

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, February 16, 2015
Location: MI Health Centre**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon, Chair; Doug Walker, Sharon Hinton, Cilla Brooke;
Brian Dearden

Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,

Finance Officer: Katherine Somerville

Lindsay Allan, Chair MIHCA

ABSENT : None

GUESTS, MEMBERS OF PUBLIC PRESENT:

Tracey DeRousie; David Lindquist;

AGENDA – Additions, Approval

None

MOTION Trustee Doug Walker moved and Trustee Brian Dearden
seconded the motion to approve the agenda **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Sharon Hinton moved and Trustee Doug Walker seconded the
motion to approve the Minutes from the Board Meeting of January 12, 2015 as
circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Garbage & Recycling concerns: To be covered under the Administrator's or Trustee Dearden's report
- b. Policies – Vacation & Working Alone – Trustee Brooke reported she is working on this, and after circulating through the Staff the policies should be ready for the next Board meeting
- c. Meeting Property Owner West side - Bob McKinnon, Chair explained that an agreement has been signed which will modify the slope on the adjoining property. to rectify the difference in elevation along the property line. The Chair thanked the neighbour for his generous co-operation
- d. Meeting Property Owner South side - Fire Chief spoke with the neighbour and the trees affecting the heliport will be dealt with as agreed.
- e. Administrator's Position Description Trustee Cilla Brooke explained this will be covered in HR report.
- f. Posting Agenda on Website: Chair asked for questions Trustee Brooke raised the issue of financial concerns, and would like to wait until budget discussions to make this decision. Trustee Walker asked what the cost estimate is to post the agenda.

Trustee Brooke believes that it has yet to be determined who will be doing the posting to the website (there will be training involved) and the costs need to be properly investigated and assessed as they have not been budgeted for in 2015. She also reminded the Board that things such as renting places for meetings, and additional charges by Alea are also not in the budget. Trustee Brooke asked for an indication from the Board if there is a wish to continue with the monthly column. The Fire Chief did point out that the Mayneliner does circulate to 900 persons per month on Mayne Island. It was agreed by the Trustees to table the matter for further study by the HR and Finance committee.

CORRESPONDENCE:

- a. Letter from Alea¹ re: monthly fees: Bob McKinnon, Chair remarked that this adds \$840 to our costs which is not in the budget, and called for discussion. Trustee Dearden stated that \$70 seems high. The Chair explained Alea is charging MIID a "government" rate equivalent to that charged the CRD and Islands Trust. Trustee Walker suggested we need to see if this can be absorbed so that we can continue the present level of communication to the public. Trustee Dearden feels that we should negotiate a lower amount. Trustee Walker would like Finance Trustee Brooke to study the budget for funding. A further discussion took place. Trustee Walker would like to continue to submit articles and find the funding. The Chair asked that we continue at least for the next two months and asked Trustee Brooke to provide a report for the next Board meeting.
- b. MI Vol. Fire Fighters Assoc Property Insurance: The Administrator confirmed the policy was received and is on file.

FINANCE REPORT Katherine Somerville, Finance Officer presented the Finance report² attached, and presented the pre-audit Budget versus Actual Expenses report for 2014 and 2015 Budget vs Actual for January 2015 to the Trustees. She also reminded the Trustees the Auditor will be here tomorrow afternoon. A further report on fire hall construction will be made In Camera. No questions were asked.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to approve the Finance Report

CARRIED UNANIMOUSLY

REPORTS

- a. Management: Chair: The Chair reported that he has been occupied with Fire hall build and Garbage and he will defer his remarks to the reports for Fire Hall and Administrator respectively.

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Cilla Brooke to accept the Management Report.

CARRIED UNANIMOUSLY

- b. Administrator's Report: Gerrie Wise provided her report³ (attached) and added that a garbage report was sent to Trustee Dearden & the Chair and will be

¹ Letter: Alea Design & Print

² Finance Report

³ Administrator's Report

filed with the Committee reports. The Administrator asked Trustees Hinton and Brooke to meet to discuss the bollards for the HC parking lot. A meeting for Wednesday morning was set. She then asked for further questions.

The Garbage issue was discussed. Bob McKinnon, Chair expressed his concern that garbage is going to continue to be moved off the island in a timely and cost-effective manner. He gave an approximate figure of \$500/trip totaling \$30,000/year to remove garbage from Mayne to the Landfill, plus payroll as well as capital start-up costs. He estimates an annual cost of about \$70,000 to \$80,000. He would like more information for the public before the AGM. Trustee Dearden appreciates the research done, and would like further research on other islands. Trustee Walker would like to ask CRD for an explanation of their rulings regarding the landfill and as a group of islands we should ask them how they expect it to be implemented. What have they done to improve the environment and how this issue is to be dealt with. The Chair explained that we did speak to that issue in our discussion with the CRD in December. At this time we need to work more closely with other islands in order to have a stronger lobby with CRD.. If at the end of the day we have to provide garbage service by taxation we need to be in concert with others.

Trustee Dearden believes that like Port Renfrew, a parcel tax for garbage may be inevitable, whether it is viewed favourably or not.

The Board requested the Administrator to continue to look into other communities' solutions and work with the Bennetts.

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 Report⁴- attached was presented by Fire Chief Steve DeRousie. He added that the Department is prepared for the large events coming up; Easter (Apr 3-6) and Festival Active Pass (Apr 17-19). He also explained the plan to have a schedule of Training objectives for the Tuesday night practices. The schedule will be put out twice a year. Three Officers will be sent on the Administrative course this year. Other off island regional training will be taking place for those fire fighters demonstrating their commitment to the department. Funding for Training will be augmented by using the "new recruit" training funds in the budget for this year, since we do not have any new recruits. Work continues on the OG (Operational Guidelines) for improved Department structure. ProFire visited on Feb 13th for annual service all vehicle pumps. The trucks all passed, and no significant repairs were required, however Engine 1 is showing its age. The Department Annual report will be done prior to the next Board meeting and will be submitted to the Board. Additional information on the hazmat spill can be covered in camera.

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 Committee⁵. The Draft of Minutes from Feb 13, 2015 was discussed. The Chief explained various items and asked for questions. He brought the action items to the attention of the

⁴ Fire Chief's Report

⁵ Minutes & Draft Minutes from Occupational Health and Safety Committee

Board of Trustees MIID

Meeting Minutes Monday, Feb 16, 2015

Approved by the Board March 9, 2015

Board, including “working alone” issues. He also explained lighting concerns around the trailers and tent. A non-injury fall was reported resulting in the decision has been made to have all lights on 24/7. The Chair asked for details regarding the “FR” kit for Utility 1. The Chief explained that a First Response kit should be available on Utility 1 in case of a need to render aid while members are attending events in the Community with the Utility vehicle. Examples were given such as a display at the farmers market. Our members would call for assistance (Ambulance or first responders) and still be able to render 1st Aid if the kit was part of Utility 1’s inventory.

Trustee Walker asked about the policy regarding assisting RCMP. The Chief explained the policy which states that MIFD responding to an RCMP assist callout will wait for the RCMP before entering, (unless a fire is visible) is developed for the safety of our responding members.

The Chair stated this was a concern when the RCMP removed the member from the Island. The Chief also explained that the RCMP have a new dock now and have reduced their response time.

MOTION It was moved by Trustee Sharon Hinton 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 Repairs Report ⁶ (attached) The Administrator also circulated the Maintenance⁷ report, and asked for questions. None were received.
 - ii MIHCA- Lindsay Allan, Chair - Lindsay thanked all the merchants for circulating the petition regarding the on-call nurse. On Feb 28th they will be meeting with Gary Holman, MLA to present petition with 600 signatures. Other events coming up:
 - March 5th: meeting re mental Health sponsored by Salt Spring Island Mental Health.
 - March 11th: First aid course 50% of course fees covered by a donor.
 - March 12th: Walk-in clinic for skin examinations.
- The Lab Assistant has not been replaced. Three candidates have been presented to IH. One person may be a candidate to qualify with only a refresher course. A number of people (50 to 60%) are going off island with TAP forms.

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

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton – nothing to report
- b. Communications: Chair Bob McKinnon: Regarding the Mayneliner article for March, due Friday (20th), the Chair suggested he will prep a draft and circulate. There may be a meeting Wednesday; the Chair will email notice. No further FAQ’s have been brought forward.

⁶ HC Maintenance Report

⁷ Report from HC Maintenance.

- c. Fire Department: Trustee Doug Walker – nothing to report-
 - d. Finance Committee Trustee Cilla Brooke –nothing at this time
 - e. FOIPPA: Chair: no requests were received,
 - f. Government Liaison: Chair: nothing further
 - g. Health Centre & HC Association, Trustee Sharon Hinton – nothing further
 - h. Fire Hall Committee: Chair reported that he met with Scott Zukiwsky and Dave Jorgenson last week and brought the Project Supervisor (Scott) to task about communication. They have agreed to have a telephone conversation every Tuesday afternoon. A delay of approximately 6 weeks due to the required removal of organic material from the excavation and filling with Engineered fill. Re-bar will be placed and the concrete footing should be poured next week. Mechanical and electrical bids should be forthcoming very soon. Steel arrives first week of April. A short wall will be poured on the footings. The steel structure is attached to the foundation by bolts and the surveyor will be in attendance for the correct placements. Chair mentioned that the sprinkler system may require all four of the present tanks. Still waiting for information from BC Hydro and electrical engineer regarding the location (shed or fire hall) of the 600 amp service and whether an overhead or buried line will be used. Trustee Dearden asked why the foundation forming was handled “in-house” rather than the contractors who submitted tenders. Liberty determined that in-house labour and purchasing the cement directly will be more cost effective for MIID. They are now comparing the costs of cement from firms (Sidney vs. Salt Spring). The Re-bar firm is a contractor from the mainland. As soon as the Chair receives quotes he will share them with the Board.
- The Trustees expressed thanks to the Chair for all his work.
- i. Human Resources Committee – Trustee Cilla Brooke introduced the new Job Description for the Administrator which was tabled in January. A copy was circulated to the Trustees. Trustee Brooke explained the language was clarified, no tasks were removed; the only addition was to record the management of the Health Centre.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to accept the Job description **CARRIED UNANIMOUSLY**

- j. Garbage Committee – Trustee Brian Dearden – nothing further
- k. Fire Fighters Liaison – Bob McKinnon, Chair reported that he discussed with Bill Jamieson that the FF will have to arrange their own concrete pour, rather than have it done at the same time as the fire hall foundation pours. MIID will, however, provide access.

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:

AGM – April 25, 2015

The Chair has asked Trustee Walker if he would accept the position of Nomination Committee Chair, and he has agreed.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Cilla Brooke to appoint Trustee Walker as Chair of the Nomination Committee.

CARRIED UNANIMOUSLY

The Chair announced that his term expires this April and he will run again.

NEXT TRUSTEES MEETING DATE/S:

Mar 9, 2015 - 9:00 AM Regular Board Meeting

The location for meetings was discussed. The Ag Hall charges \$35/meeting. Meeting at the Health Centre does disrupt some of the practitioners; and as well, the Health Centre should be receiving rent (a donation to MIHCA). The Trustees expressed the opinion that meetings should, if possible, be held in a no-cost location. The Chair asked the Trustees for their decision.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to return to the temporary fire hall for the Board meetings.

CARRIED UNANIMOUSLY

QUESTIONS FROM GUESTS:

The Chair asked for questions.

Dave Lindquist enquired regarding the First responders waiting for the RCMP. He asked if the firefighters would attend a dropped 911 call and enter the residence without the RCMP if they knew the occupants of the residence. He asked: "Would protocol take preference over common sense?"

The Fire Chief explained that every situation is different and there is the ability to make a decision at the scene, but always decisions must be made with the safety of the responders foremost. Mr Lindquist stated he was reassured by the Chief's answer.

The Chair thanked the public for coming

Guests left the meeting at 10:25 AM

IN CAMERA MOTION

Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to go into "In Camera session"

CARRIED UNANIMOUSLY

ADJOURNMENT:

Following the In Camera meeting, the Board meeting was adjourned at 11:15 AM by motion made by Trustee Cilla Brooke

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

Finance Report - MIID Board Meeting 2015-02-16

Attached:

- 2014 Yr. End B.vs A. Draft
- 2014 Balance Sheet
- 2015 Budget vs. Actual

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at February 12, 2015		
	# of Prop's	Amount
Current Yrs Penalties incl.		
Current Arrears Interest and penalties incl.	184	3,142.02
Delinquent Arrears Interest and penalties incl.	22	516.70
Credit Balances	41	(1,106.14)
Net Owing		2,552.58

Summary:

As you may have noticed the current taxes owing are now considered in arrears or delinquent. Of the 22 delinquent properties 10 properties have a balance due to unpaid penalties and/or interest. As usual Gerrie and I will do our best to bring the remaining 12 properties up to date before they become eligible for tax sale this summer.

The auditor will be in our offices Tuesday afternoon to begin the yearend audit. I have been busily preparing the yearend adjustments and reconciliations to ease the audit process. T-4's will be prepared at the end of next week.

I have brought with me to the meeting the New Firehall Project binder updated with the forecast to complete. I would ask each trustee to review the information contained in the binder and then sign that they have read it. This binder will be reviewed by our auditor as well.

I have attached a copy of the 2015 Budget vs. Actual. As the Board is aware, during the budget process we take many factors into consideration when deciding on an accurate amount to budget for a particular line item. Last year MIID added a line item for incident expenses, this line item is used to expense any charges related to an incident that cannot otherwise be absorbed by the budget. Due to the disposal of hazardous materials from a recent incident we have now exceeded this budget line. Next year MIID might like to consider increasing this budget in case a similar incident occurs in the future.

Respectfully,

Katherine Somerville

February 12, 2015

Mayne Island Improvement District

Administrators Report Board Meeting Feb 16, 2015

HC Premises:

The list of planned or required work is attached, copy to the Board and Chair, MIHCA. A plumber will be called for a leaking sink (Room 207) and we will ask for a repair estimate for the rotting located at the foundation at the SE corner.

VIHA (IH) Lease:

The original lease was divided into two at their request for their administrative purposes. They were signed and returned to us in mid-December. We have sent an invoice for \$2,250 outstanding under the terms of the new lease(s) which still is outstanding as of this report date.

Strategic planning. Health Centre:

Brought forward from last month: Although further planning will be done at the time of budget planning, I'd like to meet briefly with the Committee (Finance Officer, Trustees Hinton and Brooke and Lindsay Allan, Chair MIHCA) to discuss the type of bollard to be installed. That is: "traffic control" or "building protection". The cost difference is significant – approximately \$4000- so it is important to determine the purpose.

New Fire Hall Water System:

"Water Source" approval for our two new wells has been granted and forwarded to Liberty for the water system design and Tenders. An application for Waiver or Construction Permit will have to be made with the plans and details of the water system proposed, including water treatment.

Adjoining property on Western property Line

Letter of agreement signed with owner.

MIVFFA – Lease Amendment for property incursion is waiting for the Surveyor to attend. The Appendix will be amended to reflect the position of the "schoolhouse" within the boundaries and then initialed by all parties.

Garbage – I continue to work with Rose Bennett and CRD representatives, Island Trust, CRD Director, Dave Howe to find a workable solution to the requirements of the landfill and service to the community. I have also contacted Anne Burdett of Pender Waste Management. A report has been prepared for the Board.

Island Trust will be hosting a community "town hall" meeting Saturday, March 21 and the topic will be on the agenda.

AGM– The Ag Hall has been reserved for April 25, 2015 from 12:00 noon to 5:00 PM

G. D. Wise
February 11, 2015

Mayne Island Fire Rescue



Fire Department Report for January 20154

Presented to the Improvement District Trustees - Monday, February 16th, 2015.

Emergency Call-Outs	Pagers	Apparatus	Responses:	7
• Jan 1 st EMA-FR HLA-3-FR	(634)	-Eng2	633 Fire / All Page:	29%
• Jan 2 nd Fire Alarm - Comm	(633)	-Eng2, T3, Eng1	634 First Responder Medical:	42%
• Jan 3 rd Assistance - RCMP	(635)	-Duty Page Only	635 Duty Page:	29%
• Jan 5 th Assistance - RCMP	(635)	-Duty Page Utility1	Total Personnel Hours:	88 hours
• Jan 11 th EMA-FR HLA-3-FR	(634)	-Eng2		
• Jan 11 th EMA-FR BLS-3-FR	(634)	-Eng2	Heliport: BC Air Ambulance:	1*
• Jan 21 st 025 HAZMAT	(633)	-Eng2, T3, Eng1, Utility	*does not include unreported BCAS helicopter flights	

December response hours: **Down 81½ hrs** (Dec: 169.5 hrs)

Fire Prevention & Public Education / Community Events

There were no Fire Prevention, Public Education or Community Events attended in January.

Community Events:	0
Community Events attended:	0
-	0
-	0

Fire Practice, Training & Continuing Education

The Fire Practice schedule for the first half of 2015 is near completion - we're working on implementation of a predetermined practice schedule which will be published to the firefighters twice each year.

Fire Practice Hours:	126
Total Practice Session hours:	126
On-Island Supplemental training:	0
Off-Island Supplemental training:	0

Training and Continuing Education courses for Fire Department Officer 1 are booked for the staff Officers to be completed mid-year. Regional training weekend schedules should soon be available. I will be able to send some of our members to these RTW's this year as the funding allocations are available for this training.

Personnel

Our membership level is unchanged for a total count of 24; Firefighters are requesting improved Operational Guidelines for all manner of topics; these OG's are still in development. The department officers are critiquing and reviewing the draft OG's which I will then present to the appropriate Trustee(s) for review and eventual approval of the Board.

Total Responding Personnel: 24*			
Hot Zone Firefighters:	17	Auxiliary Firefighter:	7
NFPA 1001 FFII accredited:	9	FF Auxiliary:	7
NFPA 1001 FFI, equivalent	8		
Recruit firefighter:	0	On Approved leave:	0

*includes recruits and members away on leave of absence

Apparatus and Equipment

No unexpected repairs occurred in January. All other apparatus and equipment are operating as normal. Annual apparatus pump service and maintenance will take place on February 13th, done by Profire. CVSE vehicle inspections are booked to be done in March for all department vehicles. We've received 4 reconditioned Scott SCBA air packs which will ensure we maintain compliance with NFPA and WCB for current code requirements. Some of our older non-compliant SCBA were returned for trade-in credit towards this expense.

Operations and Administration

I've begun the process of assembling the 2014 annual report to the Board which should be available by the March Board meeting. We were called out to a level 1 hazmat incident on January 21st for a fuel spill. There were no charges either from RCMP or MoE to the individual who had the accident, therefore the fire department will have to absorb the costs of the clean up and disposal. Our spill response supplies have been restocked.

Steven DeRousie,
Fire Chief

MAYNE ISLAND FIRE RESCUE

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