

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Friday, Sep 21, 2012  
Location: MIFRS Fire Hall Meeting room**

**CALL TO ORDER:**

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

**PRESENT:**

Trustees: David Maude; Gary Akey, Tracey DeRousie, Bob McKinnon, Dean MacKay  
MICHA Chair: Cilla Brooke

Staff: Administrator: Gerrie Wise; Bookkeeper: Katherine Somerville;  
Acting Fire Chief Steve DeRousie

**ABSENT with Notice:** no-one

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Pat Seebach  
Judy Taylor

**AGENDA**

No additions or corrections were requested.

**MOTION**

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the agenda. **CARRIED UNANIMOUSLY**

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

**MOTION**

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the Minutes from Board Meeting of Aug 17, 2012. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

- a. MIVFFA relocation/report on septic system- Trustee McKinnon reported that the present system for the Fire hall and Fire fighters hall may have been compromised so a new design, location and system will probably be required for the new fire hall. This means the site plan will need to be re-considered. Guest Judy Taylor asked the nature of the possible compromise – Trustee McKinnon stated that it was reported by Fred Bennett that the construction of the heliport may have affected the field, and in addition the tank is not large enough. Trustee Bob McKinnon further reported on some solutions and locations being considered.
- b. Report on proposed tank farm- Trustee Bob McKinnon reported that the rough costs estimates had been received and were significantly higher than expected. After a site visit, the engineers report was received. The total expense of the Tank farm would be over \$100,000. The planning

committee is now re-considering the site plan to consider re-using present tanks and find a more economical water storage system.

- c. Water System- Acting Chief DeRousie reported that water sample tests for the fire hall have been received over the past 4 months showing unacceptable levels. The water for the fire hall comes from BCAS system. Investigations have proceeded with installation of valves to prevent “back-flow”. Investigation has shown that the treatment BCAS has located at the well is not sufficient. Trustee Bob McKinnon asked if a line could be flushed. Steve DeRousie recommended that either an “in house” or “at the well source” system of purification be installed on the well located here at the fire hall. There are several options to explore. Question Judy Taylor: How is the BCAS permitted to have a building without potable water? The Chair would prefer to expand the system currently at the Health Centre. The Acting Chief suggested that the course of action taken should consider a solution which would serve a new fire hall.
- d. LAFC – The Office of the Fire Commissioner has appointed Steve DeRousie as a Local Assistant, but the paperwork is in the mail from their office. Steve has completed the course for the LAFC

#### **CORRESPONDENCE:**

- a. WorksafeBC – Hazard Warning<sup>1</sup> was distributed and discussed. For anyone using the shipping containers for storage, installing sufficient ventilation is the recommended process to reduce risk.
- b. Ministry Community, et al – reminder of Budget & Bylaw due
- c. cc: Islands Trust re: Name of Mayne Island – The Island Trust has requested that Mayne Island’s name be confirmed as Mayne Island.
- d. Telephone message from Weldon Pinchin regarding his concerns about the memorial plaque in the Health Centre garden. Trustee Gary Akey has already asked the maintenance staff to look into his concern. The plaque was polished and will be moved to a new location after construction. Judy Taylor explained it was meant for the Garden only.

#### **FINANCE REPORT** – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper’s Report<sup>2</sup> - attached – Katherine presented her report.

The 2013 Budget<sup>3</sup> was discussed and the Board complimented the Staff on the work and preparation done.

**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the 2013 Budget as presented, subject to the approval of the Ministry.

**CARRIED UNANIMOUSLY**

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<sup>1</sup> WorkSafeBC Hazard Warning

<sup>2</sup> Bookkeepers Report

<sup>3</sup> 2013 Budget

**BYLAW 121** Bylaw for Fire Protection in 2013 was introduced, reconsidered and finally passed

**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to pass Bylaw 121  
**CARRIED UNANIMOUSLY**

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

**CARRIED UNANIMOUSLY**

## **REPORTS**

a. Management: Chair David Maude: The Chair reported that he and the Administrator met with MP Elizabeth May regarding ongoing problems with the mail.

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

b. Administrator's Report: Gerrie Wise

Transport Canada will be informed to update our information regarding the Heliport and the process to issue an NOTAM regarding the construction at the Health Centre. DOT has several regulations with which MIID must comply.

**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 Report from Acting Fire Chief<sup>4</sup>- attached was presented by Acting Chief Steve DeRousie. Trustee MacKay suggested an expansion of the smoke detector program and also suggested a monthly article in the Mayneliner to promote the Fire Department's public education initiatives such as going to people's homes to test/ or install their smoke detectors. A recruiting ad will be placed in the October Mayneliner. In addition, Acting Chief Steve DeRousie presented quotes as requested by the Board for a fire-fighting "skid-unit".

**MOTION** It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to purchase the recommended skid-unit.  
**CARRIED UNANIMOUSLY**

A discussion of the weight of the skid-unit and load capacity of the Utility vehicle took place. Steve explained that the unit would only be kept on the truck during Extreme fire rating. In an emergency the unit could be placed in most pick-up trucks. Steve and Trustee MacKay will meet later regarding the calculations of the weight to be carried by the Utility truck.

**Bylaw #122<sup>5</sup>** Bylaw to Disburse Funds from Capital Reserve (Fire Equipment) was introduced, reconsidered and passed.

**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to Pass Bylaw #122.  
**CARRIED UNANIMOUSLY**

Steve also reported that the "command vehicle" has not sold. Various suggestions for the disposal of this vehicle were discussed.

**ACTION NOTE** Trustee Akey will look into auctioning the command unit. Trustee Dean

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<sup>4</sup> Fire Chief's Report

<sup>5</sup> Bylaw #122

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MacKay offered to place it on his company lot in Surrey to facilitate sale. Emergency lenses, headlight flashers and sirens will be removed if not sold to an emergency service. Trustee MacKay will move the truck on Monday September 24, 2012.

**MOTION** It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Acting Fire Chief's Report. **CARRIED UNANIMOUSLY**

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

**MOTION** It was moved by Trustee Dean MacKay and seconded by Trustee Bob McKinnon to accept the Minutes of the Officer's Health and Safety Meeting.

e. MI Health Centre

- i. Health Centre Operations Report<sup>6</sup> – S. DeRousie presented his report and explained that the Heliport report will be included in this report rather than the Fire Chief's report next month. The process for water test samples was reviewed.
- ii. MIHCA Liaison: Cilla Brooke reported that another VIHA Medical Lab morning is now planned, and should start soon. Meetings have been held with MIID and the Contractor planning the expansion. The financial and audit aspects of handling donated funds was discussed. MICHA will be paying the expenses and contractor and formally presenting the expansion to MIID.

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

### **COMMITTEE REPORTS**

- a. BC Ambulance Service: Trustee Bob McKinnon reported the lease is up Feb 2013 and Improvement District will be working on documents. Changes are required to make sure the description of the property included in the BCAS lease fits in with future plans here. Question from Guest Judy Taylor: Does BCAS have the right to restrict access to the water since the well and land belongs to the landowner (MIID). Chair replied no agreement exists but it is an issue to be covered at renewal of the lease.
- b. Communications: Chair David Maude:
  - i. Chair indicated the Report on Website Statistics, Hardware and Software<sup>7</sup> (attached) provided by Steve DeRousie.
  - ii. Mayneliner Article for Oct 1, 2012 (DEADLINE Yesterday Sep 20): The Chair asked for suggestions and will send article to Alea if any items are brought forward today.

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<sup>6</sup> Health Centre Report - DeRousie

<sup>7</sup> Website/hardware/Software Report

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**ACTION NOTE:** Administrator will contact the Mayneliner to add the October Board meeting to the Calendar.

c. Fire Department: Trustee McKinnon –

- i. Since Trustee McKinnon wished to provide the Hiring committee report, the Chair requested this portion of the meeting be held “In Camera”. Motion to move into In Camera was carried.

**Trustee Tracey DeRousie was excused and left the meeting.**

**All guests and staff (except for Administrator, recording the meeting) left the meeting.**

IN CAMERA: Hiring Committee Report – Trustee McKinnon reported that the Hiring Committee recommends hiring Steve DeRousie as Fire Chief for a one year contract.

**MOTION** It was Moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to appoint Steve DeRousie as Fire Chief for a one year period.

**CARRIED**

**MOTION** It was moved by Trustee Gary Akey and seconded by Trustee Dean MacKay to return to the Public meeting and to lift the proceedings of the In camera portion into the minutes of the regular meeting.

**CARRIED UNANIMOUSLY**

**Guests and Staff and Trustee DeRousie returned to the meeting :**

Trustee Bob McKinnon, Chair of the Hiring Committee announced the appointment of Steve DeRousie as Fire Chief.

The Guests promised to give Trustee McKinnon the afternoon to contact the firefighters with the announcement prior to making the announcement public. The Chair requested that the website be updated on the weekend with the announcement.

Pat Seebach offered her congratulations to Steve and complimented the Board on their choice of Steve after observing his conduct at several ID meetings.

- ii. The Vehicle replacement reserve plan was discussed with an accelerated plan to replace Fire Department vehicles.

d.FOIPPA: Chair David Maude: no requests were received

- e. Government Liaison: Chair David Maude reported that he had discussions with MLA Murray Coell; the Ministry, for bylaw wording; Island Trust, and consulted with planner (Gary Richardson)with regard to zoning the setback and sub-division should additional property be purchased by the Improvement District. The planner committed to waive the fees of approximately \$5,500.

- f. Health Centre Operations & HC Association, ER Expansion Committee: Trustee Gary Akey reported that the signs regarding the Health Centre expansion “starting soon” are now up. The committee met with Richie Smith, the engineer and the Contractor has made application for the building permit. Met with the Contractor to set up communication to be sure that any emergencies can be met during construction. Further meetings will be held regarding details for access and the heliport.



**MOTION** it was moved by Trustee Gary Akey and seconded by Trustee Bob McKinnon to approve the expansion of the Emergency Treatment Room area of the Health Unit with major funding supplied by Mayne Island Health Centre Association.  
**CARRIED UNANIMOUSLY**

- g. Human Resources: Trustee Dean MacKay –Working with Trustee McKinnon, he will be developing a new contract for Steve DeRousie as Fire Chief.
- h. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie had nothing to bring forward at this time.
- i. Fire Hall Committee: Trustee Bob McKinnon reported some problems which had already been discussed with the site plans, and also mentioned the Improvement District is considering a purchase of part of the neighbouring property if possible. He also addressed the issue of the speed of the committee moving forward, since criticism has been received that the process is too slow. He has asked Trustee MacKay to join the committee. A plan has been received from the Metal Building Group and Liberty Management has also offered a proposal and will be met with. The committee will be speaking with them next week.

The Fire Chief was asked for a follow up to the complaint of gas odor at the Miners Bay Dock. The Fuel Station Company has reported they are de-activating the line. RCMP have also reported the situation to the Ministry of Environment and Fire Chief has also contacted the Harbour Commission. The location of the problem was explained.

A discussion ensued with several Questions put forward with concern about the Improvement District and Fire Department responsibility which is the protection of Public Safety. The Department is not responsible for enforcement or cleanup. The enforcement is the responsibility of the RCMP.

Q Trustee Bob McKinnon How many of our firefighters have Hazmat Training?

Ans. Steve: 4 firefighters are trained.

Q. Trustee Dean MacKay: Is there a hazard of an explosion from the fumes?

Ans. Steve: I don't believe so, but it is being monitored.

Q. Trustee: Is the order to resolve the problem in writing?

Ans. Steve: Yes

Q. Is the line shut off?

Ans. Steve said he has been told the gas line was shut down.

Trustees asked the Fire Chief for a follow-up visit to the station and a follow-up report next meeting.

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

**OTHER BUSINESS:** none

**NEW BUSINESS:** none

**QUESTIONS FROM GUESTS:**

The guests stated that all their questions were asked and answered during the meeting.

**IN CAMERA**

**MOTION** Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to go into "In Camera" session at 10:58 AM **CARRIED UNANIMOUSLY**

**NEXT TRUSTEES MEETING DATE/S:**

Regular Board Meeting - Upstairs Multipurpose Room, Fire Hall -  
October 19, 2012 – 9:00 AM  
November 16, 2012 – 9:00 AM  
December 7, 2012 – 9:00 AM

**ADJOURNMENT:** Following the In camera portion of the meeting, the Meeting was adjourned at 11:55 AM by motion made by Trustee Bob McKinnon.

Approved:

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David Maude, Chair

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

Recorded and presented by:  
Gerrie Wise, Recording Secretary

**Bookkeeper's Report** - MIID Board Meeting 2012-09-21

**Attached:**

- Income & Expenditure: Budget vs. Actual as at August 31, 2012
- Balance Sheet as at August 31, 2012

**Reports:**

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

**Delinquent Properties:**

As at September 18, 2012		
Delinquent Properties		
Year	# of Prop's	Amount
2007	1	30.16
2008	1	33.96
2009	1	33.47
2010	1	37.51
2011	20	1,016.17
2012	116	6,143.91
<b>Total</b>		<b>\$7,295.18</b>

At this same time last year there were 206 properties outstanding from that current year totally \$10,972.92. This is nearly a 50% reduction from last year; I think this can be credited to monthly statements, online banking availability and persistent staff.

**Other Items:**

We received an invoice from Fire Wise Consulting for consultation services to the hiring committee.

The preparation and detail that went into our recent budget meetings made the challenges of the budgeting process productive and efficient. I would like to thank everyone for their efforts and participation.

Unfortunately the hard drive crashed on my computer this month immediately after our last budget meeting. Thankfully Trustee Akey and Acting Chief DeRousie had already foreseen this and ordered another laptop that had arrived the day before. Steve and Coastal Range were able to have the new computer and all of the files from the old computer transferred successfully by the time I came back to work on Monday.

Respectfully,  
Katherine Somerville  
Bookkeeper



# Mayne Island Fire Rescue

## Fire Department Report



### Fire Department Report: August 2012

Compiled by Acting Chief Steve DeRousie and presented at the September 21<sup>st</sup>, 2012 MIID meeting.

#### Fire Department Emergency Call-Outs

	# Emergency Call-Outs:	9
First Responder Medical:		3
Fire – Brush Fire:		1
Hazmat – Gas Smell/Spill		1
Open Fire Complaint - Duty Page		4
Total Callout Hours:		62.5 hrs

On August 7<sup>th</sup>; two lightning strikes were recorded on Mayne Island, however only one resulted a fire start.

#### Public Assistance Request & Community Event

	# Public Assist & Event:	13
Public Assistance Requests & Inquiries:		12
Community Events attended:		1

The Fire Department booth at the Fall Fair was very well attended. This year's campaign, supported by the Fire Chief's Association of BC is to ensure there is "A working smoke alarm in every home". Fourteen fair-goers who did not have a working smoke alarm were given a new smoke alarm to install.

#### Fire Department Training & Practice hours

	Training & Practice Hours:	115
Tuesday Practice:		76
On-Island Supplemental training: Emergency Vehicle Operator		15
Off-Island Supplemental training: None		0
Work Experience Volunteers: Hose testing & Public Education event		24

August Training & Practice saw a drop in hours. Regular training and practice resumes on September 4<sup>th</sup> with Fire Behaviour – theoretical knowledge and practical skills to prepare firefighters going to Otter Point Live Fire sessions in November. NFPA 1001 I&II training on Pender will resume on September 8<sup>th</sup>. The Hazmat portion has been postponed to a later date and the EMA-FRIII AED training will be done instead.

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

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

No changes to the personnel numbers in August. The fire fighter on loa will be returning in September.

The Fire Department will begin advertising for and accepting applications for membership in October.

#### Fire Department Apparatus and Equipment

Utility 1 will be outfitted with some additional components to increase crew safety and efficiencies during emergency response and daily use. The crews have requested the Utility be outfitted with a complete First Responder kit for emergency medical assistance.

# *Mayne Island Fire Rescue*

## *Fire Department Report*



The following have been identified as needed additions:

- non-slip floor for the truck box,
- side steps & grips for cab entry,
- center console for radios & loose items,
- mounts and provisions for EMA-FR jump bag, 2<sup>nd</sup> AED, and Oxygen cylinder.

Several lengths of fire hose failed the test procedure and were removed from service. Twenty lengths of new hose were ordered for Engine 1.

A P.A.S.S. alarm for man-down alert of interior firefighters has failed and a replacement will be ordered.

Fire fighters were sized for replacement turnout gear and footwear – the order should arrive in September.

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

The Sea cans in use for our equipment storage, particularly gas powered pumps have been identified by WSBC as a potential explosion hazard when involved in a lengthy fire incident. Steps have been taken to mitigate this explosion hazard and a public education campaign is in development.

Apparatus and Emergency Generator - Annual scheduled maintenance will be done after the summer.

The Fire Department website has been kept up-to-date with current Fire Danger Rating status to keep residents and visitors informed. The number of complaints regarding equipment use and lawnmowers is significantly reduced from the previous year.

Open Fire Ban is in effect during the months of July, August & September.

### **Heliport Operations**

BCAS Air Ambulance MedEvac Flights:	0
Other Emergency MedEvac flights:	0

A failed electrical switch on the landing light circuit was identified and repaired the next day.

An inquiry by a private helicopter owner prompted the creation and adoption of a policy for acceptable use of the heliport. The acceptable use policy is now in effect.

The heliport windsock was replaced August 14<sup>th</sup>.

Respectfully,

Steven DeRousie, Deputy Fire Chief

Acting Fire Chief, Acting Heliport Manager

# *Mayne Island Health Centre*

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## *August 2012 Report*

### **Health Centre Report for August 2012**

Presented to the Mayne Island Improvement District Trustees, September 21<sup>st</sup> 2012.

There were only a few items needing attention in August. The overall condition of the building and facilities is good and very clean. Updated cleaning protocols were received and reviewed with the cleaning contractor. No change is anticipated in the monthly cleaning cost to meet these updated protocols. Also received an updated tenant list and contact information from Health Centre Co-ordinator Sandra Dumond.

I met with Jade Yehia to review the water treatment systems and sampling procedures. A recommendation was made that a protective cover be constructed to protect the exposed well casing from outside sources of contamination. It was noted that the well casing has been extended sometime in the past to raise the casing above grade level. In addition to the Health Centre water system, VIHA will now provide water sample testing for the Fire Hall water as well as the BCAS building.

The original building plans were located along with the first addition plans. These plans are now available for referencing during the emergency room expansion project.

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

No significant issues were evident concerning the building in August.

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

No building security issues were reported.

Water test results are L1 (*none detectable*).

#### **Actions Taken:**

A dozen or so wasp nests were again destroyed, including two black hornet nests in the recycling / garbage locker.

Replaced several burnt out bulbs in the parking area lighting fixtures.

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Performed three interior and four exterior property inspections in August

Respectfully,

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Steven DeRousie

Health Centre & Health Centre Heliport manager

## Website Statistics

mayneislandfire.com					
Summary					
<b>Reported period</b>	Month Aug 2012				
<b>First visit</b>	01 Aug 2012 - 00:53				
<b>Last visit</b>	31 Aug 2012 - 23:53				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	<b>365</b>	<b>703</b> (1.92 visits/visitor)	<b>1,250</b> (1.77 Pages/Visit)	<b>16,817</b> (23.92 Hits/Visit)	<b>917.42 MB</b> (1336.33 KB/Visit)
Not viewed traffic *			<b>1,523</b>	<b>3,483</b>	<b>151.22 MB</b>

miidonline.com					
Summary					
<b>Reported period</b>	Month Aug 2012				
<b>First visit</b>	01 Aug 2012 - 00:06				
<b>Last visit</b>	31 Aug 2012 - 23:31				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	<b>222</b>	<b>485</b> (2.18 visits/visitor)	<b>905</b> (1.86 Pages/Visit)	<b>3,750</b> (7.73 Hits/Visit)	<b>366.66 MB</b> (774.13 KB/Visit)
Not viewed traffic *			<b>1,211</b>	<b>4,484</b>	<b>375.42 MB</b>

## Software / Hardware

July 2012	
<b>Software:</b>	<ul style="list-style-type: none"> <li>Our Firepro2 fire department reporting program was updated by ingenious software in August.</li> <li>All users are still reporting invalid certificate errors in the email program.</li> </ul>
<b>Hardware:</b>	<ul style="list-style-type: none"> <li>Pressing issues have delayed sourcing a suitable replacement for the administration office printer and is anticipated to be concluded in September.</li> <li>The Financial Officers laptop computer exhibited symptoms in August. This machine has had a failed hard drive disk replaced in 2011. A replacement machine was recommended.</li> </ul>