

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, Nov 18, 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: Request from Trustee DeRousie for a motion to be added under "new business".

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey 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 Oct 21, 2011.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

a. Fire Department:– Trustee McKinnon

Report on Camper Trailer: The camper trailer was taken for disposal at no cost to the Improvement District.

Replacement of Command Vehicle: The Fire Chief will meet with his officers and obtain bids and quotes for the vehicle. The Chief would like to post the specs on BC Bids. Trustee McKinnon would prefer a slightly used vehicle. Trustee DeRousie questioned why a used vehicle. Chief explained the vehicle is not classed a First Line vehicle but a utility vehicle, so a good vehicle with low mileage would be acceptable. Chief would prefer a diesel

vehicle. Trustee Akey reminded all that gas or diesel is not the only criteria, and that all vehicles will be subject to depreciation. He also asked that new dealers be investigated as well as BC Bid, to take advantage of some of the incentives now being offered by manufacturers.

- b. Update from Trustee MacKay re: Outstanding Contracts: Liberty & KMBR Trustee MacKay reported this issue is now completed. The project is cancelled and there is nothing further outstanding with either of them. They are both willing to work together again, if invited by MIID.
- c. HC Billing – Update from Admin & Finance Chair: The Administrator reported that the District does not have any properties eligible for Tax Sale this year. All 2009 taxes are now paid to date.
- d. VIHA Contract – The contract has been signed by the Chair and returned to VIHA and they have returned the signed contract. We have billed them for their unpaid rent to date.

CORRESPONDENCE:

1. Hedley Improvement District: Response to their request that MIID join in their letter to the Ministry requesting access to grants for Improvement Districts.
2. BC Land Titles. An electronic access for changes to titles has been set up with proper security precautions.
3. Letter of Thanks to Mayne Island Lions for their work on the “transition” house.
4. Letter from Active Pass Auto & Marine requesting voting regulations & MIID reply
5. AON Reed, Sarah Peplow: Applications for Directors and Officers Liability Insurance and Corporate Liability coverage. The documents are due by Nov 30th and were circulated to all Trustees.

FINANCE REPORT – Trustee Gary Akey

We are going forward with the RBC Express online banking. It has been a slow and frustrating process particularly for Katherine.

Q. Trustee McKinnon asked if we are close to putting the Payroll online.

Ans. Trustee Akey replied that is the next step in the process once the bill paying process is complete. It should be done by year end.

Q. Trustee DeRousie Are the Reserve account Investments made yet?

Ans. Trustee Akey explained that Terry Miller, the Auditor took some information regarding the items in “surplus” and reserve and will advise us of entries to be made before month end.

The Bookkeeper also mentioned the 4 ½ hour meeting with the Auditor regarding the balance sheet items as well as the reserve funds adjustments to be made.

Q. Trustee DeRousie asked why the Tax funds received in July for 2011 have not been invested as reserves and she would like to have the entries made now as they do not need the Auditor’s clarification.

Ans. Trustee Akey advised the investments will be done next week.

A discussion was held regarding investing reserve funds with some of the Trustees suggesting combining the funds and investing for a longer term to increase the rate of interest return.

Trustee DeRousie advised that she understood that Reserve Funds invested as GIC’s

must be cashable; not locked in, according to the Improvement District Manual under the "Accounting and Finance" section.

ACTION NOTE Chair instructed the Administrator to check the legislation with the Ministry. (*Subsequent Note: The Ministry advised there is no legislation prohibiting combining or "locking in" reserve fund investments and the decision may be left with the Board and Staff with regard to responsible management of the funds.*)

Bookkeeper's Report: - attached – The bookkeeper summarized the meeting with the Auditor and explained that adjusting entries should be provided by month end, so that a correct Balance Sheet should be available for Trustees at Dec meeting.

Revenue and Expense report/Budget was reviewed

Health Centre Billing Accounts Receivable report given.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Dean MacKay to accept the Bookkeeper's report. **CARRIED UNANIMOUSLY**

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

REPORTS

a. Management: Chair David Maude: Chair reported he is pleased with VIHA contract finally being signed and the RBC Electronic Banking progress. (He noted that he now has the Help line on speed dial.) He is certain this will save time and funds for trips to Sidney for MIID deposits as well as the employees and vendors to deposit their cheques from the district.

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

b. Administrator's Report

1. Signs were printed up to display the public hours of the MIID offices: Open to the public Tuesday and Wednesday from 9:00 to 3:00 with appointments available otherwise.
2. Addition to In Camera agenda regarding 2012 Wages and 2011 Employee Wage payments.

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:

- The Tenders parked outside will have water drained this weekend due to freezing temperatures. This will add somewhat to response time if Tenders are required as they will need to be filled.

- A short discussion with Q & A was held regarding the Air Brakes Course being offered here on Mayne by MIFD: Eight Mayne island firefighters will be taking the course. The cost of the course is \$250 per student. The course has been offered to all of the other SGI Fire

Departments and those students will be charged \$250 per student. There will still be a charge to the MIID for the trained individuals from MI Fire Dept to go to Victoria to obtain their licenses. All four large vehicles have air brakes

- There will need to be a bottle exchange for new O² bottle supply with BCAS and First Responders and there may be a fee involved to exchange the old bottles for the new ones.

- Heliport: Fire Chief (part of Fire Chief's Report) No Medivacs in the month of September.

Q. Trustee MacKay asked with the cold weather approaching what vehicles are inside.

Ans Fire Chief explained that Engine 1 and Tender 1 are kept inside. Tender 1 is filled with water. Tenders 2 and 3 tanks are empty but heat tape is plugged in to keep the valves from freezing. They would have to be filled to respond to a larger fire. After the first fill which takes 2 ½ minutes, further fills take more minutes due to the requirement of more people (3 firefighters) and the employment of pumps to fill from the Tank Farm. Generally we do not use Tender 2 in the winter, in fact we do not usually "chain-up" this tender, but it is licensed and up to code.

Q. Trustee DeRousie asked: What does MSDS stand for?

Ans Fire Chief explained it stands for: Material Safety Data System It is a binder documenting all "hazardous" materials in the workplace required under Worksafe BC regulations. The book will be set up properly after the WHMIS (Workplace Hazardous material Information System) course on Nov 29, 2011. He noted that "hazardous material" does include even dishwashing liquid, so the binder is quite extensive.

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

d. Report from Officer Health & Safety Meeting

The Administrator explained that a binder with the approved Minutes is now available in the Administrators office. The Fire Chief explained that October minutes are not available yet, as they have not been approved yet. The Fire Chief explained the only item of note was a "near Miss" report on an incident of an oxygen bottle falling off a fire vehicle during a response. In future the minutes will be available at the Board meeting.

e. MI Health Centre

- i. Health Centre Operations Report – B. Crumblehulme: attached
- ii. MIHCA Liaison: Dr. Cilla Brooke: The temporary storage building is finished and keys have been distributed to the appropriate persons. The flu clinic was held. VIHA has authorized a lab tech position for blood work at the Health Centre for 2 ½ days week. Katherine Somerville took her training with the help of our scholarship program, completed the course in June, and was hired as at Nov 21st for work here weekly. The hours are yet to be determined.

Fundraising for the ER/ Treatment room extension is proceeding with an anonymous donor pledging \$10,000 as a matching donation next month.

The fund is now in excess of \$38,222 not including the \$10,000 pledge.

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

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

a. BC Ambulance Service: Trustee Bob McKinnon: nothing this month

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 advised that our article was bumped for a paid advertisement. For Dec1st he will update the material, circulate to all Trustees and submit it to Alea.

c. Finance Report: Trustee Akey: given earlier

d. Fire Department: Trustee Bob McKinnon- the committee for the fire hall which was struck last month has met twice. The committee is continuing to work with the next meeting this Sunday; The committee is now comprised of 4 members of the public and himself. Two persons have withdrawn from the committee.

MOTION Moved by Trustee McKinnon and seconded by Trustee MacKay that the following persons be named to the fire hall committee to look at a footprint and a site plan for a proposed new fire hall:

Carl Bunnin, Bill Warning, Brian Dearden, and Per Nielsen, with Trustee McKinnon as Board Liaison and Bill Warning as the Chair.

CARRIED with Trustee DeRousie abstaining.

Trustee McKinnon will bring some ideas from the committee to the Fire Dept and the Board when they have something specific to bring.

Q. Trustee DeRousie asked what is meant by a footprint.

Ans Trustee McKinnon explained that it would be a rough idea of an outline of a new hall, approximately what would be contained, and where it would fit on the site.

Trustee McKinnon then discussed labour issues with business hours requiring having employees working a 7 day week. He would like to suggest public hours be changed to 9 to 3 Monday to Saturday and closed on Sunday.

A discussion was held regarding the number of work hours and the number of business hours.

Q Trustee DeRousie why close Sunday?

Ans Trustee McKinnon is concerned about the Employment Standards Act

regarding having our Staff working to cover being open 7 days a week. The choices are either to close one day a week or to find a third employee to staff the office on the 7th day. The public doesn't usually have a problem getting a burn permit on Saturdays and Sunday's public access is usually the least.

Ans Fire Chief advised that Mayne is one of the only departments open on Sunday. Someone would be on duty but the office would not be open. I believe that the public hours do need to be changed.

Q. Trustee DeRousie asked if Sunday is the best day to close.

After discussion, the Board agreed with Trustee McKinnon and the office hours will be changed to reflect closing on Sunday.

Administrator suggested the new hours be posted in the Dec 1st Mayneliner article. The "office hours" signs will be changed.

Trustee MacKay suggested that the Board consider a 5 day week for public hours at some time in the future. He would also like to have burn permits sold only at the fire hall rather than on-line, which was an option suggested by the Fire Chief.

The Administrator agreed with the process of burn permits being issued only at the Fire Hall, not on-line.

Chair suggested that the Chief and Trustee McKinnon work together to further revise public hours and working hours and bring the issue back to the Board.

Q. Trustee DeRousie what is the issue about Duty Shifts?

Ans. Trustee McKinnon: The problem is that when someone is on holiday for example and we have to ask the Chief or Deputy to work 7 days a week, contravening the labour code.

Ans. Fire Chief asked if he could clarify the Duty hours from the public office hours. He explained that Duty shifts are his responsibility and he wanted direction from the Board regarding office hours to the public. He stated that Duty shifts are to have 24/7 coverage for the Fire Department and to meet Worksafe BC regulations.

Q. Trustee DeRousie asked are the Duty Shifts okay then?

Ans Fire Chief answered: That is something we have to talk internally about. It is something we need to discuss.

The Fire Chief will send the Chair his suggested hours for December, Christmas holidays for publication in the December Mayneliner.

e. FOIPPA: Chair David Maude: No current requests other than the request from Active Pass Auto Marine which has been answered.

f. Garbage Committee: Trustee Akey will be withdrawing from the committee as he may have a conflict of interest. Chair asked for an alternate volunteer. Trustee DeRousie indicated she is willing to serve on the committee. Chair explained that the Island Trust will likely be contacting the MIID for input regarding a "zoning" for garbage.

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

h. Health Centre Operations & HC Association: Trustee Gary Akey

He and Dr. Brooke have met and are arranging for the painting to be done at a time which will not disrupt medical staff or patients. He has spoken to Mr. Gutierrez at CRD Building Inspection Office. MIID will be working together with the Health Centre Association to have preliminary plans (for tendering purposes) drawn up for the addition which must meet post disaster specifications.

i. Human Resources: Trustee Dean MacKay explained that the annual personnel evaluations will be handled by the committee member responsible for the staff. That is to say: Trustee McKinnon will do the Fire Dept Officers and Trustee Akey will review the Office Staff. The Wage issues will be covered "In camera"

j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie
Trustee DeRousie read the Volunteer Firefighters Association's Formation Resolution (Under the Society Act) from Nov 26th, 2010 - attached¹

ACTION Administrator to scan the resolution document and send to all Trustees.

Trustee MacKay requested that Trustee McKinnon review the document for any conflicts. The Fire Chief explained that the Association can raise funds for Equipment and for Training as well as funds toward a new fire hall. After a general discussion, Trustee MacKay expressed his concern that all MIID, Trustees, MVFFA and staff should work together; not separately for a new fire hall and any equipment.

k. Fire Hall Committee – covered previously

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS

None

NEW BUSINESS:

MOTION from Trustee DeRousie² attached

Moved by Trustee DeRousie and seconded by Trustee Bob McKinnon.

Discussion: Trustee McKinnon agreed that we do want the Tank farm in place, but is not sure it will fit with the planning now happening. He would like it to be done in conjunction with the long term planning. He would like to take this recommendation to the fire hall committee.

Trustee DeRousie is concerned that If we wait; if it takes too long for the Committee to reach a proposal and a recommendation we may miss the optimum building time before wildfire season. She also expressed a concern that if we wait for a long term site plan and a referendum, once again the job will not get done. Trustee McKinnon feels a timeline of 60days for this is adequate.

¹ Resolution

² Motion DeRousie

Board of Trustees MIID

Meeting Minutes

Friday Nov 18, 2011, Approved Dec 9, 2011

Trustee Akey asked about the budget and timing required. He also suggested that since we have no budget at this time and all the funds may be needed for building the fire hall, we cannot do this at this time.

Trustee Akey stated that he thinks we need to get a budget and a timeline for the tank farm and it should go to the building committee for their planning process. He expressed the feeling that the budget and timeline for the Tanks should be done by the Fire hall committee.

Chair suggested that his work with poly tanks has resulted in the recommendation that poly tanks should be installed on gravel not concrete pads. He suggested that either the building committee or the Fire Chief should proceed to develop a budget and an engineered plan.

Trustee MacKay discussed the concept that many items will have to be addressed and he would like to have the site plan and footprint in place first.

The Chair asked if the Tanks are now filled and operational at present. That is whether or not they are moved; the tanks are in operational status.

The Chief confirmed this, but it does take more manpower to operate the pumps to fill the Tenders.

Chief expressed concern that no-one on the fire hall committee is experienced with fire department's operations and yet the committee is making operational decisions.

Trustee McKinnon stated that the group will be in contact with the Chief for referral and expertise when any plan has been developed.

The Administrator pointed out that the mandate of the fire hall committee does not include the Tank Farm at this time if the Board wished to have the committee seek budgeting and engineering information at this time.

The Trustees decided that the tasks would not be placed onto the fire hall committee at this time.

During discussion, the Trustees suggested an amendment to the Motion made by Trustee DeRousie to proceed without a specific timeline.

MOTION WAS AMENDED by Trustee DeRousie and seconded by Trustee McKinnon that the MIID Board of Trustees investigate the necessary steps to relocate the present water tanks to their permanent, earthquake resistant, "tank farm" location, complete with hydrant connection. **CARRIED UNANIMOUSLY**

Trustee DeRousie volunteered to make necessary inquiries into costs and a timeline for moving the tanks to a tank farm location, beginning with the budget and engineering requirements.

The Chair asked for the logistics to be established with appropriate engineers' reports as necessary. The Fire Chief will provide Trustee DeRousie with some information from prior reports and files to assist. He will also give the dimensions required to Trustee McKinnon for the fire hall building committee to utilize in their site planning.

Trustee DeRousie emphasized that communication is key here; please get the information as soon as possible to Trustee McKinnon for the fire hall committee.

Guests were asked if they had any questions

Q. Guest Pat Seebach: This has been very interesting but I'd like to ask why you have two things going on for the planning; that is the committee and staff working separately why not get together and work together on a plan?

Ans Trustee McKinnon this is the first step only. This step and plan was meant to be community driven not Fire Dept directed. It will be approved by the Fire Department as step two. We are still in step one.

Pat So is community support the most important consideration?

Ans. Trustee McKinnon No, all the criteria must be met and all parties must be satisfied that the fire hall meets the needs of the community and the operational needs of the Fire Dept. We have to have a dollar figure that the community can support. The problem last year was that the Fire Department had an acceptable design, but the costs were not acceptable to the community.

Pat: Is your bottom criteria to build a sustainable fire hall?

Ans. Trustee McKinnon Yes it has to have a 40 year life span.

Q. Trustee DeRousie asked why if the previous design was acceptable why don't we work on the price why all start over with a new design.

Ans Trustee McKinnon explained that we were already changing the plan to accommodate the 6th bay and so are taking the opportunity to look for other design changes and cost savings to serve the needs of the fire department within costs acceptable to the community.

The Chair also pointed out we cannot use the architects plan from last year since the contract was ended and we would be in breach of their copyright.

Trustee MacKay suggested the discussion end at this time. Chair ended the session by explaining that it was the question period for the public, not a time for debate.

Guests left the meeting at 11:05 AM

IN CAMERA

MOTION

Trustee McKinnon moved and Trustee Akey seconded the motion to go into In Camera session at 11:05 AM.

CARRIED UNANIMOUSLY

NEXT TRUSTEES MEETING DATE/S:

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

ADJOURNMENT:

The Meeting was adjourned following the In Camera session at 12:28 PM by motion made by Trustee DeRousie.

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary