



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, January 19, 2021 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Bob McKinnon, Deb Milne & Wayne Peace
Trustee Doug Hill (by telephone)
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Eric Walker, Deputy Fire Chief
Hailey Flynn, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 1:05 pm by Deputy Chairperson Bob McKinnon.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of December 8, 2020 as amended. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville provided an update to the costs awarded to MIID as a result of the small claims court case MacKenzie v. MIID. The lawyer has notified CAO Somerville that a lien has been placed on the claimant's property in Vancouver.

The Fire Department budget will see a significant surplus this year and the Health Centre budget is balanced as expected.

¹ Administrative & Finance Report

CAO Somerville provided an update on the efforts being made to mitigate liability issues surrounding the use of the MIID property grounds. A policy is being developed for Board approval at next months' board meeting.

Establishment of a MIID records management system is being undertaken to properly organize and store archival documents. A bylaw will be presented to the Board for adoption at next months' meeting.

A discussion was held regarding outstanding cost recovery fees owed to MIID from a fire incident in 2016. The Board requested that CAO Somerville make a legal inquiry for more direction before taking further action.

The Call for Nominations must be published in the March edition of the MayneLiner to facilitate the AGM in April. CAO Somerville will present this at the February board meeting.

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

6.2 Fire Department Report²

Fire Chief Stobart presented the Fire Department Report as submitted. Trustee Milne inquired about call type classification of "smoke sighting". Trustee McKinnon asked Chief Stobart to further clarify the personnel numbers in his report. Chief Stobart reported that the SCBA packs have been lost in the mail and the company is still working to deliver them.

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

6.3 Occupational Health and Safety Committee Report³

Chief Stobart presented the minutes from the meeting of December 4, 2020 as submitted. He reported that fire practice will, for the most part, be held virtually over Zoom for the foreseeable future.

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

7. TRUSTEE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate

Trustee McKinnon reported that he met with the Chief and Deputy Chief to come up to speed with fire hall operations.

7.2 Finance Delegate

Trustee Peace reported he reviewed the budget with CAO Somerville. He explored the updated website and asked if MIID policies are reviewed and updated. She explained that all District policies are indexed and reviewed should they become obsolete or outdated.

² Fire Department Report

³ OH&S Committee Meeting Minutes – Dec. 4, 2020

7.3 Health Centre Delegate

Trustee Milne asked CAO Somerville to speak about the painting project being undertaken at the Health Centre. The job has not been completed yet.

7.4 Human Resources Delegate

Trustee Hill reported that he met with Trustee Milne last week to go over the employee evaluations questionnaire. The questionnaire will be fine-tuned and submitted to the rest of the board for approval before evaluations are held.

7.5 Garbage Committee

Trustee Dearden had nothing to report.

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the Trustee & Committee Reports. CARRIED

8. NEW BUSINESS

A discussion was held related to personnel and employee recognition.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

February 16, 2021 at 1:00 pm – Regular Board Meeting

11. IN CAMERA

None.

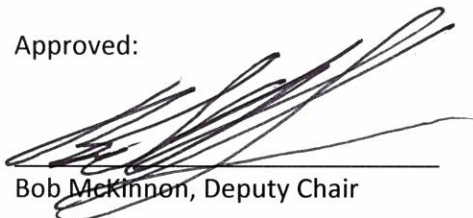
12. OTHER BUSINESS

None.

13. ADJOURNMENT

There being no further business, Deputy Chair McKinnon asked for a motion to adjourn. The board meeting was adjourned at 1:46 pm by motion made by Trustee Peace.

Approved:



Bob McKinnon, Deputy Chair

Feb. 16, 2021
Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – JANUARY 19TH, 2021

Happy new year to all, I hope everyone had a chance to recharge over the holidays. If you haven't had a chance to view miidonline.com recently, I encourage you to have a look. I spent some time over the holidays updating and simplifying the District website.

I am working toward the completion of the year end processes including T-4's by the end of January. I will be touching base with the Auditor soon to coordinate the timing of the annual audit. The 2020 Fire Department operating budget will see a significant surplus while I expect the Health Centre operating budget to be on target. The debit machine has arrived, Hailey and I will be in receiving a brief orientation to the equipment operation and reconciliation on Monday. We hope to be accepting debit payments at Reception by the end of next week.

To follow up with our discussion last year related to the exterior use of the property and the potential liability related to its use, staff have been developing a policy for Board approval next month. Though Tenants have recently been informed that exterior use must be approved by the office staff, moving forward I believe something more formal is in the District's best interest.

In an attempt to organize, consolidate and purge unneeded archival documents we have been developing a records management system based on information provided in the Records Management Manual for local government organizations produced by the LGMA. A proper records management system will require a bylaw and a document retention schedule. Hailey and I are working on the drafts of these two documents, I hope to bring them to the next Board meeting.

Sincerely,

Katherine Somerville
Corporate Administrative Officer



Attachments:

FD & HC Budget vs. Actual (Prd 12, 2020)
FD & HC Budget vs. Actual (Prd 12, 2021)
Balance Sheet (Prd 12, 2020)

Action Items:

Motion/Approval –

Health Centre Tax Summary 2021

At January 15th, 2021

	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	274	9,968.08
Delinquent	58	2,309.00
Credit Balances	59	(1,467.89)
Total Outstanding		<u>\$10,809.19</u>

Fire Department Report

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



Date: MIID Board Meeting December 19th 2021

Mayne Island Fire

Rescue

Fire Department summary to date

Serving Our Community with Pride

Alarms: 07				
There were only 6 fire department responses in December, 1 Motor Vehicle Incident, 2 First Responder calls, 1 Smoke Sighting and 2 Hydro Incidents.				
Date	Time	Type	T.O.S.	Responders
Dec 10	16:55	Motor Vehicle incident	:08	14
Dec 19	15:20	First Responder	:13	6
Dec 22	11:42	Hydro Lines Down	:08	11
Dec 22	16:36	Tree on Hydro Lines	:19	8
Dec 29	11:41	Smoke Sighting	:07	1
Dec30	12:21	First Responder	:07	6

Response
Call volume continues to be low, possibly due to the pandemic, however MIFR is ready to respond with protocols to minimize potential exposures to the public and to the membership.

Attendance
Pager Responses: 110 hrs. Fire Practice: 74 hrs.

Practice and education
Early fire practice in December focused on types and use of fire extinguishers. First responder practice focused on treatment of overdose . With the absence of our annual Christmas appreciation dinner, we had an awards ceremony via Zoom. The last 2 practices in December we cancelled as usual. The pandemic continues to have a significant effect on our practice sessions. New restrictions and perceptions make it likely that we will cancel most in person practice sessions until Covid-19 infections decline provincially.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
26	25	1	10

Equipment and Apparatus
We have received shipment of our new SCBA cylinders and face masks, however we are still waiting for the SCBA packs.

News
Our recently trained FR instructor will be training our newer members in February. This is the first time MIFR has been able to train first responders in house.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday December 4th, 2020

Present:

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

Absent:

Firefighter D. Beer

Guests:

None

Meeting called to order at 14:53 hours, December 4th, 2020

1. Agenda:

H. Flynn moved and K. Stobart seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

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

K. Somerville moved and K. Stobart seconded the motion to approve the minutes of the previous meeting, as distributed, held November 10th, 2020.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Garbage in Rear Parking Lot – K. Stobart

K. Stobart reported the all garbage from the rear parking lot has been removed.

4. New Business:

a) Cancellation of In-Person Fire Practice Due to COVID-19 – K. Stobart, E. Walker

K. Stobart and E. Walker reported that they have decided to cancel in-person fire practices for the remainder of 2020 due to the recommendations and orders against public gatherings issued by the Provincial Health Officer. Training will continue via video conference for the remainder of 2020.

Adjournment: The meeting was adjourned at 15:05 hours, December 4th, 2020.

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 January 5th at 10:00 hrs.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



E. Walker, Chair

Recorded by E. Walker, Recording Secretary