Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, Nov 10, 2014
Location: Temporary Fire Hall Meeting Room

CALL TO ORDER:
The meeting was called to order at 8:55 AM by Chair Bob McKinnon

PRESENT:
Trustees: Bob McKinnon, Chair; Cilla Brooke; Brian Dearden; Doug Walker
Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,
Finance Officer: Katherine Somerville

ABSENT WITH NOTICE: Trustee Sharon Hinton

GUESTS, MEMBERS OF PUBLIC PRESENT:
Tracey DeRousie; Lindsay Allan, Chair MIHCA

AGENDA – Additions, Approval
The Fire Chief requested that Fire Chief's holidays, expiring officers' appointments and Personnel issues be discussed in "In Camera"
The Finance Officer requested to discuss the purchase of a "Permit" software module "in camera"
The Chief also asked that the roadside conditions be added under his report.

MOTION Trustee Cilla Brooke moved and Trustee Brian Dearden seconded the motion to approve the agenda with the additions. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Cilla Brooke moved and Trustee Brian Dearden seconded the motion to approve the Minutes from the Board Meeting of Oct 6, 2014 as circulated.
CARRIED UNANIMOUSLY

MOTION Trustee Brian Dearden moved and Trustee Cilla Brooke seconded the motion to approve the Minutes from the Special Board Meeting of Oct 29, 2014 as circulated.
CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

a. Repairs to HC HVAC – Included in the Administrators report

CORRESPONDENCE:

a. Phone call from CRA re: requirements for providing donation receipts. The administrator reported that all the information was confirmed. CRA advised that all documents were "fine" and our application is now "in the system".
b. Letter- Aon Insurance adjusting our premium for removal of fire hall from coverage. A cheque for a portion of our premium will be sent. A new Statement of Valuation form was prepared for the Board's approval and

signature. The Fire Chief reminded us that the 2 metal tanks need to be removed from the value insured. Net value should be $20,000 now for the four plastic tanks

FINANCE REPORT – Katherine Somerville, Finance Officer presented the Finance report[1] attached, including: Operating budget 2014 and Balance Sheet; and Delinquent HC Taxes report, and reviewed the information needed for the Auditor's visit November 18th. The Auditor will be doing the interim audit up to September 30th. The Finance Officer thanked the Fire Chief for the smooth and seamless move of our offices over the Thanksgiving weekend, and the Administrator also added her thanks to the Chief.

Surplus fire department equipment was sold for $553.00 on November 1st by a silent auction posted on the internet. The sale was well supported by the community.

Katherine added that the Fire Hall Construction Costs/Budget Report Binder is up to date and always available at the office for the Trustees to review.

Finally, she asked if the cheque for the Tent rental should be ready for Wednesday (the 12th when the tent is delivered). The Chair spoke to Scott and confirmed that delivery date; that a pre-inspection is not required and that MIID will pay the Rental Network Ltd. for the amount due on the delivery date. The Chair and one other signing officer will be needed to sign the cheque.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to approve the Finance Report **CARRIED UNANIMOUSLY**

REPORTS

a. Management: Chair: The Chair reported that he spent the past month involved in fire hall construction arrangements. There was a meeting last week with the Staff, Board, Contractor and Architect which was very constructive. A number of smaller changes to the plans will be attended to by the Civil Engineer, and Liberty with input from the Fire Chief. The Chair reported that a consultants meeting will take place at Liberty Wed. the 19th as the final step to obtaining tenders and applying for the building permit.

Trustee Dearden asked if there were any concerns arising from demolition. He also asked if Matt had concerns regarding his bid, and if John Dodds is comfortable with the arrangements for the concrete crushing. The Chair reported that no concerns were expressed at this time..

The Finance Officer asked if the tenders for excavation had been put out. The Chair mentioned that Scott has not provided that information. He, Scott and Dave have to meet and sort out this and other items within the next few days.

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Brian Dearden to accept the Management Report. **CARRIED UNANIMOUSLY**

b. Administrator's Report: Gerrie Wise provided her report[2] (attached) and added the information from Island Health regarding applying for the new source approval and water system permit as MIID is the "Owner". A short report was given on the new

[1] Finance Report
[2] Administrator's Report

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HVAC system which was completed last month. The Finance Officer reported there is still $2,500 left in the Health Centre Reserves. The Administrator suggested that the Health Centre septic tank be pumped out when the tank at the old fire hall is done. After discussion the Board concurred since there are sufficient funds left in the operating budget. Trustee Brooke asked that a date be set for the long term planning for the Health Centre. Trustees Brooke, Hinton, Lindsay Allan, Katherine and Gerrie will meet to discuss the planning.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to accept the Administrator's report. **CARRIED UNANIMOUSLY**

c. Fire Chief's Report[3]- attached was presented by Fire Chief Steve DeRousie who added: that approx. 270 burn permits were sold in the 15 days since opening on Oct 15th . This meant a significant number of hours work for the Fire Chief. The Fire Dept is encouraging people to install smoke detectors in their laundry room, since we have had a number of "dryer" fires. The ICBC billing for fleet insurance paid Oct 31st was $4044, slightly over budget.
The Fire Chief discussed the small overage in Fire Fighter gear. Two sets of turnout gear failed inspection and had to be replaced at the cost of $3200, and the First Responder boots were more costly than expected. As all the gear and boots were on one invoice, the boots were charged to Account #6195 rather than #6110, resulting in the overage shown. Vehicle Rescue tool maintenance and repair, included in Firefighting Equipment Repairs, also shows an overage.

The 3 new recruits are going to live fire training this weekend as well as one present fire fighter who is upgrading. A short discussion was held regarding the live fire training facility that Pender Island Fire is building. Training on Pender will result in lower transportation and accommodation costs for Mayne's trainees. The Fire Chief reported the new dry hydrant on Campbell Bay still requires a special valve, which is on back-order. This special valve was only required on this installation, due to the fact that the connection point is below the water level. The roadside on Felix Jack road has become very muddy and slippery; in fact a vehicle has already had difficulties. The Fire Chief would like to gravel the shoulder, to provide safe parking for fire fighters and the public. He has consulted MainRoad highways maintenance but was informed they do not have the budget to provide this. The Chief asked if he could access the "hall maintenance" portion of the Operating budget for $1000 to provide grading and gravel. The Board discussed this and concurred with his suggestion.

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

d. Report from Occupational Health and Safety Committee[4]. The Draft Minutes from October were presented by the Chief. He explained that Worksafe regulation 31 deals with the time required for replacement fire fighters (for the initial responders) to report on scene of a fire. He also outlined the new

[3] Fire Chief's Report
[4] Minutes & Draft Minutes from Occupational Health and Safety Committee

regulations for moving the fire apparatus while housed in the temporary parking facility, and reported that no injuries were sustained during the recent complex training exercises.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to receive the draft minutes of the OH&S committee

CARRIED UNANIMOUSLY

f. MI Health Centre

i. Health Centre Maintenance Report [5] attached. The sensor on the ER end of the building appears to be creating a problem with the "lifetime" of the outdoor lights. After a discussion, it was decided that the sensor be fitted with a shroud to prevent reflected light.

ii MIHCA[6] - Lindsay Allan, Chair – reminded all about the Flu Clinic Nov 12th. On Oct 29th the medical teams from Mayne and Galliano met with Bill Relph and Dr. Ron Hebert to discuss the decision made by IH (Island Health) to no longer support the 1st call nurse position here and Galliano. An allocation to medical staff will be made to make up for increased on-call time required of the medical staff. MIHCA has requested a letter from IH so that the public may be informed of their decision. MIHCA wishes to make it clear to the public that the decision was made by IH, not by MIHCA.

There may be an opportunity for a member of the SGI group to sit on the IH community support committee which confers regarding rural communities. It is hoped this would bring local issues and concerns forward in a more timely manner. At present, there has been no decision made regarding whether the Gulf Island will be invited to sit on this committee.

In March MIHCA intends to support a CPR/AED class.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to accept the Health Centre Reports. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

a. BC Ambulance Service: Trustee Sharon Hinton away
b. Communications: Chair Bob McKinnon: The Chair suggested a communications meeting on the 19th and no Meeting this week. The Mayneliner Article for Dec 1, 2014 deadline Nov 20 Deadline for Jan 1 is DEC 10th (The Board meeting is Dec 8th)
c. Fire Department: Trustee Doug Walker – nothing to report
d. Finance Committee Trustee Cilla Brooke –. nothing to report
e. FOIPPA: Chair: no requests were received.
f. Government Liaison: Chair: nothing further to report
g. Health Centre & HC Association, Trustee Sharon Hinton away
h. Fire Hall Committee: nothing further to report
i. Human Resources Committee – Trustee Cilla Brooke reported that the ads for the new contracts for Health Centre grounds and building

[5] Report David Rea
[6] Email from MIHCA

maintenance are published in this month's Mayneliner. The Administrator reported she has received some applications. Trustees Brooke and Hinton and the Administrator will meet to review applications.

j. Garbage Committee – Trustee Brian Dearden reported that Rick Dodds has notified some persons that he will no longer be picking up garbage after December 15th. The issue of garbage drop-off and collection was discussed. Trustee Walker suggested a notice in the Mayneliner. The Chair suggested it be included in the Board column. The Fire Chief suggested the Board speak to Rick Dodds to determine what his intentions are. Trustee Dearden will speak to Dodds. The Board would agree to pay for a Public Service announcement in the Mayneliner regarding the termination of the pick-up service. Following a discussion regarding the mandate of MIID, the Chair asked Tracey DeRousie if she recalled the issue of Transfer station zoning or permit at Fred Bennett's. Tracey replied that she did not recall the issue of zoning or the permit.

k. Fire Fighters Liaison – Trustee Brian Dearden reported nothing at this time. The Administrator reminded Trustee Dearden that their Insurance expired Oct 25th and asked if he would remind their executive.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: none

NEW BUSINESS: none

NEXT TRUSTEES MEETING DATE/S:
The Calendar for 2015 was distributed.

- **Dec 8, 2014 -** 9:00 AM Regular Board Meeting

QUESTIONS FROM GUESTS:
No questions
The Chair thanked the public for coming.

Guests left the meeting at 10:18 AM

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

Following the In Camera portion of the meeting the Board Meeting was reconvened:

MOTION
Trustee Doug Walker moved and Trustee Brian Dearden seconded the motion to reconvene the General Board Meeting **CARRIED UNANIMOUSLY**

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NEW BUSINESS

MOTION
Trustee Brian Dearden moved and Trustee Cilla Brooke seconded the motion to lift the Motions passed in the "In Camera session" to the general meeting.

CARRIED UNANIMOUSLY

Excerpt from the minutes of the In Camera Meeting Nov 10, 2014:

"MOTION Moved by Trustee Doug Walker and Seconded by Trustee Cilla Brooke to authorize the Finance Officer to purchase the software module for burn permits from the Fire Department Operating Budget.

CARRIED UNANIMOUSLY

MOTION Moved by Trustee Cilla Brooke and Seconded by Trustee Doug Walker to authorize Trustee Brooke and the Finance Officer to offer the Pension plan to Captain Stobart as of Jan 1, 2015 **CARRIED UNANIMOUSLY**

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Brian Dearden to authorize the Fire Chief to take holidays Nov 19 to Dec 2.

CARRIED UNANIMOUSLY"

ADJOURNMENT:

The Meeting was adjourned at 11:53 AM by motion made by Trustee Cilla Brooke

Recorded and presented by: Gerrie Wise, Administrator

Approved:

_____ _____

Bob McKinnon, Chair Date:

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Finance Report - MIID Board Meeting 2014-11-10

Attached:

-Income & Expenditure: Budget Variance Report as at October 31, 2014
-Balance Sheet at October 31, 2014

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at Nov 7, 2014

	# of Prop's	Amount
Current Yrs Penalties incl.	190	**3830.64**
Current Arrears Interest and penalties incl.	26	497.99
Delinquent Arrears Interest and penalties incl.	0	0.
Credit Balances	41	(1,106.14)
Net Owing		**3,222.49**

Summary:

I would like to thank the Fire Chief for giving up his Thanksgiving weekend in order to move the MIID offices and the Fire Department without disruption to service. The old Fire hall has now been completely demolished. An accounting of all invoices involved in the project and associated budgets is available for the Board at anytime for their perusal.

Our new auditor and her assistant will be visiting the office to begin her preliminary audit November 18. I have been given a detailed list of things to prepare in advance of her visit to facilitate the audit in a timely fashion.

I reported to our Chair and Finance Trustee regarding the question about delinquent taxes asked at our last Board meeting; The 8 properties that were sent letters by our lawyer to facilitate payment of taxes accrued a total of $201.57 in interest and penalties over the last three years, amounts anywhere between $60.24 and $13.44. They owed a total of approximately $1100 including interest and penalties. The lawyers invoice for services regarding these properties was $1,124 net the GST. To date this year we have levied a total of $1294.41 in interest and penalties to all properties in arrears.

Respectfully,
Katherine Somerville

Mayne Island Improvement District

Administrators Report Board Meeting Nov 10, 2014

HC Premises:
The list of planned or required work is attached, copy to the Board and Chair, MIHCA.

HC Water System:
Nothing to Report

HC HVAC: Report attached

HC Security: Nothing to Report

VIHA (IH) Lease expired March, 2014: On October 6th we received two new leases for the HC property leased by VIHA. The original lease was divided into two at their request for their administrative purposes. They were signed and returned to VIHA for their signatures and return signed for our files. Nothing has been returned to date, and they continue to pay under the terms of the old lease. (by EFT).

Strategic planning. I would like to schedule the long term planning discussion for the Health Centre. For example: pumping out the septic tank and assessing the system. Widening the driveway, parking improvements, changing single pane to double pane windows, revising the garden, etc.

G. D. Wise
Nov 3, 2014

Mayne Island Fire Rescue

Fire Department Report for October 2014

Presented to the Improvement District Trustees - Monday, November 10th , 2014.

Fire Department Emergency Call-Outs

- Oct 5th EMA-First Responder HLA-3-FR -Engine 2
- Oct 5th EMA-First Responder BCAS Dispatch -Engine 2
- Oct 7th EMA-First Responder HLA-3-FR -Engine 2
- Oct 15th EMA-First Responder BLS-3-FR -Engine 2
- Oct 17th EMA-First Responder BLS-3-FR -Engine 2
- Oct 18th EMA-First Responder HLA-3-FR -Engine 2

Response Calls:		**6**
233 Fire / All Page:	0%	0
234 First Responder Medical:	100%	6
235 Duty Page:	0%	0
Total Callout Hours:		70 hours

Heliport: BC Air Ambulance:	1*

*does not include unreported BCAS helicopter flights

September response hours: UP 16 from September (Sept: 54hrs)

Fire Department Fire Prevention & Education

Community Events:	**1**
Community Events attended:	
-	1
-	

Fire Prevention Week is held every October focusing on education and prevention of fires in the home. In keeping with the theme of "Working Smoke Detectors Save Lives and Property" several residents inquired and received a new battery operated smoke detector free of charge. The chimney brush loan program has been actively utilized by owners now that the cooler weather has arrived, helping to reduce the occurrences of chimney fires on the island.

Fire Department Training & Practice

Training & Practice Hours:	**314**
Total Practice hours:	186
On-Island Supplemental training:	0
Off-Island Supplemental training:	128
Work Experience Volunteers:	0

Our regular practise sessions focus is on improving the 'core skills' during a number of regular practises held in the now vacant firehall building and offices.

Fire Department Personnel

Total Responding Personnel:			**25***
Hot Zone Firefighters:	**15**	**Auxiliary Firefighter:**	**7**
NFPA 1001 FFII accredited:	11	FF Auxiliary:	7
NFPA 1001 FFI, equivalent	4		
Recruit firefighter:	3	On Approved leave:	1*

*includes recruits and members away on leave of absence

Our membership is at 25* total, with 15 level 1&2 firefighters, three probationary recruit, and 7 auxiliary firefighters. Annual recruiting began October 1st. Recruiting ads feature photos and local video showing our fire department activities.

Fire Department Apparatus and Equipment

Generally normal maintenance repairs and other ongoing servicing of the equipment was all that was needed. All three of our SCBA cascade filling station cylinders were sent out for their required five year hydrostat test. We are awaiting completion of this testing and anticipate their return mid November.

Fire Department Operations and Administration

Fire Department Operations continue without interruption as we become acquainted with our temporary facilities. Opening of backyard burning was 9am October 15th, issuing 270 fire permits from the 15th to the 31st.

Steven DeRousie,
Fire Chief

MAYNE ISLAND FIRE RESCUE
520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • V0N 2J2
PHONE: (250)539-5156
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Web Site: www.mayneislandfire.com

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FCRpt 2014 10

Mayne Island Fire/Rescue Officer's
Occupational Health and Safety Committee Meeting

Meeting Minutes

Tuesday, October 28, 2014

Present:
Fire Chief S. DeRousie, Captain K. Stobart, Lieutenant E. Rice, Chair, Administrator G. Wise.

Guests: none
Meeting called to order at 13:05 hours, October 28, 2014

1. Agenda

Motion
Administrator G Wise moved and Fire Chief S DeRousie seconded to adopt the agenda as amended.
CARRIED UNANIMOUSLY

2. Previous Minutes of the OH&S Committee Meeting:

Motion
Administrator G Wise moved and Fire Captain K Stobart seconded the motion to approve the minutes of September 22, 2014.
CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

a. **Workplace:**
b. **Training:**
c. **Personnel:**
d. **Operational:**
i. WBC Regulation 31 "Firefighting" will be distributed in a way that is accessible to FF's, Fire Chief S DeRousie will be heading this up.
ii. Trucks moving out of their spots in temporary parking facility must follow new procedure that will be practiced on practice night. New procedure includes rotator/flashing lights on before rolling out of spot.
e. **Equipment:**
f. **Other:**

4. New Business:

a. **Workplace:**
i. Previous work place inspection will be reviewed, Fire Chief S DeRousie recommends new inspection conducted to insure up to date review is in place and to address new concerns.
b. **Training:**
i. No injuries to report while recently executing challenging and complex training exercises.
c. **Personnel:**

i. It was reported that some of the new recruits don't have appropriate coveralls for FR calls. Captain K Stobart will distribute coveralls to those who need.

d. **Operational:**

i. Apparatus Storage – Captain K Stobart reported that the lighting around the apparatus in the new temporary facility is inadequate causing a possible safety hazard. Additionally, the windows and mirrors have been fogged over on multiple occasions. This presents a significant safety hazard. There are also liability concerns raised regarding the safety and security of the apparatus in their current uncovered state. These concerns would be remedied with an appropriate shelter.

i. Fire Chief S DeRousie announced driver evaluations will be developed and presented to Firefighters next week. Evaluations will follow.

e. **Equipment:**

i. Lt. E Rice reported the parking brake on Engine 2 was stuck during routine inspection. After reapplying and disengaging the brake it no longer stuck and operated normally. Fire Chief S DeRouise believes an appropriate heated shelter will correct this issue.

f. **Other:**

5. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: ERice@mayneid.ca or telephone 250 539 5156; or drop-off at the Fire hall.

Adjournment:

Meeting was adjourned at 14:48.

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Lieutenant Eric Rice,
OH&S Chair

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