



MINUTES
of the February 28, 2013
MANITOULIN-SUDBURY DSB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSB Boardroom

Present: Lou Addison, André Byham, Sonja Flynn, Les Gamble, Dennis Golden, Bruce Killah, David Leonard, Jack McMillan, Derek Stephens, Denis Turcot, Paul Moffatt, Shawnda Martin-Cross

Regrets : Mike Lehoux, Edgar Lovelace

Staff: Fern Dominelli, Donna Moroso, Connie Morphet, Mike MacIsaac, Steve Broadhurst, Melody Ouellette, Aurel Malo

Media: Alicia McCutcheon, Manitoulin Expositor
Dawn Lalonde, Mid-North Monitor

1.0 CALL TO ORDER

Chair, Les Gamble, called the meeting to order at 10:00 a.m.

2.0 ADOPTION OF AGENDA

Resolution No. 13-17

Moved by: André Byham

Seconded by: Paul Moffatt

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4.0 Closed Session

Resolution 13-18

Moved by: David Leonard

Seconded by: Lou Addison

BE IT RESOLVED THAT the Board move into closed session at 10:00 a.m.

Carried

Resolution 13-19

Moved by: Bruce Killah

Seconded by: Dennis Golden

BE IT RESOLVED THAT the Board adjourn this closed session at 11:00 a.m.

Carried

During its Closed Session, the Board discussed Property and Human Resources Issues.

5.0 Business Arising from Closed Session

Resolution 13-20

Moved by: Jack McMillan

Seconded by: Lou Addison

WHEREAS the heating system in the Gogama EMS base requires repair or replacement of 2 above ground oil tanks that no longer meet Technical Standards Safety Authority (TSSA) standards and must be replaced and;

WHEREAS a third 500 gallon underground oil tank which has not been used for more than 2 years must now be remediated according to TSSA standards and;

WHEREAS the costs associated with these repairs and remediation are currently unknown due the Ministry of Environment testing requirements and the approved DSB 2013 Budget did not allocate any funds for this type of major repair.

THEREFORE BE IT RESOLVED THAT the Board approves the repair or replacement of the heating system in the Gogama EMS base and further approves the remediation of the underground oil tank pursuant to TSSA standards and Ministry of the Environment legislation and;

FURTHER BE IT RESOLVED THAT the Board authorizes the CAO to withdraw from the DSB Working Funds Reserve in order to pay for these expenses.

Carried

Resolution 13-21

Moved by: Derek Stephens

Seconded by: Sonja Flynn

WHEREAS the Collective Agreement between the Manitoulin-Sudbury DSB and OPSEU Local 679 expired on December 31, 2011; and

WHEREAS the Board has authorized the Human Resources Consultant and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and

WHEREAS the parties have signed a Memorandum of Settlement on February 21, 2013 and both parties agree to recommend complete acceptance of all terms of this Memorandum of Settlement to their respective principals.

THEREFORE BE IT RESOLVED THAT the Board approves the ratification of the Memorandum of Settlement between Manitoulin-Sudbury DSB and OPSEU Local 679 dated February 21, 2013 and authorizes, subject to the ratification by the employees represented by OPSEU, the signing of a new Collective Agreement.

Carried

Resolution 13-22

Moved by: Derek Stephens

Seconded by: Bruce Killah

BE IT RESOLVED THAT the Board approves a 2% increase in the salary scales of the Board's non-bargaining unit personnel effective as of January 1, 2013.

Carried

6.0 Minutes

6.1 Adoption of [Minutes – January 24, 2013](#)

Resolution No. 13-23

Moved by: Denis Turcot

Seconded by: David Leonard

BE IT RESOLVED THAT the Minutes of the January 24, 2013 Board meeting be approved.

Carried

6.2 Business Arising from Minutes

There was no business arising from the Minutes.

7.0 Committee Reports

7.1 Program Planning Committee

7.1.1 [EMS Balanced Emergency Coverage](#) – Issue Report

Program Planning Committee Chair, Lou Addison, asked EMS Chief Mike Maclsaac to give a brief review of the issue report.

Mike Maclsaac, Chief of EMS, walked the board through the EMS Balanced Emergency Coverage Issue Report.

The Ministry of Health & Long Term Care (MOHLTC) has changed Response Time Standards for Ambulances Services across Ontario effective Jan. 1, 2013.

Prior to 2013, the legislated Ambulance response time plans were based upon a 90th percentile time for code 4 calls based on a 1996 standard. The Manitoulin-Sudbury DSB mandated response time target was 23 minutes and 54 seconds. The old standard allowed for an averaged response time of nearly 24 minutes for only code 4 calls.

The new Response Time Standard calls for each EMS provider to set a target for percentage of the time that they will have a defibrillator to a patient in sudden cardiac arrest in 6 minutes. The second part of the response time plan requires a target percentage of the time a Paramedic will reach to patient categorized as a Canadian Triage and Acuity Scale Level 1 (conditions that are threats to life or limb requiring immediate aggressive intervention) within 8 minutes. These highly aggressive timeframes are extremely hard to meet in a rural and remote environment.

A review of call volume statistics was performed for a time period from January 1, 2011 to September 30, 2012. Of the 11,186 Code 8 standbys during this time period it can be stated that an extremely high number resulted in no activity. Overall 91% of those standbys resulted in going back to the home base having done nothing but remain on standby. That in any organization is a very high level of futility.

Currently by standing by in between communities we are able to meet the old response time standard of 24 minutes in most cases for code 4 emergencies.

The current timeframes to reach a community when on standby, which again is in for the most part an unpopulated roadside location, is vastly greater than the first 2 components of the new response time standard. In other words there is no chance of achieving the new response standard time criteria in any percentage when we are at a standby location.

When you factor in the new response time standard with the extremely ineffective nature of the standby (only 4.7% of the time resulting in an improved response) it becomes highly evident that our current situation considering balanced emergency coverage is not very effective.

The decision to shift focus within our Deployment Plan away from the traditional balanced emergency coverage approach and towards an approach giving us the greatest ability to meet the criteria established within the new response time plan is one that has been under review for some months now. This change has not been taken lightly and much consultation and analysis of statistics was completed in order to make the best educated decision. Making this change will have a negative effect on some emergency calls but maintaining the status quo is currently negatively affecting a far greater number of emergency calls. As mentioned earlier, the goal of a balanced approach is to try to do the best for the most, and through this review it has been found that that approach has resulted in an overall less effective service.

Once the deployment plan has been re-developed to include the new coverage system, it will be reviewed by the MOHLTC Emergency Health Services Branch, CACC and other appropriate stakeholders prior to implementation.

Resolution No. 13-24

Moved by: Lou Addison

Seconded by: Jack McMillan

WHEREAS the Program Planning Committee has reviewed the EMS Balanced Emergency Coverage Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [EMS Balance Emergency Coverage - Issue Report](#) and directs staff to implement the recommendations within the report.

Carried

7.1.2 NE LHIN Patient Transfer Service Pilot

Program Planning Committee Chair, Lou Addison, asked Chief of EMS, Mike MacIsaac for an update on the status of the Patient Transfer Service.

We have interviewed and hired 7 part-time staff for this endeavour. Staff orientation is currently underway.

We have 2 vehicles certified and ready to be used by the service. A third unit was found to be in a good state of repair and we decided it advantageous to have it certified as well.

The Staff Procedure Manual has been completed with most procedures being derived from the EMS Manual.

An electronic booking form and transportation tracking tool has been created.

Discussions were held with the two other project leads and the North East LHIN regarding data capture. We are looking at capturing some similar data measures. We have agreed on a list with set definitions.

EMS Training Superintendent David Wolff is heading this operation. He has held meetings with staff at the two local hospitals and is looking to follow up next week. The start date has been set for March 11th, 2013.

7.1.3 General Administration Policy Manual – Finance

B.3.13 Building Purchasing or Leasing – NEW

Program Planning Committee Chair, Lou Addison, asked the Supervisor of Infrastructure and Asset Management, Steve Broadhurst to walk the board through the new policy.

The purpose of the policy is to ensure a consistent and practical approach on how the DSB acquires or leases a property. In the past the individual departments within the DSB would seek out and negotiate for properties that would meet their needs. The intent is for Infrastructure & Asset Management (IAM) to consult with the department to identify the requirements, look for properties that meet those requirements, and then IAM would negotiate the terms.

The outcome we are looking for is to optimize meeting the department's requirements and to limit any liabilities or unforeseen costs to the DSB.

Resolution No. 13-25

Moved by: Lou Addison

Seconded by: Dennis Golden

WHEREAS the Program Planning Committee has reviewed Policy B.3.13 Building Purchasing and Leasing and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves Policy [B.3.13 Building Purchasing and Leasing](#) contained within the General Administration Manual effective March 1, 2013.

Carried

7.1.4 Social Housing Policy Changes

Program Planning Committee Chair, Lou Addison, asked the Director of Integrated Social Services, Donna Moroso to walk the board through the changes and new policies.

The purpose of the these policy changes is to amend any references contained in current policy to the Social Housing Reform Act which has been replaced by the Housing Services Act

The new Housing Services Act gives more flexibility in key areas to the DSB. With this flexibility, it is prudent to ensure consistency by creating policies in these areas.

Resolution No. 13-26

Moved by: Lou Addison

Seconded by: Shawnda Martin-Cross

WHEREAS the Program Planning Committee has reviewed the [Summary of Changes](#) and the individual policy changes to the Social Housing Policy Manual and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the changes to the following policies:

[2.3 Centralized Waiting List](#)

[4.2 Internal Transfer Requests](#)

[4.9 Motorized Mobility Assistive Devices](#)

[4.10 Absence from Unit](#)

[4.11 Notification of Change](#)

6.1 Bursary Program

[9.1 Maximum Household Assets](#)

[9.2 Maximum Household Income](#)

contained within the Social Housing Policy Manual effective March 1, 2013.

Carried

8.0 New Business

8.1 [2012 CAO Fourth Quarter Activity Report](#)

CAO, Fern Dominelli, reminded the board that the CAO Report is sent to all member municipalities. If a municipality would like a DSB representative at their meeting to answer questions we will attend.

Resolution No. 13-27

Moved by: André Byham

Seconded by: Shawnda Martin-Cross

BE IT RESOLVED THAT the [2012 CAO Fourth Quarter Activity Report](#) be approved.

Carried

8.2 [2012 Fourth Quarter Financial Report-unaudited](#)

Connie walked the board through the financial report.

Resolution No. 13-28

Moved by: Jack McMillan

Seconded by: Denis Turcot

BE IT RESOLVED THAT the [2012 Fourth Quarter Unaudited Financial Report](#) be approved.

Carried

9.0 Other Business

10.0 Upcoming Conferences and Events

NOSDA AGM April 9-11, 2013 – North Bay

FONOM Conference May 8-10, 2013 – Parry Sound

If a board member is interested in attending either conference they are to contact the Executive Assistant. According to board policy, 2 board members are allowed to attend any one conference/meeting.

11.0 Next Meeting – March 28, 2013

12.0 ADJOURNMENT

Resolution No. 13-29

Moved by: Lou Addison

Seconded by: Paul Moffat

BE IT RESOLVED THAT we do now adjourn at 12:10 p.m. until the next regular meeting to be held in the DSB's Espanola Mead Boulevard Board Room on March 28, 2013.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)