



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, July 19, 2016

Time 1:00 PM

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

CALL TO ORDER:

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

PRESENT: Trustees: Cilla Brooke, Chair; Dereck Atha, Brian Dearden, Sean Skiffington, Bob Soper; Staff: Corporate Administrative Officer (CAO): Katherine Somerville; Recording Secretary: Gerrie Wise; Kyle Stobart: Captain; Eric Walker: Captain; Fire Chief Steve DeRousie.

GUESTS, MEMBERS OF PUBLIC PRESENT: Dennis Watts, Jennifer O'Shaunessy, Brigitte Prochaska, SGIEP, Bev Whitney, Christie Meers, Linda Dzus, John Aitken, Mindy Somerville, Darrel Watson, Deb Foote, Sid Mister, Dan and Linda Beer, Joan Sutherland, David Maude, Aaron Somerville, Garth Owen, River Judd, Bill Bender, Rick Ponsford, Marilyn Winterbottom, Brian & Mary Crumblehulme, Ron Willick

AGENDA – Additions, Approval

- 1) Deb Foote requested the layoff of Auxiliary be addressed
- 2) CAO One item under In Camera
- 3) Fire Chief: 1 item under In Camera
- 4) Chair an item for under In Camera

MOTION Trustee Skiffington moved and Trustee Atha seconded the motion to approve the agenda as amended.

CARRIED UNANIMOUSLY

The Chair asked that the Public Question Session be moved to the first item on the Agenda.

Public Questions: Addendum following Minutes of regular Meeting

The meeting was re-convened following the Public Question Session

PREVIOUS MINUTES OF BOARD MEETINGS:

MOTION Trustee Dearden moved and Trustee Soper seconded the motion to approve the Minutes from the Board Meeting of June 21, 2016 as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS /MEETINGS/MINUTES:

1) CRD Emergency Program Lease: The Chair introduced Brigitte Prochaska the Area Co-ordinator of the Southern Gulf Islands Emergency Program (CRD) who stated she would answer any questions arising from the letter¹ regarding the proposed lease which was received by the Board today. The CAO asked if the amount of \$20,000 would be in exchange for space in the fire hall "in perpetuity". Brigitte reviewed the previous arrangements on Mayne Island and arrangements with fire departments on other islands. The annual contributions for fuel and maintenance for the fire hall generator would continue. The Chair asked if this payment of \$20,000 was meant to be \$1000/year for 20 years. Brigitte confirmed this was an option. She also mentioned that in the past \$80,000² was contributed to Mayne Island as part of the generators both at the fire hall and the Community Centre. The Chief

¹ Letter: Sothern Gulf Islands Emergency Program

² **NOTE** Mar 25, 2007 MIID received a cheque from CRD on behalf of SGIEP for \$30,000 as a contribution toward the total price of \$80,881. for the generator at the fire hall.

asked for clarification of the CRD policy regarding disbursement of funds which are not CRD assets or lease payments. Brigitte explained the maximum term of lease is 5 years and that the CRD cannot purchase generators for buildings not owned by the CRD. She confirmed the MIID is not limited or restricted in any way as to how the \$20,000 funds may be spent. However the term of a lease would be 5 years with the right to automatic renewal at expiry with no further payment after the onetime payment of \$20,000.

Trustee Soper asked the amount of space used by SGIEP/CRD.

CAO explained it includes two offices and two storage spaces.

Trustee Skiffington asked for clarification of the SGIEP-CRD structure

Brigitte explained the structure.

Trustee Atha asked that the source of donations for the generators be clarified. Brigitte confirmed they were in fact JEPP (Joint Emergency Preparedness Program) grants from the federal government presented by our MP, Murray Coell. The CAO confirmed that Mayne Island ID paid for over half of the fire hall generator as well as the reconfigurations in 2015 required by the new fire hall.

The Chair received the letter and the Board will consider the matter during the coming month.

2) Cost Recovery Invoice: The CAO will discuss this issue in camera as the property owner information must remain confidential at this time.

3) Mutual Aid Agreement (CRD/ Salt Spring/ Mayne): The CAO distributed the document originally approved and signed May 17, 2016. A change was required to the document to reflect the correction of the name to "Salt Spring Island Fire Protection District". The CAO asked for a motion to accept and execute the amended document.

MOTION Moved by Trustee Soper and seconded by Trustee Skiffington to accept and execute the Mutual Aid Agreement as amended.

CARRIED UNANIMOUSLY

CORRESPONDENCE:

a. Email Auxiliary Members and reply from Chair

b. Email Garth Owen and reply from Chair

c. Email Diana King and reply from Fire Chief (material included in telephone conversation)

CORPORATE ADMINISTRATIVE OFFICERS REPORT

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report³ she also gave a brief report on the three delinquent tax payers. If the District must proceed to legal action these taxpayers should have to bear the costs of legal action.

There were no further questions for the CAO.

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

CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair: Trustee Brooke presented her report:

On behalf of the improvement district and particularly the board of trustees I would like to acknowledge and express our gratitude to the Fire/Rescue Auxiliaries: Harry Lane, Louis Vallee, Bernadette Ponsford, River Judd, Bernard Rochet, Nigel Barrett, and Mike Maxwell for their many years of service to the island under the auspices of the Fire Rescue Auxiliary Program.

It has been a very difficult month for the Board and staff of the MIID, for which we are all to some extent culpable, but I think it has given us (the board) the opportunity to learn a lot about our Fire/Rescue Service.

³ Administration Report

Over the last few years we have been much involved with providing the bricks and mortar, equipment and training necessary to provide the Fire/Rescue Service appropriate to our needs on Mayne Island and safe for the firefighters doing the job. I think we can say at this time that these goals have been reached.

However what this last month has shown is an overwhelming need to address management and communication issues related to the 'people' delivering these services. Just like the building process this is not going to be an instant fix, unfortunately, but there are two aspects of this process that I'd like to see us start addressing at once.

Administratively we need to have reviews and updates of the SOG's related to human resources in the fire service particularly as relates to 'end of service issues'. I would suggest that an inclusive subcommittee be struck including a board member, the Fire Chief, one of the staff captains and an interested firefighter/officer.

The second proposal is a review of the communication problems within the Fire/Rescue service which seem to be longstanding and entrenched. We, as the Board, have in the last month done considerable 'investigation' into some of these but there is more that has to be done. Here again, I would recommend that we strike a subcommittee to include a Board member, Fire Chief and one of the staff captains and an interested firefighter plus possibly someone experienced in HR who might be willing to contribute to such an undertaking.

Finally on this I think we have determined over this last month that none of the Board members and firefighters are convinced that a 'Support' team for want of a better word would not be of advantage to the Fire/Rescue Service albeit in a somewhat different form than the 'present' one. For example, we have never addressed the issue of what happens when fire fighters no longer wish to continue in that role, but may want to continue to volunteer for the Department.

This brings us to the issue of what we would all like our Fire Service to look like in the coming years. To this end I think it might be the ideal opportunity to have the kind of inclusive process that Trustee Dearden envisaged which would include Board members, staff members, firefighters, volunteers etc to have a look at the big picture moving towards a functional community Fire/Rescue service.

Hopefully this reassures everyone that although we are mostly a brand new Board, we are a strong Board and are working hard to address everyone's concerns. Although we can't change the past, at this point we have to move forward and make it work in the future.

The Trustees unanimously complimented the Chair on her report and suggested it be published for the public.

MOTION Moved by Trustee Dearden and seconded by Trustee Skiffington to accept the Management report.
CARRIED UNANIMOUSLY

b. Fire Chief's Report⁴ (attached) Fire Chief Steve DeRousie presented his report.

- He highlighted a June 2nd grass fire on Georgina Pt Rd caused by a careless disposal of a cigarette.
- A structure fire June 11 was responded to in 7 minutes –well within the 14 minute response time goal.
- The Fire Chief has requested the mechanic provide a service schedule for preventative maintenance for apparatus
- Fire Danger is currently at high. Still no open fires.

⁴ Fire Chief's Report

Trustee Atha asked if the grass fire was extinguished by the Utility truck with the pump and hose rig. The Fire Chief explained that all calls are responded to by Engine until the nature of the call is determined.

MOTION Moved by Trustee Skiffington and seconded by Trustee Dearden to accept the Fire Chief's Report
CARRIED UNANIMOUSLY

c. Report from Occupational Health and Safety Committee⁵:

The draft minutes of the meeting of July 5, 2016 were circulated, and the Fire Chief commented on some of the items.

- The guarding around the sprinkler pump will be done by next board meeting
- The hearing tests for firefighters are being scheduled
- We may need to re-examine the locks on fire hall doors which could leave the building unsecured and staff working alone at risk. They do not automatically re-lock after someone exiting. The budget and safety concerns must be considered.

MOTION Moved by Trustee Atha and seconded by Trustee Soper to accept the OHSC Report.

CARRIED UNANIMOUSLY

d. MI Health Centre Report⁶:

The CAO presented the report and mentioned the gutters and the plumbing repairs were completed this morning.

MOTION Moved by Trustee Soper and seconded by Trustee Atha to receive the Health Centre Report.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

- a. Fire Hall Build: Trustee Skiffington reported the Septic Engineer attended the hall and verified the correction to the truck bay drainage system. Cole Zukiwsky from Liberty Project Management Inc is still organizing the Engineers walk-through and Schedule C "sign-offs". The CRD building inspection will then follow.
- b. Finance Committee: Trustee Brooke reminded all that budget meetings start next month.
- c. Health Centre & HC Association: Trustee Soper reported that he is pleased with progress at the Health Centre removing items from the repairs list. He explained the Board requires three motions to proceed with hiring a new contractor. He introduced the contract and position description for discussion. Two amendments were suggested regarding the liability insurance and qualifications required.

MOTION Moved by Trustee Soper and seconded by Trustee Dearden to accept the new Health Centre Maintenance Contractor contract and job description⁷ as amended.

CARRIED UNANIMOUSLY

MOTION Moved by Trustee Soper and seconded by Trustee Dearden to authorize the CAO to hire a person on an interim basis until the new Health Centre contract position is filled.

CARRIED UNANIMOUSLY

MOTION Moved by Trustee Soper and seconded by Trustee Dearden to strike a committee comprised of Trustees Skiffington and Soper and the CAO to interview candidates for the new contractor position and recommend the successful applicant to the Board.

CARRIED UNANIMOUSLY

- d. Human Resources Committee: Trustee Atha had no report for this meeting.

MOTION: Moved by Trustee Soper and seconded by Trustee Dearden to accept the Committee Reports.
CARRIED UNANIMOUSLY

⁵ Minutes of OH&S Committee June 7, 2016

⁶ Health Centre Manager Report & Log

⁷ HC Maintenance Contractor contract & job description

OTHER BUSINESS:

1. Communications/ Articles for Website/Mayneliner

The CAO circulated:

- Copy of June 30 letter⁸ regarding the Auxiliary which was posted on the MIID Website
- Copy of the photo "Thank You Ad"⁹ published on Websites and for publication in the Mayneliner
- Copy of the advertisement¹⁰ for the Health Centre position

Trustee Dearden suggested the Chair's Management report today be published on the Website and in the Mayneliner to accompany the photo "Ad"

NEW BUSINESS: None at this time

NEXT BOARD MEETING DATE/S:

Tuesday, August 2, 2016 1:00 PM Staff & Board – Budget Meeting

Tuesday, August 16, 2016 1:00 PM Regular Board Meeting - Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS:

Linda Beers thanked the Chair for her remarks and asked the Board to revisit the dismissal of the Auxiliaries and asked if the Board will reconsider re-hiring them in the future in some capacity.

Sid Mister asked about the time spent discussing the Health Centre Contractor Insurance and asked if there is a plan to install an x-ray machine at the Health Centre.

Trustee Soper suggested he ask MIHCA.

Mr. Mister then asked about the number of "firemen" responding to medical calls and whether all responding fire fighters are paid.

The Chief explained the procedure and explained that firefighters are paid two hours time for a call-out at \$15.50 per hour

Mr. Mister then asked about the rumour regarding attempting to "unionize" the fire department.

The Fire Chief stated there is absolutely no truth in that rumour.

The Chair thanked the guests and asked for a motion to go in the in-camera session

MOTION TO GO IN CAMERA

MOTION Trustee Atha moved and Trustee Soper seconded the motion to go into "In Camera session" at 3:00 PM.

CARRIED UNANIMOUSLY

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

ADJOURNMENT:

The Board meeting was adjourned at 4:23 PM by motion made by Trustee Dearden

Transcribed by: Gerrie Wise, Recording Secretary

Approved:

Priscilla Brooke, Chair

Date:

⁸ MIID Board letter June 30, 2016

⁹ "Thank You" Ad

¹⁰ Health Centre Position Ad



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, July 19, 2016

Time 1:00 PM

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

Addendum: to Minutes of July 19, 2016 Public Question Period

Deb Foote: Addressed the Board with several questions regarding the recent “lay-off” of the Auxiliary Members. She explained she has several concerns and has reviewed the playbook. She questions the decision made to discontinue the Auxiliary program. Concerned that the community is put at risk by dismissing 8 people from our staff, asked: Why was this decision made? Why now?

Chair: Reminded all that the Playbook was written to address Safety issues to all following many deaths of fire fighters. It addresses safety to the firefighters, the public and to property. It sets out the minimum standards for training for all levels of service. The Board has been involved in providing the funds for a safe workplace, safe equipment and training to the levels required by regulating bodies.

Chief DeRousie: The decision was made in the interest of Safety of all the firefighters; I accept that I am responsible for the decisions to keep everybody safe.

River Judd: quoted the Playbook, Section 4 as stating that it is possible for us to have duties that are not firefighters. The method of dismissal was abrupt and hurtful. We believe this decision is not appropriate and are concerned it be allowed to remain. Other fire departments have auxiliary programs and may risk losing personnel.

Linda Dzus: Is there any kind of Training the Auxiliary member could have been offered?

Fire Chief: Bylaw 161 stated that Firefighter 1 was the basic training offered.
His recommendation to the Board was that the service, use trained firefighters.

Sid Mister: was a letter received asking the Board to reinstate the Auxiliaries?

Linda Beers: stated she isn't sufficiently informed to question the validity of the decision but feels that the Auxiliary members were not treated well and with respect. What can MIID do to make it right to thank these people for what they have given the community?

Joan Sutherland: Are there examples of Auxiliary members operating in a manner to bring danger to the fire fighters?

Chief: He cannot give examples without violating personal confidentiality.

Trustee Dearden: There have been incidents, but the Chief is correct to withhold specifics.

Deb Foote: What is our current level of personnel?

Chief: 16 trained responding firefighters plus 2 recruits.

Deb Foote: What is the minimum number of firefighters required?

Chief: It is 16 trained firefighters according to FUS.

Deb Foote: Who is going to do all the functions necessary (listing driving trucks, filling tanks, operating pumps, etc)?

Chief: The firefighters can do all the necessary functions – that is what they are trained to do.

Deb Foote: I believe the department is now understaffed by half a department.

Chief: Your comment is so noted.

River Judd: In a department such as ours, and in all provincial rural fire departments to which the playbook applies, not everyone can come to every fire or incident and so I do not agree that losing 7 or 8 people from this department at a staffing level of 15 is not a public safety issue. In the case of the decision, we don't think the decision should stand. Clean up that mess.

Bill Bender: I have lived here on Mayne Island probably longer than anyone here; for a long time anyway, and I find it incredible that this pool of people who have been connected to the fire department for so long are deemed "superfluous". We need everyone, they have been here for years & years; they've been to lots of fires; to not have them available seems ridiculous.

Bev Whitney: I do remember that years ago people driving through BC were actually pulled off to go out and fight forest fires. That was dangerous and people were hurt. I know now that we need well trained persons for safety. I hope our firefighters are paid well. Are the Auxiliaries paid as well? How much does it cost us as taxpayers for uniforms and safety equipment for 30 firefighters or 15 firefighters and 7 Auxiliaries? Was there a cost factor in the decision to lay off the Auxiliaries? I know when I reached age I had to retire and I was very sorry to leave my job. So I don't think it is an emotional issue; I think there has to be a logical issue as well. My question is how do we financially manage the fire hall and personnel?

Chief: We manage the taxpayers funds as carefully as we can. Volunteers do get paid; I could give you an average figure per member; it doesn't make any difference if it is an Auxiliary or a Firefighter 2, however this was never a decision about funding or money. This was about safety and being operationally effective when they are out there fighting. The budgeting of our labour is done carefully every year to make the best use of our funds. Volunteers are not free.

Chair: clarified the payment that a regular firefighter and an Auxiliary are paid the same amount for time called out and practices and all receive benefits.

Brian Crumblehulme I have been a 36 year resident, an 8 year former firefighter with this department and former Improvement District Board member. On a point of principle, on Mayne Island we have many organizations and we all suffer from a shortage of volunteers as we are such a small community. The province has frequently come down with regulations requiring everyone to comply with and to provide services in the same way. This is bureaucratically very efficient, but difficult for small communities. What we need is a set of rules for Mayne Island not something from government that applies to the whole province.

Dennis Watts: Asked If Brian was advocating sending out untrained persons to fight fires because that's the "Mayne Island way"?

Interruptions, Many speakers, Conversation – unable to transcribe

Chair called Order

Dennis Watts: I'd like to confirm the reason for the decision was to ensure the safety of the firefighters, public and equipment owned by the tax payers. This is a fundamental principal of safety.

Linda Beers: Basing my question on my experience with 15 employees, could these people have been dealt with on an individual basis, remaining with the department working within their strengths and were curtailed from activities endangering other firefighters or the public?

Chief: replied: In retrospect, Yes

Deb Foote: When did Playbook came into your prevue?

Fire Chief: Asked for clarification of her question Ms. Foote stated she was not asking the Chief but the Board.

Chair: They have been discussing it for some years now.

Deb Foote. So this was not something new then. You had a plan somewhere along the way to eliminate the Auxiliary from our firefighter capabilities. Is that true?

Chair: No

Deb Foote: Then how did it come to be that 9 days before it was supposed to come into effect according to the document that this decision was made to remove the Auxiliaries. Why was the decision left to last minute?

River Judd: Again I state we are not firefighters; those of us who were let go we are trained for the jobs we do. We are support people for the firefighters and therefore I believe the decision was wrong. I'd like to add that my hat is off to Steve, as Chief for his tremendous ability in Administration: to keep up with regulations. Regulations have increased amazingly over the past 25 years I feel his decision was incorrect. His skill is not with People skills; he dismissed us on a people basis not on a safety issue. Can we reverse the decision and can it be repaired?

Chair: I disagree with the idea that the decision was based on people issues and repeat the decision was based on safety issues.

Speaker??? (No name given) How many other depts. in the province have auxiliaries and how many of them have stopped their program?

Chair: We do not know about other departments at this time.

Conversation several voices unable to transcribe

Chief: Asked to clarify the terminology used by other departments such as Kamloops and Abbotsford and a definition of the term "Auxiliary". He explained that the term refers to firefighters other than "career" firefighters, that is "paid on call" firefighters rather than regular salaried individuals.

River Judd left the meeting stating he considered the decision incorrect.

Chair: Explained that we do feel the layoff was done too precipitously as far as the timing went. but we did have some real fears about safety and we had to make the decision at that time. Going forward we do need to rethink the structure of the fire department and we intend to do that starting with this meeting. It has been brought to our attention that everyone would like some sort of support team going forward. This has not been in the plans brought forward from previous Boards. We also need to plan exit strategies for when people leave the service. We meant no disrespect to the Auxiliaries. We are truly very grateful for all that they have done. We have to respect life and limb; this is where the decision it came from.

Linda Beers: Was anything put out to thank the volunteers?

Chair: Yes, Check the Mayneliner and the MIID Website.

Ron Willick: Thanked the Board for giving the public the opportunity to be heard.

The Chair called a five minute break and several guests left.

Transcribed by: Gerrie Wise, Recording Secretary

Approved:

Priscilla Brooke, Chair

Date:



July 18th, 2016

Board of Directors
Mayne Island Improvement District
520 Felix Jack Road
Mayne Island, B.C. V0N 2J2

To: The Board of Directors

We are in receipt of your draft lease agreement between the Mayne Island Emergency Program and the Mayne Island Improvement District (MIID), regarding designated use of space within the new Mayne Island fire hall for an Emergency Operations Centre, radio room and storage, as well as additional storage space at the Health Centre.

In advance of the first referendum for a new fire hall in 2011, the Southern Gulf Islands Advisory Commission approved a one-time payment of \$20,000.00 to the Mayne Island Improvement District to allow for similar ongoing access to the new fire hall and this information was made known to then Fire Chief Jeff Frances and Emergency Program Coordinator Gerrie Wise. With the passing of a second referendum it was confirmed to Chief DeRousie and Gerrie Wise that this money continued to be held in a reserve account. It was confirmed at the November 18, 2015 meeting of the Advisory Commission that these funds continue to be available for the new fire hall, to be spent at the discretion of the MIID. Chief DeRousie had requested that these funds be made available to MIID in the amount of \$1,000 per year for 20 years, unfortunately the CRD is limited to agreements not exceeding five years.

The CRD through the Southern Gulf Islands Emergency Program (SGIEP) has been pleased to be able to support Mayne Island by making several significant contributions that you may not be aware of. In March of 2007 \$35,000 was paid to the MIID towards the purchase of a 200 KW generator, which is still in use today and provides sufficient back-up power for the Mayne Island fire hall, ambulance station and health centre. This unit is expected to provide service through 2029. During that same year, the SGIEP also paid \$28,943.65 for the purchase, and approximately \$5,000 for installation, of a 50 KW generator, complete with automatic transfer switch, for the Mayne Island Community Centre (MICC), to allow it to serve as the principal Mayne Island Emergency Reception Centre, with full ownership being transferred to the MICC. In exchange the Emergency Program was granted access for the life of the building.

Both these significant contributions are further supported by the Emergency Program providing annual funds towards the operating costs of the generators.

On this basis the SGIEP undertook to install significant infrastructure to allow Mayne Island to maintain communications and support during times of disaster and we look forward to continuing under these terms.

Respectfully yours,

Brigitte Prochaska
Emergency Program Coordinator
Southern Gulf Islands Electoral Area

cc. Peter Ensor, Manager of Electoral Area Fire & Emergency Programs, CRD
Chief Charlie Boyte, Chair, SGI Emergency Program Advisory Commission

From: no-reply@parastorage.com
To: miid@shaw.ca
Subject: New message via your website, from diana@dianaking.ca
Date: July-01-16 10:22:54 AM

You have a new message:

Via: <http://www.miidonline.com/>

Message Details:

Name Diana King

Subject Fire Hazard Signage

Message Dear Trustees, A neighbour's detection of a driveway fire on Navy Channel Road on the afternoon of June 30th prompts yet another request for additional Fire Hazard signage on our side of the island. As I understand it, the resident who lit the fire had no idea a fire ban was in place. The lack of any fire hazard signage on the south side of the island has been an-going source of frustration ever since the removal of the sign that was inside the ferry terminal. The sign outside the terminal (on Dalton) is visible to people who turn left when exiting the ferry, but it is not visible to people who turn right, especially because they are looking for oncoming traffic, not signs. So a large population of residents and visitors are not being reached through the signage at the ferry terminal. The most obvious place to put a sign is at the top of Dalton (where it intersects with Mariners Way and people have a choice of turning either left or right). While additional signage may not have made a difference in the case of yesterday's driveway fire, it would certainly make it difficult for residents to claim they didn't know about a fire ban. And while I am on the subject of fire hazards, I have seen far too many cigarette butts on our trails and roadways and again ask you to consider restricting areas in which people can smoke. I notice that the CRD has put "no smoking" signs in their Mayne Island parks and hope our Parks and Recreation Commission will consider banning smoking on the trails for which it is responsible. Is there something the MIID can do as well? If outright banning of smoking in public places is beyond your "authority", would you at least consider putting up signs warning people to be careful how they extinguish their cigarettes and dispose of their cigarette butts? Thank you. Respectfully, Diana King

Email diana@dianaking.ca

Sent on: 1 July, 2016

Thank you!

Mayne Island Fire Rescue



Volunteers Serving the Community

Fire Danger / Signage

2016-07-18

Re: Fire Danger Signage requests & Fire Ban Signage

I have received a handful of inquiries and requests from residents to post additional signage related to both Fire Danger Ratings and Fire Ban closures.

To date, I have made inquiries with Highways related to posting of additional signage with no decision made yet.

I understand the ferry travelers turning right may not be able to easily see our Fire Danger Ratings and Fire Ban notice board however, I also note there are numerous other signs posted in the same location which detract from the visibility of our public safety signage. While it is permissible under Islands Trust bylaws for the public safety signs to be posted, it is not permissible for the various other signs to be posted under Islands Trust bylaw No. 94, (1996) Part 6.2

Removal of these other signs would increase the visibility of public safety signs by removing clutter and presenting only necessary and important information so travelers coming off the ferry are not overloaded with multiple advertising signs.

I believe it may be in our community's best interest to consider temporary fire ban notices posted on available street sign posts with permission from highways, possibly on each intersection/stop sign post. This may be the most effective method while eliminating the problem of cluttering our island with signs everywhere.

A handwritten signature in black ink, appearing to read "Steven DeRousie".

Steven DeRousie
Fire Chief | Heliport Manager | LAFC

6.2 Prohibited Signs

No animated sign, flashing sign, third party sign or sign that projects over or is erected on a highway or other public property is permitted in any zone.



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Health Centre Tax Summary

Taxes were due July 4, at present there are 4 delinquent properties (3 individual owners.) Delinquent properties are properties that have taxes unpaid for more than 24 months. I have contacted the Ministry and they have now sent out letters to these 3 individuals to explain that these taxes need to be paid or a tax sale will begin. All fees associated with this action will be charged back to the individual property owners.

Arrears, Delinquent and Credit Balances as at July 13, 2016		
	# of Prop's	Amount
Current Yrs	275	11,644.73
Current Arrears		
Interest and penalties incl.	78	1,825.50
Delinquent Arrears		
Interest and penalties incl.	16	646.61
Credit Balances	47	(2,056.68)
Net Owing		12,060.16

Wisdom Enterprises Ltd. has given notice effective July 31, to step down from the position of maintenance at the Health Centre. An advertisement for the Health Centre Maintenance Contractor will be in the August issue of the Mayneliner. The District's website www.miidonline will also advertise this position.

Brigitte Prochaska (EP Area Coordinator) has been in contact with the District regarding the draft lease agreement for the use of the offices and storage space at the fire hall. At the time of writing she has indicated to me she plans to have a written response available for the Board to read and discuss at the meeting July 19th.

The Province issued our statutory tax advance for the 2016 Fire Protection operating and capital expenditures budget on July 4. Budgeted reserve transfers will be made later this month to the appropriate investment accounts. The District has purchased a cheque scanner to make deposits to the Districts accounts. This has proven to be a valuable tool, reducing staff time associated with making these deposits while also ensuring funds are deposited promptly after receipt.

The Fire Chief and I are working together to compile the 2017 operating and planned capital expenditures budget information for the Trustees review at our upcoming budget meeting August 2. Staff and trustees will work together throughout the month of August to finalize this budget for submission at the end of September.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Fire Department Report

To: **Board of Trustees**
CAO K.Somerville
From: Fire Chief Steven W. DeRousie
CC: File
Date: Tuesday, July-19-2016
Re: June 2016 Fire Department Activity Summary



Mayne Island Fire Rescue

Volunteers Serving the Community

Alarms: 10

There were ten incidents responded to by firefighters in June 2016. The Fire Department responded to a small grass fire on Georgina Point Rd June 2nd, a structure fire call for a kitchen fire on June 11th, and a backyard debris fire on June 30th. None of these calls were significant in that there was little or no property damage. The person responsible for the prohibited backyard debris burn was given a warning as this was the first incident on record and advised that cost recovery invoicing could be applied in the future for further burning in contravention of a fire ban.

Date	Time	Pager	Type	ToS	Members/Units
06/02 2016	11:17	633	Fire	8	14 E2, T3
06/05 2016	13:07	tel	D/O	10	1 U1
06/08 2016	15:06	634	EMA	9	5 U1
06/08 2016	17:31	634	EMA	5	5 U1
06/11 2016	12:43	633	Fire	7	17 E2,E1,T3,T1
06/19 2016	00:25	634	EMA	15	6 U1
06/19 2016	09:23	634	EMA	10	5 U1
06/22 2016	07:08	634	EMA	14	7 U1
06/30 2016	12:50	634	EMA	13	5 U1
06/30 2016	13:54	633	Fire	18	11 E2, T3

Response Time Analysis

There was 1 Structure Fire alarm which was met within 4-in-14 response goal (shown in red).

The Fire Department arrived on scene within 15 minutes for 90% of all calls received this month.

June 2016	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:		2 20%		1 10%
Other Alarms:		4 40%	3 30%	

Member Attendance for Officers, Firefighters, and Fire/Rescue Auxiliaries:

Hours are up 51 hours from this month last year and slightly increased from the previous month of May's 152 hours.

For alarms - 8 members have exemplary attendance, 5 are satisfactory, 3 are below satisfactory level.

For practices - 9 members have exemplary attendance, 3 are satisfactory, 4 are below satisfactory level.

June	2016 Alarms/ hrs		2015 Alarms/ hrs		2016 Practice/ hrs		2015 Practice/ hrs	
Officers attendance	10 Incidents	66	12 Incidents	57	4 Practices	57	5 Practices	72
Firefighter attendance		74		38		120		52
F/R Auxiliary attendance		22		16		65		52
Totals		162		111		241		176

Personnel

The fire department started their basic firefighter training in June. The personnel numbers reported below reflect current active personnel as of June 30, 2016.

Attendance levels at regular practices remains high with members attending regularly. Firefighters practiced their MayDay protocols for coordinated firefighter rescue mandown situations, working with our Dispatch Centre with excellent results being based on time elapsed from initiating a mayday through to exiting the building.

Total Active Personnel		NFPA Firefighter 1&2		FF in Training:	
June 2016:	16		14		2

Fire Apparatus and Equipment

Apparatus and equipment are operating normally.

I have engaged Mike Maxwell to list all the truck manufacturers requirements for regular maintenance over and above the typical oil changes that are due either by hours of run time or miles traveled.

Administration and Operations

While the weather has been cooler, there has been some rain fall but the fire danger rating has remained constant in the HIGH and MODERATE classification. In spite of the rains of July, the Fire Danger Rating is expected to reach extreme by August.

Fire Prevention efforts will be an ongoing process throughout the summer, however it can be a challenge to engage people in fire prevention with the cool, wet weather.

Emergency Backup Generator and Heliport

The emergency backup generator is operating normally on its weekly exercise test runs. I have heard nothing further from BCAS the connection of the ambulance station to the generator.

One (1) med-evac helicopter flight was recorded in June 2016.

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



Tuesday July 05th, 2016

Present:

Fire Chief S. DeRousie, Chair, Captain K. Stobart, Recording Secretary, Lieutenant E. Walker.

Guests:

None.

Meeting called to order at 10:00 hours, July 05th, 2016

1. Agenda

Lieutenant Walker motioned and Captain Stobart seconded the motion to adopt the agenda with additions.

CARRIED UNANIMOUSLY

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

Lt. Walker moved and Cpt. Stobart seconded the motion to approve the minutes of the previous meeting held on June 07th, 2016.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

- a. Workplace: From the inspection:
 - i. Committee discussed options for enclosure around the sprinkler pump in the ready room.
- b. Training
- c. Personnel
- d. Operational
- e. Equipment
- f. Other
 - i. Cpt. Stobart reported that he has left a message with the audiologist this AM. Discussion centered on best times to conduct hearing tests.

4. New Business:

- a. Workplace:
- b. Training
- c. Personnel
- d. Operational
- e. Equipment
 - i. Lt. Walker reported that he would like to have earmuffs in the SCBA room. FC advised that we have spares in storage.

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



- f. Other
 - i. FC DeRousie reported that he will be looking into requirements for a fire drill for office staff.
 - ii. FC DeRousie reported that he feels we need automatically locking doors to keep the building secure when responding to emergencies.

Adjournment: The meeting was adjourned at 10:24.

5. Agenda for Next Meeting TBA.

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

Next OHS Meeting will be Tuesday Aug 2nd at 13:00 hrs.

S. DeRousie, co-chair

E. Walker, co-chair

Recorded by K. Stobart, OH&S Recording Secretary

Criteria for Priority Rating: -

1. **Critical** – issue poses a safety hazard to patients &/or staff - immediate attention – within 24 hours
2. **Urgent** – if issue not dealt with further damage could ensue; or interruption to regular operation/work of staff - within 2 weeks
3. **Regular wear and tear** – operational interruption – comfort and safety of patients/staff - within 3 months
4. None of the above but **Budget** planning needed and work completed - within 12 months if budget allows

Report Date	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Date Repairs Finished	Repair Scheduling
Oct. /13	MIHCA		Long term solution to garden, extra parking and narrow driveway.	4		Planned in 2016 Capital Budget.
Mar. /14	David Rea	Wesley will use his own helper and schedule the job to be completed by end of July	Some panel/breakers, switches & plugs are mislabeled or not labeled. Circuits to be traced.	3	End of July	Now approved.
Jan. /15	BCAS & Facility Mgr	In February, the plumber I suggested to do the work was not approved. Quotes were requested from two others.	Faucets in emergency room and Leanne's office not working correctly.	3		This project now in the hands of the CAO - see "comments"
Jun. 27	Diane	To be included in quote	Drain valve on rain catchment tank needs repair.	3		In hands of CAO
Sep. 25	Sally	To be included in quote	Faucets in medications room and lab "spray" when turned on fully. Need replacing.	3		In hands of CAO
Dec. 7	Sally	Potentially a large job - should be assessed once flashing removed. Delayed because it requires at least a week of good weather.	Water beneath older window on inside lower floor - puddle & wall paint stained.	2		Work approved
Jan. 5/16	Facility Mgr	Todd arrived to do the work June 1st but was told to leave as "patients were in the building". The job has been re-scheduled for July 19. I will be there to oversee it.	2 downspouts and gutters outside Community room need replacing along with the length of damaged gutter over the emergency room door.	4	July 19	Approved and scheduled with Gulf Island Aluminum but see "comments".
Jan. 5	Facility Mgr	Needs a finishing carpenter to be involved to remove and re-install trim.	Paint on trim around exterior of emergency room door peeling off - no primer.	4		No approval yet.
Jan. 8	Jay - plumber	To be included in plumbing quote	Old exterior propane pressure valves need removing.	3		In hands of CAO

Mayne Island Improvement District

Employment Opportunity



The Improvement District invites applicants for the following contract position beginning September 1, 2016. Complete job description and copies of the contract are available to at the MIID Offices.

Health Centre Maintenance Contractor

Average approximately 4 hours/Week

Reporting directly to the CAO, the Health Centre Maintenance Contractor position provides oversight, assistance and solutions relative to structural issues, maintenance and repairs to the Health Centre buildings. The Contractor is the liaison between the Health Centre tenants and occupants and the MIID.

The Contractor will make repairs as required and/or obtain estimates, quotes and make recommendations as to hiring appropriate repair personnel and follow-up to ensure repairs are complete.

Please apply for this position by email to miid@shaw.ca, or by mail or delivered in person to our address by **August 26, 2016**.

MAYNE ISLAND IMPROVEMENT DISTRICT

520 FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250) 539-5116
email: miid@shaw.ca
Web Site: www.miidonline.com



Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: MIID@shaw.ca

Web: miidonline.com

June 30, 2016

Information Statement

To be compliant with industry standards established by the Office of the Fire Commissioner, WorkSafe BC and Bill C-45, it is mandatory that all firefighters be certified to minimum standards.

Mayne Island Fire Department was established as a full service fire department under the Districts bylaw #161. The current minimum training standard required to respond as members of the Mayne Island Fire Department includes but is not limited to the Basic Fire Fighter Certificate Program.

At present, none of our auxiliary members have this certification. Non compliance with these established training standards could result in accidental injury or death which is our legal obligation to avoid (Bill C-45, see below). Under these circumstances there are no longer any 'volunteer auxiliary' positions in our fire service.

The decision to lay off these members effective July 31, 2016 was not made lightly by the District or the Fire Chief. We have been fortunate to have the auxiliary members as long as we have and would like to recognize the contribution these seven members have made to the Fire Department and thank them for their service.

For further information contact the Fire Chief (250-539-5156).

Mayne Island Improvement District Board of Trustees
Fire Chief, Steven DeRousie

Ref: [Office of the Fire Commissioner website](#)
[WorkSafe BC](#)
[Federal Bill C-45](#)