

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Monday, October 19, 2015  
Location: Temporary Offices, MIID & MIFRS**

**CALL TO ORDER:**

The meeting was called to order at 1:00 PM by Chair Bob McKinnon

**PRESENT:**

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

**ABSENT WITH NOTICE**

**GUESTS, MEMBERS OF PUBLIC PRESENT:** Tracey DeRousie

**AGENDA – Additions, Approval**

**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 Sharon Hinton moved and Trustee Brian Dearden seconded the motion to approve the Minutes from the Board Meeting of September 8th, 2015 as circulated. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES**

a. 2015 Capital Advance Bylaw 167:  
The Letter of Undertaking<sup>1</sup> and the bylaw were read by the Administrator.

**BYLAW 167<sup>2</sup>** “2015 Capital Advance Bylaw” was introduced, reconsidered and finally passed.

**MOTION:** Trustee Brian Dearden moved and Trustee Sharon Hinton seconded the motion to pass Bylaw 167. **CARRIED UNANIMOUSLY**

b. SCBA Purchase Proposal:  
The Chair requested the Fire Chief to provide a review of the proposal. Fire Chief DeRousie distributed an addendum<sup>3</sup> to the original proposal. This addendum provides for a 3 stage replacement rather than a complete replacement of all equipment at this time. Phase one is to replace the fill station with fragmentation containment, which the Chief asked be approved today as the existing containment is non-compliant to standards and is a risk to personnel and operators.

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<sup>1</sup> Letter of Undertaking

<sup>2</sup> Bylaw #167

<sup>3</sup> SCBA Purchase Addendum

The Chair explained he and Steve discussed this proposal and he is in favour of a staged approach. He stated he is concerned about cost of completion of fire hall at this time and would like to address Phase 2 and 3 in the spring. The Chair then asked for a Motion to purchase the 1<sup>st</sup> phase at a cost of approximately \$25,075.00 from Capital Reserves.

**MOTION** It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden that the Fire Chief be approved to purchase, from Capital Reserves, the items under phase one, that is: fill station with fragmentation containment, at the estimated cost of \$25,075.00 including taxes and shipping. **(CARRIED UNANIMOUSLY)**

**Discussion:**

Trustee Brian Dearden stated that he agreed with the Chair but would like any purchases to wait if possible. He asked if this purchase was an absolute emergency. The Fire Chief explained the urgency to replace the fill system at this time to meet NFPA, WSBC, and CSA standards and provide for worker safety. Trustee Dearden then asked if the money is available in Reserves to make this purchase. The Fire Chief referred this question to the Finance Officer. Katherine explained that she and the Fire Chief continually monitor capital requirements and the amounts required in Reserve. She further explained that annual capital planning for expenditures such as this one has assured there are sufficient funds available in the Capital Reserve for this cost. Trustee Dearden then asked if there are sufficient funds in Reserves for any cost overruns on the fire hall. The Chair replied he is comfortable at this stage of the game with the first phase of this purchase, however he is not comfortable going any further than this at this time. He then stated we have enough reserves for any possible overages relating to the completion of the fire hall. However, how this would impact our expenditure in the follow-up here is to be determined.

The Fire Chief explained that by going forward with the first step, the required phase, he would be able to move forward to Phase 2 and 3 which are not mandatory right now. They are changes and improvements to the safety of the system, but right now it is only the replacement of the filling station and its fragmentation containment. He explained further that the multi-step replacement of the other equipment also works for him. Referring to the Finance Officer's remarks, the Chief stated they can review the planning after the fire hall is completed and possibly rework the plan to purchase the phase 2 and 3 equipment if necessary. The Fire Chief reminded the Board that should the compressor fail it will have to be replaced immediately.

Trustee Brooke stated she believes that Phase 1 items must be purchased now as it is a life-safety issue. Also, she stated she does not want to delay purchasing the compressor (Phase 2) since it is old and requiring funds for maintenance now; she requests the proposal return to the Board in February.

Trustee Dearden stated he agreed if the money is there.

Trustee Hinton stated she agreed with Trustee Brooke's concerns and proposal. She asked if the new unit could be installed in the new hall, rather than installing the old one and then replacing it; and asked how long the replacement process would take. The Fire Chief stated that the new unit could be received within 2 weeks if the purchase were to be approved today, and the system will be down for a day to install the new system. A further discussion regarding the installation of the new unit took place with the Fire Chief referring to photos of both the old and the new equipment.

Following discussion, the **MOTION** was **CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to pass a bylaw to withdraw \$25,075 from Capital Reserves to purchase the fill station with fragmentation containment.  
**CARRIED UNANIMOUSLY**

**CORRESPONDENCE:**

- a. BC Assessment: Letter describing their re-organization
- b. Ministry: Letter regarding the 2015 Capital Tax Advance

**FINANCE REPORT**

Katherine Somerville, Finance Officer, presented her report<sup>4</sup> and the Balance Sheet, & Budget/Expenses reports, and reported that she and the Fire Chief have reviewed the 2015 expenses to date and our expenditures are within budgetary limits. She reported one property still eligible for tax sale with 3 years taxes overdue. The lawyer has commenced action. Katherine reported the auditor will be commencing her preliminary review in mid-November.

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

**REPORTS**

- a. Management: The Chair asked to discuss the fire hall build issues under the fire hall committee report.

**MOTION** It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to accept the Management report.  
**CARRIED UNANIMOUSLY**

- b. Administrator's Report: Gerrie Wise provided her report<sup>5</sup> attached, and the list of work required at the Health Centre<sup>6</sup>. She reviewed her report and reminded the Trustees our CoC insurance expires October 31<sup>st</sup>. The revised Mission Statement was then read and discussed.

**MOTION** It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept and approve the revised Mission Statement<sup>7</sup>  
**CARRIED UNANIMOUSLY**

The Chair then requested the insurance be discussed. The Administrator reminded the Board that there are still concerns regarding the coverage of vehicles if not stored in the tent, which is covered in the CoC insurance. After a discussion of work left to be done in the fire hall it was determined to request the extension of the CoC to the end of November.

The Administrator then reported that the 2016 Contracts for service at the Health Centre (Gardening, Grounds Maintenance and cleaning) have all been reviewed and

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<sup>4</sup> Finance Report

<sup>5</sup> Administrator's Report

<sup>6</sup> HC Maintenance List

<sup>7</sup> Revised Mission Statement

the Contractors have signed the new contracts. The new position of Health Centre Manager will replace the present Premises Maintenance contract, and the Contractor has been advised. The remaining contract of Water Operator will require a change. WSI has taken responsibility for the Water System at the BCAS station and employs a Licensed Water Operator. It was recommended that our contract be reduced to service at the Health Centre only, at the reduced amount of \$60.00 per month. We will also have to have a licensed Water Operator for the new fire hall water system.

The following bylaws were presented by the Administrator who confirmed with all Trustees that Trustees have received and read copies of bylaws to be considered.

**Bylaw #165 “Meeting Procedures Bylaw 2015” (repealing and replacing Bylaw 93)**  
was introduced, reconsidered and finally passed.

**MOTION:** Trustee Cilla Brooke moved and Trustee Brian Dearden seconded the motion to pass Bylaw 165. **CARRIED UNANIMOUSLY**

**Bylaw #166 “Amendment to Bylaw 162 Fees, charges and reimbursement rates”**  
was introduced, reconsidered and finally passed.

**MOTION:** Trustee Brian Dearden moved and Trustee Cilla Brooke seconded the motion to pass Bylaw 167. **CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to accept the Administrator’s report. **CARRIED UNANIMOUSLY**

c. Fire Chief’s Report<sup>8</sup> (attached) Fire Chief Steve DeRousie presented his report, reviewed various items, and reported that we can expect at least 3 to 5 applications for new fire fighters. The status of one person presently on a leave of absence has been changed to “resigned”. They would be welcome back. The Chief reported the symposium he and Katherine attended was very good. They presented the MIID fire department establishing bylaw and it was judged to be the best example given at the symposium. MIID is now compliant with the “playbook” as well, which other communities have yet to achieve. The Chief thanked the Trustees for helping to bring our operational authorizations such as the bylaws and service provision declaration up to date. Trustee Hinton asked if Mayne had any fires in the critical fire season just ended. The Chief reported that Mayne had not a single brush or grass fire this year. He also reported that TELUS has scheduled service to the new hall within the next 10 days.

**MOTION** It was moved by Trustee Brian Dearden and seconded by Trustee Doug Walker to accept the Fire Chief’s Report **CARRIED UNANIMOUSLY**

d. Report from Occupational Health and Safety Committee<sup>9</sup>. The Draft minutes from September were circulated. The Fire Chief reviewed items briefly regarding drivers’ qualifications and the air packs. The Chair asked for clarification of Capt. Stobart’s remarks about longer working periods with the proposed new tanks. The Chief gave an explanation of the new tanks which are 60 minutes tanks and lighter in weight than the present 30 minute tanks.

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<sup>8</sup> Fire Chief’s Report

<sup>9</sup> Minutes of the OH&S Committee, September (draft)  
Board of Trustees MIID Meeting Minutes  
Monday, Oct 19, 2015, Approved Nov 16, 2015

**MOTION** It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to receive the OH&S Committee Report **CARRIED UNANIMOUSLY**

e. MI Health Centre

i. Health Centre Repairs: The report was circulated and updated by the Administrator who mentioned some worn faucets which may require replacement in the 2016 budget. There is also repair needed to the rainwater tank. A plumber will be sought if necessary.

There was a brief discussion regarding the leaking tank behind the fire hall. The Fire Chief reported it had not been repaired properly; it is still leaking.

ii MIHCA- Lindsay Allan, the Chair, was away. Trustee Cilla Brooke reported that as highlighted in the IH meeting in September, the following items are in process: planning Hospital Discharge procedures, planning "better at home" project and still awaiting word on the federal funding for Seniors isolation project.

5 or 6 AED's will be ordered following the successful fundraising in the community. Cost \$1600/each with the cabinet.

The flu clinic will be held Nov 25th.

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

**COMMITTEE REPORTS**

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing to report
- b. Communications: Mayneliner article: The Trustees discussed an article for the website and the Nov 1<sup>st</sup> Mayneliner. This will include an invitation to an open house at the new Fire hall. After a discussion regarding the invitation list and date, the end of November appeared to be the most favoured date by the Trustees. The Fire Chief suggested the last weekend in November, Saturday 28<sup>th</sup> at 1-3 PM. The Chair will provide Katherine with a draft article which she will edit and send to Alea. She will also post it to the website. The Staff will develop the details of the day, an invitation letter and a list of those to be invited, for approval of the Board.  
An ad will also be posted for the new Health Centre Manager contract position.
- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee: Trustee Cilla Brooke – nothing to report
- e. FOIPPA: Chair: nothing to report at this time
- f. Government Liaison: The Chair: nothing except bylaw #167 passed earlier.
- g. Health Centre & HC Assoc.: Trustee Hinton: nothing to report
- h. Fire Hall Committee: The Chair reported the new water system should receive approval soon, and the plumbing should be finished today. The Racking system in the ready room has been re-designed for improvements by the Chief to better accommodate the needs of the firefighters. The modifications will be completed within an extra 2 days by MIID, using our local labour. The floors are being prepped and painted today and the carpet tiles will be installed in the Admin Offices next weekend. Matt Taylor will return to work next Wednesday and an additional contractor from Pender has been brought in to complete the drainage



and site leveling and compacting. It does appear that all these items will be completed within two weeks. All lights and the heat are now on, and the flashing is now completed by Ressel Constructors. The HVAC Contractor has a relay switch to maximize seasonal savings still to be installed. Cole Zukowsky has been on site several days recently. Trustee Dearden asked if the Chair is getting good cooperation with Liberty. The Chair replied that the relationship is very good now. Trustee Dearden then asked if there are extra costs now for unplanned additions and work, as there appear to be a number of items required "at the last minute". The Chair explained that most items have been included in the budgeted plan, with the exception of some necessarily redesigned areas. He stated that drainage and engineering were included in the original plan, and he is confident there are no further unexpected expenses; with delays being the major problem at present.

- i. Human Resources Committee – Trustee Cilla Brooke reported that the Fire Chief has signed his Employment Agreement. She then presented for discussion, the job descriptions as created for January 2016 for the Administrative Assistant, Recording Secretary and the Corporate/Financial Administrator

**MOTION:** It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to approve the job description of the Administrative Assistant.

**CARRIED UNANIMOUSLY**

**MOTION:** It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to approve the job description of the Corporate/Financial Administrator.

**CARRIED UNANIMOUSLY**

**MOTION:** It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to approve the job description of the Recording Secretary.

**CARRIED UNANIMOUSLY**

The Contract and Job Description for the new contract position of Health Centre Manager was discussed by the Trustees.

**MOTION:** It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to approve the contract and job description of the Health Centre Manager.

**CARRIED UNANIMOUSLY**

The Ad for this position to be placed in the November Mayneliner was then discussed and approved by the Trustees.

The Statutory Holiday policy was then discussed. The Finance Officer reviewed the Employment Standards Act regulations and explained the Act provides for the minimums and exemptions. Trustee Dearden and Trustee Walker asked what exceptions to the Act were included in the policy. The Finance Officer stated that MIID has included the Statutory Holidays for Management (Fire Chief & Corporate Officer) and the volunteer firefighters, when they are eligible. She then explained the criteria for eligibility.

**MOTION:** It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to adopt the Policy "Statutory Holidays" **CARRIED UNANIMOUSLY**

- j. Garbage Committee – Trustee Brian Dearden. Nothing to report
- k. Fire Fighters Liaison – Trustee Brian Dearden: nothing to 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:**

**November 16, 2015 – 9:00 AM** Regular Board Meeting- Location - **TBA**

Trustee Walker will not attend the meeting but will phone in attendance.

Trustee Dearden will be away and unable to attend or phone.

The Fire Chief asked Trustees to save the date of **December 19** for the annual Fire Department Christmas Dinner and Awards night.

**QUESTIONS FROM THE GUESTS**

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

**ADJOURNMENT:**

The Board meeting was adjourned at 3:00 PM by motion made by Trustee Doug Walker

Recorded and presented by: Gerrie Wise, Administrator

Approved:

\_\_\_\_\_  
Bob McKinnon, Chair

\_\_\_\_\_  
Date:

***MAYNE ISLAND IMPROVEMENT DISTRICT***

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**520 Felix Jack Rd, Mayne Island, BC V0N 2J2 Phone or Fax 250-539-5116**

Oct 19, 2015

The Honourable Michael de Jong  
Minister of Finance  
Parliament Buildings  
Victoria, B.C.  
V8V 1X4

Dear Sir:

The Mayne Island Improvement District is a duly incorporated Improvement District subject to the provisions of the *Local Government Act* and includes among its objects, the authority to provide fire protection.

Funds in the amount of \$ 2,400,000 are required by the District for the construction of a fire hall.

It is requested that this amount be advanced to the District under the provisions of section 756 of the *Local Government Act* and that it be recovered by the levy and collection of Provincial taxes over the next twenty years.

Yours truly,

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Officer



Mayne Island Improvement District  
Bylaw No. 167

A bylaw for levying taxes on land and improvements within the Mayne Island Improvement District, hereinafter referred to as the "improvement district",  
for fire protection purposes in each of the years 2016 to 2035 both inclusive.

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The Trustees of the Mayne Island Improvement District in open meeting assembled,  
ENACTS AS FOLLOWS:

1. The sum of \$ 2,400,000 is required by the improvement district for a fire hall.
2. Interest at a rate of 3.0 % per annum shall be charged on the said sum from November 13, 2015 to July 1, 2016, making a total amount of \$ 2,445,764.38 as principal to be collected.
3. The said sum of \$ 2,445,764.38 with interest at 3.0 % per annum shall be amortized in equal amounts over a period of 20 years and during the years 2016 to 2035, both inclusive, an annual amount of \$ 159,605.61 shall be levied to meet the repayments of principal and the payment of interest together with a charge on the said amount for the cost of assessment and collection.
4. A tax at a rate determined to be necessary to raise the aforesaid total annual sum is hereby levied for each of the years 2016 to 2035 both inclusive, on all lands and improvements as defined in the School Act, within the improvement district, for the years in which the annual amount is levied in accordance with section 756 of the Local Government Act.
5. The said taxes shall be due and payable as provided in the Taxation (Rural Area) Act and if delinquent shall bear interest at the rate set out under the Taxation (Rural Area) Act, until paid or recovered.
6. This bylaw may be cited as the "Capital Tax Advance 2015 Bylaw No. 167".

INTRODUCED and given first reading by the Trustees on the 19<sup>th</sup> day of October, 2015

RECONSIDERED and finally passed by the Trustees on the 19<sup>th</sup> day of October, 2015

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Chairman of Trustees

I hereby certify that this is a true copy of Bylaw No. 167

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Officer

# 2015 Scott 4.5 SCBA Capital Project Proposal

## Self Contained Breathing Apparatus and Breathing Air Compressor System.

**Addendum - 10/14/2015**

For consideration of the Board of Trustees.

At the August 10, 2015 meeting of the Board of Trustees, the proposal presented to replace the fire department breathing apparatus identified six items encompassing the SCBA and filling station compressor system considered to be a life safety priority for firefighters responding to incidents having Immediately Dangerous to Life or Health risks.

Of those six items, the air cylinder fragmentation containment was explained to be non-compliant to the standards. (NFPA 1500, section 7.15.5: *During filling of SCBA cylinders, all personnel and operators shall be protected from catastrophic failure of the cylinder...*)

To manage the risk of injury to firefighters and safeguard the liability to the Improvement District, the non-compliant SCBA fill station currently in use needs to be replaced by a compliant fill station. This fill station can be acquired immediately and at a reasonable cost.

Cost to replace the non-compliant Fill Station and fragmentation containment system -

<b>New Fill Station with Fragmentation Containment</b>		
Revolve-Air 4-bottle filling station c/w with controls, 6000psi air storage cylinders <i>(note the fill station is fully compatible with future equipment)</i>		22,500. <sup>00</sup>
(plus tax & shipping)	Total:	<b>\$25,075.<sup>00</sup></b>

**OR** ADD cost to include compressor with filling station purchase -

<b>New Air Compressor</b>		
Irwin Air - 6,000 psi breathing air compressor, Revolve-Air 4- bottle filling station c/w controls, 6000psi air storage cylinders <i>(note the compressor is fully compatible with future equipment)</i>		27,000. <sup>00</sup>
(plus tax & shipping)	Total:	<b>\$29,890.<sup>00</sup></b>

Plan to purchase additional quantity of 12 - one-hour, high pressure, reconditioned Scott 4.5 SCBA with new cylinders which could safely be arranged to be completed in 2016 while remaining compliant with current SCBA until the replacement program can be completed.

<b>Reconditioned SCBA replacement</b>	<b>Qty</b>	<b>List</b>	<b>Total</b>
Scott 4.5 SCBA - reconditioned NFPA 2002 c/w new cylinder	12	2420	\$29,040. <sup>00</sup>
Scott 60 minute new breathing air cylinder (required)	24	825	\$19,800. <sup>00</sup>
(plus tax & shipping)			<b>\$53,258.<sup>00</sup></b>

New Fill Station with Fragmentation Containment	\$25,075. <sup>00</sup>	- Required
New Air Compressor	\$29,890. <sup>00</sup>	- Phase 2
Reconditioned Scott 4.5 SCBA	\$53,258. <sup>00</sup>	- Phase 3
Total estimate for all three phases	<b>\$108,223.<sup>00</sup></b>	

Prepared by:

S. DeRousie, Fire Chief

**Non-Compliant:**

No safety interlock, pressurized open  
Exposed high pressure plumbing,  
Exposed high pressure tanks

**Compliant:**

Full Safety Interlock - no pressure until enclosed  
Fully Enclosed High Pressure Plumbing  
Protected & Secure High Pressure Tanks

**MAYNE ISLAND FIRE RESCUE**

520A FELIX JACK ROAD  
MAYNE ISLAND, B.C. • VON 2J2  
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Web Site: [www.mayneislandfire.com](http://www.mayneislandfire.com)

# Mayne Island Fire Rescue

Volunteers Serving the Community



## 2015 Scott 4.5 SCBA Capital Project Proposal

### Self Contained Breathing Apparatus and Breathing Air Compressor System.

The department requests approval of the Board; to replace our Scott 2.2 SCBA and breathing air compressor system, concurrent with the completion and commissioning of the new hall. Funding for this equipment would be withdrawn from the fire department equipment reserves, leaving the building reserve untouched.

Through the fire department, I have researched our available options - resulting with the system components listed below as the most affordable and available to meet our current and future needs. Referenced in the WorkSafe BC OHS Regulation, fire fighters who may be exposed to an oxygen deficient atmosphere or to harmful concentrations of contaminants must wear a SCBA having a rated minimum duration of 30 minutes. Example call types in addition to the more common use in structural firefighting and overhaul are: CO alarms, fuel spills, chemical spills, biological hazards, garbage and vehicle fires. The fire department has responded to all types of calls except biological hazards so far.

This proposal to upgrade Scott 4.5 SCBA to the newer version (*2007 edition of NFPA 1981 Standard on Self-Contained Breathing Apparatus*) addresses our responsibility to ensure our personnel safety anytime they are performing work in a hazardous or toxic atmosphere, any high risk work and should be given the attention of a life safety priority item.

The estimated funding necessary to be withdrawn from equipment reserves is \$131,000.<sup>00</sup>. Trade-in values are estimates only\*, as the vendors will not guarantee a trade value until units are received.

<b>SCBA and Breathing Air Compressor Cascade System</b>	<b>Qty</b>	<b>List</b>	<b>Total</b>
Scott 4.5 SCBA - reconditioned '07 model with new cylinder	12	3850	\$46,200. <sup>00</sup>
Scott 60 minute new breathing air cylinder	24	950	\$22,800. <sup>00</sup>
Scott 4.5 SCBA / Cylinder shipping cost	1	*2000	\$2,000. <sup>00</sup>
Irwin Fire Kat 6 / 6,000 psi 1-phase breathing air compressor	1	26,800	\$26,800. <sup>00</sup>
6000psi cascade bottles bank of 4	1	7800	\$7800. <sup>00</sup>
Revolve-Air 4-bottle filling station with cascade controls	1	14,000	\$14,000. <sup>00</sup>
Cascade System & Compressor installation labour		*2000	\$2000. <sup>00</sup>
PST Tax		8512	\$8512. <sup>00</sup>
Total Estimated cost to upgrade			\$130,112. <sup>00</sup>
<b>Trade-in value of old equipment:</b> (to be confirmed)			
Compressor, 4500psi cascade cylinders, Fill Station		tbd	*-3000
14-2.2 SCBA, 56-2216 30 minute cylinders		tbd	*-2500
<b>Total cost after trade-in credit:</b>			<b>\$124,612.<sup>00</sup></b>

#### The Problem:

Manufactured to meet the 1997 edition of the NFPA Standard on SCBA, our current breathing apparatus are functionally safe but they meet only the basic requirements of Occupational Health and Safety Regulations and they are deficient in several areas directly affecting the safety of individual firefighters wearing one of our 1997 Scott 2.2 SCBA.

Identified operational deficiencies with our current Scott 2.2 SCBA when compared to current edition SCBA requirements are:

- No alert signal when breathing air cylinder is depleted to 50 % of its rated capacity,

- End-of-Service-Time Indicator activates at a 25 percent air capacity, it should be 30%,
- No Rapid Intervention Crew Universal Air Connection (RIC/UAC) - a system that allows emergency replenishment of breathing air to the SCBA of trapped personnel,
- Replacement air cylinders must be brought from the fire hall out to the incident site.
- The current breathing air compressor is of an undetermined age and is incapable of producing the high pressures of 6000 psi to provide storage capacity and headroom.
- The dive cylinder fragmentation containment is non-compliant - would not suitably contain an explosive failure of a cylinder during refilling, exposes workers to high risk.

### **The Solution:**

The most effective solution to the problem is to acquire a breathing air system capable of delivering a longer duration use, while keeping any retraining requirements to a minimum.

To accomplish this, I propose to purchase twelve reconditioned 2007 Scott 4.5 SCBA, a new 6000 psi breathing air compressor, a new cascade filling station with 4 storage cylinders and a built-in cylinder fragmentation containment system. The system components listed above function nearly identically to our old equipment for a seamless transition and the Scott 4.5 SBCA operate identically to our current SCBA, with exception of the added safety features, and a maximum operating duration of 40 minutes per cylinder.

Upgrading our SCBA will have a positive impact on our operations and personnel safety.

- increase to the life safety margin for our personnel working in hazardous environments,
- increase the efficiency of firefighter work and energy output between cylinder changes,
- increased system storage capacity for refilling cylinders during operational responses,
- improved personnel safety during refilling procedures in the event of a cylinder failure,
- decreased physical number of spare cylinders from 36 (30 minute cylinders) to only 12 - (60 minute cylinders) to provide the equivalent of two hours continuous duration.  
(this is because Scott 4.5 SCBA are equipped with a 60 minute cylinder at the start of an incident, whereas the Scott 2.2 SCBA are equipped with only a 30 minute cylinder at the start of an incident)

Two companies are available in Western Canada who can supply the SBCA and cylinders. They will also accept our existing Scott 2.2 SCBA and cylinders for a modest trade-in credit toward this purchase. Dalmatian Fire Equipment is my choice as they are a larger company with resources extending in the USA and can meet the demand for the proposed quantity. Suppliers for the cascade refilling system and air compressor systems are limited with only one regional supplier in Vancouver - WFR Wholesale Fire & Rescue.

As new regulations are brought into effect, prior acceptable standards are dropped. Our SCBA currently meet the oldest acceptable specifications but **MAY** be eliminated in 2017. I believe we are in a position to take initiative now preventing problems with supply and demand for reconditioned units. New SCBA (over \$7000 each) aren't an option, however reconditioned units are available now at a very reasonable cost over the 15 year life expectancy \$8250 per year, which allows us to equip our firefighting personnel to perform their work with better safety than we're able to provide with the '97 version we're using now.

Thank you,

**Steven DeRousie**  
**Fire Chief**

#### **MAYNE ISLAND FIRE RESCUE**

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**Finance Report****Property Tax Accounts:**

<b>Arrears, Delinquent and Credit Balances as at Oct 9, 2015</b>		
	<b># of Prop's</b>	<b>Amount</b>
<b>Current Yrs</b>		
	200	<b>5,681.39</b>
<b>Current Arrears</b>		
<b>Interest and penalties incl.</b>	45	1,375.86
<b>Delinquent Arrears</b>		
<b>Interest and penalties incl.</b>	5	86.82
<b>Credit Balances</b>	43	(1,114.86)
<b>Net Owing</b>		<b>6,029.21</b>

**Summary:**

The District has successfully collected all but one of the delinquent tax accounts. The one remaining property is now eligible for tax sale and any costs incurred since October 1 will be billed back to the individual. Gerrie will speak to you in more detail on the subject in her report.

The Ministry's Capital Tax Advance Bylaw is included in today's package along with the Memorandum of Intent; both documents are created by the Ministry with our specific details added in house. These documents must be received by the Ministry no later than October 23. As always, the Fire Hall Construction Project binder is updated and ready for trustees to review at any time.

On the weekend of September 11, I attended a course along with the Fire Chief: "Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers," hosted by the LGMA in Parksville. The course was very informative and worthwhile. While overall I found that we are functioning well as a District I did leave with a few ideas and or areas for improvement. I received numerous resources to take back to the office. The Fire Chief and I are working together to implement some of this information for governance practices such as bylaws, policies and S.O.G's.

I have now been accepted to Camosun College's Local Government Administration program. This is an online course in public administration, government services and public finance. This program provides an opportunity to enhance skills that relate specifically to my role as a local government employee. Courses begin winter of 2016.

Our Auditor, Sheila Henn will be in the offices mid-November to begin her preliminary audit.

Respectfully,

Katherine Somerville



# **Mayne Island Improvement District**

## **Administrators Report for Board Meeting October 2015**

### **HC Premises:**

The list of planned or required work is attached, copy to Chair, MIHCA.

### **HC Water**

#### **HC Maintenance Contracts:**

All position Descriptions and Contracts are reviewed. All expire Dec 31<sup>st</sup> 2015. New Health Centre Manager position to be reviewed at Oct 19 Board meeting. Gardener, Groundskeeper and Cleaning Contracts have all agreed to renew for 2016.

#### **Insurance: Property, Course of Construction**

Our CoC Insurance was extended to **October 31, 2015**

### **BCAS Water**

We are advised that Mike Burton, of WSI, the firm that provides maintenance for the BCAS premises is a licensed Water Operator and is registered as such with VIHA. He does all the water system service and maintains the log. A representative of the owner (Improvement District) must do the water sample monthly. (Presently done by either the Fire Dept personnel or the Administrator). A review of the present Water Operator duties and Contract is underway.

### **New Firehall Water:**

No information available to the Administrator, however it is anticipated that at least bi-weekly tests will be required. This activity will require duties to be assigned.

### **Health Centre Taxes**

There one property which are over 24 months delinquent in paying their Taxes, and is eligible to proceed to Tax Sale. Our legal firm has hired an investigator to locate the taxpayer in order to deliver demand for payment in person.

### **Garbage:**

Nothing further at this time, Fred and Rose Bennett and John Griffith have published Mayneliner and Facebook Ads.

G. D. Wise  
Oct 14, 2015

# Mayne Island Fire Rescue

## Fire Department Report for September 2015



Presented to the Improvement District Trustees - Monday, October 19<sup>th</sup>, 2015.

### Emergency Call-Outs

	Pagers	Apparatus
• Sep 03 EMA-FR Medical	-634	-Eng2
• Sep 06 Medical Assist (walk-in)	-n/a	-n/a
• Sep 06 Open Burn - Campfire	-635	-Utility1
• Sep 09 EMA-FR Medical	-634	-Eng2
• Sep 13 EMA-FR Medical	-634	-Utility1
• Sep 13 Alarm Bells - Residential	-633	-Eng2
• Sep 19 EMA-FR Medical	-634	-Utility1
• Sep 23 Assistance - General Public	-633	-Utility1
• Sep 25 Open Burn - General	-phone	-Utility1
• Sep 25 EMA-FR Medical	-634	-Utility1
• Sep 28 Assistance - BCAS	-634	-Utility1
• Sep 30 Alarm Bells - Commercial	-633	-Eng2, Eng1, T3

### Fire Rescue Responses: 12

633 Fire/Rescue:	25%	3
634 First Responder Medical:	60%	7
635 Duty Officer:	15%	2
Total Personnel Hours:		153 hours

Heliport: BC Air Ambulance: 1\*

\*does not include unreported BCAS helicopter flights

### Community Event Hours: 12

Community Events attended:	1
- Terry Fox Run	4FF X 3hr
-	

### Fire Practice Hours: 194

Total Practice Session hours:	170
On-Island Supplemental training:	0
Off-Island Supplemental training:	24

### Fire Prevention & Public Education / Community Events

- Several firefighters participated in the Terry Fox Run, 4 members assisted the organizers at various stations during the event.
- There were no public education sessions held in September however there were several requests for smoke alarms and battery replacement requests.

### Fire Practice, Training & Continuing Education

- Training and practice sessions were held for communications exercise, hose deployment, Tender driver/operator, and medical aid.
- In September the Fire Chief attended the LGMA Effective Fire Service Administration program course required by the revisions to the PLAYBOOK.
- Four firefighters are booked to attend the S.T.A.R.T training in Comox this winter. (Survival Training and Rescue Techniques).

### Total Responding Personnel: 23

Firefighters:	16	Fire/Rescue Auxiliary:	7
NFPA 1001 FFII:	14	FF Auxiliary:	7
NFPA 1001 FFI:	2	FF Recruit:	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 one application as of October 14<sup>th</sup>, and a promising list of inquiries into the positions available for the class of 2016.

### Apparatus and Equipment

- I received a letter of recall regarding the cooling fan for Engine 2 - the defective fan has been replaced and I'm awaiting final costs.
- There have been only minor repairs and maintenance required on all other fire equipment, with no losses noted.

### Operations and Administration

- Open burning season opened earlier than expected. Upgrading our FirePro2 fire department software for additional users worked well, allowing us to assist permit applicants simultaneously to speed the process up.
- Fire Permits are now being issued under the new bylaw #161 which allows the issuing of annual fire permits, as well as the ability of early permit renewals. This change will reduce the overwhelming number of fire permit applications when the fire ban is lifted.
- The LGMA course in Parksville and contacts made during the this course has provided a great resource to obtain assistance and support in the course of the management of the fire department, it's operations and personnel. I intend to utilize this resource to improve the operations and administration of our fire department.
- The latest Dry Hydrant at 327F Campbell Bay Road is operational however has not yet been tested due to low water levels. I extend my thanks and appreciation to the Iredale family for their generous offer of the pond for firefighting water access.

Steven DeRousie,  
Fire Chief

### MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD  
MAYNE ISLAND, B.C. • VON 2J2  
PHONE: (250)539-5156  
email: [sderousie@mayneid.ca](mailto:sderousie@mayneid.ca)  
Web Site: [www.mayneislandfire.com](http://www.mayneislandfire.com)

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



Wednesday, August 5, 2015

**Present:**

Fire Chief S. DeRousie, Captain E. Rice, Chair, Captain K. Stobart, Administrator G. Wise.

**Guests:**

None.

Meeting called to order at 13:57 hours, September 2, 2015

1. Agenda

**Motion**

Captain Stobart moved and Fire Chief DeRousie seconded to adopt the agenda as amended.

**CARRIED UNANIMOUSLY**

2. Previous Minutes of the OH&S Committee Meeting:

**Motion**

Fire Chief S. DeRousie moved and Administrator G. Wise seconded the motion to approve the minutes of August 8, 2015.

**CARRIED UNANIMOUSLY**

3. Business arising from previous minutes:

- a. Workplace –
- b. Training -
- c. Personnel –
  - i. Fire Chief DeRousie reported that the oral report from the Saferway instructors on the progressive assessment of our drivers was favourable. Some drivers need time behind the wheel to feel more confident. Fire Chief DeRousie is pleased with the results. When written reports arrive, we can decide whether or not we need a more robust drive training program.
- d. Operational -
- e. Equipment –
  - i. SCBA upgrade – Fire Chief DeRousie reported that the proposal for SCBA upgrade has been tabled for the October board meeting. The issue is still being worked out, with firefighter safety in mind. Captain Stobart added his support for longer working periods. The current equipment does not put firefighters at any risk. Captain Rice added that NFPA standards are changing, and new research being reflected in these new standards. Also added by Administrator Wise, the impact of a lighter bottle on a firefighter's back. Back strains and sprains are a concern for the type of work a firefighter does. New packs would reduce the weight on a firefighter's back.
- f. Other –

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



4. New Business:

- a. Workplace –NOTHING TO REPORT
- b. Training - NOTHING TO REPORT
- c. Personnel –
  - i. Captain Rice asked for clarification on the protocol for allowing new driver's on the trucks. Fire Chief DeRousie had discussed with the Saferway instructors moving forward with new drivers. On their suggestion, the driver's were approved to take trucks on their own. The driver's are building their skills on the trucks, and more time driving will aid in their development.
- d. Operational – NOTHING TO REPORT
- e. Equipment - NOTHING TO REPORT
- f. Safety- NOTHING TO REPORT
- g. Other – NOTHING TO REPORT

5. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: ERice@mayneid.ca or telephone 250 539 5156; or drop-off at the Fire hall.

**Adjournment:**

Meeting was adjourned at 14:23.

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Captain Eric Rice,  
OH&S Chair

## Health Centre Repairs Log

Month : Oct, 2015

### Criteria for Priority Rating; Completion Recommendation

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

Report Date	Reported or Requested by	Phone #cell	Email address	Detailed description	Priority Code	Completion Date	Follow-up date	Comments
Oct 2013	MIHCA			Long term solution to garden, extra Parking and narrow Driveway	4			Planned in 2016 Capital Budget
March, 2014	Reported by D Rea			Some Panel/Breakers, Switches & Plugs are mislabeled or not labeled	4	Fall, 2015		Op Budget 2015 Southern Gulf Electric agreed to proceed after summer Must be weekend work
Jan 3, 2015	BCAS			Tap in Emerg. Room not working correctly	3			Looking into repair or replacing sensor Several calls to plumber made
Sep 25	Sally			Faucets in Medications room and lab “spray”	3			Faucets have been repaired frequently; leak when turned on fully. May need to consider replacement for all 3 units
July	Diane			Valve on Rain Catchment tank needs repair	3			Getting plumber