

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, Oct 21, 2011
Location: MIFRS Fire hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair David Maude

PRESENT:

Trustees: Tracey DeRousie, David Maude; Gary Akey, Bob McKinnon, Dean MacKay
Staff: Recording Secretary: Gerrie Wise; Interim Bookkeeper: Katherine Somerville
Fire Chief Jeff Francis; Deputy Chief Steve DeRousie
MICHA Chair: Cilla Brooke

ABSENT with Notice: none

GUESTS, MEMBERS OF PUBLIC PRESENT:

Pat Seebach

NOTE: The Fire Chief is concerned that with a large number of guests, this room is too crowded for Fire Safety. **Guests must notify MIID of their wish to attend.**

AGENDA

Additions: Motion from Dean MacKay to be added to Fire Hall Committee Report.

MOTION

Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to approve the agenda as circulated with the addition. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of Sept 16, 2011.

CARRIED UNANIMOUSLY

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to approve the Minutes from Board Meeting of Sept 17, 2011 as amended.

CARRIED UNANIMOUSLY

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the Minutes from Board Meeting of Oct 14, 2011.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Department:– Trustee McKinnon
 - i. Fire Wise Audit Update & Invoice The auditor presented his report at the public meeting Oct 15th. Trustee McKinnon repeated the 3 step approach the Board will now take as outlined in the public meeting.
 1. First we need to develop a written policy to define the services that we want our Fire Service to provide. This must be the service the community wants and needs.
 2. Training levels then need to be defined to meet those services.
 3. Job Descriptions then need to be redefined for Chief and Deputy Chief to fulfill the service levels and the Training levels required.

The invoice for \$6,764.74 has been received.
 - ii. Plan regarding rear lot Excavating – we needed to clarify the excavation line which has now been done.
 - iii. Report re: long term training plan – nothing further at this time. Must wait for the 3 step process to complete and to renew the Bylaw 46 to encompass all the responsibilities and update services expected from the Fire Department. Once it is clear what services are expected the level of Training can be set.
 - iv. Title on the Travel trailer – discussed with Steve regarding the trailer. If it is not moved by Nov 15th the trailer will be scrapped

CORRESPONDENCE:

- a. Ministry of Community, Sport and Cultural Development (2 docs)
 - i. Copies of letters sent to delinquent tax property owners
 - ii. Advice re: Status of 2 properties with Provincial Taxes owing

Question Trustee Tracey DeRousie How many properties are subject to tax sale?

Ans. Administrator: There are 4 properties which are now subject to tax sale. There were originally 7 as of August 31, 2011, however, 1 was determined by the Board not appropriate to go to Tax Sale as previously discussed, and 2 are subject to forfeiture to the Province which has priority over MIID's claim. Of the four remaining properties we have had promises to pay from 2 of them at this time, and have not heard from the other two. A motion and a bylaw are needed today. A notice of Tax Sale must be sent 67 days before the Tax Sale date. If Notices are sent next week the Tax Sale can occur after January 1st, 2012.

Question Pat Seebach If people defer their taxes does that make a difference?

Ans. Admin: People can only defer their Rural property Tax to the Province. MIID has no provision to defer taxes. If their provincial Taxes are deferred, they must still pay their MIID Health Centre Taxes or their property could go to Tax Sale. The Province would have a claim for a portion of the "Upset price" which would then be to pay for deferred provincial taxes.

Question Trustee Dean MacKay: Gerrie or Katherine Have you been subjected to any abusive calls or any problems from anyone?

Ans. Katherine & Gerrie No, not really.

- b. Parks Canada Copy of Agreement with MIID/MIFRS provision of services. (Signed and returned Oct 14th)
- c. Canada Post – billing for PO Box – Notice of Civic address PC
- d. Hedley Improvement District – Requesting support regarding grants, etc.

for Improvement Districts Capital Projects.

MOTION Moved by Trustee Tracey DeRousie and Seconded by Trustee Bob McKinnon that MIID support the initiative of Hedley and write a letter of support to the Ministry for the Chair to sign. **CARRIED UNANIMOUSLY**

- e. Letter: Lulla Johns & MIID reply
- f. VIHA: Rental Contract Renewal: Document to be signed and returned to VIHA in duplicate. They will execute and return a copy to us. The term is three years and the rent is \$250.00/month Trustee Akey will review the document. Administrator to send copy to Cilla Brooke

ACTION NOTES: Letter to Minister Chong; VIHA Contract to Cilla

FINANCE REPORT – Trustee Gary Akey

Bookkeeper's Report: attached

Revenue and Expense report/Budget

Balance Sheet & Capital Assets Report

Health Centre Billing Accounts Receivable

Katherine reported on the outstanding Taxes which show approximately 50% less owing this year than last year at this time.

Trustee Akey would like to commend both Katherine and Gerrie on their approach to collecting these taxes. The Statements are being sent monthly with full explanations and addresses are being updated.

Q. Trustee Tracey DeRousie asked if we will be ignoring the one property that is still in arrears?

Ans. Admin & Bookkeeper: We are not going to tax sale on the advice of the lawyer, but we do send statements every month. If the title is transferred or sold the charges are all registered. We have also begun to track the legal fees involved with a view to collection.

The other item Trustee Akey explained is that we are in the process of switching to online paperless banking. We are now in the transition period. The Administrator & Bookkeeper will start training on-line next week.

Q. The Fire Chief asked about direct deposit for payroll.

Ans Trustee Akey estimates it will be done in a couple more pay periods. First our payables will be put on.

Q. Trustee Tracey DeRousie can Katherine get online now.

Ans. Trustee Akey She will have access later today. We need two Trustees online to authorize access.

Q. TDR What will this enable Katherine to do.

Ans. Almost all Banking Transactions; eg paying bills, direct payroll deposit, and eventually online receipt of taxes

Q. TDR What is the cost?

Ans. Trustee Akey RBC has advised the service charges will be less and our recent calculations confirm this.

Q. Trustee DeRousie Re: Balance Sheet can you please explain the items from 3210 onwards.

Ans Katherine; We feel there are still some book entries to be done to the reserve accounts and a clarification of the "operating Surpluses", etc. This is among the questions we need to meet with the accountant next week to determine. There were transactions for year-end accruals which still need to be

taken care of. Also, there are still transactions to be made to reflect the correct reserves for this year and surpluses regarding the unused portions of bylaw expenditures..

Q. Trustee Tracey DeRousie what is the “unrestricted Reserve.”?

Ans. A clearing account only for maturing and invested GIC’s.

Q. Trustee Tracey DeRousie What are the Health Centre Write-offs?

Ans. Late penalties forgiven due to the postal strike or address errors in our data base, as covered in Bylaw 114, July 22, 2011

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to accept the Bookkeeper’s report. **CARRIED UNANIMOUSLY**

Trustee Akey thanked all Staff and Trustees for all their work during the budget process, to get the work done and submitted to the Ministry.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to accept the Finance Report. **CARRIED UNANIMOUSLY**

REPORTS

- a. Management: Chair David Maude: The Budget has been completed and sent to the Ministry; the townhall meeting was held last Saturday; he felt it was great value to have Glen Sanders of FireWise Consulting at the Public meeting.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to accept the Management Report.

b. Administrator’s Report

1. The Post Office Box rent of \$151.00 is due at the end of this month. It is my recommendation that we switch to civic address immediately and relinquish the PO Box. During the transition, we have been granted a green-box. Canada Post has confirmed the Postal Code for this building.
2. Office hours signage has been posted for hours the office is open as Tuesday and Wednesday from 9 to 3
3. Working on a Policy for office hours of work and a policy for employees who are Emergency volunteers.
4. Lawyer’s recommendation of fees of \$1000 for Tax Sale Charges remain at that figure.
5. We will need and have written a new Tax Sale Charge Bylaw and a motion to hold a Tax Sale under New Business today.
6. BC Land Titles has offered us electronic updates which we will be setting up a restricted email account for Land Titles information to conform with the Privacy Act and Protection of Personal Information Act (BC). Access to the account will only be by Land Titles, the Administrator, Bookkeeper, and the Deputy Chief.
7. The request of Sept 16th from MI Volunteer Fire Fighters Association for various information, was answered with all requested information, and provided to Trustee DeRousie on Sept 17th as their Liaison.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Administrator's report. **CARRIED UNANIMOUSLY**

c. Fire Chief's Report- attached –

The Fire Chief made the following additional comments:

- We will be working with Admin & the Bookkeeper to determine remaining budget for Equipment purchases.

Q. Trustee DeRousie: what equipment are you considering purchasing?

Ans. Various items such as: poles which are non-conductive for dealing with electricity lines, gas detectors, washing machine for Firefighters clothing and gear, etc.

- Safety Issue: On a recent call, one of the SCBA bottle storage areas on a fire vehicle opened and the bottle fell out. No damage was incurred to the public or private property. The bottle was recovered, inspected and the cabinet was inspected to ensure it is secure and the procedure to ensure this will not happen again.
- The Deputy Chief and I met with Craig from VIHA to examine the well areas and any proposed training areas. VIHA has no concerns about requiring any setbacks. VIHA will contact BCAS for their water test results as BCAS has their own maintenance contractor (WSI).
- I distributed the 2009 Fire Services Liaison report "Transforming the Fire Service" commissioned by the Provincial Government, to all Trustees.

Q. Trustee MacKay asked Fire Chief: What is the impact of this report?

Ans. Fire Chief: It is still on the agenda of the Province; I gave it to you to assist in your discussions of bylaw 46 and the department service levels.

Ans. Trustee McKinnon noted that the report includes Fire Underwriters ratings, but they are vague and not up to date. I expect them to be updated in the future. Appropriate levels of service and insurance levels in the community are reported as well.

Q. Trustee McKinnon How large was the Structure fire?

Ans. Deputy Chief: (Chief was on holiday) It was an out-building only, but close to the residence, propane and the forest.

Q. Trustee Akey Is snow removal arranged for the heliport and fire department?

Ans. Yes The Contract is with Kyle Stobart. Also MainRoad (Highways) does a quick clearance in front of the Fire hall.

Q. Trustee DeRousie: About the replacement of the Command Truck, slated for 2012; why is it not being done now?

Ans. Fire Chief: I waited for Board to approve the Purchase in the Budget which was just approved last week. At the next officer's meeting we will begin the process.

Trustee McKinnon commented: Now that we have approved the 2012 budget we can commence this process to purchase a new Command Truck. The Board still must pass a motion to purchase a vehicle and a Bylaw to release the funds from Reserve.

Q. Trustee MacKay what is an Alarm bell call?

Ans A response to any monitored alarm.

The Chair stated that Trustee Dean MacKay wished to note that he will be absenting himself from discussions or decisions in the purchase of a vehicle to avoid impression of conflict of interest.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Fire Chief's Report. **CARRIED UNANIMOUSLY**

d. Heliport: Fire Chief (part of Fire Chief's Report)
1 Medivac in the month of September.

e. MI Health Centre

v. Health Centre Operations Report – B. Crumblehulme: attached Chair noted that the sign has not yet been repaired. Trustee Akey has emailed a request to Brian to look at it, but will speak directly to a repair person so that it does not deteriorate any further.

vi. MIHCA Liaison: Dr. Cilla Brooke

The temporary storage building is finished except for flooring and Air Conditioner installation. The Association has sent a thank you article to the Mayneliner and would ask MIID to please send a thank you letter to the MI Lions.

I need to draw your attention to a Maintenance issue: repainting is needed in upper floor in the Lobby, waiting room and hallway. We will be replacing the chairs in the waiting room.

The Association is continuing with fund raising for the ER/Treatment room.

We are holding a Flu clinic Nov 7 between 1:00 & 3:30 PM at the Community Centre.

Next public talks: Wed Oct 26th on hearing loss and on Nov 9th on Memory loss/ Alzheimer's.

Key control for the temporary storage would be at BCAS and the Health Centre as well as the RCMP.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Dean MacKay to accept the Health Centre Reports.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

a. BC Ambulance Service: Trustee Bob McKinnon: nothing further

b. Communications: Chair David Maude:

i. Chair read the Report on Website Statistics and the Report on IT Hardware and Software (attached) provided by IT and Website Manager: Steve DeRousie.

ii. Mayneliner Article for Nov 1st -The Chair has been given an extension on the deadline until tomorrow morning, but recommends we skip this month. Trustee McKinnon would like to publish conclusions we reached and the 3 Step process to implement some of the FireWise report which he outlined at the

public meeting on Oct 15th. The Administrator read from those minutes and sent the copy to the Chair who will add to the article and will circulate this to the Trustees later this afternoon.

c. Finance Report: given earlier

d. Fire Department: Trustee Bob McKinnon- nothing further

e. FOIPPA: Chair David Maude: No current requests

f. Garbage Committee: Trustee Akey nothing to report

g. Government Liaison: Chair David Maude no report at this time

h. Health Centre Operations & HC Association: Trustee Gary Akey requested a letter be sent and a thank you published for the Lions contribution to the “transition” house.

He has noted the painting required on the upper floor.

I have contacted CRD building Dept. regarding the new construction ER requirements for the ER. Once the funds have been collected and a plan developed we will meet with CRD at the site.

i. Human Resources: Trustee Dean MacKay explained the issues will be covered “In camera”

j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie

The firefighters are waiting for the washing machine. The Auditor’s report was well received. They would have liked to have seen more info about the Association in the report. There is a public perception about the organization being only a social group. The Association was disappointed that it was not more clearly defined in the report for the public.

The Fire/Chief explained that the Association president, Bill Jamieson has the documentation regarding the aims and purposes of the Association which have just been revised.

Q Dean can we have a copy?

The Firefighters expressed disappointment about not meeting with Glen Sanders on their own rather than with Trustees. The Chair expressed this was meant to be a way of opening lines of communications between the Board and the Firefighters.

Trust McKinnon explained that the terms of reference for the report did not include a report on the Association.

Comment from Trustee MacKay was that Glen expressed he was not comfortable with sitting with the firefighters alone. Trustee McKinnon explained it was his decision after speaking with Glen.

Q. Trustee MacKay would like to see a copy of the Association aims & purposes document.

Ans The Fire Chief will speak to Bill Jamieson for a copy.

k. Fire Hall Committee – Chair introduced the information circulated by

Trustee MacKay and suggested that Committee members be added in camera.

Trustee McKinnon stated that the public meeting showed that more members need to be added to the committee and that the public would like greater involvement.

Trustee DeRousie agreed more members need to be added to the committee.

Trustee McKinnon suggested the committee members be discussed in camera

MOTION Trustee MacKay stated this is his Motion¹ and read the document-attached. The Motion was seconded by Trustee McKinnon

After discussion below, **CARRIED with Trustee DeRousie opposed.**

Trustee DeRousie stated she could not agree with the whole motion and suggested that there is no proper order to the plan outlined in the motion.

Trustee McKinnon suggested the critical thing is to form the committee but perhaps it should not be bound by all items of the motion, but that the motion forms guidelines.

Trustee MacKay stated that it is a plan to go forward. This is a footprint.

The Fire Chief agreed with Trustee DeRousie in that he also believes some site planning must take place first before proceeding to building a fire hall.

Trustee McKinnon we must differentiate between the costs of long term site development and planning for it.

Trustee DeRousie asked couldn't we agree to form the committee and let them proceed with the best approach.

Trustee Akey suggested this document spells out the expectations of the committee and a timeline from the Board.

Trustee McKinnon stated that a plan is needed and the committee's recommendations and proposals must still be approved by the Board.

Trustee MacKay stated the motion sets a target for the budget and a timeline Chair stated that this motion recognizes and would make use of the previous studies and prior information and the experience of previous task force members.

The wording of the motion was discussed.

The Fire Chief gave a summary of Parksville's new fire hall experience and a review of the projected costs of the last fire hall proposal.

Trustee Akey if the committee chooses a different site then there is a possibility that the present fire hall could be used during construction of Phase 1 and later phases.

Tracey asked if it is reasonable for MIID to have to ask the taxpayers for further taxes for several different stages of building and having to ask each time. She formally requested to be accepted as part of the fire hall committee.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Gary Akey to accept the Committee Reports **CARRIED UNANIMOUSLY**

¹ MOTION by Trustee Dean MacKay Mayne Island Fire Hall 2012
Board of Trustees MIID
Meeting Minutes
Friday Oct 21, 2011 Approved Nov 18, 2011

OTHER BUSINESS

None

NEW BUSINESS:

MOTION It was moved by Trustee Akey and seconded by Trustee DeRousie that the District proceed with the Tax Sale January 14, 2012 of properties in default of Tax Payment for 24 months. **CARRIED UNANIMOUSLY**

Bylaw 116 "Tax Sale Charge Bylaw" was Introduced, Reconsidered and finally Passed by

MOTION made by Trustee McKinnon and Seconded by Trustee Akey. **CARRIED UNANIMOUSLY**

NEXT TRUSTEES MEETING DATE/S:

Nov 18, 2011: Regular MIID Board Meeting 9:00 AM at Fire hall

Guests were asked if they had any questions

Pat Seebach wished that more Trustees had spoken up at the Public Meeting on Oct 15th. She added: With respect felt that Chair had not given any new answers or information and did not answer the questions. She felt that was a reason so many people left the meeting. She suggested keeping a tighter timeline and requested more succinct answers, please. She agreed that forming a new fire hall committee as proposed is a good idea.

Guests left the meeting at 11:20 AM

IN CAMERA

MOTION

Trustee DeRousie moved and Trustee McKinnon seconded the motion to go into In Camera session at 11:20 AM. **CARRIED UNANIMOUSLY**

ADJOURNMENT:

The Meeting was adjourned at 1:10 PM by motion made by Trustee DeRousie.

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

Mayne Island Fire Hall 2012

The Fire Wise Consultant's review of the Mayne Island Fire department is now completed and confirms the need, among other things, to address improvements to the existing fire hall.

This proposal forms the motion to be approved by the Trustees of the Mayne Island Improvement District (MIID) to advance the process.

BACKGROUND

The existing fire hall is too small and the structure does not meet current building code standards. Studies and proposal to address these concerns have been on-going for the past 15 years. The most recent, and very comprehensive proposal, was completed in 2010. This 2010 proposal incorporated all of the needs of the firefighters, emergency response, staff, administration, site work and furthermore was architecturally pleasing. The proposal failed in a 2011 referendum; as the community had concerns with many aspects of the project as well as the increase in the taxes that would have been required to finance the project.

The current MIID trustees must now continue to address the size and safety of the fire hall, in a more cost effective manner. We suggest that the facilities of the fire hall that service the needs of all of the groups (similar to the 2010 proposal) may be accomplished and accepted by the community if it is proposed in affordable chunks (phases).

The first phase (PHASE ONE) must address the immediate needs of the fire hall, (size and safety); subsequent phases addressing the broader needs of the various groups. For example Phase One should address the need to provide a structurally safe building with room to accommodate a total of 6 trucks. Phase Two, proposed in a few years, may address the needs of emergency response, training and utilities for firefighters and new operational offices for staff of both Fire protection and MIID. A third phase may include improved site development, for water storage, training areas and access. At this time we will need to focus on Phase One, with the view that further improvements can be implemented if and when the community is ready.

This motion is to commence Phase One, with the objective of having it completed in 2012.

PHASE ONE:: Mayne Island Fire Hall 2012.

Step One

MIID will form a 5 to 8 member ***Mayne Island Fire Hall Upgrade 2012 Committee, (FH2012 Committee)*** consisting of members from the community, firefighters and trustees; by October 30, 2011. It is hoped that members of the 2010 Mayne Island Fire Hall Task force, once again, can contribute their skill and expertise to this revised and simplified project. The Chairperson will be elected by the committee members.

Step Two

Scope of work: The FH2012 Committee will present to the MIID Trustees with-in 60 days; a proposed building foot-print, floor plan and preliminary budget for a building, or buildings, to park a total of 6 vehicles and all of the associated Fire Fighting Equipment. The building must be heated, structurally safe and provide adequate functionality for the fire service.

Budget: Target of \$1.5 Million for Phase One of the project. It is anticipated that the community may have to contribute labour, services and expertise to complete the facility and stay with-in the budget.

Step Three

Construction Proposals: MIID and FH2012 Committee will request proposals from contractors to perform the buildings as proposed by the FH2012 Committee. Preference will be given to local contractors that can complete the entire Phase One project. If this is not achievable, the project may be bid and performed in separate segments such as engineering drawings, site development, foundation preparation, building construction, seismic upgrade, paint, roof etc. If no contractor proposals are acceptable, the 2012 Committee will be asked to revise their proposal and resubmit to the MIID

Timing: Expectation of the Trustees is that the site work can begin in the summer.

Step Four

Community Acceptance:

- Taxation: MIID will seek input from the community on how the funds for the building will be raised. In the likely event that this will come from increased taxes, the method of taxation, parcel or assessed value will be clarified. Target February 2012.
- Referendum: MIID will seek approval to borrow the funds and increase taxation through a referendum with a target date of May 2012.
- Building Contract Award: Final arrangements can be made to commence construction. Target August 2012.

MAYNE ISLAND IMPROVEMENT DISTRICT

P.O. BOX 19, MAYNE ISLAND, B.C. V0N 2J0

Bookkeepers Report - MIID Board Meeting 2011-10-21

Enclosed please find;

-Balance Sheet as of October 17, 2011

-Income & Expenditure: Budget vs. Actual Jan through Oct 17

-Health Centre Penalty Fee Write Off's Report July 15 through October 17

-Capital Asset Transactions Report

Delinquent properties:

Currently there are 7 outstanding properties for tax sale including 1 property owing taxes from 2007 through 2011, reduced from last month.

Delinquent Properties for years 2007 - 2011		
Year	# of Prop's	Amount
2007	1	30.16
2008	1	33.96
2009	7	351.50
2010	14	663.52
2011	104	5,289.61
	Total	<u><u>\$6,368.75</u></u>

The delinquent property figures above do not include penalty and finance charges. At this same time last year there was \$12,653.40 owing in the 2010 Health Centre Levy's outstanding. I believe this 50% reduction in current year taxes owing is due to the monthly statements and penalties issued.

Banking:

To date I have not yet received last month's bank statement to reconcile therefore the monthly loan payments are not correctly reflected in your reports and the reserve payment transactions for 2011 have not been made. I would like to remind the board that we do not have any online banking abilities at this time.

Respectfully,

Katherine Somerville
Bookkeeper

September 2011 Fire Chief's Report

Presented October 21, 2011

September Callouts- First Responder= 4, Ambulance Assist= 1, Structure Fire=1, Open Burn Comp= 1, Rescue= 1 Alarm Bells= 2,

Total September Callouts= 10

Total September Callout Hours = 79.5 hours

September Training Hours - Regular Practice = 156.5 hours, Off-Island = 53 hours

Total September Training Hours = 209.5 hours

September Work Experience Hours = 0 hours

Personnel- Our numbers remain at 22 with no resignations for the month of September. Good turnout for both practice and callouts.

Apparatus & Equipment- No issues for September. In August I reported that the department would be purchasing some items as of writing this report these items have not been purchased but will be before the end of October.

Safety- Oct.7, 2011 we had a near miss incident where a SCBA Bottle was ejected from the compartment it was stored in. The reason this happened was because the door was not closed and secured properly. Actions taken to rectify the problem was to meet with the Officers and Firefighters and explain to them that these doors must be checked after each callout and an Operational Guideline will be written to state this procedure.

VIHA- Met with the VIHA representative on October 19. Looked at all of the wells on the MIID property and asked if there were any regulations with respect to set backs from the wells, In particular the two wells at the rear of the firehall and its proximity to the proposed training area. Craig's response was that the well currently connected to the firehall should be approximately 25' from any props, but since the well is above the proposed area he sees no problem.

Heliport- 1-medevac. On regular inspection one of the lights was found to be dislodged and not working. It has since been repaired and is working.

Respectfully submitted,

Jeff Francis, Fire Chief

Mayne Island Health Centre
Operating Report for September 2011

Water:

March	3900 Litres
April	5600 Litres
May	4600 Litres
June	4200 Litres
July	4300 Litres
August	5300 Litres
September	5300 Litres

Water analysis:

August test results:

- total coliform, zero
- E. Coli, zero

Safety:

- Call from the Home Care Nurse who said her key was stuck in the lock. Upon arrival she had resolved the difficulty.
- Call from the Nursing Practitioner that the door had been left unlocked overnight.
- Two of the four parking lights have been damaged requiring repairs by an electrician.

VIHA:

- Received a request from VIHA administration regarding the size of the nurses rooms. The information sent is:
 - 1st Call Nurses Office, 213.75 sq ft
 - Nursing Practitioners Office, 133 sq ft
 - Home Care Nurse, 137.5 sq ft
 - Total space rented to VIHA, 484.25 sq ft

Building:

- Fall/winter preparations underway

Respectfully,
Brian Crumblehulme

Website Statistics

mayneislandfire.com	September 2011	August 2011	Change:
Unique Visitors:	252	351	↓ 99
Page Views:	1404	1407	↓ 3

miidonline.com	September 2011	August 2011	Change:
Unique Visitors	181	215	↓ 34
Page Views:	1197	989	↑ 208

Software / Hardware

September 2011	
Software:	minor issues with computer software – nothing significant report
Hardware:	nothing significant to report

E-news Update

Email newsletter, "MIID News September 2011", was successfully sent	
Subject Line	MIID News September 2011
Date/Time Sent	Aug 31, 2011 10:41 pm
Total Recipients	29