



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, Nov 8, 2016

Time 1:00 PM

Location: Meeting Room, Fire Hall, 520 Felix Jack Road

CALL TO ORDER:

The meeting was called to order at 1:00 PM by Chair, Trustee Cilla Brooke

PRESENT:

Trustees: Cilla Brooke, Chair; Brian Dearden, Sean Skiffington, Bob Soper; Dereck Atha

Staff: Corporate Administrative Officer (CAO): Katherine Somerville;

Recording Secretary: Gerrie Wise; Acting Fire Chief: Captain Kyle Stobart; Captain Eric Walker

GUESTS, MEMBERS OF PUBLIC PRESENT:

Bill Jamieson, John Aitken, Katja Korinth, Sid Mister

AGENDA – Additions, Approval

The CAO and Acting Fire Chief had items for In Camera meeting

Trustees Skiffington, Brooke and Soper had items for In Camera

MOTION Trustee Atha moved and Trustee Dearden seconded the motion to approve the agenda as amended. **CARRIED**

PREVIOUS MINUTES OF BOARD MEETINGS:

MOTION Trustee Soper moved and Trustee Atha seconded the motion to approve the Minutes from the Board Meeting of October 18, 2016 as circulated. **CARRIED**

BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:

a. Tax Sale: The CAO announced that the tax sale will be held here at 1:00 PM, December 14, 2016.

b. Formation of Committee Re: Operational Guidelines: Communication

The Chair asked if the Terms of Reference for the committee have been prepared. Trustee Dearden asked for a clarification of the process. The CAO explained the procedure and offered assistance. After discussion the Trustees and Bill Jamieson agreed to meet to create the terms of reference for the committee and bring them forward to the Board. Trustee Dearden provided draft notes from the last meeting which will be discussed with the committee members and then presented to the Board at a later date.

CORRESPONDENCE:

a. Letter: Ministry of Community, Sport & Cultural Development, approving the Fire Protection Bylaw

b. Letters: (2) Dawne Cressman, providing the Board suggestions on Public Relations and the hiring process.

c. Letter: Bev Whitney, thanking the Board and Staff for all their work and acknowledging the work done by Steven DeRousie as Fire Chief and for his years of service.

d. Email: cc from Mayne Harbours Group, addressed to David Howe, CRD Director, regarding the poor condition of the Miners Bay Dock.

CORPORATE ADMINISTRATIVE OFFICERS REPORT

The CAO presented the Balance Sheet & Budget vs. Expenses Report, and Administration Report¹.

- Tax sale for unpaid taxes and upset fees 1:00PM Dec 14, 2016 here at the firehall.
- The Health Centre Repairs Log² was reviewed.
- The benefits review will be brought to the next meeting.
- A recent discussion was held with the SGIEP/CRD regarding the lease of space for the EP program.
- Attended the Water Application and licensing workshop. MIID wells will be registered by Feb 28, 2017
- The Taxation software upgrade is underway this month with help from Vadim, our software supplier.
- She continues to work longer hours to meet the additional IT work and administrative duties now required since the resignation of the Fire Chief.

MOTION Moved by Trustee Atha and seconded by Trustee Dearden to approve the CAO Report.

CARRIED

REPORTS

a) Management: Chair: Trustee Brooke presented her report explaining most of the work for the Trustees during the past month has involved the hiring of a new Fire Chief and negotiations for the SGIEP/CRD lease. There are some considerations regarding Finance which will be discussed later in the meeting.

MOTION Moved by Trustee Soper and seconded by Trustee Skiffington to accept the Management report.

CARRIED

b) Acting Fire Chief's Report³ Captain Kyle Stobart gave his report:

- 7 incidents were responded to in October.
- Attendance at incidents is improving and at practice has been exemplary.
- 1 firefighter completed his CISM course – Bill Jamieson gave an explanation of the course. He is at present the only member with this training, and recommended to the Acting Fire Chief to have another member trained and a co-operative committee formed with Mutual Aid partners to share the knowledge and ability to provide service as required.
- 1 recruit attended Live-fire training toward completing her training.
- Annual Christmas Volunteer Appreciation dinner is booked for Saturday, December 17th at the Bistro.
- The Acting Fire Chief distributed the minutes from the Officers Meeting which he will discuss in the in camera portion of the meeting and would like to suggest the minutes be reviewed by the Board each month.

MOTION Moved by Trustee Skiffington and seconded by Trustee Atha to accept the Acting Fire Chief's Report.

CARRIED

c) Report from Occupational Health and Safety Committee: Acting Fire Chief Stobart and the CAO reported that the Draft Minutes of the meeting of Sep 20, 2016 were circulated at last Board meeting. There has been no meeting since then. The Trustees had no questions.

TRUSTEE & COMMITTEE REPORTS

a) Fire Hall Build: Trustee Skiffington reported that the Mechanical Consultant performed his walk-through. Details will be discussed in camera.

b) Finance Committee: Trustee Brooke: nothing to report at this time. Trustee Soper requested a discussion "in camera"

¹ Administration Report

² Health Centre Repairs Log

³ Acting Fire Chief's Report

c) Health Centre & HC Association: Trustee Soper reported that the only outstanding issue is the curtain drain to prevent flooding at the Health Centre. Other alternatives to a curtain drain are being considered.

d) Human Resources: Trustee Atha had no report at this time.

e) Fire Department End of Service and Support Team Committee: Trustees Brooke & Skiffington: Trustee Brooke reported the committee met and discussed the large amount of work to be done, which includes SOG's and Position Descriptions, as well as such items as "fitness" qualifications. Trustee Brooke is examining the medical issues in detail in regard to fitness requirements and suggested "end-of-service" procedures.

f) Hiring Committee: Trustee Atha reported that the posting for the Fire Chief was approved and posted on the following websites: Civic Info; BC Fire Chief's Assoc., and Canadian Association of Fire Chiefs. Advertising fees will be charged to the "Advertising" budget. Closing date is December 14th. Six applications have been received to date.

MOTION: Moved by Trustee Skiffington and seconded by Trustee Soper to accept the Committee Reports. **CARRIED**

OTHER BUSINESS:

a) Communications/ Articles for Website/Mayneliner: The Chair asked the Board if they wish to submit an article to the Mayneliner. A Christmas greeting from MIID & MIFD will be published in the Mayneliner in the monthly Fire Chief's article. Acting Fire Chief Stobart will review the ad with Trustee Skiffington.

NEW BUSINESS: None at this time

NEXT BOARD MEETING DATE/S: TBA

Tuesday, Dec 6, 2016 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS:

The Chair asked for questions from the public.

Sid Mister asked why the Tax Sale is not advertised.

The CAO explained that purchasing ads is not required under the Local Government Act; local notice has been given in our Minutes and the MIID website; and, of course, the delinquent taxpayer has been served with legal notice.

Mr. Mister asked why the concrete floor has large cracks in it, and expressed concern regarding the building.

Trustee Skiffington explained that the floor's condition is on the deficiency list for the contractor.

The Chair thanked the guests and asked for a motion to go into the In Camera session.

MOTION TO GO IN CAMERA

MOTION Trustee Atha moved and Trustee Skiffington seconded the motion to go into "In Camera session" at 1:55 PM. **CARRIED**

The Chair called for a short recess before convening the in camera session.

Following the In Camera portion of the meeting, the regular meeting was reconvened

NEW BUSINESS – reconvened

Lifted from “in Camera” portion of the meeting:

“**MOTION** Trustee Soper moved and Trustee Skiffington seconded the motion to lift the remuneration Motions to the regular Board meeting as new business.

MOTION Moved by Trustee Atha and seconded by Trustee Soper that for the duration of the time he is Acting Fire Chief, Captain Stobart will be paid the agreed upon hourly rate at straight time for 40 hours per week or up to 50 hours per week at standard hourly rate. Call in rate will apply for all call outs including Practice, effective as of the current pay period. **CARRIED**

MOTION Moved by Trustee Skiffington and seconded by Trustee Soper that for the specified time of working with an Acting Fire Chief, Katherine Somerville will be paid the agreed upon hourly rate at straight time for 32 hours per week or up to 42 hours per week at standard hourly rate, effective as of the current pay period.

CARRIED”

ADJOURNMENT:

The Board meeting was adjourned at 4:15PM by motion made by Trustee Dearden

Transcribed by: Gerrie Wise, Recording Secretary

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Approved

Sean Skiffington, Chair

Date:



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

On Thursday October 27th Trustee Brooke and I met with Brigitte Prochaska (SGIEP Area Coordinator) and Pender Island Fire Chief, Charlie Boyte (SGIEP Commissioner) regarding the Emergency Program lease space. This was our second formal meeting together, it was a productive meeting, and we each have follow up consultation to complete with our respective Boards.

On Saturday October 22, I attended at the Agricultural Hall related to the new Water Sustainability Act. The District has four wells that will need to be registered by February 28th 2017 in order to avoid registration fees. Once registered, there will be a nominal fee annually based on the volume of water consumed.

The District will hold a tax sale December 14, at 1 pm here at the Fire Hall. The tax sale will be cancelled if payment for the upset fees is received prior to the sale.

The Health Centre Repairs Log is attached for your reference. I will remove the paper towel holders from the repairs log list. I have been in touch with MIHCA and it would appear that the existing holders belong to MIHCA and as such they will make the necessary repairs or replacements to them.

A complete benefits review is underway; I am waiting for our agent to provide a report. I hope to have an update for you at next month's Board meeting.

The Districts taxation and accounting software is being upgraded throughout the month of November. This is a significant upgrade that affects all Vadim clients as the previous version of software is no longer supported by the developer. I am looking forward to the upgrade; I understand this updated version will provide a greater versatility to reporting, inquiry and maintenance (RIM) while also providing increased user friendliness. This upgrade will require training throughout November and December.

The Fire Protection Taxation Bylaw 2017 has been approved by the Deputy Inspector of Municipalities.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

*Presented at the MIID Board Meeting of 2016-11-08
Attachments included;
Budget vs. Actual & Balance Sheet, period 10, 2016*

Printed November 3, 2016

Arrears, Delinquent and Credit Balances as at Nov 3, 2016		
	# of Prop's	Amount
Current Yrs	199	4,380.31
Current Arrears		
Interest and penalties incl.	46	932.46
Delinquent Arrears		
Interest and penalties incl.	9	55.24
Credit Balances	59	(1,562.45)
Net Owing		3,805.56

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2



Health Centre Repairs Log

12/09/2016

Criteria for Priority Rating: -

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

Reported	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Repairs Finished	Repair Scheduling
Jan. 5/16	Facility Mgr	Will need to wait for drier weather	Paint on trim around exterior of emergency room door peeling off - no primer.	4		
28/7/16	KS	MIHCA Responsibility? Confirmed in email dated Oct 25 from MIHCA these will be replaced by MIHCA	Paper towel holders need replacing (7)	4	✓	
28/7/16	KS		Thresholds (2) need replacing doctors wing	4		2017 Budget
28/7/16	KS		Birds nesting – solution required possibly replace fixtures with anti nesting type	4		

Fire Department Report

To: **Board of Trustees**
 CAO K.Somerville
 From: Acting Fire Chief Kyle Stobart
 CC: File
 Date: Tuesday, Nov. 8th 2016
 Re: October 2016 Fire Department Activity Summary



Mayne Island Fire Rescue
 Volunteers Serving the Community

Alarms: 7

There were 7 incidents responded to by firefighters in October. Early stormy weather had us responding to 2 calls for trees on hydro lines, as well as an MVI with the majority of calls being FR(medical). Of the 7 call outs, 6 were code 3 (lights & sirens) responses.

Date	Time	Pager	Type	ToS	Members/Units
10-01 2016	5:00	634	EMA Medical	11	6 U1
10-07-2016	00:36	635	D/O RCMP Assist	25	2 U1
10-12- 2016	21:49	633	FIRE MVI	15	8 E2/T3
10-14- 2016	15:04	633	FIRE Hydro-Tree on lines	14	7 E2/U1
10-15-2016	18:24	633	FIRE Hydro-Tree on lines	13	7 E2
10-19- 2016	02:21	634	EMA Medical	36	3 U1
10-19-2016	11:54	634	EMA Medical	6	4 U1

Response Time Analysis

Firefighters arrived on scene within 15 minutes for 70% of calls received this month. The 2 calls over 15 minutes were late night calls-see above.

August 2016	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:				
Other Alarms:		1	4	2

Member Attendance for Officers and Firefighters:

Total hours are down 155 hours from October 2015, and up 22 hours from September 2016.

For alarms - 4 members have exemplary attendance.

For practices - attendance has been exemplary for nearly all members.

October	2016 Alarm / hrs	2015 Alarm / hrs	2016 Practice / hrs	2015 Practice / hrs
Officers attendance	7 Incidents 47	8 Incidents 59	4 Practices 38	4 Practices 55
Firefighter attendance	43	31	66	55
F/R Auxiliary attendance	0	14	0	46
Totals	90	104	104	156

Personnel and Training

One firefighter has completed CISM debriefing and assessment courses in October and a recruit attending Live Fire in November. Captain Walker and myself continue to strive to make our Tuesday night practices enjoyable and

rewarding.

The personnel numbers reported below reflect our membership as of October 31, 2016.

Total Active Personnel		NFPA Firefighter 1&2 and Exterior	FF in Training:
August 2016:	16	16	1

Fire Apparatus and Equipment

Apparatus and equipment are operating normally.

There have been no problems reported with the apparatus or firefighting equipment in October.

Administration and Operations

I have completed the LAFC introduction course and an application has been mailed to the OFC to have myself appointed as the local assistant for Mayne Island.

I would like to mention to the trustees and to the community, that they can feel proud to have a fire department our size that is as well trained and as well equipped in a hall a functionable as this one to serve their community, and we will continue to move forward with recruitment and training, to maintain or improve our operational ability.

Standby Generator and Heliport

The emergency standby generator is operating normally and it appears that the previous issue with the health care transfer switch has been resolved.

There was no heliport use in October 2016.

The annual Christmas Appreciation Dinner has a tentative Booking for Saturday Dec. 17th .

I would like to extend an invitation to the MIID trustees and spouses to attend.