

MAYNE ISLAND IMPROVEMENT DISTRICT  
AMENDED MINUTES – BOARD MEETING – OCTOBER 15<sup>th</sup> 2009

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The October meeting of the Mayne Island Improvement District was held at the Mayne Island Health Centre, on Thursday, October 15<sup>th</sup> 2009 commencing at 19:05. Jim Marlon-Lambert chaired the meeting.

**Present:** Jim Marlon-Lambert, Aaron Somerville; Peter Waddell; Paddy Lambert; Gary Rowe; Jeff Francis, Fire Chief; Steve deRousie, Deputy Fire Chief; Dr. Cilla Brooke, MIHCA; Moira McCulloch: Administrator. Renate Morell: Recording Secretary.

**Guests:** David Maude, Jon Hoff, Barry Wilks, Doug McNeill, Don Berkeley; Walter (Buck) Baker; Don & Tracey DeRousie, Trish Morrow.

**1) ADOPTION OF AGENDA:**

**MOTION:** “Moved by Gary Rowe and seconded by Peter Waddell that the agenda be adopted as amended”. Carried.

**2) APPROVAL OF MINUTES FOR PREVIOUS BOARD MEETING OF SEPTEMBER 17<sup>th</sup> 2009:**

**MOTION:** “Moved by Peter Waddell and seconded by Aaron Somerville that the minutes of the Board Meeting of September 17<sup>th</sup> 2009 be approved as amended”. Carried.

**3) APPROVAL OF MINUTES FOR PREVIOUS SPECIAL BOARD MEETING OF SEPTEMBER 4<sup>th</sup> 2009:**

**MOTION:** “Moved by Gary Rowe and seconded by Paddy Lambert that the minutes of the Special Board Meeting of September 4<sup>th</sup> 2009 be approved as written”. Carried.

**4) SPECIAL NEW BUSINESS:**

a) **WorkSafe BC Inspection Report** – see report attached. Fire Chief Jeff Francis gave a detailed report in respect to the findings and orders outlined in the report:

**Order # 1:** *“the work area must be arranged to allow the safe movement of people, equipment and materials”*.

Materials presently stored on the mezzanine floor as well as on the fire hall floor to be removed and stored in containers; scull caps for ladder on Rapid Attack, Tender 1 and rear dump chute on Tender 1 have been ordered at a cost of \$1,000 for the three (3) units; electrical cord at 5’ to be relocated.

**MOTION:** “Moved by Paddy Lambert and seconded by Peter Waddell to authorize Fire Chief to purchase two (2) used containers at a cost of \$2,700 plus delivery of \$400 each”. Carried.

**MOTION:** “Moved by Peter Waddell and seconded by Paddy Lambert to engage a contractor to excavate and prepare the site for the two used containers”. Carried.

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**Order # 2:** “...effective local venting for the exhaust gases must be provided in vehicle areas in fire halls”.

Since it is impossible to install a ceiling exhaust system due to the physical restraints of the building, Fire Chief suggested hose ventilation.

**MOTION: “Moved by Peter Waddell and seconded by Paddy Lambert to authorize Fire Chief Francis to purchase the necessary hoses and couplings for a cost of approximately \$2,000”. Carried.**

Fire Chief has ordered a gas monitoring system from Arjay Engineering to measure exhaust constituents at a cost of approximately \$2,000 for the monitor and power supply. This unit will be required in the new fire hall as well and can be relocated, when required.

**Order # 3:** “An area accessible to workers must have guards or guardrails installed if mezzanine, hose tower platform is four feet (4’) or more above the adjacent floor or grade level”

Fire Chief Francis discussed the quote received to correct required safety issues: Hose Tower ladder repair, mid-level Hose Tower guardrails, backstairs blockage of access to water tank, construction of guardrails and gate for upper level deck, upper level deck egress ladder repair, and restraints for compressor. Cost approx. \$2,400. Fire Chief noted that if items were removed from the mezzanine and stored in the containers, we will not need to erect guardrails at the mezzanine level.

**MOTION: “Moved by Peter Waddell and seconded by Aaron Somerville to authorize expenditures to effect the repairs”. Carried.**

**Order # 4:** “... Electrical panel, electrical receptacle cover and GFI interrupter in the hose tower...”.

Fire Chief recommended engaging Applied Solutions to provide options as how best to handle the issue with the electrical panel. Approximate cost \$1,500 plus travel. Applied Solutions has done work for MIFD before and is familiar with the hall. Fire Chief to ensure that receptacle cover in electrical room and the GFCI circuit in the hose tower are installed.

**MOTION: “Moved by Paddy Lambert and seconded by Aaron Somerville to engage Applied Solutions”. Carried.**

**Order # 5:** “...Posting of compliance report and updates...”.

Fire Chief Francis reported that:

- H1N1 Standard Operating Guidelines in draft form and he is waiting for further information from Pender Island and Salt Spring Island Fire Departments;
- The Office of the Fire Commissioner’s Health & Safety Audit Checklist is nearly complete;
- Copy of the completed OFC Report to be forwarded to WorkSafe BC Inspector;
- WorkSafe BC Compliance Report to be forwarded to the Inspector by November 7<sup>th</sup> 2009;
- A copy of the 2005 Seismic Report will be sent to WorkSafe BC Inspector, Don MacFadgen.

**ACTION: Fire Chief to initiate required action plans by November 7<sup>th</sup> 2009.**

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WorkSafe BC Inspection Report and Compliance Reports to be posted to MIID and MIFD websites, with updates when appropriate.

***ACTION:*** *Steve DeRousie to forward documents to Monica Works.*

- b) **Don DeRousie Presentation re new Emergency Service Centre:** see email dated October 3<sup>rd</sup> 2009 attached. Chair thanked Don DeRousie for his interest and the information provided. Chair also thanked the guests and confirmed his statement at the Special Public Meeting on July 25<sup>th</sup> 2009 that MIID would form a building review committee to address the building requirements of the proposed new Emergency Services Complex.

**5) BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS:**

- a) **Equipment Restriction Bylaw** – tabled.
- b) **Strategic Planning** – ongoing.
- c) **Mayne Island Health Centre Management:**
- i) **Billing** – Levies outstanding: 2007 \$1,414; 2008 \$4,280; 2009 \$13,148 – total of \$18,842, which represents money required to proceed with the planned improvements of the Health Centre.
- ii) **Renovation and Grant Application:** tabled.
- iii) **Health Centre Water** – lab results 000. Water consumption is normal.
- iv) **Health Centre Security** – ongoing.
- v) **MIHCA Liaison:** Cilla Brooke to contact RCMP Corporal Simpson in respect to “working alone” guidelines. Cilla Brooke reported that VIHA has cut 60% of all mental health funding. A discussion forum on mental health will be held after the “That’s Al Folks” performance on October 30<sup>th</sup> 2009. The Wellness Fair was well attended. Modifications in the Emergency Room are working well.
- d) **MIID Land:**
- i) **Heliport** – Lines have been repainted.
- ii) **Landscaping** – ongoing.
- e) **Emergency Generator** – a 3 pole switch to be installed.

***ACTION:*** *Fire Chief to initiate installation of pole switch.*

- f) **New Emergency Services Complex** – see 4a).
- g) **Wildfire Protection Plan** – ongoing.
- h) **Fire Department History** – ongoing. Aaron to start interviewing.
- i) **Letter to Ministry of Community Development re Taxation** – tabled.
- j) **Review of Health Centre Manager** – ongoing.
- David Maude: Municipal Incorporation** - still to meet with Ken Hancock, SGI CRD Director; waiting for call from the Ministry. Chair requested David Maude to keep MIID apprised.

**6) CORRESPONDENCE:**

1. Don DeRousie – email dated October 3<sup>rd</sup> 2009 to MIID & MIRRA regarding a spirit of mutual cooperation and some thoughts on “firestation replacement” scenario;
2. David Maude, MIRRA – my email questioning the MIRRA October Newsletter that said MIID budget was \$798,000 and his response;
3. Gulf Islands Insurance & FFA – letter confirming full Liability Insurance re fireworks display;

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4. McLean Lizotte Wheadon letter dated October 2<sup>nd</sup> 2009 regarding MIID relationships and any conflict of interest;
5. Mary Cooper, Returning Officer – reconciliation of Referendum costs, increased costs for “Mail-In Ballot” process and Final Mail-In Ballot Report;
6. Walter (Buck) Baker email dated October 1<sup>st</sup> 2009 regarding release of salary information and resignation of MIID Trustees;
7. Walter (Buck) Baker – Request received on October 10<sup>th</sup> 2009 for Access to Records via Freedom of Information and Protection of Privacy – salaries paid to Fire Chief & Assistant Fire Chief;
8. David Maude email dated October 7<sup>th</sup> 2009 requesting costs of the referendum to date;
9. RBC – Tom Siemens, VP Commercial Banking – received telephone call on September 30<sup>th</sup> 2009 in response to our letter dated September 15<sup>th</sup> 2009;
10. Meyers Norris & Penny, Chartered Accountants – marketing letter regarding “Tangible Asset Reporting Standards”;
11. Cathy Bickford, Ministry of Community (& Rural) Development regarding payment of our Tax Levy Bylaw July 2<sup>nd</sup> 2010.

**7) ADMINISTRATOR’S REPORT** - Administrator presented the financial statements.

**MOTION: “Moved by Gary Rowe and seconded by Aaron Somerville that the Administrator’s Report be accepted as presented”.** Carried

**8) FIRE CHIEF’S REPORT:** See Fire Chief’s report attached.

**MOTION: “Moved by Peter Waddell and seconded by Gary Rowe that the Fire Chief’s report be accepted as presented.”** Carried.

**9) NEW BUSINESS-** none.

**10) In-Camera Session:**

**11) ADJOURNMENT:** Meeting adjourned at 21:45

**NEXT MEETING:**

Regular Board Meeting November 19<sup>th</sup> 2009 at the Health Centre

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Jim Marlon-Lambert, Chair

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Renate Morell, Recording Secretary  
cc: Trustees, Administrator, Fire Chief,  
Library, file