

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Thursday, Dec 9, 2010
Location: MIFRS Fire hall Boardroom**

CALL TO ORDER:

Chair, Jim Marlon-Lambert called the meeting to order at 7:04 p.m.

PRESENT:

Trustees: Tracey DeRousie, Jon Hoff, Jim Marlon-Lambert; David Maude;
Aaron Somerville
Administrator: Moira McCulloch
Fire Chief: Jeff Francis
Deputy Chief: Steve DeRousie
Recording Secretary: Gerrie Wise

ABSENT WITH NOTICE:

Cilla Brooke, MIHCA

GUESTS, MEMBERS OF PUBLIC PRESENT:

Bette Hawes
Ian Birtwell, Volunteer, Fire Hall Task Force

REQUEST FOR ADDITIONS TO AGENDA:

Under Previous Minutes: addition of Oct 26, 2010 minutes
Under Task Force Report accept minutes of Task Force Public Information
Meeting held Oct 9, 2010
Motion to accept Task Force documents and recommendations received
December 2, 2010.

MOTION

Trustee David Maude moved and Trustee Aaron Somerville seconded the motion
to approve the agenda with additions. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Tracey DeRousie moved and Trustee Jon Hoff seconded the motion to
approve the minutes of the Oct 26, 2010 Board Meeting
CARRIED UNANIMOUSLY

MOTION

Trustee Jon Hoff moved and Trustee David Maude seconded the motion to
approve the minutes of the Dec 2, 2010 Board Meeting
CARRIED UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS MEETING MINUTES:

- a. Garbage – Administrator: Moira McCulloch & Chair, Jim Marlon-Lambert spoke to the lawyer and this topic will be covered “in camera”
- b. Tax Sale – there are 2 issues also to be discussed in camera
- c. Conflict of Interest – discussed with lawyer, the intent of the legislation was not to apply to taxes so much as dealing with purchases or sale of land. The MIID Board has at any time the right to pass the bylaw regarding the tax model, therefore conflict of interest does not arise.
- d. Taxation Model- received comments from Trustee Maude with respect to the spread sheet provided by the Task Force and will discuss under Task Force report.
- e. Harassment Policy- Document adapted from the BC Law Society provided by Trustee Maude deals mostly with harassment by co-workers rather than harassment by the public. Chair would like to accept this policy as a starting point, but would like to include more specific wording with respect to the harassment by the public. The document was discussed by all and agreed it was very good. Fire Chief: Jeff Francis added that he has some documents that would be a good addition to complete the policy; including procedures to be followed.
Policy will be ready for January Board meeting.

CORRESPONDENCE:

- Email: Cilla Watts Thank you for all assistance in 2010; and Christmas greetings
- Email: Administrator: Moira McCulloch to Bob McKinnon confirmation that report he requested Dec 1, 2010 will be mailed at earliest opportunity to: 776 Channel View Way, Site 11, Comp 30; Mayne Island BC V0N 2J0
- Letter: Ministry of Community, Sport and Cultural Development, Dec 3, 2010, signed by Joshua Craig, Financial Officer, explaining the reasons whereby the Ministry has not approved the MI Health Centre as a “hospital”. Therefore the taxes levied are not eligible to be collected by the Surveyor of Taxes on behalf of MIID.
- Letter from Glen Wilson: re: BC Hydro \$92.00 permit fees which have been drawn by auto-debit from Mr. Wilson’s bank account. Board agreed to pay this bill (for 2008 & 2009) and to request Glen Wilson to renew the permit.

FINANCE REPORT:

Administrator Moira McCulloch distributed the Interim Monthly Report.

Q. Trustee Maude Governance is at 204% of budget. What allowance is being made?

A. Fire Chief: Jeff Francis explained some of this will be capital cost for the new Fire Hall project and adjusted by year end. Next year's budget for governance (administration) is more accurately estimated.

Q. Trustee Tracey DeRousie: when will the journal entries be made to capitalize fire hall costs to date? Also when will the adjustments for accounting and audit be shared with the Health Centre?

A. Chair Jim Marlon-Lambert explained that all adjustments and journal entries will be done at year end. Also reminded all that interim statements are not public information and may not be released under FOIPPA.

MOTION

Trustee Jon Hoff moved and Trustee Aaron Somerville seconded to accept the Finance Reports as presented.

CARRIED UNANIMOUSLY

REPORTS

- a. Management: Chair, Jim Marlon-Lambert – will discuss visit with lawyer “in camera”.
- b. Administrator: Moira McCulloch -
 - i. Health Centre Billing: no different from report provided Dec 2nd

MOTION

Moved by Trustee Tracey DeRousie and seconded by Trustee Jon Hoff to accept the Administrator's Report.

CARRIED UNANIMOUSLY

- c. Fire Chief's Report: Jeff Francis - Report attached. Summary:
 - Total November Callouts = 5
 - Total of All Training and Callout hours from Dec.1, 2009 - Nov.30, 2010 = 3,229.5 hours
 - 3 Officers will be fully trained for MIFRS to start our commercial inspections in February 2011.
 - Equipment & Apparatus - During the snow storm Tender 3 and Tender 2 were out of service for 4 to 5 days due to freezing and leaking pipes. There is not much more we can do to keep these trucks in service during freezing temperatures other than have a firehall that houses the trucks. All trucks are back in service as of writing this report and all other equipment have been checked and are operationally ready.
 - Holidays - Fire Chief: Jeff Francis will be away on vacation from Dec.19 - Dec.27, 2010.

MOTION

Moved by Trustee Aaron Somerville and seconded by Trustee Tracey DeRousie to accept the Fire Chief's report.

CARRIED UNANIMOUSLY

- d. Heliport: - Fire Chief – 3 med-evacs in November - a repair of the gate

in the fence surrounding the heliport will be made.

e. MI Health Centre:-

i. Health Centre - Report attached.

A letter will be sent to Integrated Water Systems to thank them for donating the low flush toilet to the Health Centre.

A call was received by the Chair arranging a meeting with VIHA staff: Sharon Bond, Bill Relph and the Home Care Support Supervisor, on Jan 10, 2011 Chair, Jim Marlon-Lambert, with Administrator, Moira McCulloch, Cilla Brooke MIHCA, & Brian Crumblehulme, MIHC Ops Manager.

Q. Fire Chief: Jeff Francis - Concern has been raised about a door which was installed recently upstairs in the Health Centre. The Fire Chief needs to inspect the door to be sure it conforms to BC Fire Code. He and the Chair will inspect tomorrow.

ii. MIHCA Liaison:- Cilla Brooke – absent tonight, nothing further to report since Dec 2nd meeting.

COMMITTEE REPORTS

a. Finance: Trustee Tracey DeRousie

Report on banking options: nothing further to report since the Dec 2nd meeting.

b. Fire/Rescue Services Building Task Force: Chair Jim Marlon-Lambert & Trustee Aaron Somerville.

MOTION

Trustee Jon Hoff moved and Trustee Tracey DeRousie seconded the motion to accept the minutes of the Oct 9, 2010 Task Force Public Information Meeting.

CARRIED UNANIMOUSLY

MOTION

Trustee Jon Hoff moved and Trustee Aaron Somerville seconded the motion to accept the Fire Hall Task Force Committee documents including: Two Memos, Recommendation, the Revised Firehall construction cash flow (due to the change in HST Rebate and the timing of receipt of SGI-CRD grant) and revised (Nov 16th 2010) Fire hall financing document.

CARRIED UNANIMOUSLY

Discussion was held regarding the Taxation Model document of Dec 5, 2010 submitted by Trustee David Maude.

Chair is concerned that the issue regarding the software needs to be addressed fully, in regard to various faults and/or capabilities. The

software "QuickBooks" was discussed. For these reasons Chair would like to defer this topic until a later date to allow for staff to investigate.

Administrator: Moira McCulloch mentioned that we have considered changing software in the past but not made a change due to the large investment required of time and funding. This time we should give very careful thought to a review of our needs.

A review of the data received from the province and the software needed to produce tax billings was given by the Chair. The data is inconsistent as to roll number format, name spelling, etc. giving a significant amount of work for MIID staff

Chair would like to suggest a full review of the Improvement District's requirements for software and hardware over the coming year.

Noted that this time of year is very busy as it is yearend and the priority is that the YE payroll must be completed and verified, as well as many yearend journal entries prepared.

Regarding the Taxation Issue, Chair requested that the document be given to Ian Birtwell, on the Finance Committee of the Task Force for their response to any issues. A copy was given to Ian.

Report from Ian Birtwell, Finance Committee of the Fire Hall Task Force: Ian presented a Fire hall Construction Cash flow document dated Dec 6, 2010. (attached)

He discussed changes from previous cash flow document prepared Sept 21, 2010 and provided a detailed source explanation sheet with the Excel document.

There is one figure still remaining to be checked in the notes regarding the demolition figures from Advicas Report.

MOTION

Moved by Trustee David Maude and seconded by Trustee Jon Hoff to accept the Dec 6, 2010 cash flow document. **CARRIED UNANIMOUSLY**

The Task Force will be holding a meeting prior to the Jan 15th 2011 Public Information meeting, to provide their final documents to the MIID Board.

Chair moved a vote of thanks to Ian, for his hard work in providing these complex documents.

Board discussed holding a Special Board meeting on January 6th, 2011 to receive the recommendations of the Task Force.

8:35 PM Ian Birtwell left the meeting

c. Fire Dept History: Trustee Aaron Somerville -
He had a meeting with Harry Lane and Glen Wilson. Steve will scan the

photos with Trustee Aaron Somerville on a weekend to be arranged.

d. Human Resources: Trustee David Maude

- i. IT & Web Manager Contract – Not complete - Need to table this until Jan 20 meeting.

f. Communications: Trustee David Maude & Gerrie Wise

- i. Report on Website Statistics (Steve DeRousie) Nov - Noted by Steve that many people are visiting the site several times in a month.
- ii. Report on Web Site Development
- iii. Formulation of MIID Privacy Policy under the Freedom of Information & Protection of Personal Privacy Act
Requested changes in documents:
Change terms: "Floppy discs", "Council"
Delete the reference to HST chargeable

MOTION

Moved by Trustee David Maude and seconded by Trustee Jon Hoff to approve the Privacy Policy Freedom of Information & Protection of Personal Privacy Act documents for posting on the Website as corrected. **CARRIED UNANIMOUSLY**

iv. Tax Information document

Requested changes to document: Remove Joshua Craig's name; correct Ministry's name where not a reference to the excerpt.

MOTION

Moved by Trustee David Maude and seconded by Trustee Tracey DeRousie to approve the Tax Information document for posting on the Website as corrected. **CARRIED UNANIMOUSLY**

8:52 PM Bette Hawes left the meeting

OTHER BUSINESS:

none

NEW BUSINESS:

none

NEXT MEETING DATES:

December 14th 2010 – Chief's Night
January 6th 2011 - Special Board Meeting
January 8th 2011 – Tax Sale
January 15th 2011 – Task Force Public Meeting

January 20th 2011 – Regular Board Meeting
January 29th 2011 – MIID Public Meeting

IN CAMERA:

MOTION

Trustee Aaron Somerville moved and Trustee Tracey DeRousie seconded the motion to go into “In Camera session” **CARRIED UNANIMOUSLY**

ADJOURNMENT:

After the “In Camera” Session, the Meeting was adjourned at 11.36 PM by “Paddy’s Motion” made by Trustee Jon Hoff

Approved:

Jim Marlon-Lambert, Chair

Date:

Recorded and presented by:
Gerrie Wise
Recording Secretary

November 2010 Fire Chief's Report

Presented December 9, 2010

November Callouts- First Responder-1, Hydro lines-1, Chain up Trucks-1

Public Assist- Address Verification-1, Help Assisted Living move bed-1

Total November Callouts= 5

Training and Callout Hours= November Training hours = 202 Callout hours= 56

Total November Training and Callout Hours = 258 hours

Total of All Training and Callout hours from Dec.1, 2009- Nov.30, 2010= 3229.5 hours

Training- Myself and Deputy Chief DeRousie completed our NFPA 1001 FF1 & 2. We are now accredited firefighters. Two firefighters have signed up to take this course in 2011. Three of us have signed up for a course called Company Inspections. This course objectives are; commercial inspections, prefire planning, and code requirements. This will allow MIFRS to start our commercial inspections in February 2011. 2010 saw 9 firefighters complete their Basic Firefighting Certificate and we are now looking at ways of delivering the NFPA 1001 course on Mayne Island and only going off island for practical exams.

Equipment & Apparatus- During the snow storm Tender 3 and Tender 2 were out of service do to freezing and leaking pipes. There is not much more we can do to keep these trucks in service during freezing temperatures other than have a firehall that houses the trucks. All trucks are back in service as of writing this report and all other equipment have been checked and are operationally ready.

Staffing during Holidays- I will be away on vacation from Dec.19-Dec.27, 2010. There will be staffing to meet any incidents that may happen over the holiday season. As usual there is a duty officer on call 24/7 and this will continue over the holidays.

Heliport- 3 medevacs in November. Nothing else to report.

Chief's Night is December 14, 2010 @ 19:00hrs and all Trustees are invited. Moira & Gerrie are also invited.

Respectfully submitted

Jeff Francis, Fire Chief

Mayne Island Health Centre

Operating & Maintenance Report

November/December 2010

Water:

- Surprise visit from VIHA Water Inspection Branch. After viewing the Water Treatment Room and examining water reports and documents, the HC passed with a “Low” hazard rating.
- Effective January 2011, VIHA will no longer collect water samples from the HC. They will rely instead on copies sent from M&B Lab on a monthly basis.
- They recommend that a mineral analysis should be taken once every 2-3 years.

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|----------|-------------|
| July | 5000 Litres |
| August | 5700 Litres |
| Sept | 5600 Litres |
| October | 6400 Litres |
| November | 6100 Litres |

Safety:

- Snow & ice for several days. De-icing and snow removal carried out. A woman slipped & fell on the side drive that had received a thin coating of snow. Phoned Kyle to ensure that henceforth De-ice is liberally sprinkled on the slope.

VIHA:

- Met with Jim & Moira regarding protocols for work with VIHA
- Relocated the FAX/Printer from 105 to 202
- Brian Shaw, VIHA IT, came to install the new computers and FAX machine. Effective today all three nurses offices are electronically functioning as designed.
- Installed newly mandated eyewash stand in 202.
- During discussions with the First Call Nurse Ann Hadaway, I learned that VIHA have designated 202 as a multipurpose room and have increased the safety requirements
- A weekly 2 page safety report is required
- Additional requirements are anticipated that may be difficult to comply with thereby placing the HC in a potential non-compliance position.
- A copy of the report has been filed with me

Building:

- Mary Cooper from the MI Integrated Water Systems has donated a dual flush toilet for the main floor public washroom.
- This was picked up and installed by me
- Installation time, 1 hour.

Respectfully,
Brian Crumblehulme