

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, Aug 17, 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

AGENDA

Trustee McKinnon requested the following addition to the agenda:

under Fire hall committee: Engineer's report and a letter from MBG

Trustee McKinnon also requested that a Policy for Heliport and additions to the new truck be addressed in the Acting Fire Chief's report.

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the agenda with the additions. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of July 20, 2012. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. MIVFFA relocation/report on septic system- Trustee McKinnon reported that the Bennetts' and Bill Warning had not met yet due to off-island holidays and scheduling difficulties. A decision has now been made to examine both septic systems on the MIID properties (Health Centre and Fire hall) rather than assess them individually.
- b. Report on proposed tank farm- Trustee Akey and McKinnon met with Dale from Delcan Engineering and reviewed the site of the proposed Tank Farm. The Acting Fire Chief Steve DeRousie joined them to ensure all the Fire Department's requirements were met. They examined placement of the hydrants and also suggested a discussion take place with the Highways Dept to provide a culvert for the driveways between Fernhill and

the Fire hall over the ditches which remove water runoff from the fire hall site. The additional culverts would also provide additional safe roadside parking for the Health Centre, which is a concern since some parking will be lost in the renovation to the Emergency Treatment room. Chair David Maude is meeting with Highways Dept. Superintendant on Monday and will bring up this suggestion. A price for the engineering portion was requested without any labour or construction costs to be included. The Trustees also asked for a price if concrete pads or gravel beds are used. A concrete pad is optional but is preferred for seismic approval. A gravel base may be approved at this time, but would probably need to be replaced with concrete, so it would likely be more economical to install a concrete pad now. Trustee Akey will provide the engineers with the geotechnical report. Trustees McKinnon and Akey suggested the costs may be higher than first anticipated. Utilizing local contractors was discussed. A further detailed proposal is expected next week with the engineer's costs. Trustee DeRousie asked if this is the firm we will be dealing with. Trustee Akey wishes delay any decision to wait for the proposal which he will email to all other Trustees. Trustee DeRousie asked if set-back regulations and variances were considered. The engineer will check into that aspect, but did not consider that would present any issues.

- c. Hiring Committee – Trustee McKinnon reported that interviews will be Aug 30th for 3 candidates placed on the short-list. Glen Sanders of FireWise has been hired to assist with the interview process, but it will be the Board's decision as to who to hire as Fire Chief.
- d. Water System- Acting Chief DeRousie¹ attached: We need to hire someone to complete the installation of proper valves due to an injury to the person who was hired.
- e. LAFC – Office of the Fire Commissioner was requested to name Steve DeRousie as a Local Assistant, but no reply has been received. Steve has enrolled in the online course.

CORRESPONDENCE:

- a. Letter and email from Mrs. Maureen Pearl
- b. Letter from Metal Buildings Group
- c. Flyer from Liberty Contract Management
- d. Letter from Gulfport Realty

FINANCE REPORT – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper's Report² - attached – Katherine presented her report. The HST report was filed and we expect funds returned to MIID soon. Trustee Gary Akey added that the reserve funds figures are being reviewed with the Auditor to determine the correct amounts to place in Reserve. Trustee Akey also suggested Wednesday, Sept 5 for Budget meeting at 9:00 AM

¹ Note to Trustees re: Water System: S. DeRousie

² Bookkeepers Report

Board of Trustees MIID

Meeting Minutes Approved Sep 21, 2012

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MOTION It was moved by Trustee Bob McKinnon 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 there were no specific issues this month

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

- i. Research regarding ALR Assessment Rate. Twenty-nine properties on Mayne have ALR Zoning which would result in a tax differential of approximately \$500, should the Trustees wish to take the Discounted Assessment rate into consideration for the Health Centre Tax in coming years. The property owners who questioned this have received letters explaining that the current taxation rate and basis is applied correctly and legally under the Local Government Act, but that the Trustees may consider basing the Tax on the discounted Assessment rate in the future. The Chair approved and signed the letters.
- ii. Water Analysis results – The Administrator reported the results of the most recent tests for the fire hall. Reports are forwarded to the Chair. Steve DeRousie takes the samples at the fire hall; Bernadette Ponsford or her staff takes the Health Centre samples; and WSI does their own tests at the Ambulance building. They do not share their results as a rule, but work closely with us.
- iii. Policies - The Administrator presented for approval and adoption the policies requested at the July Board meeting.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to adopt the Correspondence³ policy.

CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Dean MacKay to adopt the Fees & Charges⁴ policy.

CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to adopt the Utility⁵ vehicle usage policy.

CARRIED UNANIMOUSLY

The Administrator suggested that Board review three policies each meeting to have the Policies manual brought up to date with current policy. The Board requested Administrator to send out all present Draft policies for their review.

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 Chief⁶- attached – Steve DeRousie added comments regarding a Heliport log-book and policy and reported two firefighters who have been injured in non-department activities and are on light duty only. The Draft of the Recruiting policy will be given to Trustee

³ Correspondence policy

⁴ Fees & Charges policy

⁵ Utility vehicle usage policy

⁶ Fire Chief's Report

McKinnon. The Utility vehicle has been used on Five occasions and requires some additions:

1. a spray-in or other non-skid liner for the truck bed;
2. a slip-in forest fighting pump tank unit;
3. some console improvements for holding small equipment; and
4. still awaiting some markings and decals.

Steve DeRousie will be investigating prices on these items.

Transport which is arranged for mutual aid in the event additional off-island personnel are required was discussed.

The Fire Advisory⁷ received this morning from the Coastal Fire Service was discussed and Acting Fire Chief Steve DeRousie will be posting the notice and handing them out at the Fall Fair. He is monitoring daily but the Forestry Service is expected to advise "Extreme" rating on the weekend. The Chair inquired if BC Ferries still makes announcements on board concerning the fire ratings. None have been heard to date.

ACTION NOTE Steve will contact BC Ferries.

The Acting Chief has drafted a policy for Heliport use and Landing permission in keeping with Transport Canada license and the MIID insurance. The policy was discussed.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to adopt the Heliport landing policy⁸. **CARRIED UNANIMOUSLY**

Trustee Mackay expressed concern about both Captains off with injury. Steve DeRousie explained that he can allow them to act as Safety Officers, but it does mean that he cannot leave the island without support from off-island. We have good staffing levels for drivers and support staff and for medical 1st responders.

Trustee McKinnon complimented Acting Fire Chief Steve DeRousie on the report.

No inquiries have been received on the listing for the "command" vehicle

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 are not available at present as officers were away.

e. MI Health Centre

- i. Health Centre Operations Report⁹ – S. DeRousie
- ii. MIHCA Liaison: Cilla Brooke reported that the raffle ends tomorrow and this ends the fund-raising efforts. MICHA has the new VIHA

⁷ Fire Advisory Forestry Dept

⁸ Heliport Landing Policy

⁹ Health Centre Report - DeRousie

cleaning regulations and will leave a copy with Steve DeRousie. MIHCA has awarded the Helen Britten bursary. A strategic planning meeting will be held in the fall. It is expected that MICHA will be looking at funding new technologies for the health centre rather than focusing on the building. Cilla will complete her 6th year as President but will not run next year.

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

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Bob McKinnon's report is deferred as the lease is not up until Feb 2013
- b. Communications: Chair David Maude:
 - i. Chair indicated the Report on Website Statistics, Hardware and Software¹⁰ (attached) provided by Steve DeRousie.
 - ii. Mayneliner Article for Sep1, 2012 (DEADLINE Monday Aug 20):
The Chair asked for suggestions and will send article to Alea.

ACTION NOTE: Administrator will contact the Mayneliner to add the Sep 21st Board meeting to the Calendar.

- c. Finance Report: Trustee Akey: covered in the earlier report
- d. Fire Department Trustee McKinnon –.will be covered under the fire hall committee report.
- e. FOIPPA: Chair David Maude: no requests were received
- f. Garbage Committee: Trustee DeRousie – The Board thanks the members of the committee for their work and concludes this committee
- g. Government Liaison: Chair David Maude mentioned he is meeting with Highways Department on Monday
- h. Health Centre Operations & HC Association, ER Expansion Committee: Trustee Gary Akey reported that the building committee met and has discussed parking, the issue with the septic systems which will be dealt with jointly, and that the project is about 30 days from Tendering.
- i. Human Resources: Trustee Dean MacKay – nothing to report
- j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie -.nothing further to report
- k. Fire Hall Committee Trustee Bob McKinnon reported on the letter and proposal received from MGB. The committee will meet to draft a

¹⁰ Website/hardware/Software Report
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response. He also received a call from Ken Zukiwsky at Liberty Contract Management, who said they have a proposal to build a fire hall for under \$2 million and would like to meet with the building committee. Trustee McKinnon suggested a meeting would provide a comparison with the proposal from MBG. The MBG proposal was discussed with some concern regarding the "proprietary clause". The proposals and plans for a new fire hall must go to a Tendering process. The Trustees wish to avoid the cost of preparing a formal tender if possible. The building committee will make a recommendation to the Board which will have to approve any decision of the choice of design and proposal.

The Chair expressed his concern with Liberty Contract Management making an assumption that their previous contract with MIID is still in effect. Trustee McKinnon stated he believed that Liberty had been contacted by a member of the community and he also believes that any proposal should be at least considered. This will be further discussed "in camera".

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

OTHER BUSINESS: none

NEW BUSINESS: none

QUESTIONS FROM GUESTS:

Pat Seebach asked who is on the Building Committee.

Trustee McKinnon answered that the following are the members: Brian Dearden, Carl Bunnin, Bill Warning, Per Nielsen and himself.

IN CAMERA

MOTION Trustee Tracey DeRousie moved and Trustee Dean MacKay seconded the motion to go into "In Camera" session at 10:19 AM **CARRIED UNANIMOUSLY**

NEXT TRUSTEES MEETING DATE/S:

Sep 5 – 9:00 AM Budget planning meeting- Trustees & Staff

Sep 21 – 9:00 AM Upstairs Fire Hall -Regular Board Meeting- Public

ADJOURNMENT: Following the In camera portion of the meeting, the Meeting was adjourned at 11:03 AM by motion made by Trustee Dean MacKay

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

Bookkeeper's Report - MIID Board Meeting 2012-08-17

Attached:

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

Reports:

Included in this report is an updated Budget vs. Actual and Balance Sheet dated July 31, from this point forward these reports will be dated the last day of the previous month. Please let me know if you have any questions or concerns regarding these reports.

Delinquent Properties:

As at August 15, 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	24	1,277.50
2012	241	13,837.58
Total		\$15,250.18

I am pleased to report that our efforts have been successful and all of the potential tax sale properties have now paid their 2010 taxes. We continue to work toward collecting the remaining 24 properties with 2011 taxes owing. On August 8th we sent out statements including a 15% penalty to those 2012 unpaid taxes.

Respectfully,
Katherine Somerville
Bookkeeper

Mayne Island Fire Rescue

Fire Department Report



Fire Department Report of July 2012

Compiled by Acting Chief Steve DeRousie and presented at the August 17th 2012 MIID meeting.

Fire Department Emergency Call-Out hours for July, 2012

	Total Emergency Callouts:	8
First Responder Medical:		6
Alarm Bells - Residential:		1
Open Fire Complaint - Duty Page		1
Total Callout Hours:		48

Public Assistance Requests & Community Events

	Public Assist & Events:	11
Public Assistance Requests & Inquiries:		10
Community Events attended:		1

Fire Department Training & Practice hours for July, 2012

	Training & Practice Hours:	193
Tuesday Practice:		91
On-Island Supplemental training:		0
Off-Island Supplemental training: Salt Spring Island Regional Training		80
Weekend - Emergency Scene Management + Pumps & Pumping		
Work Experience Volunteers:		22

Three firefighters were sent to the 9th Annual Regional Training Weekend sponsored by the Justice Institute of BC on Salt Spring Island July 9 - 15th. Courses attended were Emergency Scene Management, a required course in the Fire Officer Level 1 certificate and Pumps & Pumping course, preparing firefighters to operate pumpers and apparatus on the fire ground.

Fire Department Personnel as at July 31st 2012 - no change

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

No changes to the personnel numbers in July. A former firefighter trained to the Basic Firefighter Certificate level has expressed a desire to re-join the department.

The Fire Department Officers are reviewing the draft recruiting policy and procedure document. Intake for new members could begin as early as fall of 2012 with a recruit class starting January 2013.

The Annual Fire Departments annual potluck dinner was held on July 31st for firefighters, staff, trustees and families and ambulance to express appreciation for their work and support throughout the year.

Fire Department Apparatus and Equipment

The 2012 Ford pickup, now Utility 1 was placed in active service on July 25th.

The homelite generator was recovered and returned to storage in our Seacan container July 21st.

No significant issues were reported with the apparatus or ancillary firefighting equipment in July.

Mayne Island Fire Rescue

Fire Department Report



Fire Department Operations and Administration

In speaking with Pender and Galliano Islands Chiefs regarding mutual aid response request protocols, it was agreed that the Mayne Island Incident Commander may enact mutual aid request immediately for any and all fire calls – both structural and wild land.

Met with WSI and Trustee Maude at the Ambulance Station July 24th to review the water quality issues and devise a plan to resolve and minimize the possibility of future water quality issues.

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

Heliport Operations

BCAS Air Ambulance MedEvac Flights:	1
Other Emergency MedEvac flights:	0

No problems regarding the Heliport.

A new designated Heliport Operations logbook will be implemented as soon as possible as it is required under Part IV Airside Operational Plans and Procedures, Section 4.4, Heliport Management Plan, of the Heliport Operations Manual.

Respectfully,

Steven DeRousie, Deputy Fire Chief

Acting Fire Chief, Acting Heliport Manager

Mayne Island Health Centre

July 2012 Report

Health Centre Report for July 2012

Presented at the August 17th 2012 MIID meeting.

I met with the Doctor and staff as the Health Centre Manager, provided contact numbers
Updated contact information with the MIHCA booking agent for problem reporting.

Health Centre Building:

No problems reported with the building in July.

Safety & Security:

No security items reported,
Keys were received from the previous backup contact person.

Actions Taken:

The random leak under the lower floor sink was repaired.
Addressed several wasp nests around the building as well as the outbuildings.
Supplied recycle blue boxes for Health Centre users convenience. Recycle is now
collected and sorted with fire hall recycle, reducing duplication of effort.

Performed four property inspections in July

Respectfully,

Steven DeRousie

Website Statistics

mayneislandfire.com					
Summary					
Reported period	Month Jul 2012				
First visit	01 Jul 2012 - 01:20				
Last visit	31 Jul 2012 - 20:08				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	483	813 (1.68 visits/visitor)	1,892 (2.32 Pages/Visit)	26,411 (32.48 Hits/Visit)	1.26 GB (1623.86 KB/Visit)
Not viewed traffic *			1,885	3,720	151.68 MB

miidonline.com					
Summary					
Reported period	Month Jul 2012				
First visit	01 Jul 2012 - 02:21				
Last visit	31 Jul 2012 - 23:30				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	257	478 (1.85 visits/visitor)	852 (1.78 Pages/Visit)	4,721 (9.87 Hits/Visit)	486.81 MB (1042.86 KB/Visit)
Not viewed traffic *			1,298	4,667	223.00 MB

Software / Hardware

July 2012	
Software:	All users are still reporting invalid certificate errors in the email program.
Hardware:	Problems reported with the HP Printer/Scanner regarding poor printing and out of focus copy/scans. Recommend a good quality replacement be researched to meet the ongoing needs of the Administration and Finance.