage Committee – Trustee Brian Dearden no report
- k. Fire Fighters Liaison – Trustee Brian Dearden: no report

**MOTION:** It was moved by Trustee Sharon Hinton and seconded by Trustee Cilla Brooke to accept the Committee Reports  
**CARRIED UNANIMOUSLY**

**OTHER BUSINESS:** none

**NEW BUSINESS:**

a. SCBA Fill Station use / Filling Dive Bottles Policy The Fire Chief explained that in the past there was a historical precedent set to allow firefighters who are divers to fill SCUBA bottles. The new fragment container system does not allow for filling of SCUBA bottles. The Chief would like to develop a policy for the use of the compressor and suggested that a waiver should also be signed by any users of the fire department system for filling of SCUBA bottles. Operational Guideline 2.4.02 was read, whereby express permission is required to use the equipment. A second Fragmentation Container (cost approx \$3,000) is required which cost would be borne by those wishing to utilize the fire department system for filling SCUBA bottles. The Chief requested the Board provide their direction to the Chief to further investigate the waiver, costs for a 2<sup>nd</sup> containment, insurance and indicate their approval of this ongoing practice. The Trustees directed the Chief to so proceed.

b. Firehall kitchen scraps The Fire Chief explained that he has received questions from members of the public regarding a plan for disposal of kitchen scraps at the fire hall. He is researching various equipment and other methods to deal with this issue responsibly.

c. “I am Responding” (IAR) App & its impact to Fire Department. The Fire Chief provided a report<sup>5</sup> and proposal for this application and then explained the process in detail. The system provides opportunity for better resource management and benefits the firefighters with their time management as well. Trustee Hinton asked how long this app. has been in use and how many departments use it. The Fire Chief reported it has been in use 10 years and in 4500 departments (with 250,000 responders) in North America, in both urban and rural departments. Salt Spring Fire Department has been successfully using this system for 3 years. Trustee Brooke asked if Pender Fire Department is considering using the system. The Fire Chief confirmed he believes they are trying it also. Trustee Brooke asked the Fire Chief to keep careful records in order to confirm savings if the system is approved for use.

**MOTION** It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to approve the Chief and CAO to proceed with the implementation of the “I Am Responding” system, including the equipment purchases and the 2 year contractual commitment for the cell phone and IAR subscription.  
**CARRIED UNANIMOUSLY**

d. Reviewing CRD Mutual Aid Agreement The Fire Chief has received a request from CRD to review the mutual aid agreement(s) with Mayne Pender, Galiano and Salt Spring fire departments. After a short discussion, the Trustees directed the Fire Chief to review and renew the agreements. The Chief reminded the Trustees that the Chair must sign the renewal document.

**MOTION** Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to direct the Fire Chief to review and renew the CRD mutual aid agreement(s)

**CARRIED UNANIMOUSLY**

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<sup>5</sup> “I am Responding” Application proposal.  
Board of Trustees MIID Meeting Minutes  
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**NEXT TRUSTEES MEETING DATE/S:**

**Mar 14, 2016 – 1:00 PM** Regular Board Meeting- Location Fire Hall

**QUESTIONS FROM THE GUESTS**

The Chair asked if our guests have any questions;

Tracey DeRousie asked if meetings could be changed back to the morning.

Trustee Walker explained the change to afternoon was done to accommodate his ferry schedule and his term is completed in April. At that time the time will likely be changed.

Sean Skiffington asked a question regarding safeguards from tradespersons and suppliers liens.

The holdback process was explained by the Chair. Mr Skiffington also inquired what the frequency of the emergency backup generator exercise cycle is. The Fire Chief answered it is a weekly run cycle.

The Chair thanked our guests for attending the meeting.

**MOTION TO GO IN CAMERA**

**MOTION** Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to go into "In Camera session"  
**CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

Following the in Camera Meeting, the Board meeting was adjourned at 3:42 PM by motion made by Trustee Cilla Brooke.

Recorded and presented by: Gerrie Wise, Administrative Assistant

Approved:

\_\_\_\_\_  
Bob McKinnon, Chair

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



# 2015 Scott 4.5 SCBA Capital Project Proposal

## Self Contained Breathing Apparatus and Breathing Air Compressor System.

**Cost Update Feb 9 2016**

This cost update reflects pricing on ten year old reconditioned 2002 spec model SCBA and used cylinders in order to present an achievable goal in light of changes to the Canadian dollar. These units have an expected ten year life span and includes a ten year warranty on each unit purchased from Dalmatian Fire Equipment. This change to the 2002 spec is reflected in the FD equipment and Vehicles reserve review attached.

Cost to replace the non-compliant Fill Station and fragmentation containment system -

New Fill Station with Fragmentation Containment		
Revolve-Air 4 bottle filling station c/w with controls, 6000psi air storage cylinders	COMPLETE	\$22,500. <sup>00</sup>
(plus tax & shipping)	Total:	<b>\$25,075.<sup>00</sup></b>

Cost to replace breathing air compressor -

New Air Compressor		
Irwin Air - 6,000 psi breathing air compressor ( <i>note the compressor is fully compatible with future equipment</i> )	1	\$23,000. <sup>00</sup>
(plus tax & shipping)	Total:	<b>\$24,930.<sup>00</sup></b>

Cost to purchase quantity of 12 reconditioned Scott 4.5 SCBA with used cylinders -

Reconditioned SCBA replacement	Qty	
Scott 4.5 SCBA - reconditioned NFPA 2002 CBRN with used 45 minute cylinder - ten year warranty included	12	\$24,000. <sup>00</sup>
Scott 45 minute new breathing air cylinder (2013)	12	\$7,200. <sup>00</sup>
(plus tax & shipping)	Total:	<b>\$34,945.<sup>00</sup></b>
SCBA replacement - Updated total		Total to complete
Total estimate for remaining project phases	Was 83,238	<b>Total \$59,875.<sup>00</sup></b>

Prepared by:  
S. DeRousie, Fire Chief

at right:  
A complete Scott AP50  
CBRN 2002 spec  
4500 psi Air-Pak with  
45 minute cylinder





Ministry of Community,  
Sport and Cultural  
Development

Local Government Infrastructure  
and Finance Branch  
PO Box 9838 Stn Prov Govt  
(4<sup>th</sup> Floor - 800 Johnson Street)  
Victoria, BC V8W 9T1

## CIRCULAR

Circular No. 16:01  
ARCS File #: 195-20

January 27, 2016

To: Trustees and Officers  
All Improvement Districts

Re: 2016 Annual Reporting Requirement


**Immediately following the 2016 Annual General Meeting**, the following documentation is to be forwarded to this office:

1. 2016 Annual General Meeting Minutes  
Items to be presented and approved at this meeting include:
  - a) financial statements
  - b) current year's Trustee honourarium
  - c) current year's Trustee(s) election
2. 2016 Trustees List (blank copy enclosed)  
The telephone numbers should be those at which the parties may be contacted during business hours. It would be appreciated if you could also list home telephone numbers.
3. Where applicable, 2016 Operating Budgets and Capital Expenditure Programs
  - See pages 8 to 13 in Section C of the Improvement District Manual for details on these submissions.
4. 2015 General Statistics Form (blank copy enclosed)

For those of you receiving this circular by email, please be aware that the blank forms may now be filled in electronically. Please do not create your own forms to avoid missing critical information.

We also include for your convenience a reminder on AGM procedures and a Bylaw Format Checklist.

Notwithstanding the above, the **2015 Audited Financial Statements and Auditor's report must be submitted to this office no later than May 15, 2016**, regardless of whether the Annual General Meeting has occurred.



Sean Grant  
Director  
Local Government Finance

Attachments

# ***Mayne Island Improvement District***

## **ADMINISTRATIVE REPORT**

### ***Health Centre Tax Summary***

<b>Arrears, Delinquent and Credit Balances as at February 8, 2016</b>		
	<b># of Prop's</b>	<b>Amount</b>
<b>*Current Yrs</b>		
	0	0.
<b>Current Arrears</b>		
<b>Interest and penalties incl.</b>	170	3,164.14
<b>Delinquent Arrears</b>		
<b>Interest and penalties incl.</b>	31	1111.55
<b>Credit Balances</b>	53	(1,495.74)
<b>Net Owing</b>		<b>2,779.95</b>

\*Note current years taxes are now arrears and prior arrears taxes are now considered delinquent.

In order to create the Health Centre tax notices and determine the mil rate, the Board must set the 2016 minimum tax and late penalty percentage. In the past the minimum tax has been \$30 and the penalty has been 15%. I recommend no change to this at this time.

### ***2015 Year End***

The auditor will be here February 18 to complete the audit. Attached is the 2015 Budget vs. Actual, there are still a few adjustments that need to be made however, the costs reflected in this report are accurate. I anticipate the Fire Department and the Health Centre operating budgets will be on track. In fact due to some unanticipated income in the health centre budget I believe at this time there will be a small surplus in its 2015 operating budget.

### ***2016 Operating Budgets***

The 2016 Budget vs. Actual is attached for your review, approved by the Board in 2015. This is the third year with no increase to the taxation requirement for the fire protection operating budget and the third year with a decrease in the taxation requirement for the operations of the health centre and heliport.

### ***Firehall Build***

The firehall building project binder is up to date and ready for the trustees perusal at anytime.

Respectfully,

Katherine Somerville  
Corporate Administrative Officer

*Presented at the MIID Board Meeting of 2016-02-12*

*Attachments included;*

*Budget vs. Actual period 12, 2015*

*Balance Sheet at December 31, 2015*

*Budget vs. Actual period 1, 2016*



# Fire Department Monthly Report

To: **Board of Trustees**  
CAO K.Somerville  
From: Fire Chief Steven W. DeRousie  
CC: File  
Date: Friday, February 12 16  
Re: January 2016



## Mayne Island Fire Rescue

Volunteers Serving the Community

### Alarms

January has been busy for the fire department, including two structure fire alarms. Thanks are due for the twelve volunteers that responded to the alarm at 40 minutes past midnight on New Years morning and effectively extinguished the fire. This fire is a perfect example of how effective working smoke alarms are in the saving of lives and property. I encourage you to test your own today and remind your friends and family the fire department will test your smoke alarm and replace the battery, for free - call to arrange an appointment to have your smoke alarm tested.

Medical Assistance calls continue to represent 60-70% of all alarms received each month. These numbers present a clear indication there has been little change to the needs of our residents, as well as consistency in the members responding to these medical assistance calls. Please refer to the member attendance section for more details there.

Date	Location	Type	Members Responding
Jan 01/16 - 00:40	574 Arbutus Dr	Fire Structure Fire, SFRes	12 E2, T3, E1, U1 <sup>4</sup>
Jan 03/16 - 00:58	Spinnaker Dr	EMA Medical Assistance	4 U1 <sup>4</sup>
Jan 03/16 - 12:36	Spinnaker Dr	EMA Medical Assistance	4 U1 <sup>4</sup>
Jan 03/16 - 20:57	Fernhill Rd	EMA Medical Assistance	6 E2 <sup>3</sup>
Jan 09/16 - 12:52	Laura Pt Rd	EMA Medical Assistance	3 U1 <sup>2</sup>
Jan 12/16 - 13:39	624 Edith Pt Rd	Fire Structure Fire, SFRes	13 E2, T3, E1, U1 <sup>3</sup>
Jan 27/16 - 21:28	Club Cr	EMA Medical Assistance	4 U1 <sup>3</sup>
Jan 29/16 - 03:57	Mariners Wy	EMA Medical Assistance	6 U1 <sup>4</sup>
Jan 29/16 - 06:25	Health Centre	EMA Assistance - BCAS	3 U1 <sup>3</sup>

### Response Time Analysis

For rural volunteer fire departments, the NFPA and our own goals state that we should arrive with a minimum of four firefighters, within fourteen minutes from time of dispatch 90% of the time to structure fire alarms.

As shown, with the few fire alarms received, it only takes one call to go over the 4-in-14 to affect our statistics.

January 2016	< 5 minutes	5 - 10 minutes	10 - 15 minutes	> 15 minutes
Fire Alarms:			1 <sup>3</sup> 50%	1 <sup>4</sup> 50%
Other Alarms:	0 <sup>1</sup> 0%	1 <sup>2</sup> 20%	3 <sup>3</sup> 40%	3 <sup>4</sup> 40%

### Member Attendance

Member attendance for Officers, Firefighters, and Fire/Rescue Auxiliaries: January was busier for Alarms by comparison to January 2015 comparison figures, an increase of 2 alarms, with two residential structure fire alarms.

The first practice of 2016 was scheduled for January 12<sup>th</sup> making the low practice hours a 'normal' result of the reduced number of practice sessions scheduled. My report next month will reflect a full month's practice schedule.

January 2016	2016 Alarm hrs		2015 Alarm hrs		2016 Practice hrs		2015 Practice hrs	
Officers attendance	9/	72	7/	74	3/	34	4/	42
Firefighter attendance		49		33		34		44
F/R Auxiliary attendance		39		25		32		40
Totals		160		132		100		126

## Personnel

Although the total personnel this month reflects the loss of two Firefighters and one F/R Auxiliary, recruits will begin attending regular practice sessions soon. They will begin responding to alarms June 1<sup>st</sup> as probationary firefighters. Note that one recruit unfortunately had to withdraw from the NFPA 1001 training for business commitments.

Our Officer complement remains at a minus one with the resignation of Captain Rice. It is my intention to guide and coach one of our firefighters towards filling this position in the Officers group by the end of 2016.

Total Personnel	NFPA Firefighter 1&2	F/R Auxiliary	FF Recruit
January 22	14	6	2

## Fire Apparatus and Equipment

All fire apparatus are operating normally and there have been no break-downs to report for January. The annual pump inspections and maintenance by Profire Safetek should be completed prior to presentation of this report.

Two SCBA failed their post use inspection after the January 1<sup>st</sup> fire, requiring a further inspection and repair. Both SCBA are now back in service.

A set of firefighter turnouts has failed its inspection due to tears. This particular turnout gear has two years left in its ten year lifespan and has been sent for repairs.

## Administration and Operations

Administration of the department includes the change to hourly wages, which includes implementation of a fingerprint scanner time clock for the staff. I am reviewing the value of providing an additional unit for the firefighters to clock in at practice to ensure each members time is recorded accurately for their annual payroll.

I continue to work through our Policies and Standard Operating Guidelines. It is the responsibility of the Fire Chief to ensure all active Policies and SOGs are published to the firefighters both via the department officers and on the members only section of our website. It is the responsibility of each member to periodically review these Policies and SOGs to stay informed and current.

The 'I am Responding' app trial has been well received by the firefighters with the overall consensus being in favour of the fire department continuing to use this resource management system. Through the IaR app, the Officers are able to more efficiently manage the responding resources, and confirm there are sufficient members responding. The responding members are able to indicate their status without interrupting on-scene resources in their tasks. I believe this is a win-win for everyone in that it may even reduce our annual labour expenses for alarms and call outs.

## Emergency Backup Generator and Heliport

The starting batteries for the backup generator have been ordered to be replaced as they are original equipment from 2006. Ten year old starting batteries are not able to guarantee reliable starting of the generator. This was an oversight on my part and they will be included in our regular battery replacement schedule from this point forward.

There were no recorded med-evac helicopter flights recorded in January.

# Health Centre Repairs Log

**Month:** February 8, 2016

## Criteria for Priority Rating; Completion Recommendation

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

Report Date	Reported or Requested by	Comments by HC Manager	Detailed description	Priority Code	Date Completed	Repair Scheduling
Oct. /13	MIHCA		Long term solution to garden, extra Parking and narrow driveway	4		Planned in 2016 Capital Budget
Mar. /14	David Rea	Scheduling an issue.	Some panel/breakers, switches & plugs are mislabeled or not labeled	4		Op Budget 2016 Schedule Southern Gulf Electric to do
Jan. /15	BCAS & Facility Mgr	Need replacing. Scheduling will be an issue.	Faucets in emergency room and Leanne's office not working correctly	3		Final cost estimate needs budget approval
Jun. 27	Diane	Tank will have to be drained to replace valve.	Drain valve on rain catchment tank needs repair	3		JW to discuss with KS and arrange
Sep. 25	Sally	Need replacing. Scheduling will be an issue.	Faucets in medications room and lab "spray" when turned on fully. (Faucets have been repaired frequently)	3		Final cost estimate needs budget approval
Sep. 25	Leanne		Areas on some walls need sanding and painting	3		JW to do
Dec. 7	Sally	Potentially a large job - will be assessed once flashing removed	Water beneath older window on inside lower floor - puddle & wall paint stained.	2		Ok to proceed with JW doing the initial work
Dec. 8	Leanne & Mauri		"Emergency" calling instructions missing	1	Jan. 29	Temporary sheet posted.
Jan. 5/16	Facility Mgr		2 temporary downspouts outside Community room need replacing - not attached properly	4		JW to discuss with KS and possibly replace.
Jan. 5	Facility Mgr		Paint on trim around exterior of emerg. room door peeling off (no primer)	4		JW to discuss with KS as will have to be removed and re-painted.

[illegible]



## WISDOM ENTERPRISES LTD.

182 Spinnaker Drive  
Mayne Island, BC V0N 2J2  
Telephone: 250.539.5148  
Email: wisefamily@shaw.ca

February 9, 2016

Mayne Island Improvement District  
520 Felix Jack Road  
Mayne Island, BC V0N 2J2

**Attention: Katherine Somerville, Chief Administrative and  
Financial Officer**

Dear Ms. Somerville:

**RE: HEALTH CENTRE REPORT to FEBRUARY 8**

Most outstanding issues are now receiving attention. As you will see from the attached repair log dated February 8 some new items have been added and some have been dealt with. Additionally, during our conversation of January 13 we agreed that the most serious item - being the lower floor leaking window - will be delayed until there is a spell of clear weather so that the flashing can be pulled off, and possibly remain off for 3 or 4 days, until the damage can be assessed and repaired by either myself or a licensed contractor depending on its seriousness.

There are a few maintenance items - replacing four faucet sets, re-labeling the electrical breaker panel, cleaning all the carpets, etc. - that will require access to all areas of the Health Centre building by both myself and a licensed contractor. Now that the Centre is open five days a week scheduling will be an issue as tenants will be working and patients will be in the building. I have discussed this situation with Lindsay Allan with a view to having the building closed on at least one Monday a month which would allow this sort of work to be completed. Unfortunately, this proposal is not acceptable to the MIHCA Board. They suggested I meet with Sally and try to schedule a couple of dates for each of these items. I have already contacted Sally so if, as and when such a schedule is done I can work on sourcing the appropriate contractor. This will all take some time.

Another item is that the recently installed remote (handicap) door opening system is not working properly - the push buttons do not respond. I have contacted the installer - iAccess Mobility (Kevin Wirachowski) - who will be here in the next week or so to install a door opening system at the Fire Hall and he will repair the Health Centre as well. In the meantime I have put "Out of Order" signs on the buttons.

Yours truly

Jerry Wise  
Health Centre Manager

# 2016 Firefighting Equipment & Agreement Proposal

## I Am Responding App subscription & Cellular tablet contract.

Feb 12 2016

This proposal and recommendation is for the Fire Department to enter into a subscription agreement with the provider of IAmResponding.com - Emergency Services Marketing Corp., Inc. and enter into a contract with Telus Mobility to provide cellular services with 1 iPhone 5S and 4 iPad mini 2 tablets.

This requires a motion to authorize the Corporate Administration Officer and Fire Chief to sign agreements with Emergency Services Marketing Corp., Inc. and Telus Mobility on behalf of the Mayne Island Improvement District. I ask the Trustees to make that motion today.

The firefighters are currently utilizing the "I Am Responding" emergency responder reply system with positive reviews and subsequent desire to continue to, and increase our use of the system. We've found the features of the system improve our ability to manage our personnel and resources with a positive effect on the efficiency and performance prior to, during, and after alarm responses. This means a reduction of lost personal time for the volunteers as well as a reduction to the personnel costs to the fire department.

### Benefits of I Am Responding

There are several areas the fire department operations that will be improved as a result of continued implementation of the I am Responding app:

- Officers find it to be useful in managing and assigning incoming resources to alarms
- Firefighters manage their responses to alarms by simply viewing the incident information and responding personnel on their smartphone display
- Route mapping for incidents, hydrants, dry hydrants, and AED locations are shown
- Apparatus locations are mapped on each tablet, showing the Incident Commander the location of all resources and their movements at all times
- Location Markers of significance are shown on the tablet in each apparatus
- Addresses and Marker locations are searchable on the tablet, so the crews can determine the most efficient route to the location
- Department-wide messaging, Notifications, and Apparatus maintenance notifications can be sent with only a few taps on the smartphone or computer keyboard

There is a subscription cost for the app as well as smartphone and tablet cellular service agreements that are required to fully benefit from the system with the tablets on-board apparatus and available to Incident Commander on scene.

### Costs of using the I Am Responding system

The ongoing costs are for subscriber fees and monthly cellular service will initially be:

Up front costs for cellular tablets: \$220.<sup>00</sup> - one time cost

- Ongoing costs for cellular service: \$225.<sup>00</sup> - monthly
- Annual IAR subscription: \$800.<sup>00</sup> - annual
- **Total Annual costs:** \$3500.<sup>00</sup>

I anticipate a reduction of labour costs will offset annual cost. By way of example, a reduction of ten member responses per month will offset these annual costs.

Prepared by:

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