

Mayne Island Improvement District
Special Meeting of the Board of Trustees
Date: Tuesday, October 11, 2016
Location: MIFRS Meeting room

The purpose of this Special Meeting is to receive and act upon the letter of resignation from the Fire Chief presented to the Chair this morning.

The Board met “in Camera” at 2:00 PM

CALL TO ORDER:

The meeting was called to order at 2:40 PM by the Chair, Cilla Brooke.

PRESENT:

Trustees: Cilla Brooke, Brian Dearden, Sean Skiffington; Bob Soper; Dereck Atha
Fire Chief: Steve DeRousie CAO: Katherine Somerville

GUESTS, MEMBERS OF PUBLIC PRESENT: none

AGENDA

1. Receipt of Letter and action
2. Employment Agreement and financial entitlements of the Chief
3. Appointment of Acting Chief
4. Notice to Public
5. Formation of Hiring Committee
6. Heliport Manager
7. Local Assistant to the Fire Commissioner (LAFC) appointment
8. IT Manager
9. Fire Department website/Facebook page manager

MOTION Moved by Trustee Atha and seconded by Trustee Skiffington to approve the agenda.

CARRIED

1. The Fire Chief's Resignation Letter was circulated.

The following motion was lifted from the In Camera session by motion made by Trustee Atha, and seconded by Trustee Soper.

MOTION Moved by Trustee Atha and seconded by Trustee Soper that the Resignation from Steve DeRousie be accepted and that he be placed on Administrative Leave from close of business today until October 24, 2016, when his Resignation shall become effective. **CARRIED with Trustee Brooke Opposed**

2. The CAO discussed Steve's Employment Agreement and Holiday pay entitlement of approximately 230+ hrs. She then reviewed the Health Insurance benefits and when they will cease.

Steve asked if the “Administrative Leave” includes responding to fire/rescue/1st responder calls. Trustee Skiffington stated he is not to respond to calls.

3. Appoint Acting Chief: At present the Bylaw 161 dictates that the senior Staff Captain is by default the “Acting Chief”. The Board indicated they will ask Captain Kyle Stobart to accept the position of Acting Fire Chief. The CAO asked to be advised the terms of his appointment.

4. Notice to Public: The CAO asked for instructions for notice. A notice will be drafted by the Board to be posted on the website:

5. Hiring Committee: The CAO asked that a committee be formed to consider: announcements, placing an ad, qualifications, interviewing, etc.

The Committee will be struck properly in the coming days so that the hiring of a new chief will be begun as soon as possible.

6. Heliport Manager: CAO reminded Board a new Heliport Manager must be appointed and Ministry of Transport advised. There is a specific and separate job description. The position of Heliport Manager has been part of the Fire Chief's employment agreement and as such should remain in the Acting position until such time as a permanent Fire Chief is hired.

7. LAFC: The CAO reported that a new LAFC (Local Assistant to the Fire Commissioner) must be appointed, as determined in the Fire Services Act. The Office of the Fire Commissioner must be advised today that Mayne Island no longer has a LAFC.

8. IT Manager: The CAO explained that "Vision 33" is available to assist online at their hourly rate.

9. Website/Facebook page for Fire Department: The CAO recommended continuing the Website and Facebook and Steve recommended Captain Eric Walker. Katherine agreed.

At 3:20 PM the CAO and Steve left the meeting and the Board continued meeting "in Camera"

At 3:40 PM the Board meeting was re-convened with Trustees and CAO Katherine Somerville present.

Trustee Brooke explained that Captain Stobart was interviewed and will accept the appointment as Acting Chief & Heliport Manager.

MOTION Moved by Trustee Atha and seconded by Trustee Soper that Kyle Stobart be appointed immediately as Acting Chief & Heliport Manager, working 5 days per week (40 hours) at his current rate of pay plus after hours call-out. **CARRIED**

The CAO distributed a copy of the 2012 ad for the position of Fire Chief.
The announcement of Steve's resignation was dictated:

MOTION Moved by Trustee Brooke to adjourn at 3:50PM

CARRIED

Approved: _____
Cilla Brooke, Chair

Date:

Recorded by: Katherine Somerville
Transcribed by: Gerrie Wise