

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Tuesday, September 8, 2015
Location: Temporary Offices, MIID & MIFRS**

CALL TO ORDER:

The meeting was called to order at 1:00 PM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon; Doug Walker; Sharon Hinton; Brian Dearden;
Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville;
Fire Chief Steve DeRousie; MIHCA Chair: Lindsay Allan

ABSENT WITH NOTICE Trustee Cilla Brooke;

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie, Brian Mister

AGENDA – Additions, Approval

The Fire Chief and Finance Officer would like to add a policy to be discussed in camera. The Administrator added a letter to Correspondence

The Chair asked to discuss some of the Fire Hall build in camera

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the agenda as amended. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the Minutes from the Board Meeting of Aug 10, 2015 as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

2016 Budget and Bylaw: The full working documents and Ministry summaries for the Fire Protection budget and the Health Centre budget were distributed by the Finance Officer for signature by the Trustees.

MOTION It was moved by Trustee Sharon Hinton and Seconded by Trustee Doug Walker to pass the Budget for 2016 for Fire Protection and the Health Centre as presented.

CARRIED UNANIMOUSLY

BYLAW 164¹ "Fire Protection Taxation 2016 Bylaw" was introduced, reconsidered and finally passed.

MOTION: Trustee Sharon Hinton moved and Trustee Doug Walker seconded the motion to pass Bylaw 164. **CARRIED UNANIMOUSLY**

CORRESPONDENCE:

- a. Email: Ministry report of Interest Rates Delinquent/Arrears Taxes Sep 1st 5.7%
- b. Email: Ministry reminder of the 2016 Budget & Bylaw due by Oct 31st
- c. Email Reminder from Ministry regarding Provincial Long Term Financing deadline of Sep. 30th The Chair and Finance Officer will be working on this submission.

¹ Bylaw #164

FINANCE REPORT

Katherine Somerville, Finance Officer, presented her report and the Balance Sheet, Budget/Expenses reports² attached. She asked for a Board motion to charge the delinquent owners under Bylaw 116 for any fees incurred should the accounts remain unpaid after demand notice date of Sep 30, 2015. Katherine also reminded the Board that both the Health Centre and Fire Protection budgets have not increased; and in fact, the Health Centre tax levy requirement has decreased this year; fire protection tax levy requirement has remained at a 0% increase for the third year in a row. She thanked the Staff and Trustees for working together

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to charge delinquent /arrear property tax payers any costs incurred after September 30, 2015
CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Brian Dearden to approve the Finance Report
CARRIED UNANIMOUSLY

REPORTS

a. Management: The Chair asked to discuss the fire hall build issues and under the committee reports or "in camera". He also spoke briefly about the Island Health meeting with MICHA on Sept 4th to discuss their new structure and thanked Lindsay Allan for the opportunity and invitation to attend..

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to accept the Management report.
CARRIED UNANIMOUSLY

b. Administrator's Report: Gerrie Wise provided her report³ attached, and the list of work required at the Health Centre⁴. She reviewed her report and updated the list of repairs to report that repairs to the foundation have been almost completed. Photos of the work were circulated. We have been invoiced for work to date and have requested the job be completed with siding staining and drainage rock to be invoiced separately. The work on the Health Centre water system to meet the conditions of our permit has been completed. A sample of the Demand letter from our lawyer to delinquent Taxpayers was circulated, with all personal information redacted. The Administrator then read a brief update from Rose Bennett⁵ regarding garbage collection. Trustee Dearden asked for a clarification on the question of taxation for garbage. It was explained by the Administrator and the Chair that MIID is authorized to tax for a garbage collection service; but it is not compulsory or mandatory that a garbage service be provided by the District. The Chair explained there is no amount budgeted for garbage collection and that the wishes of the community would be taken into consideration before any action is taken to establish a service.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to accept the Administrator's report.
CARRIED UNANIMOUSLY

² Finance Report

³ Administrator's Report

⁴ HC Maintenance List

⁵ Email R. Bennett

c. Fire Chief's Report⁶ (attached) Fire Chief Steve DeRousie presented his report and reviewed various items. He expressed his pride in our community, in that Mayne Island had no grass or brush fires to date this year, throughout the extremely dry summer. The Chief explained that under bylaw 161, open fires are still banned until at least Oct 1st. There may be some changes required to the permit wording to allow approved propane fueled outdoor appliances. He also explained the Department hopes to recruit at least 4 new members this year, and confirmed all equipment and vehicles are in good order at this time. He concluded his report and asked for questions. Trustee Walker asked if 4 new members are recruited, is the Chief satisfied with the amount designated for training in the 2016 budget . The Fire Chief replied that the budget for 2016 is sufficient to train 4 recruits as this consideration was part of the planning process.

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

d. Report from Occupational Health and Safety Committee⁷. The approved minutes from August were circulated. The Fire Chief reviewed the items. No mishaps or concerns were brought forward, The draft minutes from the September were not available.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Doug Walker to receive the OH&S Committee Report **CARRIED UNANIMOUSLY**

e. MI Health Centre

i. Health Centre Repairs: was circulated and updated in the Administrator's report.

ii MIHCA- Lindsay Allan, Chair, gave a brief report and further details regarding the meeting Sep 4th. Island Health senior management for this geographical area spent 1 1/2 hours with Mayne Island participants describing and dealing with issues such as home care and early patient hospital discharge. The BCAS request to support enhanced EMR authorizations for treatment was also presented at the meeting.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Brian Dearden to receive the Health Centre Committee Reports **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing to report
- b. Communications: Mayneliner article: The Trustees discussed an article for Mayneliner and website. An article will be drafted for the Oct 1st Mayneliner, by the Chair and he will refer to a more detailed website article which will be written closer to Sep 30th.
- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee Trustee Cilla Brooke away
- e. FOIPPA: Chair: nothing to report at this time

⁶ Fire Chief's Report

⁷ Minutes of the OH&S Committee, March & May (draft)

- f. Government Liaison: Chair reported he and the Finance Officer will be communicating with the Ministry by Sept 30 regarding the provincial long term debt issue.
- g. Health Centre & HC Assoc.: Trustee Hinton: reported she was pleased to be invited to attend the meeting. She was particularly impressed with the number of our community members involved in care in our community; particularly the volunteers. She also complimented our Health Centre staff, home care and BCAS personnel as very caring and knowledgeable. Trustee Hinton expressed the thought that the staff from Island Health was listening and became aware of the issues throughout the discussion.
- h. Fire Hall Committee: The Chair reported that a number items will be covered in camera. The excavation for the retaining wall to the west will require an adjustment to the original plan. The slope to the retaining wall on adjoining property will be adjusted to allow the south west corner to remain at its present elevation and slope. The concrete block retaining wall along the property line will be shorter than planned, not running the entire length of the property line. The water storage tanks will then be installed. The sidewalks outside and concrete finish indoors should be done within the next two weeks. The fire pump for the sprinkler system should be here in 5 – 6 days. The engineer-approved pads for the fire pump for the sprinkler system and heat pump should be installed shortly. The paving guy has provided the quote after an onsite visit. The Sprinklers require a small amount of work yet. The electricians are now ready for Hydro. There are a number of change orders for electrical still outstanding. Trustee Hinton asked about time to install the fire pump. The Chair explained there are several approvals and tests required. Trustee Dearden asked if the septic system is in. The Chair replied that the Septic is approximately 2/3rds installed. The field is in; however electrical work for installing the pumps has yet to be done. Storm drainage and Water supply line excavations are remaining to be done.
- i. Human Resources Committee – Trustee Cilla Brooke is away
- j. Garbage Committee – Trustee Brian Dearden. Nothing further to report
- k. Fire Fighters Liaison – Trustee Brian Dearden: nothing to report

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

OTHER BUSINESS: none

NEW BUSINESS: None at this time

NEXT TRUSTEES MEETING DATE/S:

- October 19, 2015 – **9:00 AM** Regular Board Meeting- Location - **TBA**
Trustee Walker will not attend the meeting as he will be on holiday but will phone in attendance.

Questions from the guests

The Chair asked if our guests had any questions;

Brian Mister, objected to the meeting facility as detrimental to the public; he stated couldn't hear, and felt the Board should be seated at a table facing the public area..

The Chair explained that all these issues will be solved when we move out of these temporary construction trailers and into the new hall.

Mr. Mister then stated he strongly objects to a garbage tax.

The Chair explained we have no intention of imposing a tax at this time and that one would only be considered after consultation with the Community.

Mr Mister then asked when Liberty is moving out.

The Chair replied site supervisor will likely be gone by end of September.

Mr Mister asked "Does this mean Liberty have completed their contract or are they pulling out because there is no more money?"

The Chair explained that Liberty is responsible to complete the project, but the onsite supervisor will likely not be required after September 30th.

Our guest then asked: "Is the fire system wet or dry? "; and raised several points regarding lines and tanks freezing and the location of the tanks for the sprinkler system..

The Chair explained that the installation meets all code requirements and that the system was designed by and signed off by an engineer.

Mr Mister expressed concern regarding obtaining information from the website since he doesn't have a computer. The Chair explained the Library has public computers and printed copies of minutes and reports are available at the Library. He also suggested the office staff would be happy to print information for him upon request.

Mr. Mister then asked why the Fireman are responding to ambulance calls.

The Chair explained that all decisions as to which Emergency services will respond is made by the Dispatcher in accordance with the agreement with the province. He stated that he is not going to 2nd guess the management of the department as to the correct number of responders.

Tracey DeRousie then asked when the next long term debt issue will be after this fall issue.

The Chair answered that the next application date for a spring issue would be in March.

The Chair thanked the guests for attending the meeting, and called for a motion to go into "in camera" session.

IN Camera

MOTION It was moved by Trustee Doug Walker and Seconded by Trustee Sharon Hinton to go in to the In Camera session at 2:10 PM

CARRIED UNANIMOUSLY

After the "In Camera" meeting,

ADJOURNMENT:

The Board meeting was adjourned at 3:10 PM by motion made by Trustee Doug Walker
Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

MAYNE ISLAND IMPROVEMENT DISTRICT Mayne Island Health Centre & Heliport 2016 BUDGET				
OPERATING EXPENSES	HEALTH CENTRE	Accounting & Audit Fees	4,375.00	
		Administration	25,069.00	
		Billing Costs	4,500.00	
		Building Maintenance	36,913.00	
		Heliport Operation	3,200.00	
		Insurance	9,290.00	
		Legal	2,000.00	
		Utilities	6,380.00	
		Water	1,600.00	
				\$ 93,327.00
		TOTAL OPERATING EXPENSES		
CAPITAL EXPENSES	HEALTH CENTRE	Health Centre Building Reserve Fund	13,000.00	
TOTAL CAPITAL			\$ 13,000.00	
TOTAL EXPENDITURES			\$ 106,327.00	
Less	Rental Income	(15,000.00)		
Less	Income from Interest & Penalties	(2,200.00)		
Plus	Anticipated Shortfall - Current Year 2015	-		
			\$ (17,200.00)	
TOTAL BYLAW # (Health Center) TAX LEVY REQUIRED			\$ 89,127.00	

MAYNE ISLAND IMPROVEMENT DISTRICT FIRE RESCUE SERVICES 2016 BUDGET			
OPERATING EXPENSES	GOVERNANCE	Accounting & Audit Fees	3,750.00
		Administration	24,028.00
		Bank Charges	1,100.00
		Professional Fees	3,000.00
		Insurance - MIID Board	910.00
		Newsletter	600.00
		Office Supplies	5,500.00
		Recording Secretary	1,749.00
		Telecommunications & Backup	3,640.00
		Travel Expense	500.00
		Committee Expenses	100.00
			\$ 44,877.00
	FIRE DEPARTMENT	Accounting & Audit Fees	4,375.00
		Equipment, Maintenance & Repair	43,235.00
		Fire Prevention	4,000.00
		Firehall Building	27,555.00
		FD General & Administration	40,209.00
		FD Personnel	259,948.00
		FD Training	33,845.00
		FD Vehicle Maintenance & Fuel	25,175.00
		\$ 438,342.00	
TOTAL OPERATING EXPENSES			\$ 483,219.00
CAPITAL EXPENSES	Dry Hydrants	22,500.00	
	Reserve - FD Building	10,000.00	
	Reserve - FD Vehicle	64,000.00	
	Reserve - FD Equipment	12,000.00	
		\$ 108,500.00	
TOTAL EXPENDITURES			\$ 591,719.00
	Less Other Income	(3,750.00)	
TOTAL BYLAW #164 (FIRE PROTECTION) TAX LEVY REQUIRED			\$ 587,969.00

Finance Report – Presented at the MIID Board Meeting of 2015-09-08

Attached:

- 2015 Budget vs. Actual to Aug 31, 2015
- Balance Sheet as at Aug 31, 2015
- Copy of Bylaw 116

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at Sep 2, 2015		
	# of Prop's	Amount
Current Yrs		
	216	6,436.59
Current Arrears		
Interest and penalties incl.	53	1,701.42
Delinquent Arrears		
Interest and penalties incl.	12	255.47
Credit Balances	36	(821.90)
Net Owing		7,571.58

Summary:

To date, there are 4 outstanding delinquent properties. The Ministry has sent letters to the individual property owners to remind them this tax must be paid. Our lawyer has now sent demand letters and final payment is due September 30. If payments are not received we will be forced to begin tax sale proceedings.

I have attached a copy of Bylaw 116 for your reference. Bylaw 116 empowers the District to charge property owners for any costs, not to exceed \$1,000, associated with the collection of delinquent taxes. The property owners have been notified in writing prior to the start of the process that this charge is in effect. I would recommend the Board make motion to charge the individual property owners for any costs incurred after September 30, rather than all taxpayers as a whole bearing these costs.

The 2016 Fire Department and Health Centre & Heliport draft budgets are now prepared for the Board's final approval. Both operating budgets are presented with a zero percent increase. Thank you to the staff and Trustees for once again working together to make it a pleasant process.

As always, the Fire Hall Construction Project binder is updated and ready for trustees to review at any time.

Respectfully,

Katherine Somerville

September 2, 2015

MAYNE ISLAND IMPROVEMENT DISTRICT

BYLAW NO. 116

A bylaw for imposing a charge upon lands subject to tax sale in order to recover the expense incurred by the Mayne Island Improvement District related to the tax sale.

The Trustees of the Mayne Island Improvement District ENACT AS FOLLOWS:

1. There is hereby fixed and made payable to the Mayne Island Improvement District against each parcel of land proposed to be sold at tax sale, a charge not to exceed dollars One Thousand Dollars (\$1,000). This charge is to cover all actual costs incurred including, but not limited to legal fees levied to undertake the process, administration, postage, advertising and hall rental.
2. The aforementioned charge shall form part of the upset price of the parcel being sold at tax sale, pursuant to Section 762 of the *Local Government Act*.
3. Any property that may become eligible for the tax sale process must first be notified in writing prior to the start of the process that this charge is in effect, and that this charge will be levied on the commencement of the process. If the outstanding taxes are paid in full prior to the tax sale date, only that portion of the amount in Section 1 that has been expended will be collected.
4. This bylaw is cited as the "Health Centre & Heliport Taxation Sale Charge Bylaw".

INTRODUCED and given first reading by the Trustees on the 21st day of October, 2011.

RECONSIDERED and finally passed by the Trustees on the 21st day of October, 2011.

I hereby certify this is a true copy of Bylaw No. 116

Chair

Officer

Mayne Island Improvement District

Administrators Report Board Meeting September 2015

HC Premises:

The list of planned or required work is attached, copy to Chair, MIHCA.

HC Water

All quality tests are satisfactory. All work required by IH is now complete. One invoice for approximately \$400 is still to come.

HC Maintenance Contracts:

All position Descriptions and Contracts are presently under review. All expire Dec 31st 2015.

Insurance: Property, Course of Construction

Our CoC Insurance will need to be extended and we have checked with the Insurer regarding extra premium should fire apparatus not be in the tent. Whether an additional premium is charged or not, we must advise the insurer of any change. Any damage or theft claims for Equipment are subject to \$1,000 deductible. ICBC coverage for the vehicles carries a deductible of \$300. We were notified again that trucks or the new building may not be insured for loss or damage if trucks are parked in the new building before the Occupancy Permit is issued.

BCAS/ Fire Dept Water.

All quality tests are satisfactory. Nothing further regarding the water system for the new hall has been brought to my attention.

Strategic planning Health Centre:

The Capital budget and strategic Capital Costs planning for the Health Centre were reviewed during the budget process. Garden, parking and driveway improvements were discussed along with a planned reserve to provide for capital expenditures for heating, plumbing, etc.

Health Centre Taxes

There are now 4 properties which are over 24 months delinquent in paying their Taxes, and will be eligible to proceed to Tax Sale if taxes are not paid by September 30, 2015. Letters have been sent by the Ministry and our Lawyer to advise taxpayers of the accounts outstanding, and the legal action which will follow.

The Ministry has confirmed that none of these properties are liable to forfeiture to the Province this fall. The Finance Officer's report details bylaw 116 and charges which may be recovered.

Garbage:

Nothing further at this time, I have left a message with Rose Bennett to update us on their plans, and if she is aware what John Griffith plans to do..

G. D. Wise
Sep 2, 2015

Health Centre Repairs Log

Month : Sep, 2015

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	Phone #cell	Email address	Detailed description	Priority Code	Completion Date	Follow-up date	Comments
Oct 2013	MIHCA			Long term solution to garden, Parking lot and Driveway	4			2016 Capital Budget
March, 2014	Reported by D Rea			Some Panel/Breakers, Switches & Plugs are mislabeled or not labeled	4	2015		Op Budget 2015 Southern Gulf Electric will proceed as weekend work after summer
Nov 28	GDW			Repairs to SE corner foundation	2			Eric Walker quote provided & work is scheduled as he is available
Jan 3	BCAS			Tap in Emerg. Room not working correctly	3			Looking into repair or replacing sensor Plumber getting estimates
Feb 10	Dave			Faucet in Medications room 207 is leaking under sink	2			Plumber to repair Part on order
July	Diane			Valve on Rain Catchment tank needs repair	3			

Mayne Island Fire Rescue

Fire Department Report - August 2015



Presented to the Improvement District Trustees - Tuesday, September 8th, 2015.

Emergency Call-Outs

	Pagers	Apparatus
• Aug 03 Walk-in Medical Assist	-	-
• Aug 06 EMA-FR	634	E2, U1
• Aug 07 EMA-FR	634	U1
• Aug 08 Smoke Smell/Sighting	633	E2, U1
• Aug 12 Motor Vehicle Incident	633	U1, E2, E1
• Aug 14 Campfire (LPG)	635 (DO)	U1
• Aug 16 EMA-FR	634	U1
• Aug 16 EMA-FR (H/C)	634	-
• Aug 19 Beach fire (LPG)	635 (DO)	U1
• Aug 20 EMA-FR	634	Cancelled
• Aug 20 BCAS Assist (Code 3)	634	U1
• Aug 20 EMA-FR	634	U1
• Aug 20 Prohibited Open Burn	635 (DO)	U1
• Aug 21 EMA-FR	634	U1
• Aug 23 Campfire (LPG)	635 (DO)	-
• Aug 24 Public Assist	635 (DO)	U1
• Aug 29 Hydro Fire	633	U1, E2
• Aug 29 Hydro Fire (Galiano)	635 (DO)	POV

Fire Rescue Responses: 18

633 Fire/Rescue:	22%	4
634 First Responder Medical:	45%	8
635 Duty Officer:	33%	6

Total Personnel Hours: 207 hours

Heliport: BC Air Ambulance: 3*

*does not include unreported BCAS helicopter flights

Fire Practice Hours: 196

Total Practice Session hours:	158
On-Island Supplemental training:	38
Off-Island Supplemental training:	0

Community Event Hours: 40

Community Events attended:	1
- MI Ag Society 90 th Annual Fall Fair	8FF X 5hr
-	-

Fire Prevention & Public Education / Community Events

- The fire prevention awareness campaign has been successful to date, with no instances of brush/grass or forest fires reported.
- Several Campfires were reported throughout the summer, however, all but one were approved propane appliances. The one prohibited fire was lit by a full time resident and it was explained to them why wood fires are prohibited.

Fire Practice, Training & Continuing Education

- Training and practice for August consisted of AED/CPR drills, Equipment familiarization, Pre-Incident plan review, Tools & tool hoisting, and finally finishing off the month with Firefighter Rehab procedures.
- In August Saferway Driver Training school instructors came to Mayne Island to assess our members. There were no immediate concerns.
- Fire Chief DeRousie, Captain Rice, and Captain Stobart have received their Fire Officer 1 accreditations.

Personnel

- Membership is at 24 members; 17 NFPA 1001 level 1&2 members, the remaining are Fire Rescue/Auxiliary members.
- Our ideal membership is a minimum of 25 trained and responding firefighters, supported by few auxiliary members.
- New recruit advertising started at the beginning of September. We have openings for four successful applicants.

Apparatus and Equipment

- Nothing to report for August - Apparatus and Equipment are all operating normally, with no losses of equipment.
- Annual servicing of the emergency standby generator is expected to occur in late September.

Operations and Administration

- Officer level operational awareness is being developed to enhance the volunteer officers knowledge in the operations and delivery of fire and rescue service to the public. This will include education programs as well as internal education processes.

Steven DeRousie,
Fire Chief

MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com

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



Wednesday, August 5, 2015

Present:

Fire Chief S. DeRousie, Captain E. Rice, Chair, Administrator G. Wise.

Guests:

None.

Meeting called to order at 12:57 hours, August 5, 2015

1. Agenda

Motion

Fire Chief S. DeRousie moved and Administrator G. Wise 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 Chief S. DeRousie seconded the motion to approve the minutes of March 6, 2015.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

- a. Workplace –
- b. Training -
- c. Personnel -
- d. Operational -
- e. Equipment –

- i. Fire Chief DeRousie reports that upon researching NFPA 1981 Standard on SCBA has determined that best course of action is to upgrade our current system now, rather than to wait longer.
- ii. Fire Chief DeRousie reports that the action items from the previous meeting have been completed. Utility 1 now carries a full complement of First Responder Medical gear (including AED). Engine 1 hard suction has been removed from the ladder rack and relocated on the truck.

- f. Other -

4. New Business:

- a. Workplace -

- i. Administrator G Wise presented an email received June 24, 2015 from the BC Municipal Safety Association regarding reporting of incident investigation to WorkSafeBC. The following incidents must be investigated by the employer within

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



48 hours, and a report must be submitted to WorkSafeBC within 30 days. The incidents are as follows:

- Any incident that resulted in serious injury or death to a worker
- Any incident requiring medical treatment
- Any incident that did not cause injury to a worker or caused only minor injury or death (aka near miss incidents)
- Any incident that involved a major structural collapse or failure
- Any incident that involved the major release of a hazardous substance (i.e. one person requiring medical aid, two or more requiring first aid)
- Blasting incident, dangerous incident involving explosives, or diving accident

These incidents are related to employees only, not calls that we respond to.

Administrator Wise also noted that the new Playbook has specific record keeping for the fire department.

- ii. Under the new Playbook and from a risk management point, Fire Chief DeRousie stated that the officers will be required to take the Fire Officer level I training.

b. Training - NOTHING TO REPORT

c. Personnel –

- i. Captain Rice reported that there had been a safety issue brought forward regarding a member and their driving of apparatus. They were offered some retraining and evaluation. The recommendation came back to us to reinstate this driver. Furthermore, Saferway Driver Training will be coming to Mayne to evaluate the rest of the members. Fire Chief DeRousie also noted that driving to emergency scenes during summer months may mean more traffic on the road and that will require a higher level of awareness for our drivers.

d. Operational – NOTHING TO REPORT

e. Equipment - NOTHING TO REPORT

f. Safety- NOTHING TO REPORT

g. Other – NOTHING TO REPORT

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 13:17.

Captain Eric Rice,
OH&S Chair