



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, January 17th, 2023@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

1. CALL TO ORDER

The meeting was called to order at 1:03pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of November 22nd, 2022. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO elaborated on the report, a brief discussion was held.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the Administrative and Finance Report. CARRIED

¹ Administrative & Finance Report

6.2 Fire Department Report²

Fire Chief Stobart elaborated on the report, a brief discussion was held. Fire Chief Stobart recognized two vehicles are now in need of repair and will be sent for estimates as soon as possible.

MOTION: Trustee Peace moved, and Trustee Milne seconded the motion to accept the Fire Department Report. CARRIED

6.3 Occupational Health and Safety Committee Reports³

Fire Chief Stobart elaborated on the report. Driver training happened in December; four firefighters attended. They will offer it again when the opportunity arises.

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

6. TRUSTEE DELEGATE REPORTS

Trustee Peace elaborated on finance clarification request.

Trustee Hill reported HR is planning to conduct employee reviews/performance evaluations with Trustee Milne next week.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Trustee Delegate reports. CARRIED

7. NEW BUSINESS

None.

8. COMMUNICATIONS

None.

9. NEXT BOARD MEETING DATES

February 21st, 2023 – Regular Board Meeting

10. IN CAMERA

Approval of Minutes

Correspondence

Vaccine Policy

² Fire Department Report

³ OH&S Committee Meeting Minutes – November 8th, and December 6th, 2022

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go to an in camera session at 1:41 pm. CARRIED

The regular Board meeting was reconvened at 2:04 pm

11. OTHER BUSINESS

Motions from the in camera Board meeting were brought forward.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to lift the motion made in camera to the regular Board meeting. CARRIED

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to maintain the Vaccination Policy. CARRIED

12. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:07 pm by motion made by Trustee McKinnon.

Approved:

Doug Hill, Chair

Date

Recorded and transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT – JANUARY 17TH, 2023

Board of Trustees,

Happy new year! The year end processes are well underway and many adjustments still need to be made to the financial statements provided. I hope to have all the adjustments done and the year-end completed, ready for the auditor by February 14th. I am working with the auditor to determine the best time to conduct the audit this year.

Trustee Hill brought to my attention changes to FOIPPA legislation that requires BC public bodies to develop a privacy management program (PMP). To that end I went to an online information session to learn more about how these changes might affect the District. We do meet many of the criteria already however, I will review this in more detail over the coming months.

The lighting system at the hall has always been problematic. Two years ago, the District paid for some significant repairs to the system. The problems we were experiencing then are beginning again. I have reviewed the system with an electrician and they are going to get back to me to see if we can simplify the system in some way to prevent the issues experienced during power outages.

I have consulted with the same electrician to look at installing flood lighting on the firehall for the front and rear of the building allowing better illumination for practice and response. The parking lot lighting at the health centre is also problematic, I will be replacing the current parking lot lighting with commercial quality fixtures before spring.

The old venetian and or fabric blinds have been replaced in the health centre with more appropriate roller blinds. They look quite nice and will be much easier to clean than the old ones.

I would like to chat with the Board at the meeting about the timeline for the next AGM. Last year it was held in the summer, in order to comply with our own policies related to advertising etc I need to work back from the chosen date to ensure advertising is completed at the appropriate time intervals.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2022)
Balance Sheet (Prd 12, 2022)

Action Items:

Health Centre Tax Summary 2023

January 13th, 2023

	# of Properties	\$ Amount Outstanding
Current Year	0	0.
Arrears	264	12, 144.61
Delinquent	84	2,645.16
Credit Balances	54	(6,208.47)
Total Outstanding		<u>\$8,581.30</u>

Fire Department Report

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



Date: MIID Board Meeting January 17th 2023
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 29				
MIFR attended 29 pager responses in November and December. See breakdown below, T.O.S. refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Nov 4	21:58	Hydro lines down	:09	1
Nov 5	06:26	Hydro lines down	:19	7
Nov 5	09:10	Hydro lines down	:10	3
Nov 5	09:40	Hydro lines down	:02	3
Nov 6	17:20	BCAS assist	:20	2
Nov 7	17:21	BCAS assist	:17	5
Nov 8	00:54	Alarm activated	:26	5
Nov 8	09:21	First Responder	:13	6
Nov 8	14:01	Hydro lines down	:21	7
Nov 11	19:09	First Responder	:11	4
Nov 12	14:37	Duty Officer-Open burn complaint	:16	2
Nov 13	19:12	First Responder	:14	3
Nov 14	09:26	First Responder	:13	2
Nov 15	17:19	First Responder	:16	4
Nov 22	13:28	Public assist	:00	1
Nov 30	06:40	Hydro lines down	:14	6
Nov 30	11:52	Tree on hydro lines	:20	1
Dec 7	21:26	First Responder	:13	5
Dec 9	17:41	First Responder	:17	4
Dec 10	14:57	BCAS assist	:20	3
Dec 16	13:42	First Responder	:11	3
Dec 17	14:18	First Responder	:10	2
Dec 21	13:36	First Responder	:10	3
Dec 21	15:13	BCAS assist	:12	2
Dec 24	04:48	Alarm activated	:21	5
Dec 26	22:43	BCAS assist	:12	6
Dec 27	16:53	First Responder	:17	5
Dec 27	21:56	First Responder	:12	5
Dec 30	14:56	First Responder	:13	3

Response

Emergency response numbers have been increasing to seasonal norms. As always MIFR is ready to respond 24/7. First Responder(medical) call volumes have been increasing.

Attendance

Pager Responses: 208 hrs. Fire Practice: 142 hrs. Special training/DO/Community Events: 32 hrs.

Practice and education

Active personnel	Firefighter 1 & 2 and Exterior	Youth and other	Firefighters in training
18	19	2	6

November fire practice focused on auto extrication public education and fire attack.
December practice's focus was fire extinguisher use.
The 2022 recruit class now need Hazmat and live fire before attaining their Full Service accreditation.
One firefighter remains on leave due to vaccination status.
One firefighter has resigned.

Equipment and Apparatus

Utility 1 sustained rear ends damage while plowing snow. It slid down a hill in reverse into a tree. A claim with ICBC has been opened.

News

Several members attended Remembrance Day ceremonies in front of the church on November 11th.
Several members attended the Santa Clause visit on December 17th.
MIFR is accepting applications to bolster member numbers, however our current numbers exceed the requirements set out by the FUS to maintain our local insurance grading.
By continuing to recruit we place ourselves in a more advantageous position in the future.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday November 8th, 2022

Present:

Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Fire Fighter R. Edwards

Absent: Fire Chief K. Stobart, Admin Assistant J. Lawson

Guests:

None

Meeting called to order at 13:01 hours, November 8th, 2022

1. Agenda:

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

CARRIED UNANIMOUSLY

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

K. Somerville moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as amended, held October 4th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Ladder / Equipment Storage – E. Walker

E. Walker reported that the association pool table has been removed from the storage area in the apparatus bays and that the ladders and other items have been moved from the bay floor to the storage area.

b) Emergency Vehicle Driving Course – E. Walker

E. Walker reported that he has reserved four spaces for an upcoming Emergency Vehicle Driving course scheduled for December 17th.

4. New Business:

a) Repairs to Tender 3 – K. Somerville

K. Somerville inquired about the status of the repair estimate for Tender 3. E. Walker reported that Chief Stobart is planning on moving forward with the estimate and the repairs in the near future now that the wildfire season is over. **ACTION ITEM – K. Stobart to arrange estimate and repairs to Tender 3**

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that one of the two parking lot lights in the rear of the building has stopped working. She stated that the building maintenance worker has determined that a replacement part is needed and is in the process of sourcing the part. K. Somerville added that she has been exploring other options for exterior lighting for the building.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Adjournment: The meeting was adjourned at 13:14 hours, November 8th, 2022.

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 December 6th at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday December 6th, 2022

Present:

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

Absent: Admin Assistant J. Lawson

Guests:

None

Meeting called to order at 13:05 hours, December 6th, 2022

1. Agenda:

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

CARRIED UNANIMOUSLY

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

R. Edwards moved and K. Stobart seconded the motion to approve the minutes of the previous meeting, as amended, held November 8th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – K. Stobart

K. Stobart reported that now that the dry season is over, Tender 3 will be going in for repairs ASAP.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that the replacement part for the parking lot lights in the rear of the building has been ordered but has not yet arrived. K. Somerville added that a quote for additional flood lighting is in the works.

4. New Business:

a) Platform Ladder – E. Walker

E. Walker reported that the need for a large platform ladder has been identified for safely accessing and servicing the air scrubbers and light fixtures in the apparatus bay. K. Stobart stated that a platform will be ordered before the end of the year if the budget allows.

Adjournment: The meeting was adjourned at 13:10 hours, December 6th, 2022.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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 January 3rd at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary