

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, Feb 17, 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, Dean MacKay, Tracey DeRousie,
MICHA Chair: Cilla Brooke

Staff: Administrator: Gerrie Wise; Bookkeeper: Katherine Somerville
Fire Chief Jeff Francis; Deputy Chief Steve DeRousie

ABSENT with Notice: Trustee Bob McKinnon

GUESTS, MEMBERS OF PUBLIC PRESENT:

Dereck Atha
Judy Taylor

NOTE: The Fire Chief is concerned that with a large number of guests, this room is too crowded for Fire Safety. **Guests must notify MIID of their wish to attend.**

AGENDA

Additions: None

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the agenda as circulated. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Gary Akey moved and Trustee David Maude seconded the motion to approve the Minutes from Board Meeting of Jan 20, 2012. **CARRIED UNANIMOUSLY**

MOTION Tabled to accept the Minutes from TownHall Meeting of Oct. 15, 2012.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Department:– (Trustee McKinnon away)

Replacement of Command Vehicle:

The Fire Chief spoke and presented the Truck Committee Report and asked for questions. Trustee Akey stated he had some questions: What is the status of our current vehicle? The Chief replied that it is in use now, but was scheduled to be replaced this year. It is not being used daily due to the fact that it runs on gas rather than diesel, uses a large amount of gas, and fuel costs are very high for this vehicle. Daily use would amount

to \$100/day. The Fire Chief stated that the truck is not being used at present unless needed at an incident due to this high fuel usage and the fact that the vehicle as it is configured is not easy to drive. Trustee Akey asked why this vehicle is being replaced now. The replacement expenditure at this time is concerning him due to expected expenditures for the fire hall improvements. He would like to get another year or two out of this vehicle. He is concerned about the cost of a vehicle which could be as high as \$60,000. The Fire Chief explained that the vehicle is supposed to be used daily by the Duty Officer, rather than their personal vehicle. It was planned to purchase a new vehicle in 2012, operating on diesel as does the rest of the fleet to make fueling easier as the fire hall does maintain a diesel fuel tank. There is concern about whether gas is available 24/7 from the local gas station operator. Trustee Akey asked if it has ever run out of gas. Fire Chief explained that the vehicle has not; but it is not being driven regularly at this time. The Fire Chief explained that the cost of a replacement vehicle would likely be closer to \$50,000.

Trustee DeRousie stated she believes the Department should have a usable vehicle. This vehicle has been an ongoing problem and a burden for 7 years, and should be solved now.

Trustee Akey would like to get more quotes and would like to table the decision for a further month to obtain them.

Q. Dereck Atha: is this the 1st responder vehicle you are speaking of?

The Fire Chief replied and explained it is the Command Vehicle being discussed, however during an incident this week, the 1st Responder vehicle (known as Rapid Attack) would not start and an Engine had to be used, which would have lengthened any fire response time. A new Command vehicle would be a reliable backup for the 1st Response truck. Rapid Attack would then be available for smaller fires or to attend with Engine and Tankers as required.

Trustee Akey stated that he would like to see more bids and he believes the Fire Chief does not have the best quotes. He stated that he will get a couple of contacts to the Fire Chief for further bids.

Trustee MacKay commented that although the truck report is well done, the optics of spending \$60,000 on a new truck at this time is not appropriate when we are planning to ask for approval of spending for fire hall improvements. He also would like to address the issue of gas vs diesel as he explained that other fleets are not converting to diesel and in fact are going to gas vehicles. He stated that MIFD would save \$10,000 by buying a gas vehicle. He would like the Chief to re-visit the reasons for going to diesel. He also stated that he believes the quotes the Chief has received are too high. The Fire Chief asked if the Trustee's company would be able to assist with obtaining quotes. Trustee MacKay agreed to get a price through his company and can provide the Fire Chief with some of the studies of gas vs diesel referring to the costs and savings.

Q Judy Taylor May I ask what is the relevance of that truck during a fire?

Ans. The Chief replied that during an incident that truck is our command post.

Q Judy Taylor: So is it working now?

Ans. Fire Chief: It is working, just not very well, though.
Trustee MacKay agreed to work together with Fire Chief and Trustee Akey to continue to look into this vehicle replacement.

Training Standards Document¹

The Fire Chief explained the document was distributed to the Board (the previous week) and summarized briefly for the guests and Dr. Brooke.

He also stressed that these levels are supported by the current budget.

Q: Trustee Tracey DeRousie asked: What is the definition of “Non-hot zone” personnel? The Fire Chief gave an explanation of the term and examples, such as trained Radio Operators, log book recorders, etc. These are firefighter volunteers who are not permitted within a certain range of the fire, so they can only perform in supporting roles until their training has been completed to a higher level.

Trustee DeRousie asked if everyone else was comfortable with the document as she was somewhat confused.

Trustee Akey reported that Trustee McKinnon has accepted the report, and he himself is ready to accept the document.

The Fire Chief explained that the document is based on the Fire Commissioner’s Office Standards of Training, quoted in the document on page 3.

The document, once accepted by the Board will be posted by a link on the website.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the Training Standards Document as the MIID Policy.

CARRIED UNANIMOUSLY

- b. MI Vol FF Assoc. Lease: Trustee Akey will assist with the writing of this document which will continue with the present conditions except for the term, which shall be month to month with 30 days notice.
- c. Sketch/Site Plan for MIVFFA relocation: Trustee DeRousie provided them with a site/survey sketch.
- d. Referendum planning: Chair reported that no dates have been set as plans or prices are not ready.
- e. Report on proposed tank farm- Trustee DeRousie had nothing further at this time, but would like to express a reminder that everything we need to do must be considered together. It must all be considered together as one project rather than broken into pieces.
The Fire Chief offered the same opinion regarding the MIVFFA hall and their planning to re-site the building..
- f. **Returning Officer chosen for AGM and Referendum In Camera**

CORRESPONDENCE:

None received

¹ Training Standards Report placed in Policy manual
Board of Trustees MIID
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FINANCE REPORT – Trustee Gary Akey

Trustee referred to the Bookkeeper's Report:² - attached – Katherine spoke briefly regarding the Revenue and Expense report & Balance Sheet.

Trustee Akey reported the server had been installed

Q. Trustee Tracey DeRousie asked about a Balance Sheet item for \$31 in one of the Reserve accounts. Katherine explained it was interest earned on the GIC in the Reserve account noted.

Q. Judy Taylor How do the outstanding Taxes compare to last year's?

Ans. Trustee Akey replied that they are less than ½ the number and our hope is that next year again we can cut the figure in half.

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

CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair David Maude: The Chair reported that the Trustees had an informal meeting with no motions or minutes and regarded the time very well spent to emphasize communication. Trustees Gary Akey, Bob McKinnon, and David Maude attended a meeting with the Ministry. The Chair also spoke with MLA Murray Coell regarding the proposal for Health Centre Tax being collected by the Minister of Finance. MIID is working with Island Trust to ask UBCM to bring forward a motion to that effect. As we know, if the Fire Hall improvement tax is assessment based, the Ministry will collect it. Although we have been told that a parcel tax would not be collected by Ministry, the Chair stated he has been told that it is not a policy or legislation and there is a chance that the Fire Hall Improvements could be collected by the province if a parcel tax model is chosen. This would influence the decision regarding the fire hall replacement tax model. There was a short discussion with optimism expressed that the MLA would assist with having the fire hall parcel tax and the Health Centre taxes collected by the Ministry.

MOTION It was moved by Trustee Dean MacKay and seconded by Trustee Gary Akey to accept the Management Report.

CARRIED UNANIMOUSLY

b. Administrator's Report- Gerrie Wise:

Regarding the Notice of AGM to be published in the March Mayneliner, the deadline is Monday, and I would ask that the ad as circulated be approved by the Board.

Approval was granted. The Administrator will send the copy to Alea.

The Administrator asked: in the next ad, April 1st, when the Election is advertised specifically asking for Nominations, what number should be published as David Maude is to function as the Nominating Committee. It was determined that questions should be directed to the MIID office telephone number, and Staff will then have the Chair return any calls. There was a short discussion regarding positions open and Trustee McKinnon, whose term is expiring. He has indicated he does wish to stand for election.

² Bookkeepers Report
Board of Trustees MIID
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Q. Cilla Brooke asked for the time of the AG meeting? When it was confirmed at 1:00 PM, she pointed out that the MIHCA AGM conflicts. As each group needs to attend each other's meeting there was a suggestion to change MICHA's meeting to 10:00 AM. Cilla will try to get this done.

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 Report³- attached –

The Fire Chief made the following additional comments:

He is very happy to hear Trustee Bob McKinnon will be running for Trustee again as he has enjoyed working with him.

Office hours have been reduced on Saturdays to 9:00 to Noon. This should be published in the next Mayneliner article.

He also gave a short report on his recent meeting with 911 Dispatch Committee regarding development of a Service Agreement.

No medi-evacs from the heliport this month.

The Administrator mentioned the Fire Department notice on the various boards distributed throughout the island need to be updated with the new hours.

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

d. Report from Officers Health & Safety Meeting –

Fire Chief reported that the January report is available, but not Oct and Nov, due to a change in the format. In January there was 1 slip & fall; the result of which is that salting will be done immediately after snow removal from this time on.

e. MI Health Centre

i. Health Centre Operations Report⁴– B. Crumblehulme .: attached

Trustee Akey addressed two issues raised in the report. He will speak to Brian with regard to purchases of light bulb replacements and grounds keeping, which will be kept separate from HC Operations.

ii. MIHCA Liaison: Dr. Cilla Brooke – Fund raising is going well. We look forward to a raffle in the summer to take our project over the top. Also, Thank you for the new sign.

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

³ Fire Chief's Report (document: "Wildfire Suppression with Local Governments, SOG" Ministry of Forests placed in the Policy Manual)

⁴ Health Centre Operations Report
Board of Trustees MIID
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COMMITTEE REPORTS

- a. BC Ambulance Service: nothing this month
- b. Communications: Chair David Maude:
 - i. Chair read the Report on Website Statistics and the Report on IT Hardware and Software⁵ (attached) provided by IT and Website Manager: Steve DeRousie.
 - ii. Mayneliner Article for Mar 1st: Due: Monday 20th: The Chair asked for suggestions and will circulate an item to all Trustees and submit it to Alea. Tracey DeRousie suggested at least an update on the fire hall. The Chair agreed. Trustee Akey suggested that a Thank you to donors for new Health Centre sign be published in the article. Trustee DeRousie asked that the Mayneliner article remind people to check the websites for information and updates.
- c. Finance Report: Trustee Akey: given earlier
- d. Fire Department: Trustee Bob McKinnon- nothing further-
- e. FOIPPA: Chair David Maude: No current requests
- f. Garbage Committee: Trustee DeRousie reported that there is nothing new to report at this time. – Still gathering info.
- g. Government Liaison: Chair David Maude – Chair reported earlier
- h. Health Centre Operations & HC Association: Trustee Gary Akey reported that the new sign is installed. Plans for the expansion have been started. Now that Dr. Brooke is home, plans for the interior will be completed and then it will be submitted for building permits, and then placed for bids.
- i. Human Resources: Trustee Dean MacKay nothing to report
- j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie only thing to report is that she gave them the survey/site plan. They are working on the plan.
- k. Fire Hall Committee – Trustee McKinnon away, but it was noted that Trustee McKinnon has requested proposals from 4 different companies.

MOTION It was moved by Trustee Dean MacKay and seconded by Trustee Gary Akey accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS

- a) Policy Manual: There was a short discussion regarding setting a Board Committee to review the Policy manual. The Chair suggested each Board member review the existing manual over the next month and then Trustees

⁵ Website/hardware/Software Report
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would discuss and bring any concerns to the next meeting. Trustee DeRousie suggested it would be better to handle such a discussion at a discussion meeting rather than take the time at the regular meeting. Trustee MacKay suggested that Deputy Steve DeRousie would be a perfect candidate to review and provide a report on the MIID Policy manual.

- b) Website Articles: The Administrator asked that Board be very specific as to where on the website they would like items placed. The example given was the Service Levels document approved in December.
- c) A discussion was held regarding the publication of the Training Standards document. The Fire Chief would like the entire document published. It was decided that the document will be placed on the Fire Department Website with a link on MIID. There was a further discussion regarding opening a new page for "Policies". Trustee Akey would like to have all policies posted as done by several other Municipal governments. The Administrator asked for authority to issue a PO for this work. The Board asked to discuss this In Camera.

NEW BUSINESS:

None at this time.

IN CAMERA

MOTION

Trustee Dean MacKay moved and Trustee Gary Akey seconded the motion to go into In Camera session at 10:16 AM.

CARRIED UNANIMOUSLY

After In Camera portion of the meeting, the regular meeting was re-convened by the Chair at 10:40 AM

NEW BUSINESS:

MOTION

Moved Trustee Tracey DeRousie and Seconded by Trustee Dean MacKay to accept volunteer Kathie Warning to the Garbage Committee

CARRIED UNANIMOUSLY

NEXT TRUSTEES MEETING DATE/S:

March 16, 2012 – 9:00 AM Upstairs Multipurpose Room, Fire Hall -Regular Board Meeting

ADJOURNMENT:

The Meeting was adjourned following the In Camera session at 10:43 AM by motion made by Trustee Gary Akey.

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary



Mayne Island Fire Rescue

Training and Staffing Plan

Training Level ¹	Hours to Achieve	Current Staff & Levels	Goal to reach these levels with current roster	Difference	Optimum staff & levels
Firefighter Candidate			3		
NFPA Basic² Aux. /Support FF	Min. 45 Up to 166 hours	17	Achieved 2011	+10	7
NFPA Accredited³ Firefighter 1	Approx. 198	0	4 staff by Sept. 2014	-5	5
NFPA Accredited⁴ Firefighter 2	Approx. 246	4	4 staff by Sept. 2014	-6	10
NFPA Fire Officer⁵	Plus 120 hours	1	3 staff by Sept. 2014	-7	8
Total Staff		22	25		30

¹ Current training budget will support this level of training

² Minimum training for all auxiliary / support firefighters (approx. 166 hours with First responder- 128 hours without First responder) - restricted to Non-Hot zone firefighting only

³ May participate in all firefighting operations under supervision (approx. 198 hours) (Hot Zone FF team member)

⁴ May participate in all firefighting operations and supervise a team of firefighters (approx. 246 hours)

⁵ Officers must be a minimum Accredited NFPA 1001 Firefighter 1 &2 with supplemental training



Training Level Explanations

NFPA Basic Aux. /Support FF- training would take 45 hours minimum to a maximum of 166 hours. The maximum hours would include modules 1-6, plus Medical First Responder. 45 minimum hours would only be for support personnel and would include modules 1, 2, and part of 3 as a minimum. These personnel would then be safe to operate on a fire ground under supervision out of the hot zone.

NFPA 1001 Accredited Firefighter 1- training would take 198 hours and includes Modules 1-6 plus part of module 8(live fire 1). These firefighters would then be able to participate in all firefighting operations as a team member.

NFPA 1001 Accredited Firefighter 2- includes everything in firefighter 1 plus modules 7, 8 (live fire 2), 9 (hazmat awareness & operations), and 10 (first responder) so the total would be 246 hours. These firefighters would participate in all firefighting operations and be able to lead a team.

NFPA Officers- Shall have a minimum of 3 years fire service experience and be an accredited NFPA 1001 Firefighter 1 & 2 to apply for a Lieutenants position. Captains must have 5 years fire service experience plus Fire Officer 1 training. Deputy Chief and Chief must have minimum of 10 years fire service experience plus a minimum of NFPA Fire Officer 2 or higher.

British Columbia Fire Service

Training Standards

January 3, 2012

This was taken off of the B.C. Office of the Fire Commissioner's website.

"British Columbia Fire Service Training Standards

By Ministerial Order¹, effective January 1, 2003, the National Fire Protection Association training standards have replaced the British Columbia Fire Service Training Standards.

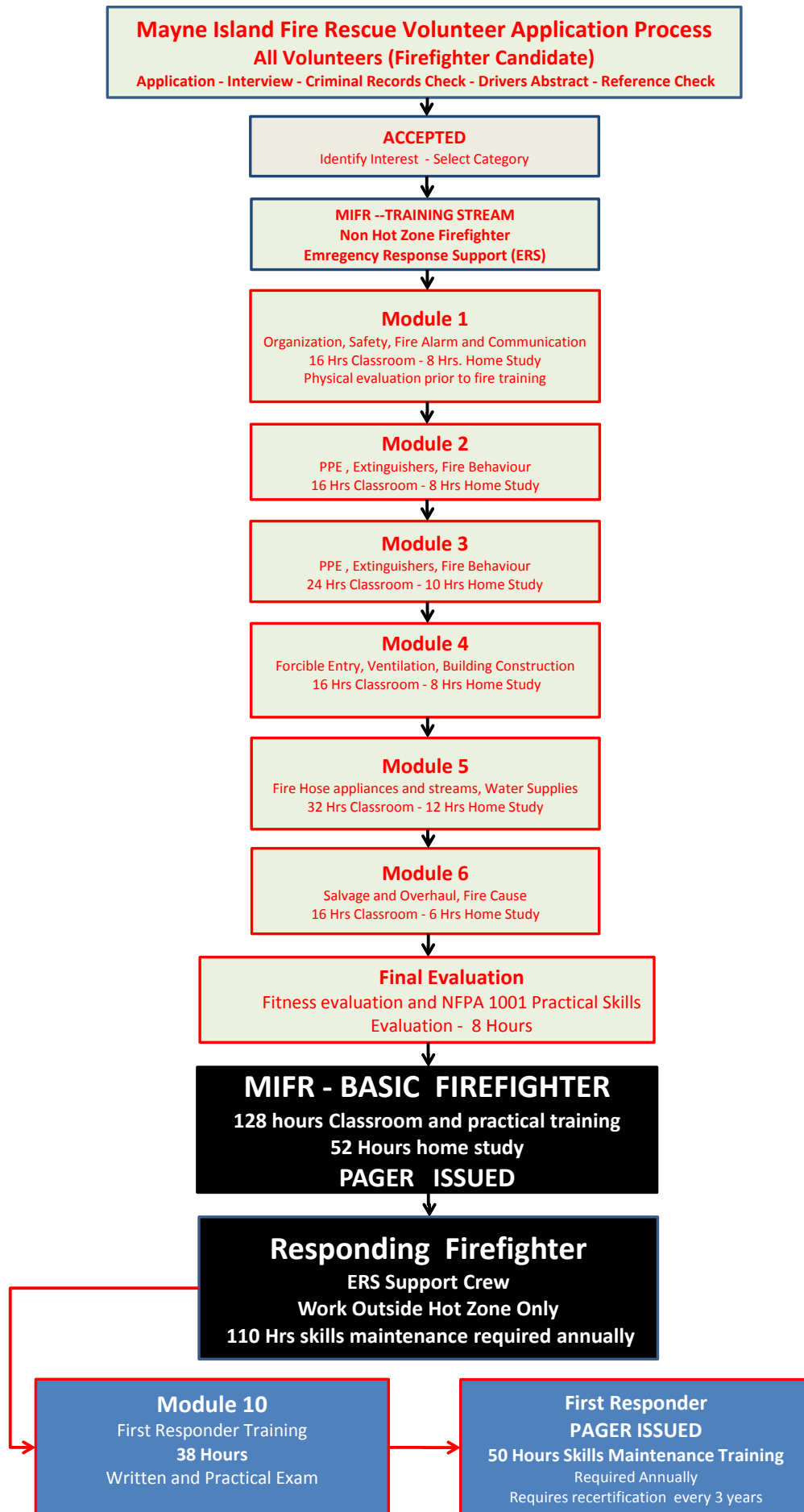
The British Columbia Fire Service Certification Program administered by the Office of the Fire Commissioner which was based on the now rescinded British Columbia Fire Service Training Standards is no longer in effect and is replaced by the certification to the NFPA standards issued by fire service training institutions who are accredited by IFSAC or ProBoard.

Those fire service members who have been certified under the BC Fire Fighter Training Standards by the Justice Institute of BC, Fire & Safety Division, may be eligible for NFPA certification subject to completing the bridging requirements."

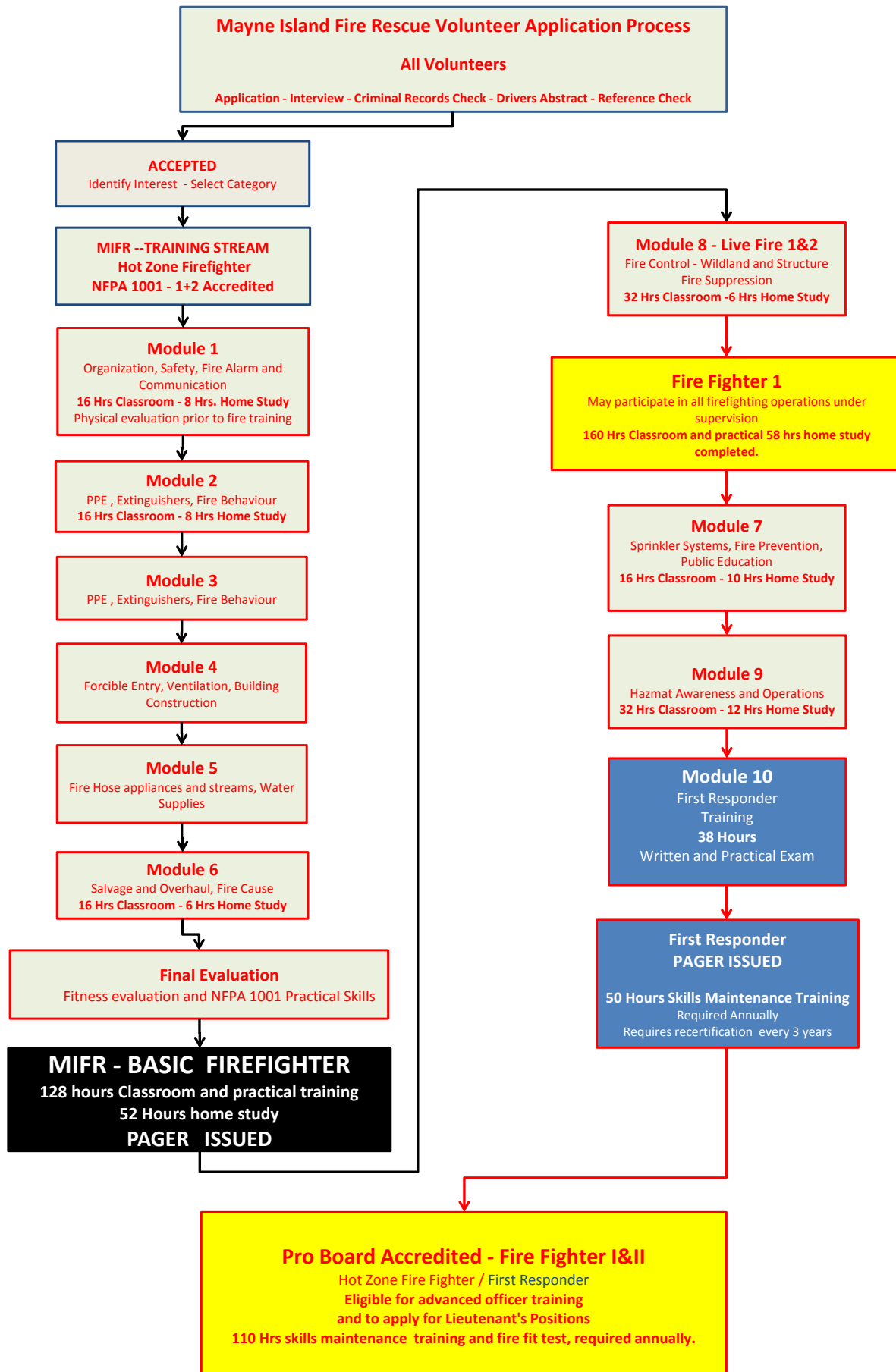
Jeff Francis

Fire Chief

¹ Ministerial order # 368

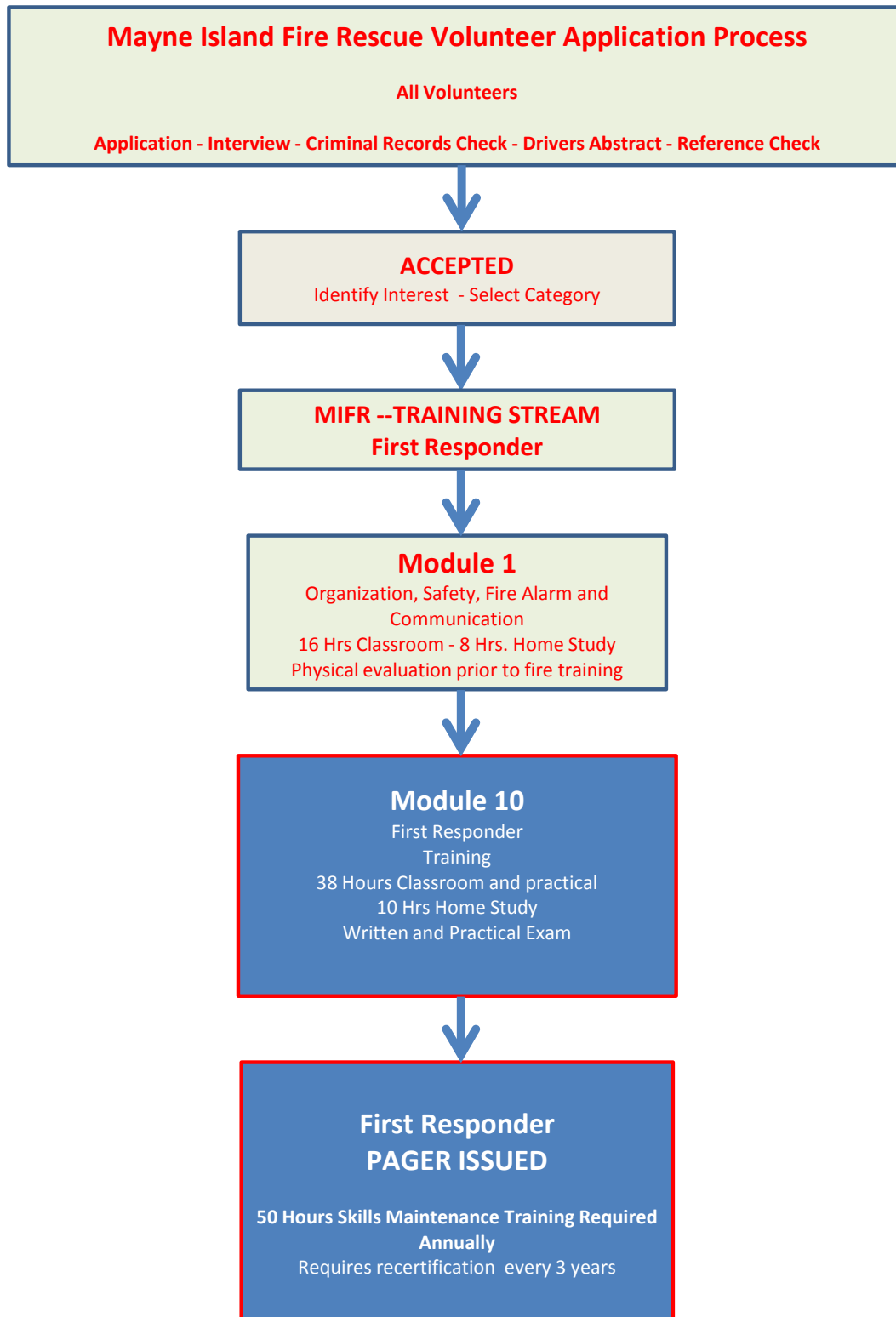






First Responder

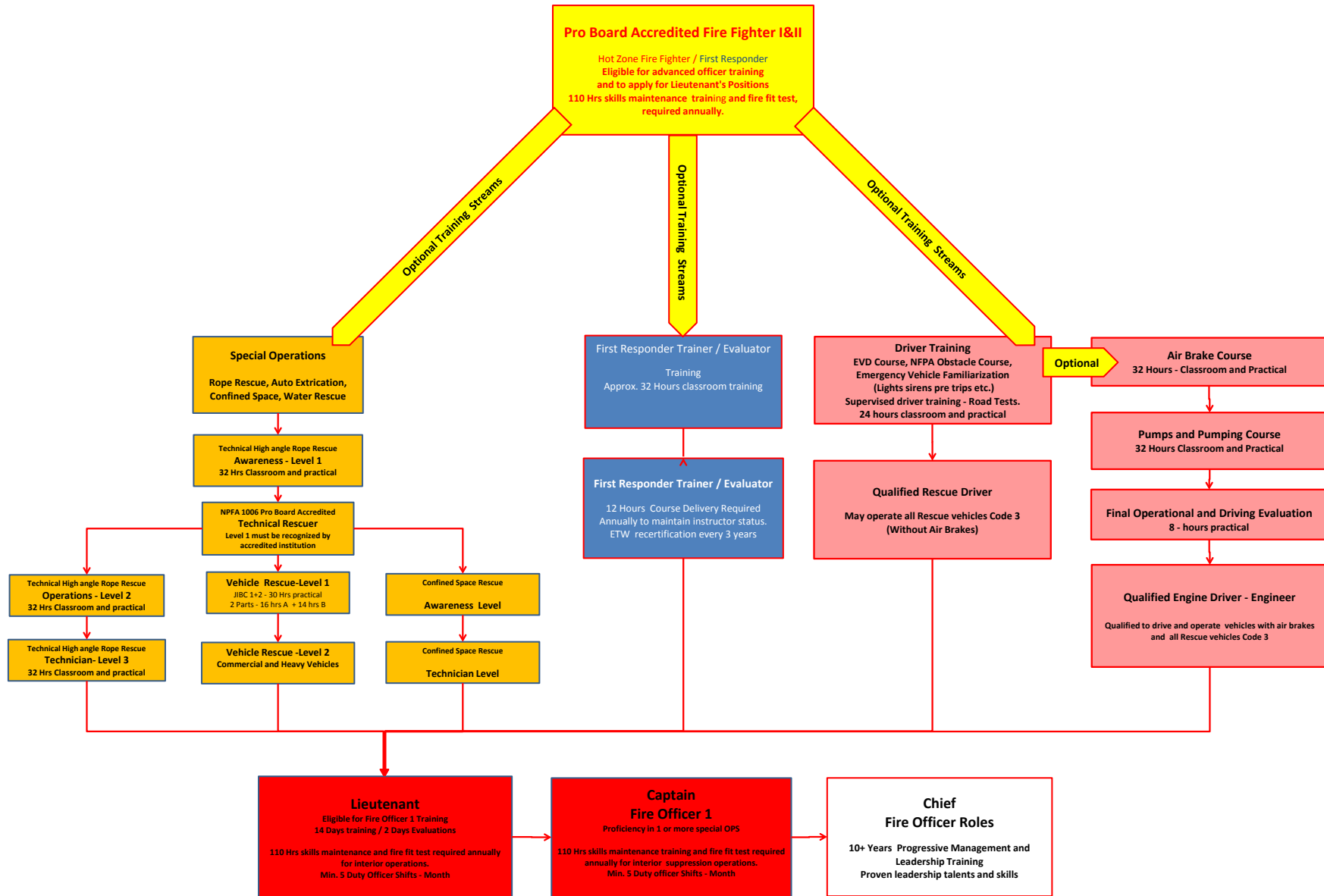
January 2012



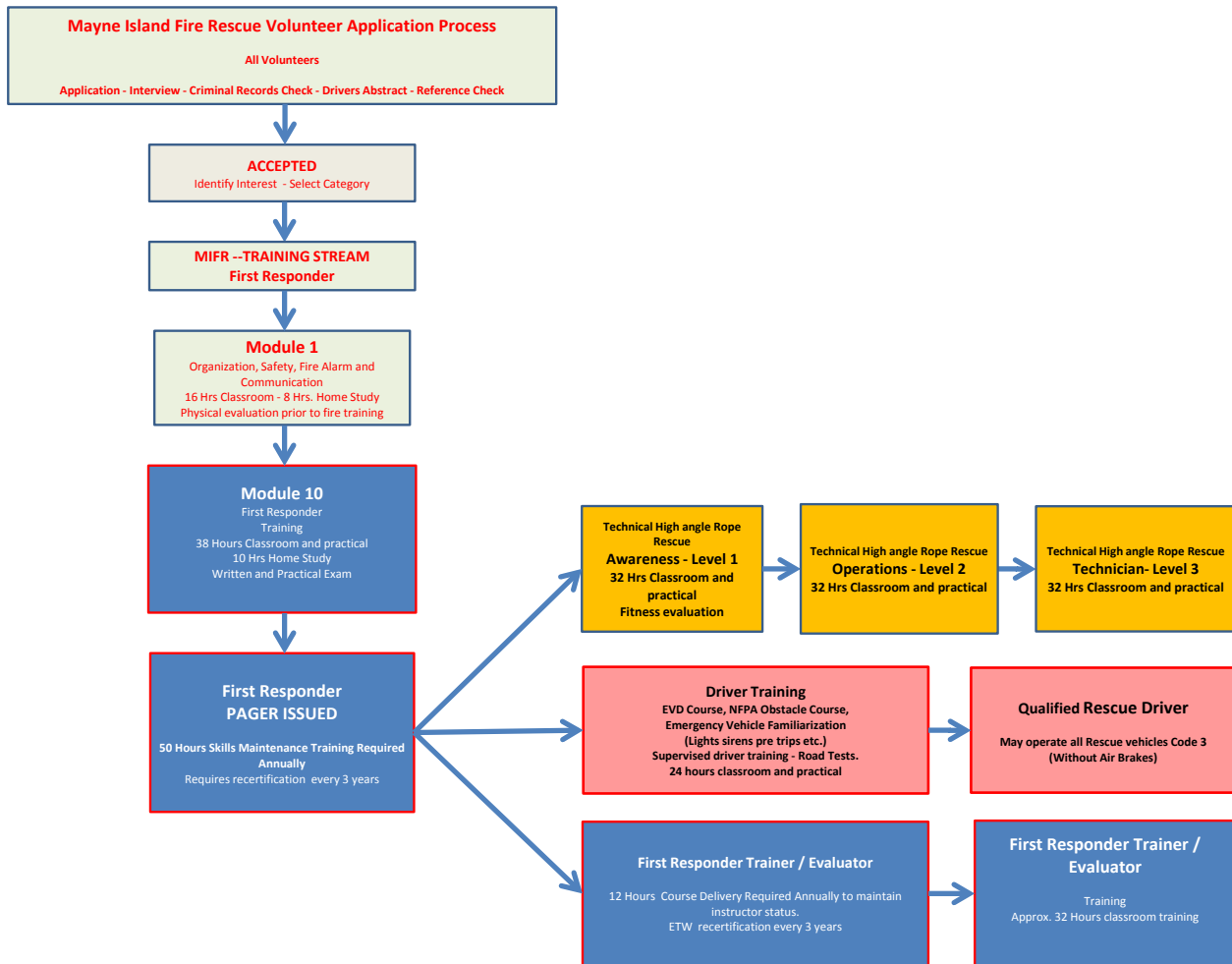
NFPA Firefighter I and II Advanced

January 2012

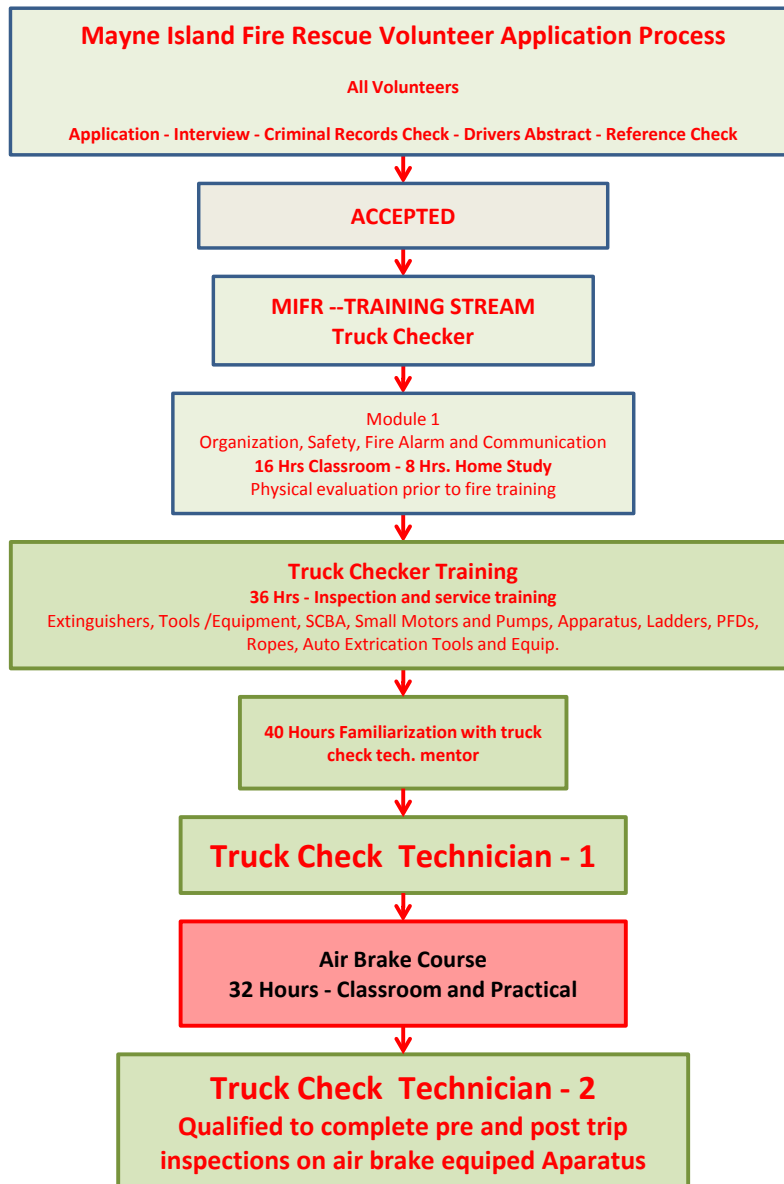
Note - all training in excess of Firefighter I and II is Optional for firefighters
Officers are expected to be proficient in one or more Special OPS



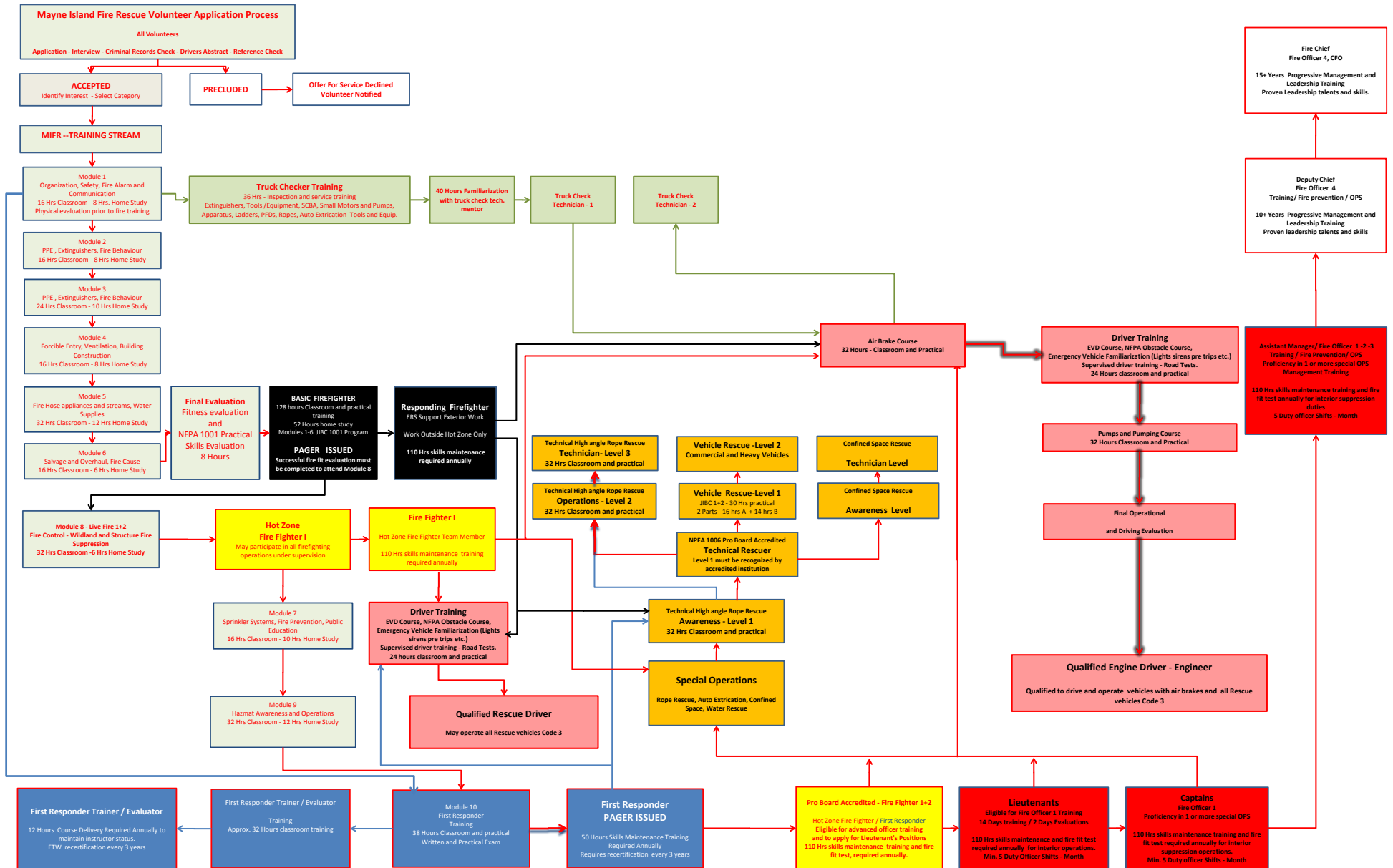
First Responder
January 2012



MIFR - Truck Checker Training



Mayne Island Fire Rescue Training Stream January 2012



Bookkeepers Report – MIID Board Meeting 2012-02-17

Enclosed please find;

-Income & Expenditure: Budget vs. Actual

-Balance Sheet as at February 14, 2012

Reports:

I am happy to provide an updated Balance Sheet this month, please let me know if you have any questions.

Delinquent Properties:

As at Feb 14, 2012			As at Feb 14, 2011		
Delinquent Properties for years 2007 - 2011			Comparison		# of payments since prev. meeting
Year	# of Prop's	Amount	# of Prop's	Amount	
2007	1	30.16			0
2008	1	33.96			0
2009	2	43.47			0
2010	6	212.45	111	5087.82	0
2011	46	2171.19			4
Total		\$2,525.11			

Miscellaneous:

The bank account is reconciled monthly and approved by Trustee Akey. The T-4's are done and were sent out at the end of January. Gerrie and I have spoken with David Waddington regarding the upcoming tax notices and have a scheduled meeting next March. The auditor will be conducting the audit for most of the last two weeks in February.

Respectfully,

Katherine Somerville
Bookkeeper

January 2012 Fire Chief's report

Presented February 17, 2012

January callouts- Open Burn Complaint 1- , Misc. Fire- 1 ,Apparatus Service- 1, Public Assist- 2

Total Callouts = 5

Total Callout hours = 36.5

<u>MAYNE ISLAND FIRE/RESCUE</u> 2006-2011 SUMMARY OF CALL OUTS							
Year	Fire Suppression	Medical	Public Safety	Search / Rescue	Fire Prevention & Public Education	Hazmat	Total Call Out's
2011	24	42	113	2	20	2	203
2010	54	35	71	4	27	3	194
2009	8	53	128	6	29	0	224
2008	10	49	71	3	15	0	148
2007	14	70	50	7	16	0	157
2006	22	61	38	5	2	0	128

Training-

Total Training hours for January = 226 hours.

Training and Staffing Plan. See attached report.

Personnel- nothing to report.

BCFS- I have received our annual (SOG) standard operating guidelines from BC Forest Service.

See attached

Apparatus & Equipment- 2012 Truck Committee Report see attached report and Fire Chief's recommendation to the Trustees.

Respectfully submitted

Jeff Francis

Fire Chief

Mayne Island Health Centre

Operating Report for Jan 2012

Water:

July	4300 Litres
August	5300 Litres
September	5300 Litres
October	3400 Litres
November	3900 Litres
December	3600 Litres
January	4000 Litres

Water analysis:

Test results:

- total coliform, zero
- E. Coli, zero

Safety: Minor falls of snow and ice were removed this month.

VIHA: None

-

Building:

- Four more lamps were changed this month. The electrician will provide heavy duty light bulbs as replacements for outside lamps that burn out frequently.
- Also looking to re-locate the power outlet in the staff kitchen used for coffee and tea. The outlet and appliance cords are draped over the sink and occasionally trip the breakers.
- Question: The grounds around the HC need weeding and tidying up, do I hire a grounds cleaner and is there a budget?

Respectfully,
Brian Crumblehulme

Website Statistics

mayneislandfire.com		December 2011	November 2011	Change:	
Reported period	Month Jan 2012				
First visit	01 Jan 2012 - 00:00				
Last visit	31 Jan 2012 - 23:37				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	328	558 (1.7 visits/visitor)	1,180 (2.11 Pages/Visit)	12,968 (23.24 Hits/Visit)	801.14 MB (1470.19 KB/Visit)
Not viewed traffic *			1,108	2,437	99.32 MB

miidonline.com		December 2011		November 2011		Change:	
Reported period	Month Jan 2012						
First visit	01 Jan 2012 - 04:43						
Last visit	31 Jan 2012 - 20:33						
	Unique visitors	Number of visits	Pages	Hits	Bandwidth		
Viewed traffic *	182	279 (1.53 visits/visitor)	534 (1.91 Pages/Visit)	2,636 (9.44 Hits/Visit)	328.37 MB (1205.2 KB/Visit)		
Not viewed traffic *			809	2,991	198.75 MB		

Software / Hardware

November 2011

Software:	Windows 7 Professional was installed on the Improvement District and Fire Department computers to facilitate the installation of the new server expected to arrive in early February. A significant amount of time was required to ensure all files were safely backed up prior to the changeover. As of writing, there are no known missing files.
Hardware:	nothing significant to report for January.

E-news Update

Email newsletter	
Subject Line	None – at the Board's decision
Date/Time Sent	
Total Recipients	

MIID BOARD: MEETING & SCHEDULE OF EVENTS: 2012

Calendar January 12, 2012

Not scheduled: Special Board Meetings & Committee Meetings

<u>JAN</u>	January 20 th	Regular Board Meeting –
<u>FEB</u>	February 3 rd February 17 th	Referendum planning and tax planning committee Regular Board Meeting
<u>MAR</u>	March 16 th	Regular Board Meeting - form Nominating Committee?
<u>APR</u>	April ____ April 20 th April 28th April ____	Special Board Meeting – Approval of Audited Financial Statements Regular Board Meeting – preparation for AGM AGM (1:00PM Ag Hall) Organizational Board Meeting – elect Chair & Vice-Chair
<u>MAY</u>	May 18th	Regular Board Meeting - approval 2012 HC & Heliport Tax Rates Bylaw
<u>JUN</u>	June 15 th	Regular Board Meeting
<u>JUL</u>	July 20 th	Regular Board Meeting - first presentation of 2013 Draft Budget
<u>AUG</u>	August 17 th	Regular Board Meeting - second presentation of 2013 Draft Budget
<u>SEP</u>	September 21 nd	Regular Board Meeting - approval of 2013 Draft Budget & 2013 Tax Levy Bylaw
<u>OCT</u>	October 19 th	Regular Board Meeting
<u>NOV</u>	November 16 th	Regular Board Meeting
<u>DEC</u>	December 14 th	Regular Board Meeting