



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Thursday, February 22nd, 2024 @ 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

January 16th, 2024 -Regular Board Meeting

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

- Meeting Date change to Wednesdays
- Move March meeting to April 10th, taxation bylaw

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief
Occupational Health & Safety Committee Minutes, January 9th, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

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

Policy Committee Meeting Minutes

Parties and Events Policy

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

TBD, 2024

11. IN CAMERA

Approval of Meeting Minutes

Legal Matter

12. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, February 22nd, 2024@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Debra Milne, 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, Representative from Mayne Island Health Centre Assoc.

Absent with notice: Trustee Brian Dearden

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

1. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Trustee Milne requested that the Board strike the Parties and Events Policy from the agenda.

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

2. 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 January 16th, 2024. CARRIED

3. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

4. CORRESPONDENCE

None.

5. REPORTS

5.1 Administrative & Finance Report¹

- Meeting Date change to Wednesdays

¹ Administrative & Finance Report

Nothing to Report.

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

CARRIED

7. NEXT BOARD MEETING DATES

March 20th, 2024

8. IN CAMERA

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go in camera at 1:27pm.

CARRIED

The Regular Meeting reconvened at 1:41pm.

9. OTHER BUSINESS

Motion from the in camera session were brought forward.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to add two more fobs/token to the banking platform. One for Trustee McKinnon and one for the Administration Assistant.

10. TOWN HALL

None.

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:43pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair


Date:

Recorded and transcribed by J. Lawson



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

Auditor’s Engagement Letter Motion: Trustee Peace moved and Trustee Milne seconded the motion to authorize trustee Wayne Peace to enter into the audit agreement presented today

CARRIED

Discussion was held around BCEHS’ request to locate a trailer on their leased land for accommodations for off-island employees. The Board requests more information from BCEHS.

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

CARRIED

6.2 Fire Department Report²

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Fire Department report.

CARRIED

6.3 Occupational Health and Safety Committee³

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

CARRIED

6.4 Training Report⁴

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Trustee McKinnon briefly discussed the Water Storage Project and possible designs for the system.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources Committee

A discussion to be held in camera.

7.4 Health Centre Operations Committee

A brief discussion was held with guest McFarlane (MIHCA representative) regarding progress with staffing. McFarlane was reminded of the decision to cease the working alone FOB subscription.

7.5 Policy Committee

The policy committee intends to meet later this month.

² Fire Department Report

³ Occupational Safety Committee meeting minutes

⁴ Training 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:

Transcribed by J. Lawson, Administrative Assistant

Mayne Island Improvement District

ADMINISTRATIVE REPORT – FEBRUARY 22ND, 2024

Board of Trustees,

Back to work from holidays and there has been a fair bit of things to catch up on. The audit is still on track to proceed at the end of the month.

I have included the 2023 financial reports along with the January 2024 reports. 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.

Health centre working alone fob's have been returned to the MIID offices. This service has now been terminated under the direction of the Board.

I would like the Board to consider changing the meeting dates to either a Wednesday or a Thursday. Tuesdays are problematic whenever a statutory holiday is preceded by it. The Fire Chief's working days are Tuesday to Saturday therefore he would typically take his holiday on the Tuesday. I don't think it's fair to ask staff to come to work on their statutory holiday unless it is an emergency. If it isn't an issue with the Board, I think it makes sense to simply change the usual meeting date.

I should receive the final assessment data that I need to create the 2024 health centre taxation bylaw in the first week of April. Since we are on a fairly tight timeline when it comes to creating this bylaw, the Ministry requires 6 weeks to process and register a taxation bylaw; I would like to ask the Board to move up the usual meeting date by a week in April.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2024

February 16th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	201	10,832.95
Delinquent	57	2,714.78
Credit Balances	59	(2,947.33)
Total Outstanding		<u>\$10,600.40</u>

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2023 Prd 1, 2024)
Balance Sheet (Prd 12, 2023)

Fire Department Report

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



Date: MIID Board Meeting February 22nd 2024
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:				
MIFR attended 9 pager responses in January. See breakdown below, T.O.S refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Jan 3	05:58	First Responder	:19	5
Jan 9	06:28	First Responder	:20	5
Jan 14	15:32	DO-Alarm activated	:14	1
Jan 17	14:06	DO-Hydro incident	:14	1
Jan 19	10:46	First Responder	:23	12
Jan 20	12:17	Alarm activated	:08	16
Jan 22	18:50	Alarm activated	:16	15
Jan 24	17:42	Alarm activated	:17	13
Jan 29	15:59	First Responder	:16	5

Response Ready!
Attendance
Pager Responses: 108 hrs. Fire Practice: 171 hrs. Special training, Community Events: 263 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Recruits
26	26	3	0
There were no changes to membership in January.			

Equipment and Apparatus
Striping has been delayed for Utility 1 because of another claim, Tender 1 had a radiator leak repair in January. Tender 3 is on the shop for collision repairs.

News

We have 4 instructors running a First Responder training program, this is the second FR course we have been able to instruct in house. Previously we had to obtain FR training off island.

We had several members acquire their air brake endorsement in January. They are now actively training on the larger apparatus. This will give us 9 additional drivers.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday January 9th, 2024

Present:

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

Absent: None

Guests: None

Meeting called to order at 12:58 hours, January 9th, 2024

1. Agenda:

K. Stobart moved and R. Edwards seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

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

K. Stobart moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held December 5th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

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

K. Stobart reported all bay door sensors are functioning correctly. K. Stobart added that after a power outage, the sensors need to be manually reset. R. Edwards suggested that the reset procedure be posted. **ACTION ITEM – E. Walker to create and post a bay door sensor reset procedure in the apparatus bay.**

b) **SCBA Fit Testing – E. Walker**

E. Walker reported that the 2024 SCBA fit tests have begun. E. Walker added that the fit testing should be complete by the end of January 2024.

4. New Business:

a) **First Responder - OFA Level 2 Bridge – E. Walker, R. Edwards**

E. Walker reported that it was brought to his attention that licensed First Responders can “bridge” their license to Occupational First Aid (OFA) Level 2. R. Edwards added that OFA Level 2 members could medically treat fellow members on emergency scenes or training grounds. **ACTION ITEM – E. Walker and K. Stobart to conduct further research into FR – OFA 2 license bridging.**

b) **N95 Fit Testing – E. Walker**

E. Walker reported that he is currently receiving training to administer N95 respirator fit tests. E. Walker added that upon completion of this training, all department members will receive fit tests for N95 respirators along with their annual SCBA fit tests.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



c) **Securing Building After Hours – E. Walker**

E. Walker reported that the office staff have noticed exterior building doors left unlocked occasionally. **ACTION ITEM – K. Stobart to create and post reminders to lock doors on all exterior doors and to verbally remind members and office staff to ensure doors are locked when they leave the building.**

d) **Employee Assistance Program – K. Somerville**

K. Somerville reported that a new Employee Assistance Program became active on January 1, 2024 and is part of the extended health benefits package available to all members. K. Somerville added that an information pamphlet has been distributed to the members with details about the program.

e) **Exterior Lighting – K. Somerville**

K. Somerville reported that on several occasions, the new exterior lighting on the front of the building has been left on and that this poses a safety issue for bypassing motorists due to the brightness of this lighting. **ACTION ITEM – K. Stobart to create and post a notice by the exterior lighting switch to remind members to turn off the light when not in use.**

Adjournment: The meeting was adjourned at 13:11 hours, January 9th, 2024.

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 February 6th 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 February 2024



Training

In January, we started a Red Cross First Responder course which is being delivered in-house by our four Red Cross Instructors. This course is being delivered on Saturdays as well as on Tuesday nights during regular fire practice. This course should result in twelve new licenced medical first responders for the department. The course is scheduled to be completed by late February or early March.

Five members attended air brakes training in January. Our new drivers who have also completed their ICBC exam successfully have begun driving practice with our more-experienced drivers.

Recruiting

Mayne Island Fire Rescue is not currently recruiting full members.

Looking Ahead

Upon the completion of the Red Cross First Responder course, training during regular fire practice focus on the modules required to bring our new members' level of training from Exterior Fire Fighter up to Full Service Fire Fighter. Working through these modules during fire practice not only advances the training of our new members, but also serves a refresher for our experienced members.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer



Mayne Island Improvement District

Meeting of the Policy Committee

Minutes

Date: Thursday, October 4th, 2023, @ 10:30am
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

Absent with Notice: Trustee Peace

1. CALL TO ORDER

The meeting was called to order at 10:40 am by Chair Milne.

2. ADDITIONS TO AGENDA

None.

3. APPROVAL OF PREVIOUS MEETINGS MINUTES SEPTEMBER 14th

Trustee McKinnon moves to approve.

4. DRAFT PARTIES AND EVENTS POLICY

The draft will be presented at the October 17th Regular Board Meeting.

5. WORKING ALONE POLICY

A first draft was presented. Further amendments need to be made. Need to clarify with the Fire Chief regarding item 3 in the policy. An addition to item 4 to include that staff have the right to refuse unsafe work. Add that the passcode will be provided to item 6. Change "employees" to "workers" in the first paragraph. Changes to item 5 to make it clear that the fob is for office staff, not just anyone working in the building. Remove item 7. A second draft will be brought to the October 17th Regular Board Meeting.

6. STATUTORY HOLIDAYS POLICY

A draft was presented to the Committee. Amendments were discussed with quite a few changes. Remove mention of paid on call volunteer employees and fire Department in Scope. Remove the fourth paragraph. Remove listing the names of the holidays. Remove paragraph 7. Remove paragraph 8. Remove paragraphs 10 and 12. Add paid on call firefighters and remove "eligible employees" from paragraph 11. Staff will make the changes and bring the amended draft to the October 17th Regular Board Meeting.

7. DRAFT RESPECTFUL WORKPLACE POLICY

A draft was presented to the committee. No changes suggested. Will be brought to the next Regular Board Meeting.

8. PRIORITIES FOR NEXT MEETING

Draft Sick/Personal Day Policy, Draft Diversity Policy, Janelle to bring examples of Uniform Policies from other departments.

9. NEXT COMMITTEE MEETING DATE

TBD

10. **Adjourned** at 10:50 am.

Approved:

Deb Milne, Chair

Date:

Recorded and Transcribed by J.Lawson

Mayne Island Improvement District

Parties, Events & Social Gatherings Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) understands that parties and events are a component of any organization. Events are used to celebrate retirements, employee recognition, and help build and maintain comraderie within the workplace.

This policy provides the necessary guidance to ensure all work-related parties, events and social gatherings are safe, responsible, inclusive and respectful.

DEFINITIONS

Employee: anyone employed by the MIID including firefighters and administration staff.

Party/Event/Social Gathering: any party, hospitality, social activity or organized event outside of regular work or organized training, that is financed by the MIID including Mayne Island Volunteer Fire Department (MIVFD).

GUIDELINES

Work-related functions and events arranged by the organisation are an extension of the workplace. It is therefore imperative that employees conduct themselves in a proper manner and avoid bringing the organisation into disrepute. All attendees are expected to behave responsibly.

The MIID believes in fostering an environment of equity and inclusion within the workplace. Any party or event funded by MIID must be inclusive of all employees of the MIID. Excluding colleagues on grounds of age, sex, race, disability, religion or belief, or sexual orientation may be deemed to be discrimination. Complaints by employees about exclusion from these events will be investigated and may result in disciplinary action.

No alcohol will be consumed within the firehall nor will the MIID pay for or reimburse any expenses for alcohol.

As an employer, the MIID has a legal obligation to ensure the health and safety of its employees, including during and after a work-related social event. All work-related parties, events or social gathering must follow the guidelines of the associated MIID policies and MIVFD standard operating guidelines, including but not limited to:

- Drug and Alcohol Policy and Agreement
- Staff & Volunteer Confidentiality Agreement
- Expense Reimbursement Policy
- Credit Card Policy
- Purchasing Policies
- Fire Fighter Code of Ethics
- Workplace Bullying and Harassment