



# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Tuesday, August 15th, 2023 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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### 1. CALL TO ORDER

### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

### 3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

July 18th, 2023-Regular Board Meeting

### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

### 5. CORRESPONDENCE

None

### 6. DELEGATION FROM MAYNE ISLAND HEALTH CENTRE ASSOCIATION

### 7. REPORTS

7.1 Administrative & Finance – Katherine Somerville, CAO

7.2 Fire Department – Kyle Stobart, Fire Chief

7.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief  
Occupational Health & Safety Committee Minutes July 11<sup>th</sup>, 2023

7.4 Training Report – Eric Walker, Deputy Fire Chief

### 8. TRUSTEE DELEGATE & COMMITTEE REPORTS

8.1 Fire Hall Operations Delegate – Trustee McKinnon

8.2 Finance Delegate – Trustee Peace

8.3 Human Resources Delegate – Trustee Hill

8.4 Health Centre Operations Delegate – Trustee Dearden

8.5 Policy Committee Delegate – Trustee Milne  
Policy Committee Meeting Minutes July 6<sup>th</sup>, 2023

8.6 Garbage Committee Delegate – Trustee Milne

### 9. NEW BUSINESS

### 10. COMMUNICATIONS

### 11. NEXT BOARD MEETING DATES

September 19th, 2023

### 12. IN CAMERA

12.1 Labour review and recommendations

12.2 MIVFFA Lease

### 13. ADJOURNMENT



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Tuesday, August 15th, 2023@ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Doug Hill, Bob McKinnon, Debra Milne, Brian Dearden & Wayne Peace  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Janelle Lawson, Administrative Assistant  
Eric Walker, Deputy Fire Chief

**Guests:** Mayne Island Health Care Association: Lindsay Allen,  
Rob MacFarlane

#### 1. CALL TO ORDER

The meeting was called to order at 1 pm by Chairperson, Doug Hill. Trustee Hill acknowledged that the meeting was taking place on the traditional territory of the Coast Salish People.

#### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Addition to include Expense Reimbursement Policy to item 8.5.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the agenda as amended.

CARRIED

#### 3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of July 18th, 2023.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

#### 5. CORRESPONDENCE

None.

#### 6. DELEGATION FROM MAYNE ISLAND HEALTH CENTRE ASSOCIATION

Mayne Island Health Centre Association representatives, Lindsay Allen and Rob MacFarlane presented the updated Strategic Plan.

#### 7. REPORTS

##### 7.1 Administrative & Finance Report<sup>1</sup>

CAO briefly discussed her report and explained her main focus at the moment is on the draft budget presentation in October - Budget meeting scheduled for October 11<sup>th</sup> at 1pm.

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<sup>1</sup> Administrative & Finance Report

A further discussion was held regarding the possible addition of an Employee Benefits Program.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Administrative and Financial Report.

CARRIED

## **7.2 Fire Department Report<sup>2</sup>**

The Fire Chief presented his report.

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the Fire Chief's report.

CARRIED

## **7.3 Occupational Health and Safety Committee Reports<sup>3</sup>**

The Fire Chief presented OH&S Committee Meeting Minutes – July 11, 2023

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the OH&S Reports.

CARRIED

## **7.4 Training Report<sup>4</sup>**

The Deputy Fire Chief presented the Training Report. He elaborated A new round of recruit training has begun with eight new recruits. Hazmat training was held on Pender with five exterior firefighters attending who will become full-service firefighters after this certification.

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the Training Report.

CARRIED

## **8 TRUSTEE DELEGATE REPORTS**

### **8.1 Fire Hall Committee Report**

Nothing to report.

### **8.2 Finance Committee**

Nothing to report.

### **8.3 Human Resources**

Nothing to report.

### **8.4 Health Centre Operations**

Nothing to report.

### **8.5 Policy Committee**

Committee Chair Milne provided a summary of the work the Committee is presently engaged in. She presented the approved Policy Committee Meeting Minutes July 6th, 2023<sup>5</sup> and the draft Critical Incident Stress Management Policy<sup>6</sup>. A discussion was held regarding the draft policy and it was decided to add the word "provided" to employer benefits in paragraph two.

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<sup>2</sup> Fire Department Report

<sup>3</sup> OH&S Committee Meeting Minutes – July 11th, 2023

<sup>4</sup> Training Report

<sup>5</sup> Policy Committee Meeting Minutes – July 6<sup>th</sup>, 2023

<sup>6</sup> CISM Policy DRAFT

MOTION: Trustee McKinnon moved and Trustee Peace second the motion to adopt the Critical Incident Stress Management Policy as amended and presented.

CARRIED

A draft Criminal Record Check Policy has been written and will be presented at the next Policy meeting. Discussion was held around firefighters who still have incomplete driver info. The Fire Chief was reminded as per the policy, those members are not permitted to operate any MIID vehicle until their forms are complete.

Committee Chair Milne, presented the draft amendment to the Expense Reimbursement Policy<sup>7</sup> A brief discussion was held and it was decided to further amend the policy capping in-person tipping to 18%. No tipping on take-out food or beverages.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Expense Reimbursement Policy as amended.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the Trustee Delegate reports as presented.

CARRIED

**9. NEXT BOARD MEETING DATES**

October 17<sup>th</sup>, 2023

**10. IN CAMERA**

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to go in camera at 2:03pm.

CARRIED

The regular Board meeting was reconvened at 2:19pm.

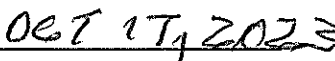
**11. OTHER BUSINESS**

None.

**12. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:20 pm by motion made by Trustee McKinnon.

  
\_\_\_\_\_  
Doug Hill, Chair

  
Date:

Recorded and Transcribed by J. Lawson

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<sup>7</sup> Amended Expense Reimbursement Policy

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT – AUGUST 11<sup>TH</sup>, 2023

Board of Trustees,

The draft MIVFFA lease is included with the package for Board review. The lease does not have the map attached yet but it will be attached in time for signing. The only change is the addition of the space for the sea-can.

I have included the draft CISM policy for the Board's review. Included with it is the associated fire department SOG approved by the Fire Chief. Related to these two documents I have also included some information I was able to gather from our benefits provider for the inclusion of an Employee Assistance Program. I would like to review this with the Board at the meeting.

Budget time is fast approaching. The 2024 budgets must be submitted to the ministry no later than October 31. I am currently preparing the draft documents and hope to have those ready for a budget meeting in early October.

In regard to the rain water hook up to the water storage tank in the front parking lot, the plumbing contractor has been coordinating with the machine operator. I still do not have a timeline for completion of the work.

Good news! All delinquent taxes were paid last month.

Sincerely,

Katherine Somerville  
Corporate Administrative Officer

### Health Centre Tax Summary 2023

August 11<sup>th</sup>, 2023

	# of Properties	\$ Amount Outstanding
Current Year	219	14,826.01
Arrears	63	2,649.50
Delinquent	17	96.16
Credit Balances	60	(9,379.58)
Total Outstanding		<u>\$5,565.19</u>

#### **Attachments:**

FD & HC Budget vs. Actual (Prd 7, 2023; Prd 7, 2023)  
Balance Sheet (Prd 7, 2023)

# Fire Department Report

To: **Board of Trustees**  
**CAO Sommerville**  
 From: **Fire Chief Kyle Stobart**



Date: MIID Board Meeting August 15<sup>th</sup> 2023

**Mayne Island Fire**

## Rescue

Fire Department summary to date

Serving Our Community with Pride

<b>Alarms: 6</b>				
MIFR attended 7 pager responses in July. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
July 2 <sup>nd</sup>	16:27	First Responder	:12	8
July 2 <sup>nd</sup>	19:19	Smoke Report	1:06	5
July 3 <sup>rd</sup>	11:12	Public Assist	:18	1
July 26 <sup>th</sup>	18:49	Smoke Report	:21	1
July 27 <sup>th</sup>	09:07	BCAS assist	:17	4
July 31 <sup>st</sup>	15:34	Smoke Report	:15	8
July 31 <sup>st</sup>	20:15	First Responder	:18	3

<b>Response</b>
July was Slow for department responses; it is routinely one of our busier months. As always MIFR is ready to respond 24/7.

<b>Attendance</b>
Pager Responses: 60 hrs. Fire Practice: 106 hrs. Special training/DO/Community Events: 30 hrs.

<b>Personnel</b>			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Recruits
19	19	4	8
We are now running a recruit training class of 8.			

<b>Equipment and Apparatus</b>
Utility 1 has been repaired but still need striping. Tender 3 is waiting for notification of parts arrival before booking a repair date. We are now waiting for the end of the dry season before taking the apparatus off island.

## **News**

MIFR participated in Canada celebrations on July 1<sup>st</sup> at Miners Bay Park and also the Church Fair on July 8<sup>th</sup> at St Mary Magdalene Church.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday, July 11<sup>th</sup>, 2023

**Present:**

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville

**Absent:**

Lieutenant R. Edwards, Admin Assistant J. Lawson

**Guests:** none

Meeting called to order at 13:05 hours, July 11<sup>th</sup>, 2023

1. Agenda:

K. Stobart moved and K. Somerville seconded the motion to adopt the agenda with additions.

**CARRIED UNANIMOUSLY**

2. Previous Minutes of the OH&S Committee Meeting:

K. Stobart moved and K. Somerville seconded the motion to approve the minutes of the previous meeting, as presented, held June 7<sup>th</sup>, 2023.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – K. Stobart

K. Stobart reported that the repair shop is still waiting for the arrival of the parts required for the repairs to Tender 3.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that all 3 exterior light fixtures have been upgraded with brighter lights. K. Somerville added that additional lighting for the front area of the hall is in the process of being installed.

c) Contaminated Turnout Gear – E. Walker

E. Walker reported that the SOG 1.03.02 – *SAFE HANDLING OF CONTAMINATED PERSONAL PROTECTIVE COTHING* has been presented at to the officers for feedback and has been approved by the Fire Chief.

d) Fire Hall Generator Transfer Switch Broken – K. Somerville

K. Somerville reported that the generator automatic transfer switch has been repaired.

e) Tender 1 Brakes Service – K. Stobart

K. Stobart reported that Tender 1 needs to be taken in to town for brake repairs and that this should take place soon.

4. New Business:



Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



a) **Bay Door Sensor Upgrade - E. Walker**

E. Walker reported that door to Engine 2's apparatus bay has been upgraded with a sensor that prevents the door from closing before the truck has left the bay. E. Walker added that if the upgrade proves useful, the other doors could also be upgraded.

b) **Fire Hall Lighting - K. Somerville**

K. Somerville reported that the relay panel for the fire hall lighting has been upgraded with an uninterrupted power supply (UPS). K. Somerville added that this UPS will prolong the service life of the relay panel and will prevent the lighting system from malfunctioning following a power outage.

**Adjournment:** The meeting was adjourned at 13:25 hours, July 11<sup>th</sup>, 2023.

5. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday August 1<sup>st</sup> at 13:00 hrs.

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E. Walker, Chair

Recorded by E. Walker, Recording Secretary

# Mayne Island Fire Rescue Deputy Chief's Report August 15, 2023

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## Training

Rope rescue was the training topic for fire practices in July. Several of our members are trained in high and/or low angle rope rescue operations. Rope rescue skill are very technical and require regular maintenance. Rope rescue practice helps to maintain the skills of those members who have the training, and provides an introduction to those members who do not.

## Recruiting

Eleven recruit applicants were interviewed by the officer group over the month of July. During the interview process, one of the applicants noted that the training schedule would not work for them. The remaining ten applicants were invited to orientation which was scheduled for Saturday, August 5<sup>th</sup>. Two more applicants informed us that the training schedule would not work for them either. A recruit class of eight is expected.

## Other News

The two forcible entry training props have arrived at the fire hall. After a detailed walk-through of the prop functionality over the phone with the manufacturer, we are ready to begin forcible entry training/practice with the members in August.

## Moving Forward

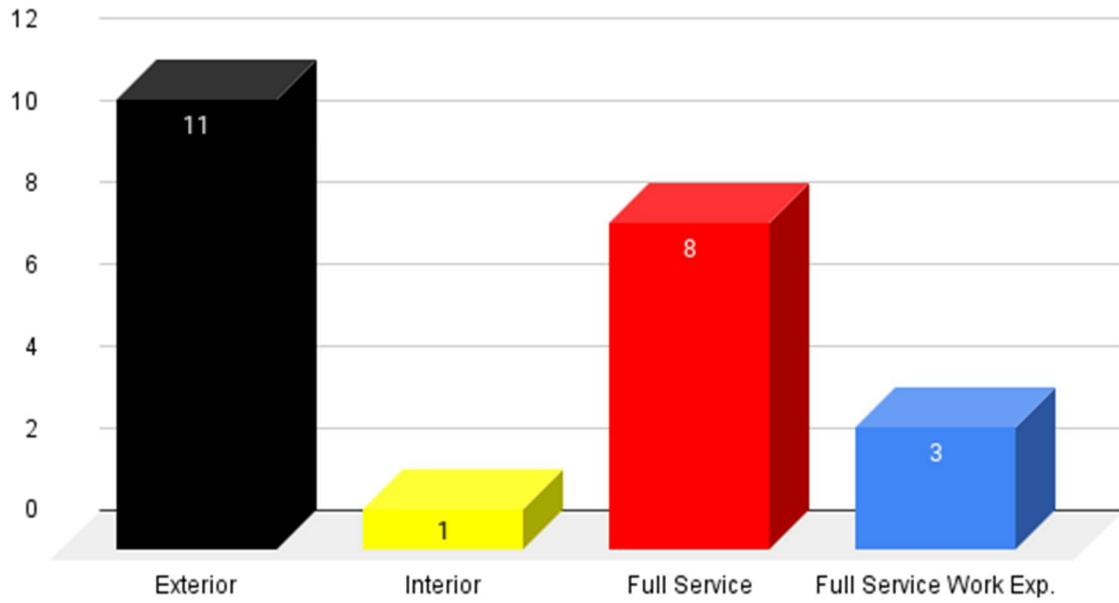
**Hazmat Training** - Five of our Exterior Fire Fighters are still confirmed for hazmat training in August and will become Full Service Fire Fighters upon the completion of this training.

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Eric Walker".

Eric Walker – Deputy Fire Chief & Training Officer

### Current Fire Department Roster



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer



# Mayne Island Improvement District

## Meeting of the Policy Committee

### Minutes

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**Date:** Thursday, July 6th, 2023, @ 9am  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Committee Chair, Trustee Milne  
Trustee McKinnon  
Corporate Administrative Officer, Katherine Somerville  
Administrative Assistant, Janelle Lawson  
Fire Chief, Kyle Stobart  
MIVFFA President, Bill Jamieson

**Absent with Notice:** Trustee Peace

**1. CALL TO ORDER**

The meeting was called to order at 9:03 am by Chair Milne.

**2. ADDITIONS TO AGENDA.**

None.

**3. APPROVAL OF PREVIOUS MEETINGS MINUTES MAY 4<sup>th</sup>.**

Trustee McKinnon moves to approve.

**4. CRITICAL STRESS MANAGEMENT**

Chief Stobart presented a draft CISM policy. Amendments were discussed at length; a second draft of the policy will be prepared by staff to be brought to the next meeting for review.

Chief Stobart and Lieutenant Jamieson will update MIFD CISM SOG's and include them as reference and attachment to the policy.

**5. CRIMINAL RECORD CHECK POLICY**

Chief Stobart will research further into what policies other departments have and provide that information to CAO and Admin Assistant. Staff will work together to prepare a draft policy for the next meeting.

**6. DRIVERS ABSTRACT POLICY AND PROCEDURE**

The Board adopted the Policy and many Firefighters have completed both requirements. A deadline of July 31<sup>st</sup> has been decided upon for the remaining members who have yet to submit their documents.

**7. PRIORITIES FOR NEXT MEETING**

Draft CISM and Criminal Record Check Policies

**8. NEXT COMMITTEE MEETING DATE**

August 9th at 9 am.

9. Adjourned at 10:29 am.

10. Approved:



Deb Milne, Chair

August 9/23  
Date:

Recorded and Transcribed by J.Lawson

# **Mayne Island Improvement District**

## **Critical Incident Stress Management Policy**

### **POLICY STATEMENT**

Mayne Island Improvement District (MIID) believes in fostering a culture of care and compassion. It believes that employees are most effective when they are supported both in their physical and mental health. As the employer of individuals in emergency services, MIID accepts that Critical Incidents involving their employees will occur from time to time. This policy is intended to foster and maintain the mental and physical health of MIID personnel exposed to potentially traumatic incidents.

### **SCOPE**

All Mayne Island Improvement District Personnel.

### **OVERVIEW**

A critical incident is a traumatic event, which could happen at work or in the community, which can cause a strong emotional reaction with the potential to affect one's ability to cope with the after effect. Critical incidents include, but are not limited to:

- Death or serious injury of a colleague in the line of duty;
- Incidents involving the death or serious injury of members of the public, particularly children;
- Incidents where responders know the victims involved;
- Being the victim of physical violence;
- Witnessing violence at an incident or workplace;
- Suicide of a colleague;
- Any incident where there is intensive or negative media coverage; and
- Any other incident deemed critical by the Fire Chief in joint consultation with a Critical Incident Stress Management (CISM) - trained team member and/or mental health professional.

CISM services offered are mostly a peer-managed and peer-driven process, which can utilize a CISM mental health professional for guidance when needed. Types of interventions that can be held include:

- Preventive training;
- On-scene support;
- Defusing session;
- Debriefing session;
- Critiquing session; and
- Corporate review.

# Mayne Island Improvement District

## Critical Incident Stress Management Policy

The program is completely voluntary and the services are available without charge to employees. Any decision on the part of an employee to use the CISM services will not impact on employment or promotional opportunities. An employee may end their association with the CISM services at any time.

### **RESPONSIBILITIES**

The Fire Chief shall:

- Ensure that all employees are informed about CISM;
- Encourage employees to recognize their own need for assistance and obtain CISM services and/or contact a trained CISM peer-support colleague to access CISM services;
- Provide all necessary support to employees using CISM services; and
- Provide CISM peer-support colleagues with all necessary training to fulfill their obligations and responsibilities related to CISM.

### **CONFIDENTIALITY AND PRIVACY**

At CISM diffusing and/or debriefing sessions only attendance records will be kept. All other information shared or expressed is considered confidential and private.

### **SERVICES TO FAMILIES**

Family members do not normally directly experience the critical incident; however, they do experience how the incident affects their family members.

At the discretion of the Fire Chief and on the recommendation of a CISM mental health professional, counselling services will be made available for family members in situations where mental health issues of an employee are impacting the family and these issues are a reaction to one or more traumatic events that arose out of and in the course of employment with MIID.

### **PROGRAM LIMITATIONS**

CISM does not involve therapy or long-term counselling. If required, counselling and follow-up intervention will be provided through the employer, WorkSafeBC's Critical Incident Response (CIR) Program, and/or WorkSafeBC if a claim for compensation is approved.

An employee may experience critical incidents outside the workplace. Counselling services in these incidents would be accessed through employer benefits. The CISM program is intended to only deal with critical incidents that arise out of and in the course of employment with MIID.

In addition to community resources, additional professional counselling services may be available through other group benefit programs offered by MIID.

### **References:**

MIID Confidentiality Agreement;  
MIFD O.G. #2.0.01.01

## OPERATIONAL GUIDELINE

<b>MAYNE ISLAND FIRE RESCUE</b>	<b>O.G.# 2.0.01.01</b>
<b>SECTION 3 : Operations</b> <b>TITLE: Critical Incident Stress Management</b>	<b>Page 1 of 1</b>

**PURPOSE:**

To ensure the mental health of all Mayne Island Improvement District (MIID) employees.

**SCOPE:**

All MIID personnel.

**PROCEDURE:**

Following a traumatic event the officer in charge will conduct a **defusing** as soon as possible following the event and will include all attending personnel. A defusing is a round table meeting of responding personnel directly involved with the event facilitated by a member who will:

- Explain to the attendees the physical, emotional and mental reactions that they are or may soon be experiencing; and
- Provide information on how personnel can take care of their emotional and physical health and resources available to personnel who may require more assistance in doing so;
- Defusing participation is voluntary and strictly confidential.

At completion of debriefing, CISM team will determine further action is required. The Fire Chief or designate will contact Reach Trauma Response Consulting Ltd. and/or the Gulf Islands CISM team and organize a **Debriefing**.

A debriefing is an organized discussion with members of one or more agencies involved in the same critical incident designed to mitigate the potential for long-term emotional trauma facilitated by a CISM trained team or approved mental health professional and will be conducted no later than 72 hrs after the traumatic event.

If CISM team members or an individual personnel member determine that a workplace injury has occurred as a result of a traumatic incident the Fire Chief or designate will contact Worksafe BC and initiate a claim.

**CONTACTS:**

REACH Trauma Response Consulting Ltd: 1-236-999-7510

Salt Spring Island Fire Rescue: 250 537 2531

Worksafe BC: 1-800-624-2928

**REFERENCE:** MIID CISM Policy

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to : _____	Admin. Approval: _____