



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, January 16th, 2024@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Guests: Rob MacFarlane

1. CALL TO ORDER

The meeting was called to order at 1:01 pm by Chairperson, Doug Hill. Trustee Hill acknowledged that the meeting was taking place on the traditional territories of the Coast Salish people.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of November 21st, 2023.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

- Auditor's Engagement Letter
- Estate Item
- BCEHS Trailer

¹ Administrative & Finance Report

7.6 Garbage Committee

Nothing to report.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to accept the Trustee Delegate Reports.

CARRIED

8. NEXT BOARD MEETING DATES

February 20th, 2024

9. IN CAMERA

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to go in camera at 1:30pm.

CARRIED

The Board reconvened the Regular meeting at 1:41pm.

10. OTHER BUSINESS

None.

11. ADJOURNMENT

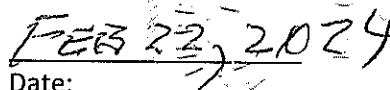
There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:42 pm by motion made by Trustee Peace.

Approved:



Doug Hill, Chair

Date:


FEB 22, 2024

Transcribed by J. Lawson, Administrative Assistant



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, January 16th, 2023 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

1. CALL TO ORDER

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

November 21st, 2023-Regular Board Meeting

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

- Auditor Engagement Letter
- Estate Item
- BCEHS Trailer

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief

Occupational Health & Safety Committee Minutes, December 5^h, 2023

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

Water Storage Project

7.2 Finance Delegate – Trustee Peace

7.3 Human Resources Delegate – Trustee Hill

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

TBD, 2024

11. IN CAMERA

Approval of November 21st, 2023 Meeting Minutes

12. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, November 21st, 2023@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Guests: Rob MacFarlane, Lindsay Allan, Tara Walker and Amanda Gunn

Absent with notice: Trustee Bob McKinnon, Deputy Chief Eric Walker

1. CALL TO ORDER

The meeting was called to order at 1:04pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of October 17th, 2023.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

MIVFFA Lease Renewal

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to allow the CAO to execute the renewed lease agreement with MIVFFA.

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

CARRIED

¹ Administrative & Finance Report

6.2 Fire Department Report

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

CARRIED

6.3 Occupational Health and Safety Committee

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

CARRIED

6.4 Training Report

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

7.2 Finance Committee

7.3 Human Resources

7.4 Health Centre Operations

7.5 Policy Committee

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the Trustee Delegate Reports.

CARRIED

8. NEXT BOARD MEETING DATES

January 16th, 2024

9. IN CAMERA

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go in camera at 1:25pm.

CARRIED

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:49pm by motion made by Trustee Milne .

Approved:

Mayne Island Improvement District

ADMINISTRATIVE REPORT – JANUARY 16TH, 2024

Board of Trustees,

The new year is upon us and as such the closing processes have begun. You will note as illustrated in the table inset, current year taxes are now arrears and arrears are now delinquent.

The closes processes will continue throughout January to close the 2023 accounting year end. The auditor has plans to begin the audit in February once these processes are complete. I have included the annual engagement letter from the auditor for signature prior to commencement of the audit.

The 2023 financial reports included in the meeting package are not final. There are additional 2023 invoices to process as well as adjusting entries to be made prior to the audit.

Exterior apron lighting was completed in December. This was a project that began last summer. Flood lighting is now available on the front apron area of the building when needed to provide adequate lighting for fire practice etc.

The parking lot lighting at the Health Centre has also been replaced. The old lighting was in need of constant electrical repairs. Last summer I arranged the replacement of the fixtures to something more weather resistant; the work was carried out at the same time as the apron lighting. The staff at the Health Centre have sent their appreciation.

The ICity upgrade to the cloud has been delayed. The implementation was supposed to occur last October. My most recent correspondence with the software provider suggests it could be as late as May before the upgrade occurs.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2024

January 12th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	203	10,926.32
Delinquent	57	2,714.78
Credit Balances	58	(2,804.92)
Total Outstanding		<u>\$10,836.18</u>

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2023/2024)
Balance Sheet (Prd 12, 2023)

Fire Department Report

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



Date: MIID Board Meeting January 16th 2024
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:				
MIFR attended 22 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 7	17:46	Smoke Report	:06	4
Nov 10	09:40	First Responder	:12	3
Nov 10	19:52	Hydro incident	:23	11
Nov 11	15:06	First Responder	:13	3
Nov 13	09:20	Smoke report	:10	1
Nov 20	20:10	Burn complaint	:25	1
Nov 24	15:11	First Responder	:20	3
Nov 27	08:16	First Responder	:19	3
Nov 30	15:41	First Responder	:14	4
Dec 2	10:43	Chimney fire	:22	2
Dec 4	11:32	First Responder	:18	2
Dec 5	8:05	First Responder	:17	5
Dec 6	8:45	First Responder	:20	6
Dec 7	9:15	First Responder	:13	5
Dec 7	17:24	First Responder	:16	3
Dec 7	19:50	First Responder	:12	3
Dec 8	10:01	BCAS assist	:14	3
Dec 9	13:37	First Responder	:12	4
Dec 9	13:52	Hydro Fire	:11	13
Dec 14	10:08	Hazmat spill	:15	12
Dec 25	23:21	First Responder	:19	2
Dec 28	14:44	First Responder	:10	4

Response Ready!
Attendance
Pager Responses: 200 hrs. Fire Practice: 295 hrs. Special training, Community Events: 44 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Recruits
26	26	3	0

In December we had 1 member resign from the department and 1 retirement at age 70 after 45 years of service. This brings our number member firefighters to 26. We will not have another recruiting campaign unless our numbers drop significantly.

Equipment and Apparatus

Striping has been delayed for Utility 1 because of another claim, Tender 3 should be repaired this month.

News

We are now a Red Cross training partner and have started another First Responder training class this month. We expect to have another 12 new FRs in March which will bring our number of FRs to 20 members.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, December 5th, 2023

Present:

Deputy Chief E. Walker - Chair/Recording Secretary, Fire Chief K. Stobart, Lieutenant R. Edwards, C.A.O.
K. Somerville, Admin Assistant J. Lawson

Absent: none

Guests: none

Meeting called to order at 13:06 hours, December 5th, 2023

1. Agenda:

J. Lawson moved and K. Stobart seconded the motion to adopt the agenda as distributed.

CARRIED UNANIMOUSLY

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

R. Edwards moved and J. Lawson seconded the motion to approve the minutes of the previous meeting, as presented, held November 14th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Bay Door Sensor Upgrade - K. Stobart**

K. Stobart reported that though the contactor has been to service the door sensors, the bay doors are still not functioning as they should. The contractor is aware of the issue and will be returning to service the door sensors again.

4. New Business:

a) **SCBA Fit Testing – E. Walker**

E. Walker reported that the shared SCBA fit testing machine is due to arrive in the next few days, at which time the annual fire fighter SCBA fit testing can be completed.

b) **Fire Fighter Gear Inspection – E. Walker**

E. Walker reported that fire fighter gear inspection took place on November 21st during fire practice. K. Stobart added that replacements for expired and poorly-fitting gear has been ordered.

Adjournment: The meeting was adjourned at 13:15 hours, December 5th, 2023.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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 9th at 13:00 hrs.

A handwritten signature in black ink, appearing to be "E. Walker", is written over a horizontal line.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report January 2024



Training

November and December's training sessions focused on emergency scene traffic control, wildland firefighting, and two live fire exercises to close out the year.

Three department members have earned a certificate for *WSPP-115 Wildfire Structure Protection* after attending a training course in Sooke on November 18th & 19th.

Four members attended air brakes training in Sidney on December 2nd & 3rd. Upon completion of this training and a written test for ICBC, these members can begin driving the fire apparatus which are equipped with air brakes. Five additional members are scheduled to attend air brakes training in January.

Recruiting

A new work experience volunteer joined Mayne Island Fire Rescue on November 28, 2023. This brings our work experience volunteer count to three.

Mayne Island Fire Rescue is not currently recruiting full members.

For Your Information

Engine 1, Engine 2, Tender 1, and Tender 3 are all equipped with air brakes. Because they are single-axel vehicles, a class 1 or 3 license is not required, and they can be driven with a class 5 license with an air brake endorsement. Newly-endorsed drivers must complete several driving sessions with one of our experienced drivers in order to become familiar with the trucks. Once comfortable with driving the trucks, new drivers begin to learn how to operate the truck's pump. On a fire scene, the driver of the truck is also the pump operator.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer