



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Tuesday, July 18th, 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  
Absent with Notice:  
Janelle Lawson, Administrative Assistant  
Eric Walker, Deputy Fire Chief

#### 1. CALL TO ORDER

The meeting was called to order at 1:02 pm by Chairperson, Doug Hill.

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

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

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 May 9th, 2023.

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the minutes from the Organizational Meeting of June 17th, 2023.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the DRAFT minutes from the AGM of June 17th, 2023 for publication.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

#### 5. CORRESPONDENCE

None.

#### 6. REPORTS

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

The CAO elaborated on her report, four delinquent tax accounts are remaining and she is optimistic that everyone will be paid by the next meeting.

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

A discussion regarding correspondence from the Emergency Program Coordinator was addressed. The Board has agreed to allow the program to reinstall equipment in the former emergency program radio room with the caveat that access is to be limited to office hours and permission to use the room will require prior permission to avoid scheduling conflicts within the building.

Following up from the Organizational meeting in June, the following Trustee Delegate appointments were discussed and decided:

- Garbage Committee – Trustee Milne.
- Health Centre Delegate -Trustee Dearden.

A discussion was held regarding the panic alarm incident last month at the health centre. The Board directs staff to draft a letter to the employers operating out of the health centre informing them that as of January 1, 2024 the Mayne Island Improvement District will no longer provide the panic button/Fob alarm system due to the potential liability. Panic alarms are an employer responsibility not a landlord responsibility.

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

CARRIED

### **6.2 Fire Department Report**

The Fire Chief elaborated on his report and explained that he is still waiting for an appointment to for the repair work to be completed on Tender 3.

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

CARRIED

### **6.3 Occupational Health and Safety Committee Reports<sup>2</sup>**

In the Deputy Chief's absence, the Fire Chief briefly discussed the report.

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

CARRIED

### **6.3 Training Report<sup>3</sup>**

A brief discussion was held regarding the report.

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

CARRIED

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<sup>2</sup> OH&S Committee Meeting Minutes – April 18<sup>th</sup>, 2023 and June 7th, 2023

<sup>3</sup> Training Report

**7. TRUSTEE DELEGATE REPORTS**

**7.1 Fire Hall Committee Report**

Draft Lease has gone to President of MIVFFA for feedback. Suggested edits were made, it is now with the lawyer for final edits.

A discussion was held regarding the progress of receiving the completed Driver Abstracts and Agreement. Applicable employees must have this Information by the deadline set for July 31<sup>st</sup> in order to continue driving the District vehicles.

**7.2 Finance Committee**

Nothing to report.

**7.3 Human Resources**

Nothing to report.

**7.4 Health Centre Operations**

Nothing to report.

**7.5 Garbage Committee**

Nothing to report.

**7.6 Policy Committee**

Policy Committee Meeting Minutes May 4th, 2023 were presented to the Board. Trustees Milne updated the Board of recent progress made at the committee level. Last meeting was focused on the new Critical Incident Stress Management Policy. This policy and the related SOG will be brought to the next Board meeting for review.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the Trustee Delegate Reports.

CARRIED

**8. NEXT BOARD MEETING DATES**

August 15<sup>th</sup>, 2023

**9. IN CAMERA**

None

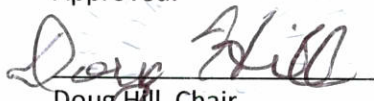
**10. OTHER BUSINESS**

None

**11. ADJOURNMENT**

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

Approved:

  
Doug Hill, Chair

AUG 15, 2023  
Date

Recorded and transcribed by J. Lawson





# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Tuesday, July 18th, 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

May 9th, 2023-Regular Board Meeting

June 17<sup>th</sup>, 2023-Organizational Meeting Minutes

June 17<sup>th</sup>, 2023-DRAFT AGM Minutes

### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

### 5. CORRESPONDENCE

None

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

### 7. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

- Delinquent Taxes
- Radio Club
- Electrical Work (Heat pump, generator, lights)
- Board Reorganization- Health Centre and Garbage delegates still to be decided

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes April 18th, 2023

Occupational Health & Safety Committee Minutes June 7<sup>th</sup>, 2023

6.4 Training Report – Eric Walker, Deputy Fire Chief

### 8. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

- Driver Information deadline
- MIVFFA Lease Renewal Update

7.2 Finance Delegate – Trustee Peace

7.3 Human Resources Delegate – Trustee Hill

7.4 Health Centre Operations Delegate –

7.5 Policy Committee Delegate – Trustee Milne

Policy Committee Meeting Minutes May 4<sup>th</sup>, 2023

7.4 Garbage Committee Delegate –

### 9. NEW BUSINESS

### 10. COMMUNICATIONS

### 11. NEXT BOARD MEETING DATES

August 15th, 2023

### 12. IN CAMERA

### 13. ADJOURNMENT



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Tuesday, May 9th, 2023@ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Doug Hill, Bob McKinnon, Debra Milne & Wayne Peace (via ZOOM)  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Eric Walker, Deputy Fire Chief  
Janelle Lawson, Administrative Assistant  
Absent with Notice: Trustee Brian Dearden  
Guest, MIHCA Representative Lyndsay Allen

#### 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

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

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

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of April 11th, 2023. CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

#### 5. CORRESPONDENCE

None.

#### 6. REPORTS

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

A discussion was held regarding engaging a lawyer for the MIVFFA lease renewal.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the spending of up to \$2000 on legal fees related to the renewal of the Lease Agreement between MIID and MIVFFA. CARRIED

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

**AGM Package**

MOTION: Trustee Hill moved and Trustee Milne seconded the motion to accept the AGM Package as presented. CARRIED

**Bylaw 216 2023 Fire Department Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud).**

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to pass Bylaw No. 216 Accounting and Taxation Software Upgrade. CARRIED

**Bylaw 217 2023 Health Centre Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud).**

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to pass Bylaw No. 217 Accounting and Taxation Software Upgrade. CARRIED

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to authorize the CAO to enter into an agreement to upgrade the accounting and taxation software to iCity Step Up to Cloud. CARRIED

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

**6.2 Fire Department Report<sup>2</sup>**

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Fire Chief's Report. CARRIED

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

Deputy Chief Walker shared the findings of the annual Facility Inspection Report and subsequent action items.

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

**6.4 Training Report**

Deputy Chief Walker discussed the Training Report, Trustee Milne inquired about membership and recruitment. Deputy Chief Walker reported there will be a recruitment campaign this summer.

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

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<sup>2</sup> Fire Department Report

<sup>3</sup> OH&S Committee Meeting Minutes – March 30<sup>th</sup>, 2023



## 7. TRUSTEE DELEGATE REPORTS

### 7.1 Fire Hall Committee Report

Trustee McKinnon met with Fire Chief Stobart and reported that Officer's meeting minutes will be shared with the Fire Hall Delegate going forward. If there is anything he feels should be shared with the Board he will do so.

### 7.2 Finance Committee

Nothing to report.

### 7.3 Human Resources

Employee performance appraisals have all been signed and returned.

### 7.4 Health Centre Operations

Delegate from MIHCA requested to attend the next MIID Regular Board Meeting to discuss their upcoming strategic plans. CAO will send an invite.

### 7.5 Policy Committee

Policy Committee Meeting Minutes March 14<sup>th</sup> and April 11th, 2023 were presented to the Board.

The draft Organizational Chart was presented to the Board for review.

MOTION: Trustee Hill moved and Trustee Peace seconded the motion to approve the Organizational Chart. CARRIED

The amended Credit Card Policy and Agreement was presented to the Board for review. A brief discussion was held regarding tipping and gratuities. It was decided to discard changes removing tipping and gratuities from the draft. The CAO will review how much is spent on tipping for a three-month period and bring that information back to the Board at the next regular meeting. A final decision as to whether or not to remove tipping and gratuities from the policy will be made at that time.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the Credit Card Policy & Agreement as amended. CARRIED

The draft Driver's Abstract Policy was presented to the Board for review.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Driver's Abstract Policy as amended. CARRIED

The amended Expense Reimbursement Policy and new Form C were presented to the Board for review.



It was decided to remove tips and gratuities as excluded expenses; To change the mileage rate to .68 cents per kilometer and increase the per diem for meals to \$20 for breakfast, \$30 for lunch and \$40 for dinner to a maximum of \$90 daily.

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

The amended Purchasing Policy was presented to the Board for review. It was decided to amend the policy where “Officers” are named with clear titles.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the Purchasing Policy as amended. CARRIED

**8. COMMUNICATIONS**

An ad was placed in the May MayneLiner for a Call for Nominations, another ad will be placed in the June MayneLiner advertising the AGM.

**9. NEXT BOARD MEETING DATES**

June 17th, 2023 – Annual General Meeting

**10. IN CAMERA**

The Chair asked for a motion to go in-camera to approve the past meeting minutes.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to go in camera at 2:15pm. CARRIED

Following the Adjournment of the in-camera portion of the meeting, the regular Board meeting was reconvened at 2:21 pm.

**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 2:21 pm by motion made by Trustee McKinnon.

Transcribed by: Janelle Lawson, Administrative Assistant  
Approved

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

\_\_\_\_\_  
Date



# Mayne Island Improvement District

## Board of Trustees

### Organizational Meeting

### Meeting Minutes

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**Date:** Saturday, June 17<sup>th</sup>, 2023 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

#### 1. CALL TO ORDER

The meeting was called to order at 1:15pm by Katherine Somerville, Corporate Administrative Officer.

#### 2. ELECTION OF CHAIR & DEPUTY CHAIR

The election was chaired by CAO Somerville. Nominations for Chairperson were requested. Trustee McKinnon nominated Trustee Hill. Trustee Milne seconded the nomination. Trustee Hill was elected as Chair by acclamation. Trustee Hill accepted the nomination.

Nominations for Deputy Chairperson were requested. Trustee Hill nominated Trustee McKinnon. Trustee Milne seconded the nomination. Trustee McKinnon was elected as Chair by acclamation. Trustee McKinnon accepted the nomination.

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

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

CARRIED

**4. BOARD REORGANIZATION**

I. Confidentiality Agreement

II. Trustee Handbook

A review of the handbook was discussed.

III. Banking Resolution & Signing Authorities

V. Appointment of Trustee Delegates

The following Trustee appointments were made:

- Fire Hall Operations Delegate -Trustee McKinnon.
- Finance Delegate -Trustee Peace.
- Health Centre Delegate -TBD at next meeting.
- Human Resources Delegate - Trustees Hill and Milne.
- Garbage Committee - TBD at next meeting.

**NEXT BOARD MEETING DATES**

MIID Regular Board Meeting- July 18<sup>th</sup>, 2023.

**5. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 1:34pm by motion made by Trustee McKinnon.

Approved:

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

\_\_\_\_\_  
Date:

Recorded and Transcribed by J. Lawson



# Mayne Island Improvement District

## 59<sup>th</sup> Annual General Meeting

### Meeting Minutes

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**Date:** Saturday, June 17, 2023 @ 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  
Absent with Notice: Trustee Brian Dearden

**Guests:** Three members of the public

#### 1. CALL TO ORDER

The meeting was called to order at 1:03pm by Chairperson, Doug Hill. Trustee Hill acknowledged that the meeting was taking place on the traditional territory of the Coast Salish people, specifically the Tsartlip First Nation.

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

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

#### 3. APPROVAL OF MINUTES<sup>1</sup> OF PREVIOUS AGM

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the minutes from the Annual General Meeting held on June 27th, 2022. CARRIED

#### 4. ANNUAL REPORT<sup>2</sup> FROM THE CORPORATE ADMINISTRATIVE OFFICER

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the annual report from the Corporate Administrative Officer. CARRIED

#### 5. ANNUAL REPORT<sup>3</sup> FROM THE FIRE CHIEF

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to accept the annual report from the Fire Chief. CARRIED

#### 6. ANNUAL REPORT<sup>4</sup> FROM THE AUDITOR & 2022 FINANCIAL STATEMENTS

Sheila Henn, CPA, CA, submitted her Auditor's Summary Report in lieu of her attendance to the meeting in person.

A brief discussion was held on the terms remaining on the twenty-year loan from the Province for the new Fire Hall build.

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<sup>1</sup> AGM Meeting Minutes – June 27, 2022

<sup>2</sup> Corporate Administrative Officer's Annual Report 2023

<sup>3</sup> Fire Chief's Annual Report 2023

<sup>4</sup> Auditor's Annual Report & Audited Financial Statements

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the auditor’s report and 2022 financial statements as submitted. CARRIED

**7. APPOINTMENT OF THE AUDITOR FOR 2023**

Trustee Hill made a recommendation to appoint the current accounting firm, Paterson Henn CPA, as auditor for 2023.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion that Paterson Henn CPA be appointed as auditor for 2023. CARRIED

**8. TRUSTEE CANDIDATE ACCLAMATION**

Two nominations were received. They were Bob McKinnon and Brian Dearden. Therefore, they were elected as trustees for the 3-year term by acclamation.

**9. OTHER BUSINESS / TOWN HALL**

- Bill Jamieson thanked the Board on behalf of the MIVFFA for their support for counselling and Critical Incident Stress Management following the recent accident.
- Bernadette Ponsford inquired about a Board policy on acute Critical Incident Stress Management. Trustee McKinnon explained that a Policy is being drafted. Trustee Milne explained how the Policy will be created and implemented with consultation from the Fire Chief.

**10. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The Annual General Meeting was adjourned at 1:13pm by motion made by Trustee Peace.

Approved:

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Katherine Somerville, CAO

\_\_\_\_\_  
Date:

Recorded and Transcribed by J. Lawson

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT – JULY 14<sup>TH</sup>, 2023

Board of Trustees,

It's tax time once again, Health Centre taxes were due July 4<sup>th</sup>. At this time of year, I usually end up tracking down the remaining delinquent tax accounts and organizing payment in order to avoid a tax sale. Delinquent taxes are taxes that remain unpaid for three years. So far, I have not been met with any resistance to paying once I finally make contact with taxpayers. Typically, the issue is related to addressing. This is a reminder to always keep your address up to date with BC Assessment. Today there are still 9 delinquent tax accounts, I endeavor to receive payment of these accounts by the Board meeting date. Unfortunately, the only recourse the District has when taxes remain unpaid is tax sale, I intend to do everything I can to avoid such a costly process.

There have been quite a few major building and maintenance repairs in the works. The exterior lighting ballast failed on one of three exterior parking lot lights. The existing illumination was poor, the electrician advised replacing all of the ballasts with a higher lumen ballast. The new ballast is much brighter, which will be helpful during training in the winter time. Additional lighting is also being installed on the front of the firehall to illuminate the front apron again for better illumination in the winter months.

Two heat pumps required several repairs recently. One at the Health Centre and the other at the Firehall. Both have had repeat repair visits I am optimistic this is the end of those repairs for a while.

During one of the recent power outages the transfer switch for the emergency generator was damaged. It was determined by the electrician that a full replacement of the electronics was required. In the meantime, there was no automatic transfer switch, if the power went out, I would need an electrician to manually transfer power. Thankfully this didn't happen though I did have an electrician on standby just in case. The repairs to the transfer switch have now been completed.

The Leeds lighting system has always been problematic during power outages, a few years ago we replaced the relay panel. The electrician has now installed a UPS for the lighting system in an effort to prevent the power fluctuations to the relay panel. This should prevent and further issues with the lighting system.

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 do not have a timeline for completion of the work. However, now that the larger maintenance issues have been completed, I will have more time to push this forward.

### Health Centre Tax Summary 2023

July 14<sup>th</sup>, 2023

	# of Properties	\$ Amount Outstanding
Current Year	257	14,835.34
Arrears	88	3,825.56
Delinquent	35	897.55
Credit Balances	54	(11,877.01)
Total Outstanding		<u>\$7,681.44</u>

#### **Attachments:**

FD & HC Budget vs. Actual (Prd 6, 2023; Prd 6, 2023)

Balance Sheet (Prd 6, 2023)

# Mayne Island Improvement District

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ADMINISTRATIVE REPORT – JULY 14<sup>TH</sup>, 2023

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The Emergency Program Coordinator has been in contact with the District in regards to reclaiming the radio room space. I had asked that they outline their intentions for the Board to review. I have included her email correspondence for reference and discussion at the Board meeting.

After review and discussion with all affected parties we have made substantial progress with the new MIVFFA lease. I expect to have the final draft ready for the Board to review next month.

Sincerely,

Katherine Somerville  
Corporate Administrative Officer

**Attachments:**

FD & HC Budget vs. Actual (Prd 6, 2023; Prd 6, 2023)  
Balance Sheet (Prd 6, 2023)



# Fire Department Report



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

Date: MIID Board Meeting July 18<sup>th</sup>, 2023

**Mayne Island Fire**

## Rescue

Fire Department summary to date

Serving Our Community with Pride

<b>Alarms: 6</b>				
MIFR attended 6 pager responses in April. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
5/4	10:05	Ground fire	:14	5
5/4	11:25	First Responder	:13	3
5/12	20:25	Rescue	:13	4
5/13	13:27	Hydro incident	:15	6
5/14	14:03	Motor vehicle incident	:10	7
5/14	16:01	First Responder	:19	3
5/16	07:48	Smoke report	:17	12
5/16	22:03	DO-open burn	:17	1
5/18	22:05	DO-open burn	:12	1
5/19	05:20	First Responder	:18	4
5/20	21:48	Motor vehicle incident	:13	11
5/21	14:42	DO-open burn	:18	2
5/22	07:43	DO-open burn	:18	1
5/30	09:15	BCAS assist	:08	2
5/31	08:40	First Responder	:15	4
5/31	11:30	First Responder	:30	4
5/31	11:40	BCAS assist	:10	4
6/2	18:28	First Responder	:14	2
6/6	22:00	First Responder	:15	2
6/12	10:21	First Responder	:14	6
6/15	16:58	First Responder	:12	5
6/17	12:27	First Responder	:06	3
6/17	14:05	Smoke report	:12	6
6/27	11:57	First Responder	:10	4
6/28	23:00	First Responder	:20	2
6/30	20:03	DO-open burn	:12	3

<b>Response</b>
May was a particularly busy month for MIFR usual call volume ranges from 3- 14 responses. As always MIFR is ready to respond 24/7.

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<b>Attendance</b>
Pager Responses: 235 hrs. Fire Practice: 274 hrs. Special training/DO/Community Events:140 hrs.

<b>Personnel</b>			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Firefighters in training
19	19	4	6
A spring recruit drive has brought 11 applicants. Interviews have commenced.			

<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.

<b>News</b>
A particularly disturbing response in May resulted in the need for CISM defusing and debriefing. Both were well attended, and crews are feeling better after the process.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday, April 18<sup>th</sup>, 2023

**Present:**

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

**Absent:** none

**Guests:** none

Meeting called to order at 13:01 hours, April 18<sup>th</sup>, 2023

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 presented, held March 30<sup>th</sup>, 2023.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – K. Stobart

K. Stobart reported that there is no update on the status of repairs to Tender 3 and that he is waiting for the repair shop to notify him that the parts have arrived.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that there is no update from the electrician regarding the status of the parts for the light repairs / upgrades.

c) Utility 1 Repairs – K. Stobart

K. Stobart reported that he has received an update from the repair shop and that the parts required for the repairs to Utility 1 should arrive in early May.

d) Fire Department Facility Inspection – E. Walker

A group discussion was had regarding the potential safety items discovered during the facility inspection conducted by the OH&S committee on March 30<sup>th</sup>, 2023. From the discussion, the following action items were assigned:

- **ACTION ITEM – K. Stobart to remove the plexiglass barrier in the main hall entrance.**
- **ACTION ITEM – K. Somerville to ensure the district maintenance contractor is instructed how to conduct the monthly sprinkler system tests during the upcoming fire safety systems inspection on April 26<sup>th</sup>.**

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



- **ACTION ITEM** – K. Somerville to continue organizing the replacement of the air scrubber filters in hopes that will solve the functionality issues with the scrubbers.
- **ACTION ITEM** – K. Stobart and E. Walker to re-purpose and/or dispose of the out-of-service equipment on the apparatus bay floor.
- **ACTION ITEM** – K. Stobart and E. Walker to move the leftover health centre flooring from the apparatus bays to the storage closet on the administrative side of the fire hall building.
- **ACTION ITEM** – K. Stobart and E. Walker to dispose of the lighting and electrical equipment from the mezzanine.
- **ACTION ITEM** – K. Somerville to ensure the district maintenance contractor has the appropriate MSDS sheets located in the water and electrical rooms.
- **ACTION ITEM** – K. Somerville to ensure that the building sprinkler system is fully functional during the upcoming fire safety systems inspection on April 26<sup>th</sup>.
- **ACTION ITEM** – K. Somerville to have the district maintenance contractor continue to explore options for barrier on the south-west corner of the firehall building.

4. New Business:

a) **Contaminated Turnout Gear – E. Walker**

E. Walker reported that during the last officers' meeting, a concern was raised regarding contaminated turnout gear and how it is dealt with following an incident involving a potentially hazardous exposure. E. Walker reported that there are specialized "contaminated gear bags" on Engine 2 and Rescue 1 which are to be used to safely transport contaminated gear from an incident back to the fire hall for cleaning. R. Edwards suggested that an S.O.G. be developed which outlines this procedure. **ACTION ITEM** – E. Walker to draft an S.O.G. outlining the procedure for safely dealing with contaminated gear and present it the officers for review during the next officers' meeting.

b) **Fire Hoses on Bay Floor – Group Discussion**

E. Walker reported that a concern regarding fire hoses drying on the apparatus bay floors was raised during the last officers' meeting. A group discussion was held regarding alternative methods of drying fire hoses. **ACTION ITEM** – K. Stobart and E. Walker to explore alternative methods of drying fire hoses without a hose tower.

c) **S.O.G. Review Prior to Fire Practices – R. Edwards**

R. Edwards suggested that S.O.G.s relevant to the evening's fire practice be reviewed by the members prior to the practice. E. Walker reported that this was done during recruit training in the past and could also be done during fire practices.

d) **Tender 1 Brakes Service – K. Stobart**

K. Stobart reported that the brakes on Tender 1 require servicing. K. Stobart added that he has already spoken with the service shop and they are able to service the brakes in the next couple weeks.

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



e) **COVID-19 Vaccination Policy – Group Discussion**

A group discussion was held regarding the district's COVID-19 Vaccination Policy. It was reported that the board of trustees suspended the COVID-19 Vaccination Policy during the last board meeting. It was also reported that the board will continue to require the fire department's medical first responders to be fully vaccinated against COVID-19.

**Adjournment:** The meeting was adjourned at 13:35 hours, April 18<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 May 2<sup>nd</sup> at 13:00 hrs.

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E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday, June 7<sup>th</sup>, 2023

**Present:**

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

**Absent:** Fire Chief K. Stobart

**Guests:** none

Meeting called to order at 13:00 hours, June 7<sup>th</sup>, 2023

1. Agenda:

R. Edwards moved and K. Somerville 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. Somerville seconded the motion to approve the minutes of the previous meeting, as presented, held April 18<sup>th</sup>, 2023.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – E. Walker

There was no update on the status of the repairs scheduled for Tender 3.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that the rear parking lot light has been fixed with an upgraded fixture which provides more lighting than the old one. K. Somerville added that two additional fixtures have been ordered to replace the other two parking lot lights.

c) Utility 1 Repairs – E. Walker

E. Walker reported that the repairs to Utility 1 have been completed.

d) Fire Department Facility Inspection – E. Walker

A group discussion was held regarding the various action items discovered during the recent fire department facility inspection. All action items have been addressed.

e) Contaminated Turnout Gear – E. Walker

E. Walker reported that an SOG has been drafted and will be presented for review at the next officers' meeting.

f) Fire Hoses on Bay Floor – E. Walker

E. Walker reported that after exploring several alternative options for drying the hoses, no feasible solution was found. E. Walker added that hose tower would be the ideal option. E.

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Walker also added that every effort will be made to roll and store the hoses as soon as they are dry to minimize the amount of time they spend on the bay floor.

g) **Tender 1 Brakes Service – E. Walker**

E. Walker reported that he has not received an update on the status of the brake servicing for Tender 1 and will follow up with K. Stobart when he returns from a conference.

4. New Business:

a) **Fire Fighter Mental Health Following MVI Call – Group Discussion**

A group discussion was held about the mental health of the fire fighters following a recent tragic motor vehicle incident. R. Edwards reported that a defusing was held, led by a department officer following the incident. Additionally, a debriefing was later held and led by a trauma councilor and members of a neighboring fire department. One-on-one sessions with the members and the trauma councilor were also offered. K. Somerville added that the Improvement District Policy Committee will be working on a policy related to employee support.

b) **Fire Hall Generator Transfer Switch Broken – K. Somerville**

K. Somerville reported that the generator automatic transfer switch is broken and in the event of a power failure, the switch will need to be operated manually by an electrician. K. Somerville added that repairs will happen ASAP, but in the meantime, there is an electrician standing by in the event the transfer switch needs to be manually operated.

**Adjournment:** The meeting was adjourned at 13:30 hours, June 7<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 July 4<sup>th</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 July 18, 2023

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## Training

During May and June, training focused primarily on wildfire suppression. This involves re-familiarizing ourselves with the forestry pumps and gear, and loading the skid unit onto Utility 1. The skid unit has an on-board pump, hose reel, and 200 gallons of water and is used to quickly attack a fire before the larger engines arrive.

## Recruiting

A recruiting drive started in June. As of the end of June, we have received applications from eleven potential new recruits. Recruit interviews will be held in July with plans of training beginning in August.

## Other News

All the hand tools for our *Forcible Entry Training Program* have arrived. We are expecting the two forcible entry training props to arrive this month.

## Moving Forward

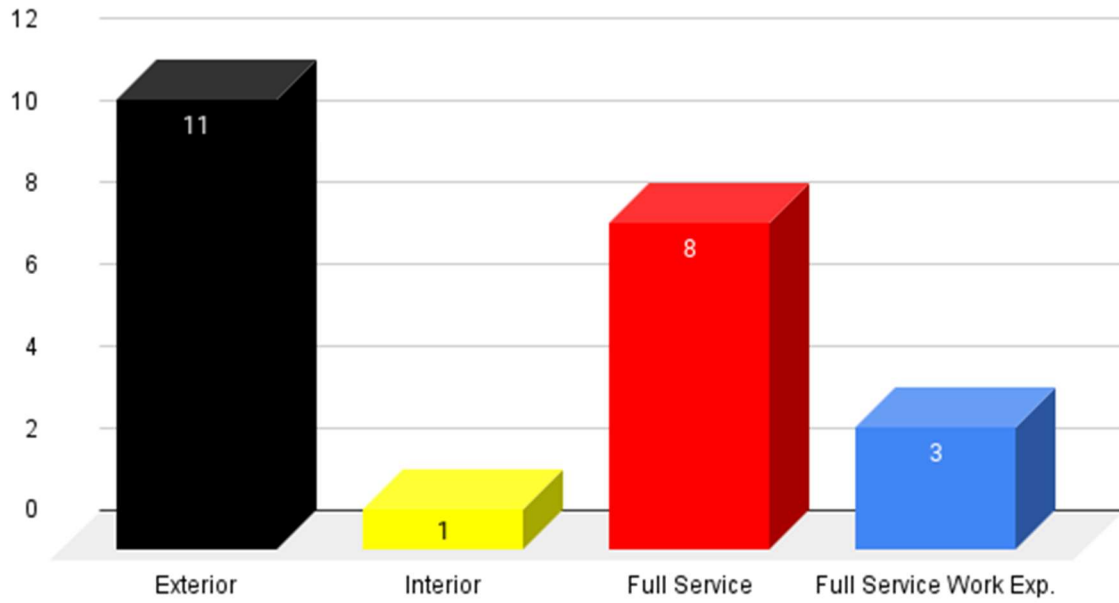
**Hazmat Training** - Hazardous Materials Operations training scheduled for early August. Five of our newest members will be attending to complete this final step towards their Full-Service Fire Fighter certification.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer

### Current Fire Department Roster



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer