

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday March 14, 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; Brian Dearden
Staff: Corporate Administrative Officer: Katherine Somerville;
Admin Assistant: Gerrie Wise
Fire Chief Steve DeRousie;

ABSENT WITH NOTICE: None

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie, Sean Skiffington, Bob Soper

AGENDA – Additions, Approval

The Fire Chief and CAO requested adding items under their reports, the CAO added items under Correspondence. Trustee Walker, the CAO and the Chair indicated they had items for the In Camera session. Trustee Hinton asked that a report on today's Incident Call-Out be added to the Fire Chief's report.

MOTION Trustee Doug Walker moved and Trustee Brian Dearden 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 Cilla Brooke seconded the motion to approve the Minutes from the Board Meeting of February 12, 2016 as circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM PREVIOUS MINUTES

a. Health Centre Taxes: Minimum Tax – Trustee Brooke asked the CAO to distribute her report on the 2016 Health Centre Minimum Tax and confirmed with the Trustees that a copy had been emailed to them. The Chair and Trustee Brooke explained the process for annual review of the minimum tax payable conducted by the staff and the Board. Trustee Brooke reported that she and the CAO had reviewed the 2016 assessment report and costs in the 2016 Health Centre Budget in detail and recommend a reduction to the Minimum Tax payable. This will particularly benefit the properties with lower assessed values.

MOTION Trustee Cilla Brooke moved and Trustee Doug Walker seconded the motion to establish the minimum Health Centre Tax payable under the Health Centre Tax Bylaw of 2016 as \$15.00 **CARRIED UNANIMOUSLY**

b. SCBA Insurance Liability The Fire Chief explained that present MIID and MI Fire Department policies regarding the use of the filling station equipment (including required training and explicit permission) provide the required protection for the District from liability and damages. Also, a dive bottle fragmentation containment unit has been provided with the new compressor at no additional cost, making the proper use of the

equipment safer. He recommends that no additional policies, insurance or waiver documents are required. The Trustees agreed with the Chief's recommendation.

CORRESPONDENCE:

- a. email¹ Wayne Peace regarding the paving of the Fire hall grounds and the CAO's reply
- b. email² Mayne Island Harbors Advisory Group The CAO forwarded this to the Trustees-Trustee Walker commented that this issue is not within the MIID Mandate. The Trustees agreed. CAO was directed to respond that this issue is not within the mandate of MIID.

CORPORATE ADMINISTRATIVE OFFICERS REPORT

Katherine Somerville presented her report³, the Balance Sheet, & Budget/Expenses reports. She also corrected the number of Provincial Tax Exempt properties as 48 rather than the 39 as shown on her report. The Exempt properties report will be presented later in this meeting. She then discussed the following:

- a) Bylaw 171 to withdraw funds from Capital Reserve to purchase SCBA Equipment as approved by motion Feb 12, 2016

Bylaw 171 "Bylaw to withdraw funds from Capital Reserves (Equipment)" was introduced, reconsidered and finally passed.

MOTION: Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to pass Bylaw 171
CARRIED UNANIMOUSLY

- b) The Health Centre Tax Exempt Properties List was distributed and discussed.

MOTION Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to approve the list of "Tax-Exempt" properties under the 2016 Health Centre Taxes.
CARRIED UNANIMOUSLY

- c) Sale of Gear Racking – The CAO explained a Motion is required as this is a "Disposal of an Asset" The CAO asked for Board approval to sell the unused equipment "Gear Racking" back to the distributor and accept the loss.

MOTION Trustee Brian Dearden moved and Trustee Cilla Brooke seconded the motion to approve the sale back to the distributor of the equipment described as Gear racking
CARRIED UNANIMOUSLY

- d) Water Test results: The CAO reviewed the latest water test results. The test taken at the Fire hall last week failed – a retest will be done as soon as possible and "boil water" notices are posted.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to approve the CAO Report
CARRIED UNANIMOUSLY

REPORTS

- a. Management: The Chair discussed some issues regarding the fire hall build. Electricians are here today working on the deficiency list. The HVAC contractor has not responded to several requests for paperwork and a site visit so a replacement has been contacted. The

¹ email Peace & CAO reply

² email Small Harbours Group

³ Finance Report

storm drainage work due to the engineering error has been done.

Work has commenced on the parking lots, and landscaping. The Trustees thanked the Fire Chief for his work done on the sidewalk retaining wall over the past weekend. Trustee Hinton asked if a railing is required beside the sidewalk beside the handicapped parking space. The Fire Chief recommended a barrier of some kind be installed, particularly for those requiring assistance or using a wheelchair. The Chair suggested a decision on a railing be made after the Building Inspection for the Completion Certificate.

The Chair announced he will tender his resignation from the Board of Trustees, effective after the AGM.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept the Management report. **CARRIED UNANIMOUSLY**

b. Fire Chief's Report⁴ (attached) Fire Chief Steve DeRousie presented his report, and reviewed various calls. One of the calls was a request for a non-emergency information number to report various problems such as roads blocked by downed trees. The Chief will be looking into this suggestion.

In response to a question from Trustee Hinton, the Fire Chief then discussed this morning's call of a report of an object leaking oil at the point at Bennett Bay. Trustee Hinton, who was the person making the report, expressed her concern with the amount of time it took to report to the proper authorities and then for co-ordinated action to be taken. The area is a Federal Park which meant several overlapping authorities. The Fire Chief was requested by the Ministry of Environment to assess the situation and he in turn dispatched the department to assist at the request of the Coast Guard. The Coast Guard had now responded from Salt Spring with the necessary equipment, and the leak is contained. Oil spilled onto the shore was cleaned by our Fire department personnel using specially designed absorbent material kept as part of the MI Fire Department equipment. The proposal made last July by the Southern Gulf Islands Fire Chiefs for a Fire Boat was briefly discussed with a suggestion to encourage CRD to move forward with that proposal. A suggestion was made to add the phone procedure, such as who to call for various situations – a list of "who to call"- to our website.

The Chief then proposed a Spring Intake of Volunteers to train at the "Basic" level of firefighting, to give persons who wish to volunteer an opportunity to determine if this is the right place for their time and efforts. Those persons who enter at the "basic" level, will be given the opportunity to upgrade their training to the 1001 Level II, if they qualify and are interested. The Officers have expressed their support for this strategy and two persons have already expressed interest to volunteer at the Basic Firefighter level. An open house will also be held including firefighter games and a ride in the fire truck. Trustee Walker stated his enthusiastic approval of this strategy, and asked that Trustees be invited. The Fire Chief would like to hold the open house as soon as possible, possibly at Easter weekend.

The Chief then added details about the Mutual Aid Agreement which he was tasked to review. Saturna Island has requested to be included in this new agreement. They were not previously included due to their level of training and their lack of suitable insurance. However, the new Mutual Aid agreement includes appropriate conditions for training and insurance for all signatories. He then asked for questions. The costs involved in providing Mutual Aid were briefly discussed. The Trustees agreed that the Chair sign on behalf of the Improvement District, once the Fire Chief has completed proofing the document.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept the Fire Chief's Report **CARRIED UNANIMOUSLY**

⁴ Fire Chief's Report
Board of Trustees MIID Meeting Minutes
March 14, 2016, Approved April 15, 2016

- c. Report from Occupational Health and Safety Committee. The Chief reported the committee met Wednesday, March 9, 2016. New members have been appointed to the Committee. A walk-through was conducted to inspect the building for risks and hazards, including slip, trip and fall hazards, fuel storage and etc. The list will be included in the minutes which will be available for the next Board meeting. The minute binder is always available for review.
- d. MI Health Centre
 - i. Health Centre Repairs: The CAO presented the Health Centre Manager's Report & Repairs Log⁵ (attached).
 - ii MIHCA - Trustee Brooke reported on behalf of MIHCA: She reviewed a number of calendar dates: their AGM is Apr 30; 1st Aid/CPR/AED course Apr 20; and a Lecture April 13th on Health Services available on island. She also reported "Tele-health" is now set up and ready to go.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton 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- The Article for April 1st - Deadline Mar 20 - was discussed. It was decided the AGM notice should be repeated, but no article will be published for April. The Chair was reminded that the Report from the Board for the AGM package should be written before the next Board meeting so that it can be published in the AGM package. The Chair stated he felt that the report on the costs of the fire hall build should be included. The Chair then asked for last year's report for reference. The CAO reminded him it is posted on the website.
- 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: Chair: nothing further
- g. Nominations Committee – Trustee Walker reported he is still soliciting nominations. Two of today's guests have expressed some interest in running. To date only one form has been submitted to the committee. Some other persons have indicated they are considering running. A review and a discussion of the election process for Trustees was held. The Improvement District must elect Trustees; they may not be appointed. A new Nomination form will be done and published in the April Mayneliner to reflect the two year term now to be filled by election of a Trustee after Trustee McKinnon's resignation. He reminded all that nominations can be made "from the floor" at the AGM.
- h. Health Centre & HC Assoc.: Trustee Hinton: nothing further to report
- i. Fire Hall Committee: The Chair reported earlier
- j. Human Resources Committee – Trustee Cilla Brooke – nothing further
- k. Garbage Committee – Trustee Brian Dearden no report
- l. Fire Fighters Liaison – Trustee Brian Dearden: no report

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

OTHER BUSINESS: none

⁵ Health Centre Repairs Log
Board of Trustees MIID Meeting Minutes
March 14, 2016, Approved April 15, 2016

NEW BUSINESS:

nothing at this time

NEXT TRUSTEES MEETING DATE/S:

Friday, April 15, 2016* – 1:00 PM Regular Board Meeting- Fire Hall Meeting Room

***Note:** The date originally chosen during the meeting was Thursday April 14th, however, subsequently the Board agreed to meet on the 15th to avoid a calendar conflict.

QUESTIONS FROM THE GUESTS

The Chair asked if our guests have any questions;

Mr Soper complimented the Board on a well run meeting.

The Chair thanked our guests for attending the meeting.

MOTION TO GO IN CAMERA

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

Following the In Camera Meeting the regular meeting was reconvened and the following motions lifted from the In Camera meeting to be entered into New Business.

NEW BUSINESS:

Excerpt from the "in Camera" portion of the Board Meeting March 14, 2016

MOTION Trustee Sharon Hinton moved and Trustee Doug Walker seconded the motion to lift all Motions passed "in camera" to the regular Board meeting as new business.

CARRIED UNANIMOUSLY

MOTION Trustee Cilla Brooke moved and Trustee Doug Walker seconded the motion to approve the payment of the invoices up to a total of \$11,000 relating to the repairs to the truck bay section of the drainage system.

CARRIED UNANIMOUSLY

MOTION Trustee Doug Walker moved and Trustee Brian Dearden seconded the motion to reallocate a portion of Capital Budget (Dry Hydrants) in the 2016 budget to pay for Communications infrastructure. **CARRIED UNANIMOUSLY**

ADJOURNMENT:

Following the in Camera Meeting, the Board meeting was adjourned at 3:28 PM by motion made by Trustee Sharon Hinton.

Recorded and presented by: Gerrie Wise, Administrative Assistant

Approved:

Bob McKinnon, Chair

Date:

Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

Arrears, Delinquent and Credit Balances as at March 3, 2016		
	# of Prop's	Amount
*Current Yrs	0	0.
Current Arrears		
Interest and penalties incl.	169	2,799.73
Delinquent Arrears		
Interest and penalties incl.	30	1,106.79
Credit Balances	54	(1,569.37)
Net Owing		2,337.15

There are a total of 1698 folio's on Mayne Island, of these 39 are exempted by the Province in our roll detail. I propose an additional exemption to include foreshores and other island water districts not already exempt by the Province. The District has exempted these properties in the past; each year however, we must make motion to exempt these properties formally if it is the wish of the Board of the time. An exemption report will be provided at the meeting.

Trustee Brooke and I have analyzed a more recent roll data report and would like to discuss in further detail from last month's meeting the ramifications of a lower minimum tax.

2015 Year End

The auditor was here on February 18; she is completing the draft financials and will get back to the District as soon as she has them ready. After the auditors' adjustments, I will be able to close the 2015 year and provide an up to date 2016 Balance Sheet.

2016 Operating Budgets

I have reviewed the 2016 operating budgets to date with the Fire Chief. At this point in the year we are well within our target levels for this time of year.

Education

I have completed the course *Government Services* by distance education through Camosun College. Having completed this course, I begin *Public Finance in Canada* in approximately 6 weeks, one more course toward a certificate in Local Government Administration. I plan to complete this certificate by the end of 2016. I enjoyed the last course and found it pertained to my work. There were many useful comparisons I was able to make using the District for my final report.

Firehall Build

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

Respectfully,

Katherine Somerville

Corporate Administrative Officer

Presented at the MIID Board Meeting of 2016-03-14

Attachments included;

Budget vs. Actual period 2, 2016

Fire Department Monthly Report

To: **Board of Trustees**
CAO K.Somerville
From: Fire Chief Steven W. DeRousie
CC: File
Date: Saturday, March-05-16
Re: February 2016



Mayne Island Fire Rescue

Volunteers Serving the Community

Alarms: 9

Significant February incidents included a rollover motor vehicle incident - fortunately the occupant escaped without serious injury. The department also responded to a tree on fire on the hydro line which closed off Bennett Bay for two hours while crews were dispatched from Salt Spring Island. Motorists driving Wilks Road reported hydro lines down with no fire, however the tree that took the lines down blocked access in and out of Wilks Road for several hours.

Date	Time	Pager	Type	Members/Units
02-07-2016	10:10 am	633	Fire MVI	10 ³ E2, E1, U1
02-08-2016	12:06 pm	634	EMA Assistance to BCAS	8 ² U1
02-10-2016	11:34 am	-	N/A Walk-in - tree fell on home	3 [*] U1
02-11-2016	10:35 am	633	Fire Hydro Fire, Tree on lines	10 ⁴ E2, T3, U1
02-12-2016	06:02 am	635	D/O Assistance - General public	1 [*] Cancelled
02-17-2016	17:46 pm	634	EMA Medical D	7 ⁴ U1
02-28-2016	13:50 pm	-	N/A Hydro - Lines down	5 [*] U1, POV
02-29-2016	10:11 am	635	D/O Assistance - Misc complaint	1 ⁴ N/A
02-29-2016	22:24 pm	635	D/O Open Burn - Misc complaint	1 ⁴ U1

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.

There were no Structure Fire alarms in February, therefore no alarms were officially applicable to 4-in-14.

January 2016	< 5 minutes ¹	5 - 10 minutes ²	10 - 15 minutes ³	> 15 minutes ⁴
Fire Alarms:				
Other Alarms:	0 0%	1 15%	1 15%	4 70%

Member Attendance for Officers, Firefighters, and Fire/Rescue Auxiliaries:

Department members are provided with quarterly statistics to stay informed on their response to alarms and attendance at regular practice sessions. This helps to ensure members are able to maintain the required skill sets by meeting the expectation for 70% attendance at practices and 30% minimum response to all alarms received.

Currently; for alarms - ten members have exemplary attendance, three are satisfactory, seven are below satisfactory. For regular practice - ten members have exemplary attendance, five are satisfactory, five are below satisfactory.

February	2016 Alarms/ hrs		2015 Alarms/ hrs		2016 Practice/ hrs		2015 Practice/ hrs	
Officers attendance	9/	48	7/	60	4/	43	4/	69
Firefighter attendance		34		30		48		54
F/R Auxiliary attendance		16		24		43		50
Totals		98		114		134		173

Personnel

Our class of 2016 recruit firefighters began attending regular practice sessions on March 8th. They will begin responding to alarms June 1st as probationary firefighters. I am also expecting the return of two members that recently left the department for work or holiday reasons.

The fire department officers are working on a proposal for a Spring volunteer firefighter intake and in-house basic training program to strengthen our numbers as well as to provide individuals who may be hesitant to join the department with an opportunity to learn whether being a volunteer firefighter would be suitable for them.

Our officer complement remains at six where we should have seven. It is my intention to guide and coach one or more of our current members towards filling this void in the officers group by the end of 2016. Further, I feel it would be prudent to consider offering related training the firefighters for future officer positions as they become available.

Total Personnel	NFPA Firefighter 1&2	F/R Auxiliary	FF Recruit
February 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 Commercial Vehicle Safety Inspections and maintenance by P&R Truck should be completed prior to presentation of this report. Batteries were replaced in Engine 2; a total of 6 batteries are required for this truck. Engine 1 required additional work this year during its annual inspection. These expenses are within budget and reflected in your monthly finance report.

Two of our High Volume portable pumps are now 20 years of age and are due for a pump service and rebuild. This should be accomplished prior to wildfire season. Although the cost will be significant, it can be done within the constraints of the approved operating budget this year.

The Dry Hydrant at 500F Horton Bay Road suffered a failure during training February 27th and was repaired and back in service the following afternoon. The necessary repair parts were in stock at the fire department stores.

Administration and Operations

There has been one approved use of the Training & Meeting Facilities in February, BCAS pediatric emergency course booked for March, and four bookings for April: Mayne Island Health Centre Association CPR-A/AED 1st aid, Emergency Program training, Improvement District AGM, and Mayne Island Health Centre Association AGM.

Our Mutual Aid Agreement is to be reviewed as it is now more than ten years old. Saturna Island VFD has also requested inclusion in this MoU between the SGI fire departments, as they are currently not included.

Emergency Backup Generator and Heliport

The emergency backup generator is operating normally on its weekly exercise test run. A full load test and service will be scheduled later this year.

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



WISDOM ENTERPRISES LTD.

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

March 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 MARCH 9

Most outstanding issues continue to receive attention with the major stumbling blocks being trying to schedule access to the building during times that will not disturb the tenants or waiting for a spell of good weather. As you will see from the attached repair log dated March 9, one new item has been added in that the lower level outside door can, if opened to its fullest extent, hit the fascia board. The solution I came up with is to install a hydraulic door closer. I now have the part which was ordered through the hardware store. The work will probably be completed this coming weekend as will the installation of a new floodlight on the exterior of the building by the Doctor's exit door - weather permitting.

On reviewing the various agreements with maintenance contractors I note that the quarterly payment of \$362.50 is now due to Don DeRousie for grounds maintenance. This payment is approved.

Yours truly

Jerry Wise
Health Centre Manager

Health Centre Repairs Log

Month: March 9, 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	To be scheduled around tenants use of building	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
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.

Report Date	Reported or Requested by	Comments by HC Manager	Detailed description	Priority Code	Date Completed	Repair Scheduling
Jan. 8	Jay - plumber	Valves are still attached to the gas piping and will require a plumber \ gas fitter to disconnect.	Pressure valves left behind when propane tank was decommissioned - should be stored inside building	3		JW will coordinate this.
Jan. 20	Sally	A new bulb to be installed when doctor not in building. Long ladder needed.	Floodlight (double fixture) not working on side of building near doctors office exit door	3		JW will fix
Jan. 20	Sally	Finding a contractor and scheduling will be issues.	All carpets need cleaning	3		Budget approved - JW will start coordinating.
Jan. 29	Sally	Installer will be over to work in Fire Hall by end of March & will fix then.	Door opening buttons for handicapped system not working	3		JW will investigate - see "comments"
Feb. 19	Sally	Requires some sort of device to limit the door travel. I will order one.	The lower level exterior door hits the fascia board when it opens. Fascia board to be re-attached.	3		JW will investigate - see "comments"