

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, September 8, 2014
Location: MIFRS Fire Hall Meeting room**

CALL TO ORDER:

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

PRESENT:

Trustees: Bob McKinnon, Doug Walker, Sharon Hinton, Cilla Brooke, Brian Dearden
Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,
Finance Officer: Katherine Somerville
Lindsay Allan Chair MIHCA

ABSENT WITH NOTICE: no-one

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie;

AGENDA – Additions, Approval

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the agenda **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETINGS:

MOTION Trustee Doug Walker moved and Trustee Brian Dearden seconded the motion to approve the Minutes from the Board Meeting of Aug 11 2014 as circulated. **CARRIED UNANIMOUSLY**

MOTION Trustee Sharon Hinton moved and Trustee Cilla Brooke seconded the motion to approve the Minutes from the Board Meeting of Aug 13 2014 as circulated. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Repairs to HC HVAC– The Administrator presented a bylaw to appropriate funds of up to \$32,000 from the Health Centre Capital Reserve Fund in order to install the replacement heating, air conditioning and ventilation system.

BYLAW 160¹ “Health Centre Capital Works Reserve Withdrawal HVAC Bylaw” was introduced, reconsidered and finally passed.

MOTION: Trustee Doug Walker moved and Trustee Brian Dearden seconded the motion to pass Bylaw 160. **CARRIED UNANIMOUSLY**

(Note: this bylaw was presented originally as #158; however the correction to the number to reflect it correctly as #160 was made by “friendly” amendment to the above motion by Trustees Hinton & Brooke **CARRIED UNANIMOUSLY)**

¹ Bylaw #160
Board of Trustees MIID
Meeting Minutes Monday, Sep 8, 2014
Approved Oct 6, 2014

- b. A copy of Endorsement to the MIVFFA Insurance has been received. Our Insurance advisor recommended the MIVFFA, at the time of their renewal (Oct 25, 2014) to insure their building to replacement value to conform to the terms of the lease. A letter written was written to Bill Jamieson, the President of the Association. The Chair reported he has had a call from Bill who indicated they will look into amending their insurance as he was unaware of the discrepancy between the lease and the insurance.

CORRESPONDENCE:

- a. Email- D Innes and email reply Re: fire hall referendum process
b. Email –M. Allison – email reply Re: Why HC taxes are separate from Rural taxes

FINANCE REPORT – Katherine Somerville, Finance Officer presented the Finance report² and asked for questions. She also reported that all delinquent taxes have been paid so there is no necessity for a Tax Sale.

The 2015 Budget was presented for approval. Ministry copies of the budget were distributed. The Chair stated he feels it is important to note that the budget has a ZERO per cent increase over last year, and that the Staff and the Board have been very diligent in their planning.

MOTION It was moved by Trustee Cilla Brooke and Seconded by Trustee Doug Walker to pass the Budget for 2015 for Fire Protection and the Health Centre as presented.

CARRIED UNANIMOUSLY

BYLAW 159³ “Fire Protection Taxation 2015 Bylaw” was introduced, reconsidered and finally passed.

MOTION: Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to pass Bylaw 159.

CARRIED UNANIMOUSLY

The Liberty Construction Management Inc. Fire Hall Construction Budget was then presented and discussed. The document was circulated by the Chair last week. The Staff has reviewed the document thoroughly, and conferred with the Chair. The Finance Officer requested a further discussion regarding Change Orders and approval to pay Invoices when presented.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept the Liberty Construction Management Inc Fire Hall Construction Budget as detailed in the August 20, 2014 report.

CARRIED UNANIMOUSLY

The process to deal with Change Orders was discussed. Liberty will prepare a Change Order to be approved by MIID. The Finance Officer suggested it be 3 Trustees to approve Change Orders and the Board agreed. All Change Orders will be presented to all Trustees at the following Board meeting for review, not approval. (in camera). Trustee Brooke suggested the Fire Chief should be included in the process. The Fire Chief clarified the process explaining the “Contemplated Change Order” (CCO) procedure which usually would be presented and approved as the first step. In some instances the process could

² Finance Report

³ Bylaw #159

be that a Change Order is produced by Liberty for approval, although this is not a frequent occurrence.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden that any and all additional work must be covered by a Contemplated Change Order or Change Order approved by any three Trustees **CARRIED UNANIMOUSLY**

Trustee Walker asked if the Staff feels confident that these motions give the Staff the authority they need to pay invoices as required. The Administrator and Finance Officer replied they have a few more questions on procedures, but that they have arranged a telephone conference call this afternoon with Liberty. The Chair and the Fire Chief will also attend.

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

REPORTS

a. Management: Chair: The Chair reported that the Fire hall Construction is consuming a large amount of everyone's time. In the Communications meeting this coming Wednesday, we will discuss a photo for the front cover and the article for the October Mayneliner. A short discussion regarding the time of the photo session took place. The time was set for Noon, this Friday. Unfortunately Trustee Brooke is not available.

MOTION Moved by Trustee Sharon Hinton and Seconded by Trustee Brian Dearden to accept the Management Report. **CARRIED UNANIMOUSLY**

b. Administrator's Report: Gerrie Wise provided her report⁴ (attached) and asked for questions. She suggested that the October Board meeting be held Oct 6th since the Thanksgiving holiday will fall on our regular meeting date. The date change was agreed by all. Trustee Walker reminded all he will attend by telephone, as he is away. We will need to determine a meeting place. Trustee Walker suggested that in regard to the Administrator's concerns about the Health Centre Capital budgetary requirements, Trustees Brooke and Hinton meet with Lindsay Allan of MIHCA to determine upcoming Capital expenditures. Lindsay stated that would fit in with their long term planning now underway.

ACTION The Administrator will find a location for the October Board Meeting.

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

c. Fire Chief's Report⁵- attached was presented by Fire Chief Steve DeRousie. Trustee Walker asked when Recruits become qualified as FF. The Chief replied after 6 modules have been completed (including live fire in November). There are now 5 newly certified members and 1 member who was

⁴ Administrator's Report

⁵ Fire Chief's Report

already trained for technical high angle rope rescue. In addition to his report he reported that the heliport fence is now complete and the pad is now fully enclosed. The site preparations for temporary office and fire truck locations were reviewed, as well as planning for the moving of the Shaw, Telus and Price's Alarms systems to the Temporary Facilities. He explained the OH&S committee has now been re-organized and minutes are included for review today. The Chair asked for the progress on the new dry hydrant at Campbell Bay. The Fire Chief reported that work is going well; it will be a low pressure hydrant with 1250 gal per minute. As it is already filling, it appears that the estimated 1.4 million liters capacity will be easily available.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to accept the Fire Chief's Report **CARRIED UNANIMOUSLY**

d. Report from Occupational Health and Safety Committee⁶. Minutes from April and Draft minutes from August.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to receive the minutes of the OH&S committee

- f. MI Health Centre
- i. Health Centre Maintenance Report ⁷ (received by email after the meeting)
 - ii MIHCA⁸ - Lindsay Allan, Chair -Thanked the Board for the improvement to the Garden and asked about gardening in the future. She reported a conversation with Bill Jamieson regarding screening at the Front Desk. He has offered to donate custom glasswork. She also spoke with Bill Relph regarding training and hiring to maintain the Lab since the present Technician has given notice. MIHCA continues their long-range planning process for the next three years. The Administrator explained that the HVAC system should be installed in early October and we will try for minimal disruption. Trustee Brooke explained that the expense of gardening has been included in the 2015 budget and will be done under contract.

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

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton nothing to report
- b. Communications: Chair Bob McKinnon:
Re: Mayneliner Article for Oct 1, 2014 deadline Sep 20. The Chair will be away and has delegated the article to Trustee Walker.
- c. Fire Department: Trustee Doug Walker nothing to report
- d. Finance Committee Trustee Brooke –. Nothing further

⁶ Minutes & Draft Minutes from Occupational Health and Safety Committee

⁷ Report David Rea

⁸ Email from MIHCA

- e. FOIPPA: Chair: no requests were received.
- f. Government Liaison: Chair: nothing further
- g. Health Centre & HC Association, Trustee Sharon Hinton held a meeting with Diana Plucinak regarding the Health Center gardens.
- h. Fire Hall Committee: Chair reported a conference call will be held this afternoon with Liberty.
- i. Human Resources Committee – Trustee Brooke reported that job descriptions and contracts will be reviewed and/or developed and new contracts written as per decisions made for the next year’s budget.
- j. Garbage Committee – Trustee Dearden – Nothing
- k. Fire Fighters Liaison – Trustee Dearden – He reported he has been asked to attend the Firemans’ Association meetings.
(NOTE *Correction: Captain Taylor invited Trustee Dearden to attend the monthly Fire Department Officers Meetings. Trustee Dearden did attend the Officers meeting on the evening of September 8th*)

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: none

NEW BUSINESS: none

NEXT TRUSTEES MEETING DATE/S:

- **Oct 6, 2014 - 9:00 AM** Regular Board Meeting – Location: TBA

QUESTIONS FROM GUESTS:

Tracey DeRousie requested details regarding the HC HVAC situation since the previous Board already spent a considerable amount during the ER expansion for a heat pump/air exchange system.

The Chair explained that the HVAC system installed during the expansion is only servicing the upper floor of that wing of the building. Unfortunately the two propane furnaces serving the other part of the building are 20 years old and one has completely failed. He also explained that our clinic is classed as a Class C Health treatment facility and must meet more stringent regulations. An Engineer was contracted to provide the plan to meet all requirements. This has been the basis for proposals from mechanical contractors to install the new system supervised by the Engineer.

Tracey then asked if MIID is now confident this will service the building the way it needs to be serviced. The Chair explained that we are confident this will meet all requirements. The Chair thanked the public for coming.

Guests left the meeting at 10:35 AM

IN CAMERA
MOTION

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

Following the In Camera portion of the meeting the Board Meeting was reconvened:

NEW BUSINESS

MOTION

Trustee Brian Dearden moved and Trustee Sharon Hinton seconded the motion to reconvene the General Board Meeting **CARRIED UNANIMOUSLY**

MOTION

Trustee Cilla Brooke moved and Trustee Brian Dearden seconded the motion to lift the Motion passed in the “In Camera session” to the general meeting.

CARRIED UNANIMOUSLY

Excerpt from the minutes of the In Camera Meeting Sept 8, 2014

“MOTION

Moved by Trustee Cilla Brooke and Seconded by Trustee Sharon Hinton to approve the engagement of Salish Sea Heating and Ventilation Limited, provided the estimate will be treated as a quote and approved by the Engineer

CARRIED UNANIMOUSLY”

ADJOURNMENT:

The Meeting was adjourned at 11:21 AM by motion made by Trustee Cilla Brooke

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

Mayne Island Improvement District

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Finance Report - MIID Board Meeting 2014-09-08

Attached:

- Income & Expenditure: Budget Variance Report as at August 31, 2014
- Balance Sheet at August 31, 2014

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at September 05, 2014		
	# of Prop's	Amount
Current Yrs Penalties incl.	238	7,229.75
Current Arrears Interest and penalties incl.	34	808.13
Delinquent Arrears Interest and penalties incl.	1	130.76
Credit Balances	37	(1,151.13)
Net Owing		7,017.51

Summary:

We have received payment from all but one of the potential tax sale property owners, the last delinquent property owner has promised payment. Statements were sent out September 5 to all remaining tax payers with outstanding taxes owing.

The Fire Department and Health Centre 2015 budget are now complete and ready for the Boards approval. I would like to thank the Staff and Board for making this a constructive and positive experience once again. The fire hall construction budget was reviewed and a motion will occur later in this meeting.

A number of additional accounts have now been opened with RBC to accommodate our investment savings as well as our short term borrowing to build the new fire hall. I am expecting to hear from our auditor sometime in September to begin the interim audit process.

Respectfully,
Katherine Somerville

Mayne Island Improvement District

Administrators Report Board Meeting September 8, 2014

HC Premises:

The list of unfinished work is provided to the Board and Chair, MIHCA.

HC Water System:

All Tests Good.

HC HVAC:

Received Mechanical Engineer's drawings and "specs" HVAC Mechanical Contractor's quotes & estimates will be discussed "in camera". Work should commence in early October.

HC Security: No irregularities to report

Personal Security: Nothing further to August report

VIHA (IH) Lease expired March, 2014: My email Aug 22 (after a June 9th phone conversation) to Bill Relph and Marianne Stoltz has still not resulted in any further action.

MIVFFA (Mayne Island Volunteer Fire Fighters Assoc) lease:

We have sent a copy of their insurance policy to our insurer. Their reply included a recommendation that the MIVFFA should adjust their insurance at renewal (Oct 25th) to insure the building at replacement value, not a stipulated amount. A letter was sent to the Association. Since the excavation on their leased property is not properly filled (incl. foundation drainage?), should a fence be erected?

HC Tax – No properties remain on the Tax Sale list as all delinquent accounts have been settled. Our legal action has now ended and a bill will be sent shortly from the lawyers office.

Budget Planning. I recommend a discussion take place regarding some long term planning for the Health Centre. For example: pumping out the septic tank and assessing the system. Widening the driveway, long term garden arrangements, parking improvements.

Other:.

G. D. Wise
Sep 5, 2014

Mayne Island Fire Rescue



Fire Department Report for August 2014

Presented to the Improvement District Trustees - Monday, September 8th, 2014.

Fire Department Emergency Call-Outs

- Aug 3rd EMA-FR HLA-3-R -Eng 2
- Aug 3rd Fire; Hydro - Lines Down -Utility 1
- Aug 3rd Fire; Beach Fire - -Utility 1
- Aug 6th EMA-FR BLS-2-FR -Eng 2
- Aug 14th EMA-FR HLA-3-R -Eng 2
- Aug 15th Assistance RCMP -Utility 1
- Aug 18th EMA-FR BLS-3-FR -Eng 2
- Aug 23rd EMA-FR BLS-3-FR -Eng 2
- Aug 23rd Fire; Brush - Smoke Smell/Sighting -E2, U1, T3, E1
- Aug 23rd Walk-In 1st Aid request for assistance
- Aug 23rd Assistance BCAS assist on a dock -Eng 2
- Aug 24th EMA-FR BLS-3-FR -Eng 2
- Aug 30 EMA-FR BLS-2-FR *Cancelled by BCAS*

Response Calls: 13

First Responder Medical:	69%	9
Fire Page - All Types:	23%	3
Duty Page:	8%	1
Total Callout Hours:		188 hours

Heliport: BC Air Ambulance: 2

*does not include unreported BCAS helicopter flights

Fire Department Fire Prevention & Education

Continuing our summer Fire Prevention and Life Safety Public Education efforts eight of our firefighters participated in the Fall Fair on August 16th. We gave away hundreds of free fire prevention items to raise awareness, including kids items and fire department tattoos! It was a great event and we're looking forward to many more years of great attendance at the fair.

Community Events: 2

Community Events attended:		
- Farmers Market		1
- Fall Fair		1

Fire Department Training & Practice

Accredited firefighters continue to practice their skills weekly, as well as providing more hands on participation at regular practice sessions for pumper operators and portable pumps and related equipment operations, such as setup of the portable pond used in water supply ops.

Training & Practice Hours: 96

Total Practice hours:	96
On-Island Supplemental training:	0
Off-Island Supplemental training:	0
Work Experience Volunteers:	0

Fire Department Personnel

Our membership is at 26* total, with 15 firefighter level 1&2, four probationary and 7 auxiliary firefighters. Unfortunately one of our recruits has left the department.

Total Personnel: 26*

Hot Zone Firefighters:	15	Auxiliary Firefighter:	8
NFPA 1001 FFII accredited:	10	FF Auxiliary:	7
NFPA 1001 FFI, equivalent	5	support crews:	1
Recruit firefighter:	3	On Approved leave:	1*

Fire Department Apparatus and Equipment

There were several repair and maintenance items during the month. Tender 3 had to be sent to Victoria for a minor brake system repair. THARR rope rescue equipment has been checked off and is now in service. Equipment and Supplies are currently being sorted, and organized into storage boxes. Unusable items are being recycled or otherwise disposed of as we do a major clean-up.

*includes recruits and members away on leave of absence

Fire Department Operations and Administration

Fire Department Operations for August consisted primarily of equipment inspection and response to 911 calls. Planning for dry hydrants and temporary operations during the new fire hall build have been foremost on the staff officers agenda. OH&S committee has been restructured and resumed regular monthly inspections, reports are available for review of the Board. The 2015 Fire Department operating budget is now ready for presentation to the Board.

Steven DeRousie,
Fire Chief

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