

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, November 16, 2015
Location: Temporary Offices, MIID & MIFRS**

CALL TO ORDER:

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

PRESENT:

Trustees: Bob McKinnon; Sharon Hinton; Cilla Brooke;
Present by telephone connection: Trustee Doug Walker;
Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville;
Fire Chief Steve DeRousie; Captain Stobart

ABSENT WITH NOTICE Trustee Brian Dearden;

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie

AGENDA – Additions, Approval

The Fire Chief has two items for the In Camera meeting

MOTION Trustee Cilla Brooke 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 October 19, 2015 as circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES

a. Bylaw 168: to remove funds from Reserve to purchase SCBA Equipment
The bylaw was read by the Administrator.

BYLAW 168¹ “2015 Capital Works Renewal Reserve Fund Disbursement (Fire Equipment Costs) Bylaw” was introduced, reconsidered and finally passed.

MOTION: Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to pass Bylaw 168. **CARRIED UNANIMOUSLY**

CORRESPONDENCE:

a. MIRRA: A “FOIPPA” Request letter² was received November 9th, 2015.

The letter and the requirements under the Act were discussed. The Chair explained that the significant number of documents in this request will generate a large cost. The Chair asked the Administrator to draft a letter to MIRRA for his signature, to send along with the Request form containing the fee information

¹ Bylaw #168

² Letter from MIRRA

FINANCE REPORT

Katherine Somerville, Finance Officer, presented her report³ and the Balance Sheet, & Budget/Expenses reports, and reported that the Ministry has provided the funding for the Fire Hall construction. Our Auditor is expected here tomorrow to begin the audit.

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

REPORTS

a. Management: The Chair discussed fire hall build issues. Plumbing contractors are waiting for a specific tool required to correct the waterline hook-up. The tool will be rented in the next few days. The Water system contractor is also waiting for a part. The Chair will call the plumbing contractors again this afternoon. The well will then be commissioned, tested, and the Engineer and VIHA will inspect. Following that we can apply for the Temporary Occupancy Certificate. The drain lines are now being completed and the gravel base will be laid down with the asphalt to follow in front. There are some minor deficiencies in the administration area to complete as well as completing the ready-room. He also reported that he and the Finance Officer confer regularly and today's estimate shows we will finish the building within the budgeted loan amount. The exact numbers to complete will be available shortly.

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

b. Administrator's Report: Gerrie Wise provided her report⁴ attached. With regard to the fire hall water system operator, the Chair asked if the Trustees will ask for tenders, award a Contract, or assign the work "in-house" to a qualified employee. This will be added to the in-camera discussion. Trustee Brooke will form an interview group to interview applicants for the Health Centre Manager.

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

c. Fire Chief's Report⁵ (attached) Fire Chief Steve DeRousie presented his report, and reviewed various items. He brought to the Board's attention that 3 SCBA cylinders have gone missing. The loss is around \$2000. He stated he had no idea where they might be, and explained the inventory was done the day after the tent was taken down. He further stated that originally we believed there were 14 missing but all except for those 3 have been located. Position descriptions for all positions including firefighters and auxiliaries are being reviewed. He has received the report from the SGI public fire prevention program at the Swartz Bay ferry terminal. The report showed over 1600 direct contacts with the public which were classed as "potential live saving and fire prevention information". Mayne Island Fire's contribution is \$1000 to the total budget of

³ Finance Report

⁴ Administrator's Report

⁵ Fire Chief's Report

\$27,000 which is also supported by other SGI fire departments and CRD. Mayne Island had zero human caused fires. A short discussion regarding recruits and training followed the Chief's report.

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 Committee. No meetings have been held since September; the draft minutes were reviewed at the October meeting.

e. MI Health Centre

i. Health Centre Repairs: The Administrator reported that there have been no changes to the repairs report since October; although we are still waiting for a plumber. A discussion was held regarding installing an automatic door opener at the Health Centre.

ii. MIHCA- Lindsay Allan, the Chair, was absent. Trustee Cilla Brooke reported that some IH Home Care staff will be moving downstairs into room 105 once any necessary equipment has been supplied by Island Health. MIHCA has purchased 6 new AED's, some of which have been installed. Small group CPR/AED training sessions will be held for anyone interested in upgrading their skills, starting in the near future. No further word has been received from IH regarding a return to a 2-day per week lab service. The Flu Clinic will be held Nov 25th, from 12:30 to 3:30 PM at the Community Centre. A public information program on medical services available on Mayne will be held in the new year.

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

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing to report
- b. Communications: Invitations have been sent for the November 28th Open House. Mayneliner article: The Trustees discussed an article for the website and the Dec 1st Mayneliner. A decision was made not to have a separate article but the Fire Chief offered to include Staff and Trustees greeting in his article. Note: The Chair later circulated an article for publication which addressed some rumors in the Community. The **Jan issue deadline is Dec 10th**. The Chair would like to have photos and a short article for that issue. The Fire Chief suggested a short discussion about the open house. He suggested the Chair cut the ribbon and make a few remarks. The Chief also stated that Firefighters will be there in uniform to assist the public. The staff will organize a timeline. The history of the fire hall was suggested to be published as an article and part of the Chair's speech. The Chair suggested a "story-board" made up of the history and photos. It was suggested that temporary signs be placed in various areas. The Chief suggested Programs should be printed. Various information materials will be available including children's materials.
- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee: Trustee Cilla Brooke – nothing to report

- e. FOIPPA: Chair: A letter from MIRRA discussed earlier
- f. Government Liaison: The Chair: nothing further
- g. Health Centre & HC Assoc.: Trustee Hinton: nothing to report
- h. Fire Hall Committee: The Chair reported earlier
- i. Human Resources Committee – Trustee Cilla Brooke reported that we have only one reply to date to the ad for the Health Centre Manager. Trustees Brooke and Hinton and Finance Officer will interview any candidates.
- j. Garbage Committee – Trustee Brian Dearden absent no report
- k. Fire Fighters Liaison –Trustee Brian Dearden: absent no report

MOTION: It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: none

NEW BUSINESS: None

NEXT TRUSTEES MEETING DATE/S:

December 14, 2015 – 1:00 PM Regular Board Meeting- Location Fire Hall
Trustee Walker will attend the December and January meetings.

Note: Trustee Brooke will not be able to attend the January meeting unless it is held at 9:00 AM. Trustee Walker agreed to the earlier time.

QUESTIONS FROM THE GUESTS

The Chair asked if our guest had any questions; there being none, he thanked our guest for attending the meeting.

MOTION TO GO IN CAMERA

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to go into “In Camera session” **CARRIED UNANIMOUSLY**

ADJOURNMENT:

Following the in Camera Meeting, the Board meeting was adjourned at 11:25 AM by motion made by Trustee Doug Walker

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 168**

A bylaw to authorize the disbursement of monies from the Capital Works Renewal Reserve Fund.

WHEREAS there is an estimated unappropriated balance in the Capital Works Renewal Reserve Fund of three hundred and sixty-six thousand, two hundred and three dollars and twenty-seven cents (\$366,203.27) as at the 16th day of November 2015 which amount has been calculated as follows:

Balance in Fund at 31 December, 2014	\$ 279,448.51
Add: Budgeted Additions to fund, interest	\$ 92,931.35
Deduct: Total outstanding appropriated disbursement bylaws to-date	\$ 6,176.59
Unappropriated balance in Reserve Fund as at Nov 16, 2015	\$ 366,203.27

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for the costs of purchasing Fire Department Equipment including a SCBA Fill Station and fragmentation containment system

THE TRUSTEES of the Mayne Island Improvement District ENACTS AS FOLLOWS:

The sum of up to Twenty-five thousand dollars (\$25,000.00) is hereby appropriated from the Capital Works Renewal Reserve Fund to be expended for the costs of purchasing Fire Department Equipment including a SCBA Fill Station and fragmentation containment system.

1. The expenditures to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by motion, resolution or bylaw passed by the Trustees.
2. This bylaw may be cited as the "2015 Capital Works Renewal Reserve Fund Disbursement (Fire Dept Equipment Costs) Bylaw".

INTRODUCED and given first reading by the Trustees on the 16th day of November, 2015

RECONSIDERED and finally passed by the Trustees on the 16th day of November, 2015

Chair of the Trustees

I hereby certify under the seal of the Mayne Island Improvement District that this is a true copy of Bylaw No. 168 of the Mayne Island Improvement District, passed by the Trustees on the 16th day of November, 2015

_____ Administrator

Freedom of Information Request

**Freedom of Information and Protection of Privacy Coordinator
Mayne Island Improvement District
520 Felix Jack Road
Mayne Island BC
V0N 2J2**

The Mayne Island Residents and Ratepayers Association requests the following documents:

- 1. Original request for proposal documents related to the 2014 Firehall.**
- 2. Copy of contract with Liberty Project Management and any other contractors associated with this project.**
- 3. Copy of all change orders related to the site preparation and construction of firehall since April 2014.**
- 4. Copy of all financial transactions associated with the demolition of the old fire hall, site preparation and construction of the new firehall since April 2014.**
- 5. Detailed financial statements related to the temporary structures site preparation, placements, lease and lease termination.**
- 6. Copy of all of Fire Chiefs employment contracts since 2010.**

Thank you.

**Ian Dow
President
Mayne Island Residents and Ratepayers Association
6308 Tinker Road
Mayne Island, BC
V0N2J2**



Finance Report**Property Tax Accounts:**

Arrears, Delinquent and Credit Balances as at Nov 11, 2015		
	# of Prop's	Amount
Current Yrs		
	191	5,067.08
Current Arrears		
Interest and penalties incl.	41	1,341.80
Delinquent Arrears		
Interest and penalties incl.	4	48.92
Credit Balances	48	(1,172.28)
Net Owing		5,285.52

Summary:

All delinquent tax accounts have now been collected. The last delinquent property owner was located and the taxes are now paid in full. Last week statements were sent to all property owners owing \$20 or more and letters were sent to those property owners in arrears.

Our Auditor, Sheila Henn will be in the offices November 17 to begin her preliminary audit. This is the beginning of the year end processes in the office. In keeping with this, I have been working closely with the Fire Chief and Administrator to ensure that our operating budgets remain within expectations.

As always the Firehall project binder is up to date and ready for the trustees to peruse at anytime.

The staff is looking forward to moving and getting settled into the new firehall over the coming weeks. I would like to remind everyone, our Grand Opening is Saturday, November 28 at 1 pm. We will be serving coffee, tea and cake, the ribbon cutting is at 130 pm.

It is also the annual Fire Department Appreciation and Awards dinner Saturday December 19 at the Bistro from 530 till your full and want to go home for a nap. The Trustees, staff, firefighters, auxiliaries and of course family are all encouraged to attend.

Respectfully,

Katherine Somerville

Mayne Island Improvement District

Administrators Report for Board Meeting November 2015

HC Premises:

Required maintenance is unchanged since October report. Plumbing maintenance still outstanding – left messages for old & new plumber.

Obtaining quotes and investigating installing automatic door opener for Health Centre front door

HC Maintenance Contracts:

Health Centre Contracts for Grounds, Garden, Water System and Janitorial Services are signed and in place for 2016. New Health Centre Manager position applicants to be reviewed at closing of job ad Nov 20th.

Insurance: Property/ Course of Construction

Our CoC Insurance was extended to **Nov 30, 2015**. Our insurance agent has negotiated the ability for the MIFD and MIID to move into the building on receipt of a Temporary occupancy permit. It is not the usual case for a commercial – public access building, which usually requires the “Occupancy Permit”. Action must be taken by noon Nov 27th to either extend CoC or switch to Property & Liability insurance.

All MIID Water Systems

A review of the present Water Operator duties and Contract is underway, including the assignment of an operator for the new Fire hall Water system.

Health Centre Taxes

All delinquent taxes have now been paid and the legal billing is included in the HC Budget and Expense report. The fees were within the budgeted limit. Letters have been sent to 14 Tax payers who taxes are in arrears (2014 & 2015 unpaid)

Garbage:

Nothing further at this time, however a rumour was circulating that MIID was supplementing or contracting for services. I have explained to those asking that MIID is NOT supplementing or contracting for services

G. D. Wise
Nov 10, 2015

Mayne Island Fire Rescue

Fire Department Report for October 2015



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

Emergency Call-Outs

	Pagers	Apparatus
• Oct 04 EMA-FR Medical	-634	-n/a
• Oct 09 SFCOMM - Structure Fire	-633	-E2, T3
• Oct 12 EMA-FR Medical	-634	-U1
• Oct 15 Open Burn Complaint	-phoned	-U1
• Oct 16 EMA-FR Medical	-634	-E2
• Oct 17 EMA-FR Medical	-634	-U1
• Oct 26 EMA-FR Medical	-634	-U1

Fire Rescue Responses: 7

633 Fire/Rescue:	15%	1
634 First Responder Medical:	70%	5
635 Duty Officer:	15%	1
Total Personnel Hours:		104 hours

Heliport: BC Air Ambulance: 2*

*does not include unreported BCAS helicopter flights

Fire Prevention & Public Education / Community Events

- No public events were attended by the fire department.
- Several smoke alarms and battery replacement requests.

Fire Practice, Training & Continuing Education

- Training and practice sessions: Water Supplies/Relay Pumping, Hydro Fire Safety & Response, Fire Control scenario, Company Operations.
- Our firefighter practice schedule is now available to the members online in a members only section. The schedule provides advance notice of topics and allows members to study and review beforehand.
- No Off-Island training courses attended in October.
- Four firefighters are booked to attend the S.T.A.R.T training in Comox this December 5th. (Survival Training and Rescue Techniques).

Community Event Hours: 0

Community Events attended:

- :
-

Fire Practice Hours: 155

Total Practice Session hours:	155
On-Island Supplemental training:	0
Off-Island Supplemental training:	0

Personnel

- Membership is at 23 members; 16 NFPA 1001 level 1&2 members, the remaining 7 are Fire Rescue/Auxiliary members.
- New recruit advertising started at the beginning of September. We have received two applications as of November 10th.

Total Responding Personnel: 23

	Firefighters: 16	Fire/Rescue Auxiliary: 7
NFPA 1001 FFII:	14	FF Auxiliary: 7
NFPA 1001 FFI:	2	FF Recruit: 0

Apparatus and Equipment

- 3 SCBA Cylinders were discovered missing on Oct 27th during regular air management. This was after removal of the truck shelter.
- P&R Western Star serviced our emergency generator Oct 15th.
- Our in vehicle digital repeater failed and was replaced at no cost through the CREST Emergency Service Communications.

Operations and Administration

- Open burning season opened Oct. 1st with 108 permits issued by the close of Oct. 2nd. 392 Permits issued in October 2015 as shown at right.
- Oct 8th Fire Chief appeared in court as witness for the Justice Canada.
- Oct 28th Telus connected our phone lines to the new hall.
- Responded to request from building inspection to review Fire Code requirements for a property applying for accessory building change of use.
- Our Fire Department Standard Operating Guidelines (SOG's) are being populated in our members only section for all members to stay informed.
- I'm working with the Captains and Lieutenants to review, clarify, and update our position descriptions. The intent is ensuring everyone knows the full scope of their individual and team roles and responsibility, and to identify authority levels within the framework of the fire department structure. This is in keeping with Fire Officer 1 training and the recent editions to the PLAYBOOK, as well as better information that was acquired from attending the LGMA workshop.



Steven DeRousie,
Fire Chief

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