

Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, July 20, 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: none

GUESTS, MEMBERS OF PUBLIC PRESENT: none

AGENDA

Trustee McKinnon requested the following addition to the agenda:

under: In Camera: the Acting Chief will report on the Transition regarding the retiring Chief:

Trustee Gary Akey requested removing Item 4C (Position Descriptions) from Business arising from the minutes for today as the position descriptions have only just been sent to the Staff for their review and we would like time to be sure they are correct before proceeding.

Administrator added the following under Correspondence
Letter from Peninsula Co-Op

MOTION

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

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Tracey DeRousie moved and Trustee Dean MacKay seconded the motion to approve the Minutes from Board Meeting of June 15, 2012. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. MIVFFA relocation/report on septic system- Trustee McKinnon reported that Bill Warning has reported that the Bennetts have missed two scheduled meetings. Trustee McKinnon reported that he is frustrated but will follow up in the coming month.

- b. Report on proposed tank farm- Trustee DeRousie reported that the Improvement District has received 3 proposals from 3 Engineering firms. Proposals will be discussed in the in camera session.

CORRESPONDENCE:

- a. Letter from Mrs. Judy Taylor regarding: HC Gardening:
Trustee Bob McKinnon spoke in person with Mrs. Taylor on another occasion to explain that the Board will deal with the garden after the renovation. In the meantime maintenance care will be given on an as necessary basis. Trustee DeRousie asked who is doing the maintenance of the garden and Trustee Akey replied that is Janet McLeod. A proposal from Ingrid Marsh was also discussed. The Trustees all confirmed that the garden is important to all. Trustee Akey and Cilla Brooke spoke further in regard to future plans for the garden following the construction. It is hoped the garden can be changed to require less maintenance and will be more easily sustainable. The Administrator was asked to draft a letter for the Chair's signature to explain the present maintenance and the Board's future plans for the garden.

ACTION NOTE Administrator to draft response to Mrs. Taylor, for the Chair's signature.

- b. Letter Unsigned. Re: Fire hall committee The Trustees discussed the policy of not accepting unsigned letters.

ACTION NOTE Administrator to draft a policy re :correspondence incl. unsigned mail

- c. Note V.Johnston: Complaint Re: Health Centre Tax: noted as received
- d. Note J Ott requesting for copies of MIID Financial Audit and the Fire Department Audit. Administrator mailed both audits to Mr. Ott.
- e. Email Office of Fire Commissioner explaining the requirements of the Local Assistant to the Fire Commissioner (LAFC). The Administrator explained Mayne Island does not have an LAFC at this time and that an off-island person would have to be called to report and investigate any fire. Steve DeRousie has agreed to take the required course on-line and the Administrator recommended that the Board appoint him as LAFC. The Administrator also recommended that the Chief and Deputy Chief (whoever is in those positions) be appointed in the future.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to appoint Acting Chief Steve DeRousie as LAFC (Local Assistant to the Fire Commissioner)
Carried with Trustee DeRousie abstaining

ACTION NOTE Administrator will prepare the document for Board appointment of Steve DeRousie as LAFC

ACTION NOTE Acting Chief DeRousie will register for the on-line course.

- f. Letter from Peninsula Co-op regarding new cardlock key-cards. Trustee Akey recommended that the cardlock cards be dis-continued since the

Improvement District does have Visa. After a discussion, the Administrator was asked to close the card lock account.

ACTION NOTE Administrator will write Peninsula Co-op

Trustee MacKay advised Acting Chief that his farm has a large amount of diesel fuel if the Fire Department requires fuel on an emergency basis.

FINANCE REPORT – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper's Report:¹ - attached – Katherine presented her report with a note that only one property is presently in a position to go to Tax Sale this year. Katherine reported that the Administrator is presently working with our lawyer and the Ministry to avoid a Tax Sale. She reported that the Minister of Finance has credited the Taxes to the Improvement District account on July 6th. A discussion was held regarding the effective dates of the Balance sheet, Bank account and the Expense vs Budget reports. Trustee DeRousie asked if the Asset accounts for the vehicles were now correct, which Katherine confirmed. The two vehicles which had been confused on the Asset sheet were the "Command" vehicle (being replaced) and the "Rapid Attack". Trustee Gary Akey discussed placing funds into Reserves in compliance with our bylaws and planning for Budget meetings. Acting Chief and Trustee McKinnon to meet prior to the planning process to discuss the Fire Department portion of the budget. Trustee DeRousie asked if the new truck can be paid for with the 2012 taxes now received, or if withdrawal from Reserves is required. Katherine explained that the net amount would be transferred into reserves after the purchase of the truck, since the bylaw to purchase it had already been passed. Trustee McKinnon asked to discuss disposal of the "command" vehicle; the discussion was deferred to Acting Fire Chief's report. The Administrator pointed out the difference between the amounts owing at this time last year and as at today's report. It is believed that the sending of statements and consistent follow-up has made a difference. Trustee DeRousie asked what the item "Health Centre Billing costs" included: Katherine explained the following is included: Printing, Postage, Software consultant, labour for mailing, and ongoing labour will be incurred sending statements in coming months. Trustee Akey pointed out that the cost is less than the 5 ½% charged by the Ministry for collecting Taxes on behalf of the Improvement District. However, the Administrator and Finance Officer's wages are not included. Trustee McKinnon asked about the recommendation regarding in-house data base. Trustee Gary Akey explained that an investigation into cost effectiveness will be proceeding in the coming months.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Bookkeeper's report and Finance Report

CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair David Maude: The Chair reported that he spoke with David Howe, Director, CRD and Sonja of the CRD regarding Canada Post and the name of Mayne Island being "Mayne Island". Apparently now Islands Trust must pass a resolution. The Administrator pointed out that the postmark from our post office reads "Mayne Island"

¹ Bookkeepers Report
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MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Management Report. **CARRIED UNANIMOUSLY**

b. Administrator's Report: Gerrie Wise

- i. Bylaws to repeal Bylaws #9 (Subdivision approval with respect to fire hydrants) and #12 (Regulation of Garbage). The Administrator reviewed the conversations and correspondence with the Ministry. In respect to Bylaw 9, there are sufficient checkpoints and regulations in the process by senior governments (CRD & MOT) to ascertain compliance with building code, subdivision, water & septic management, and access/egress requirements. Bylaw 12 was considered to be beyond the mandate of the Improvement District with regard to licensing and zoning for commercial Garbage and Waste Disposal businesses. Should the District be required to begin a garbage collection in the absence of independent business, the Letters Patent do allow for a bylaw to be passed by Trustees in regard to funding. Also, the Ministry recommended amending both bylaws with respect to the penalties being stated as chargeable with regard to infractions of the bylaws as the District has no authority to charge penalties and must amend to read infractions would be pursued under the Offense Act. In summary then, the Ministry felt that the bylaws 9 and 12 must be either amended or repeal them. In consideration of these comments, the Administrator recommended following the Ministry suggestion to repeal both bylaws.

BYLAW 119 to repeal Bylaw No. 9 was introduced, reconsidered and passed by Motion made by Trustee Bob McKinnon and seconded by Trustee Dean MacKay. **CARRIED UNANIMOUSLY**

Trustee Tracey DeRousie asked if the Board is going to consider taxing in the future to take care of garbage. Chair asked that the matter be considered in light of the survey. Trustees McKinnon and Akey stated they felt that any taxation at this time is not called for. The discussion regarding taxation continued with the Trustee consensus that at this time, there is no consideration to tax for garbage collection.

BYLAW 120 to repeal Bylaw No. 12 was introduced, reconsidered and passed by Motion made by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon. **CARRIED UNANIMOUSLY**

The \$300 deposit by the present Garbage Contractor was discussed. The Contract is terminated and Notice was published in the April Mayneliner to the public that the District is not responsible for any outstanding collection tickets. Trustee Akey suggested the deposit should now be returned.

ACTION NOTE The bookkeeper was instructed to send the Contractor R. Dodds the \$300 deposit.

- ii. Research regarding ALR Assessment Rate. The Administrator reported that the advice of the Ministry was that the District is correct to charge tax levies for the Health Centre based on the full assessment rather than the reduced assessment rate (50%) for land within an ALR zoning. This decision was held in consideration of Section 753(3) of the Local Government Act, MIID Bylaw 86, and the Community Charter. A question arises whether the taxes for the Health Centre should fall under “General Municipal” (includes RD and ID) funding or “hospital”. The province does not recognize Mayne Island Health Centre as a “hospital”. However, the Ministry suggested that should the Board of Trustees wish to levy taxes on the reduced assessment for ALR lands, it would require a change of bylaw and is within the power of the Board to make that decision. The Administrator was asked to research how many properties are affected and the amount of tax adjustment which would result. The Chair suggested that we send a letter to those who inquired to explain the taxation is legal but that the Board may consider this for next year. The discussion continued with a consideration for next year’s taxes.

ACTION NOTE Report required on ALR Properties and effect on taxation rates

- iii. Water Analysis results² – The Administrator reported that the Water Tests for the water at the Fire Hall will now be reported to the Board. Any irregular test will be immediately brought to the attention of the Chair. The Chair will meet with the WSI employees who service the BCAS water treatment plant and Acting Chief Steve DeRousie on Tuesday to determine if check valves are in place and do another Chlorine treatment. The fact that the lease is up in February of 2013 was discussed with a view to making certain that the operation of the well and water management is covered in the lease agreement.
- iv. Request from Emergency Services to use MIID Survey Monkey Subscription (Fee paid already no further charge) to conduct survey for all island agencies who rely on volunteers. The Board agreed as long as it was clear that it was not a Survey by MIID.
- v. Insurance –a reminder that Sarah Peplow from AON Reed here at 11:15 AM, and each Trustee has a copy of the new policy summary.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Dean MacKay to accept the Administrator’s report. **CARRIED UNANIMOUSLY**

- c. Fire Chief’s Report from Acting Fire Chief³- attached – He added some comments on the disposal of Command Vehicle. He would prefer it disposed of off-island. Steve suggested not sell to anyone local as he is concerned

² Water Test results

³ Fire Chief’s Report

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about the number of repairs required and it is recognizable as a Fire truck. Chair mentioned that Saturna is interested. The MIVFFA also mentioned an interest in the vehicle. Chair suggested email to local fire departments. A further discussion brought the suggestion of listing on a web-site. Trustee McKinnon advised the Acting Chief that any enquiries should be answered as frankly as possible. Trustee Akey suggested sending it to an Auction once it is stripped out. (Ritchie Bros, Chilliwack) The discussion continued with the decision that the vehicle be listed on a website for 30 days, and then if there are no offers, send it to an auction. The price to be quoted was "offers"

ACTION NOTE: Steve will list the "command" vehicle for 30 days on website and forward an email to local fire departments.

The TUP for a Garbage collection area (Bennett's yard) was discussed. Steve had 5 recommendations for the Island Trust with regard to the Fire Department's consideration which were read to the Board.

Steve confirmed he will also be working with WSI on Tuesday in regard to the well and water issues.

A short discussion was held regarding hours of work for Steve as he fills in as Acting Chief and the Board expressed support for him. The Board also supports the authorized use of the new vehicle by Duty Officers as deemed appropriate by the Acting Chief.

Trustee McKinnon complemented Steve on his work to re-arrange the Fire hall.

Finally, Steve invited the Board and Staff to the Fire fighter's Pot Luck dinner on July 31, 2012

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to accept the Acting Fire Chief's Report. **CARRIED UNANIMOUSLY**

- d. Report from Officers Health and Safety Meeting –minutes are on file in the binder in the Administration Office for review by the Board. The Board reviewed the latest minutes from June.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to accept the Officer's Health & Safety Meeting Minutes Report.

CARRIED UNANIMOUSLY

e. MI Health Centre

- i. Health Centre Operations Report⁴ – B. Crumblehulme & short report⁵ from S. DeRousie. Questions were asked regarding the staff leaving windows open, thus causing concern regarding security. Once again a reminder will be posted. The amount of water usage was questioned. Trustee MacKay questioned the tracking of water usage. It was done to track any leakage. The report of usage will only be given to the Board if there is a concern
- ii. MIHCA Liaison: Cilla Brooke reported fund raising will wrap up next

⁴ Health centre Report Crumblehulme

⁵ Health Centre Report DeRousie

month. The committee is looking at equipment for the extension. The MIHCA Board renewed the contract for Sandra Dumond for a further year and hope to include inventory control as part of her duties. MICHA is also trying to expand the lab hours to a second ½ day in the week. Dr. Brooke asked about how the furnace is insured. The Administrator confirmed it is part of the building and is insured under MIID insurance.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the Health Centre Report. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Bob McKinnon's report was deferred as the lease is not up until Feb 2013
- b. Communications: Chair David Maude:
 - i. Chair indicated the Report on Website Statistics⁶ (attached) provided by Steve DeRousie.
 - ii. Mayneliner Article for Aug 1, 2012 (DEADLINE July 20- Today):
The Chair asked for suggestions and will send article to Alea.

ACTION NOTE: Administrator will contact the Mayneliner to add the Aug 17th Board meeting to the Calendar.

- c. Finance Report: Trustee Akey: earlier report
- d. Fire Department Trustee McKinnon – The process of hiring a new chief was discussed. Trustee DeRousie is excused from the procedure due to a conflict since Steve DeRousie has applied. The short list will need to be formed from the 15 applicants. The process will continue with Trustee McKinnon making calls to the candidates. The next steps will be taken shortly with interview process being the next step.
- e. FOIPPA: Chair David Maude: no requests
- f. Garbage Committee: Trustee DeRousie – asked if the Board wished to make a formal decision regarding taxation for the garbage service. Trustee Bob McKinnon does not believe we should proceed at this time, since the survey indicated taxation is not acceptable. The Board members all agreed that no further action is required at this time, but reserved the right to take responsible action in the future if it becomes necessary. Trustee DeRousie agreed and has written an article for the Mayneliner after receiving this consensus from the Board. She will email to all members for their approval. The Chair will submit the article to Alea.
- g. Government Liaison: Chair David Maude spoke regarding the request for the Islands Trust to sponsor a motion at UBCM regarding the surveyor of

⁶ Website/hardware/Software Report
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Taxes collecting the Health Centre taxes. Island Trust has declined to make the motion despite the instructions by MLA Murray Coell. The Board is satisfied with the in-house collection process at present.

- h. Health Centre Operations & HC Association, ER Expansion Committee: Trustee Gary Akey reported that the expansion committee did not meet, but various items are being studied. Still expect that September should be the start date. The Septic issues are still waiting for the Bennett's report. Pricing on the heating for the ER using a heat pump system is being studied. Three responses to the ad asking for expressions of interest to build the ER expansion have been received. Further discussion can be held in camera.
- i. Human Resources: Trustee Dean MacKay – nothing today
- j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie -.
- k. Fire Hall Committee Trustee Bob McKinnon reported he is looking for the report from the Metal Building Group, due today. He will call on Monday for a follow-up. The site plan was discussed. There are some concerns regarding the "schoolhouse". A meeting with MIVFFA, Trustee McKinnon and Trustee DeRousie will be set up to discuss those concerns.

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

OTHER BUSINESS: None

NEW BUSINESS: None

IN CAMERA

MOTION Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to go into "In Camera" session at 10:58 AM **CARRIED UNANIMOUSLY**

NEXT TRUSTEES MEETING DATE/S:

Jul/Aug TBA - Budget planning meeting(s)

Aug 17 – 9:00 AM Upstairs Fire Hall -Regular Board Meeting

ADJOURNMENT: Following the In camera portion of the meeting, the Meeting was adjourned at 12:08 PM by motion made by Trustee Bob McKinnon

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

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Bookkeeper's Report - MIID Board Meeting 2012-07-20

Attached:

- Income & Expenditure: Budget vs. Actual as at July 19, 2012
- Balance Sheet as at July 19, 2012

Reports:

Included in this report is an updated Budget vs. Actual and Balance Sheet. Please note a new account was opened for the purchase of Utility 1. Please let me know if you have any questions or concerns regarding these reports.

Delinquent Properties:

As at July 19, 2012		
Delinquent Properties		
Year	# of Prop's	Amount
2007	1	30.16
2008	1	33.96
2009	1	33.47
2010	2	67.85
2011	28	1,423.81
2012	626	38,312.43
Total		39,901.68

Post dated payments are included in the figures above. It's interesting to point out that at this time last year there was \$61,500 in receivables for 2011 tax levy.

I am pleased to report that MIID is down to 1 potential tax sale property. To date our efforts to collect the taxes on this property have been unsuccessful and Gerrie has now stepped things up and begun the process and discussion with our lawyer in order to facilitate payment of the 2 years of delinquent taxes owing. Statements were sent to the other 27 outstanding 2011 properties with a reminder that a 15% penalty will be imposed on the outstanding taxes on August 1.

Other:

On July 6 MIID received its budgeted annual tax levy payment from the Minister of Finance.

With over 70 returned invoices despite the fact that we worked very carefully with the software consultant to incorporate changes of address it's become clear that it would be more cost effective and efficient for MIID to maintain its own in house database avoiding duplication of efforts.

Respectfully,
Katherine Somerville
Bookkeeper

Mayne Island Fire Rescue

Fire Department Report



Fire Department Report of June 2012

Compiled by Acting Chief Steve DeRousie and presented at the July 20th 2012 MIID meeting.

Fire Department Emergency Call-Out hours for June, 2012

	Calls:
First Responder Medical:	1
Fires:	0
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	Emergency Callouts: 1
	Callout hours: 12

Public Assistance Requests & Community Events

	Events
	:
CRD address verification requests: *verifiable numbers not available	3*
Community Events attended:	1
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	Public Assist & Events: 4*

Fire Department Training & Practice hours for June, 2012

	Hours:
Tuesday Practice:	131.5
On-Island Supplemental training:	39.0
Off-Island Supplemental training: -BC FF I&II Evaluator @ 2012	16.0
BCFTOA Conference	
Work Experience Volunteers:	66.0
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	Training & Practice Hours: 252.5

The addition of BC FF I&II Evaluator credentials to the department now qualifies Mayne Island Fire Department to begin the NFPA 1001 FF I&II qualified training in-house.

Development of the Recruiting acceptance and expectations document is now in draft form and will be reviewed at the Officers Meeting prior to being presented to the Board for consideration.

Fire Department Personnel as at June 20th 2012

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

One Recruit-in-training requested a Leave of Absence – the loa was granted. The Fire Department is down one NFPA 1001 FFI&II qualified member as of the end of June. In addition to the complement of firefighters, we are fortunate to have six Work Experience Volunteers who are attending the fire hall on various weekends. Their extra help is very much appreciated.

Fire Department Apparatus and Firefighting Equipment

SCBA air bottles sent away for repairs were picked up June 20th and returned to 'in service' status June 22nd.

The boot order has been delayed due to numerous changes, back-orders, substitutions, and other delays.

Mayne Island Fire Rescue

Fire Department Report



On June 29th, the department was informed the new truck – Utility 1 would be available for delivery on July 3rd at Dams Ford in Vancouver. Arrangements were made to have the truck picked up on July 6th and delivered to RadioWorks in Victoria to have the electronics and lighting installed and decals applied.

With approval from RadioWorks, the D.I.V.R radio was removed from the Command truck in-house by Steve DeRousie to save the department unnecessary labour costs and lost staff time.

Tender 3 extension ladder had a frayed halyard rope and cable replaced, Engine 1 extension ladder experienced failure of the halyard rope during a training session and the halyard was replaced. There were no injuries or damage caused. The ladders are safe and in service.

Several lengths of forestry firefighting hose were taken out of service.

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

Prevention & Education

Open Burning was closed for the summer at midnight on June 30th.

Open Air (Class B) burn permits:	20
Land Clearing (Class A) burn permits:	Closed
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Burn Permits issued in June:	20
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Total Class A and Class B Open Air Burn Permits issued	
October 1st, 2011 – June 30th, 2012:	636

Heliport Operations

Heliport:	1
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BCAS Air Ambulance MedEvac:	1

The damaged breakaway glass for the Heliport Fire Extinguisher was also replaced.

Gardening refuse left below helicopter flight path was removed and hauled away on two occasions, costing \$50.00 each. It has been noted that garden refuse will not be deposited in the heliport area in the future.

Respectfully,

Steven DeRousie, Deputy Fire Chief

Acting Fire Chief, Acting Heliport Manager

Mayne Island Health Centre

Operating Report for June 2012

Water consumption:

March	3900 Litres
April	3300 Litres
May	5100 Litres

June water consumption not available as access to the water room is closed.

Water analysis:

Test results:

- Not available

A water report was written up and sent in to VIHA. I later met with VIHA a inspector who announced that the MIHC was very well managed. No concerns.

Ordered and received new water sample bottles.

Safety:

- While at the HC on a Saturday, a patient arrived with an injury. No nurse was available although the schedule indicated otherwise. Called 911 and brought in the ambulance.

Building:

- May McKenzie reported a smell in the Red Cross equipment room. This turned out to be a dead mouse that had been carried in with returned equipment in a plastic bag. I recommended that Assisted Living change their procedure for returned materials.
- Repaired a leaking drain in the 100 kitchen.

Management:

- Received a phone call from Gary Akey to say the management of the MIHC is to be turned over to the Fire Dept. effective 30th June. I was to remain available through 31st July.
- Met with Steve DeRousie on the 26th June for a walk through of the premises.
- Turned keys in to Steve on the 29th June and was given a computer “stick” to transfer master documents.

Respectfully,
Brian Crumblehulme

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					
Reported period	Month Jun 2012				
First visit	01 Jun 2012 - 01:15				
Last visit	30 Jun 2012 - 23:10				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	468	752 (1.6 visits/visitor)	1,724 (2.29 Pages/Visit)	21,426 (28.49 Hits/Visit)	1.17 GB (1628.61 KB/Visit)
Not viewed traffic *			1,679	3,986	152.33 MB

miidonline.com					
Reported period	Month Jun 2012				
First visit	01 Jun 2012 - 01:58				
Last visit	30 Jun 2012 - 23:45				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	270	446 (1.65 visits/visitor)	913 (2.04 Pages/Visit)	4,554 (10.21 Hits/Visit)	511.99 MB (1175.51 KB/Visit)
Not viewed traffic *			956	4,344	262.10 MB

Software / Hardware

June 2012

Software:	<ul style="list-style-type: none"> All users experienced invalid Outlook email certificates on start-up.
Hardware:	<ul style="list-style-type: none"> Nothing significant to report for June.

Website / News Update

June 2012

Website Updates:	<ul style="list-style-type: none"> miidonline.com - Updates posted to miidonline.com included the latest approved / draft minutes, July News Article, Fire Chief Job Posting and Request for expressions of interest Re: Health Centre Expansion. The most downloaded file was the Garbage Survey Results at 54, with the MIID Health Centre Expansion ad at 26 from June 17 – 30. mayneislandfire.com - Fire Danger Ratings and Fire Closures, Fire Chief Job Posting (new page), and Call-Out statistics updated. Of the 253 page views of ...jobposting.html page in June alone – 155 linked in from the FCABC sharepoint site listing.
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