

Salt Spring Island Fire Department

Safety Committee Meeting Minutes

October 22nd, 2015 @ 19:05 hrs.

Present Ken Akerman (Co-chair) Mitch Forest (Co-chair) Nancy Purssell
 Colin McDougall A/Chief George Dom Gaudet (Abe)

Absent Abe Hohn

The Minutes from September 24th, 2015 meeting were reviewed and accepted.

OLD BUSINESS	Action	Date to be completed	Item #
Feb. 7.12	Rehab Procedures Discussion about CO monitoring for fire fighters at Rehab and updating procedures. Procedures at Rehab: - Fire fighters must attend Rehab after 2 SCBA bottles. - After 60 minutes of strenuous physical activity. - Exposed to extreme hot or cold for 60 minutes. - When I/C wants a Rehab.	N. Purssell K. Akerman	002 On going
Mar. 5.12	Compile a package with recommendations and submit it to Chief Bremner for consideration.		
Apr.3.12	Ken is still gathering information on the CO monitors from other fire departments. Nancy is compiling rehab documentation.	D/C George	
May 1.12	REHAB proposal package was distributed for review and feedback. AJ will forward the information electronically to Committee members. After discussion, it will be forwarded to Management for consideration.		
July 2012	The proposed procedure was used at Live-Fire. There was a list of items to be reviewed for the Rehab package.		
Sept.2012	Firefighter medical records need to be updated		
Nov. 6.12	D/C George is ordering supplies for the rehab kit. The kit will be kept in the storage trailer at Hall #1. A deployment protocol will be developed.	D/C George	June 4.2013
June4.13	D/C is ordering supplies for the rehab kit.		a.s.a.p.
Sept. 3.13	Discussed the purchase of a new tent (10'x10' like the one that SAR uses). The tent has side walls and windows. It is large enough for a stretcher and to store equipment.	Ken Akerman	a.s.a.p.
Oct. 1. 13	D/C asked Ken to source out the cost of the tent.		
Nov. 5. 13	Ken has sourced the cost of the tent. Now we have to find the funding. Tents will be purchased	K. Akerman	a.s.a.p.
Dec. 3. 13		K. Akerman	a.s.a.p.
Jan. 14.14	Ken has the prices on a tent 10x10 with sides. He will talk with Chief and AJ Tents have been found. They will be ordered.	K. Akerman	a.s.a.p.
Feb. 4.14	The tents were discontinued. Similar tents have been found, Ken is checking into the costs.		
Apr. 1.13	Ken is working on this	K. Akerman	a.s.a.p.
May 6.14	Ken – working on pricing and maybe a new supplier	K. Akerman	a.s.a.p.
Oct. 7.14	We will definitely be getting a new supplier.		
Nov.4.14	Still looking for a tent that is durable and compact enough to last awhile	K. Akerman	
Dec. 2.14	No tent identified yet.	K. Akerman	
Jan. 13.15	No tent identified yet.	K. Akerman	
Feb. 3.15	Ken - has identified some tents/shelters that may be appropriate. He will send a proposal to Chief. Chief – Retired ambulances have been used for rehab in other departments. We can explore this option with BCAS.	K. Akerman	
	Ongoing	N. Purssell	a.s.a.p.
Mar. 3.15	Waiting response from BCAS	Chief Bremner	for March meeting
Apr. 7.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.
May 5.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.
June 23.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.
July 21.15	Waiting for a response from BCAS	Chief Bremner	a.s.a.p.
Aug 28.15	Abe has a 10'x10' tent that he ordered from Costco – it is not what he needs. He asked if SSIFR would be interested in purchasing it from him. Chief asked Abe to bring the tent and the paperwork by the hall so it could be evaluated.	Chief Bremner Abe Hohn	
Sept.24.15	The rehab tent was returned before it was evaluated. We will price 2 tents. 1 for Rehab and 1 for Decon. Size preferred at least 10x10 with sides.	N. Purssell	Oct. 2015
Oct. 22.15	Three tents were reviewed and a proposal submitted to Mitch Forest to take to the Board of Trusts. (copy attached to minutes)	M. Forest/Board of Trustees	a.s.a.p.

<p>Sept.24.15</p> <p>Oct. 22.15</p>	<p>North West Environment Group has toured hall 1 and will send the report to the Board of Trustees. They want to do another report as the old report is null and void as the old standards have changed.</p> <p>Ken will contact Mitchell Forrest in writing to enquire if the report has been received. Ken is working on the Report of Possible Exposure to Asbestos in the Workplace to be filed at WSBC.</p> <p>Mitch has invited North West Environmental Group (NWE) to the hall next week for air quality testing. Aggressive testing is requested by WSBC.</p> <p>When the asbestos tiles were cut into with the circular saw, it caused large dust particles. These particles would have been too large to float in the air at the height where people would have inhaled the dust. It would have been important for the person working on the tiles to wear appropriate PPE.</p> <p>The training room has been closed and signs have been posted until the situation is evaluated and clean-up has occurred.</p>	<p>Ken Akerman</p> <p>NWEG Mitch Forest Ken Akerman</p>	<p>Sept.25.15</p> <p>a.s.a.p.</p>	
<p>June 23. 15</p> <p>July 21.15 Aug 27.15 Sept.24.15</p> <p>Oct. 22.15</p>	<p>BULLYING AND HARASSMENT</p> <p>DC and Nancy will review the material and look at the policy. DC was unable to attend the meeting. No report.</p> <p>Nancy is working on a presentation for the employees. Work is continuing</p> <p>Discussion with WSBC on the content of a programme. Glen will send information to us.</p>	<p>DC George Nancy Pursell Nancy Pursell N. Pursell N. Pursell</p>	<p>July 28th 2015</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>	<p>024</p>
<p>June 23. 15</p> <p>July 21.15</p> <p>Aug 27.15</p> <p>Sept.24.15</p> <p>Oct. 22.15</p>	<p>PREVENTING CONTAMINATION OF FIRE APPARATUS POST FIRE CALLS</p> <p>Discussion on how to mitigate the cross contamination of fire apparatus after a fire call, for fire fighter safety. We host lots of school tours, and we have to keep the trucks clean.</p> <ul style="list-style-type: none"> - Haz/mat trailer to carry the dirty gear - Garden hose to spray the gear off - Only members in the hot zone need Decon - Washing gear is causing a delay, as the process takes time. <p>Recommendation - SSIFR needs to develop a policy for safe work practice. We will discuss policy at the August meeting when there is more time.</p> <p>DC has looked at Sooke Fire Departments' policy which was developed under WSBC guidelines.</p> <p>Ken – WorkSafeBC will come over and help us develop a plan. Ken will look into how to make this happen.</p> <p>Engine 204 – now has a garden hose and brushes on it for basic decon.</p> <p>Haz/Mat Trailer at hall 3 – a change room has been created by constructing a wall next to the side door of the trailer. A trunk holding clothing has been placed in the trailer. Garbage bags are in the trailer to hold contaminated clothing.</p> <p>Further plans include:</p> <ul style="list-style-type: none"> - Plans for a sink in the trailer - Wiring will be installed in the trailer for a light and an electrical outlet for a heater. <p>D/C will write up a Decon Policy. The policy will include how to decon and transport the SCBA packs.</p> <p>Work continues on the Haz/Mat Trailer and Decon procedure.</p> <p>Washbasin is purchased and ready for installation, we will purchase painter coveralls, clothing and blankets for members to change into, and blankets for warmth.</p> <p>The Decon Policy is written and waiting to be sent to the membership.</p> <p>The purchasing of a tent for the Decon process has been forwarded to the Board of Trustees for approval.</p> <p>A/Chief George will develop OGs for decon procedure</p> <p>Ken Akerman will develop a training procedure.</p> <p>Discussion – How can we clean the apparatus, as we expose the public to the trucks when we allow them in the vehicles for truck tours?</p> <p>RECOMMENDATION – The Department purchases a vacuum cleaner with a hepa-filter to be used after calls.</p> <p>Ken and A/Chief George will research the cost of an appropriate vacuum cleaner.</p>	<p>Committee Members</p> <p>Ken Akerman</p> <p>K. Akerman</p> <p>K. Akerman</p> <p>Mitch Forest</p> <p>A/Chief George Ken Akerman</p> <p>A/Chief George Ken Akerman</p>	<p>July 28th, 2015</p> <p>a.s.a.p.</p>	<p>021</p>
<p>July 21.15</p> <p>Aug 27.15</p>	<p>Hall Safety Checks</p> <p>Hall 1 safety check – Emergency lighting is no installed in the training room. Chief – The lighting will be installed. Ken will complete the project.</p> <p>Hall checks have been completed for all halls:</p> <p><u>Hall # 3</u></p> <p>There is a tripping hazard on the floor, Ken will repair it.</p> <p>An oil catchment is required by Fire Code around the big green tank. Dale will look at the options for Hall #2 and #3 and report back to the committee.</p> <p><u>Hall # 1</u></p> <p>A new fire extinguisher is required in the front office – Ken will replace it.</p> <p>Ken will purchase a metal trash can for flammable materials for Halls 1 and 2.</p> <p>Lifting floor tiles in the training room ACM.</p> <p>The back entrance will be cleared of BBQ's etc. to permit appropriate emergency egress.—for housekeeping issues.</p> <p>Windows in the museum. In a recent conversation between Ken and Darrell Janek, CRD Building Inspector, Darrell mentioned that the windows in the museum area are not safety glass.</p>	<p>K. Akerman</p> <p>Dale Lundy</p> <p>Ken Akerman</p> <p>Ken Akerman</p>	<p>a.s.a.p.</p>	

Sept.24.15	<p>Ken will talk with Darrell again, and if Darrell considered the glass an issue, Ken will request that Darrell put the concern in writing for the Safety Committee.</p> <p>Hall # 2 The light in the front between the tender and the mini is out. Ken is pricing out a new LED light to replace it. The emergency light in the training room is not working has never been installed. Ken will repair the light order a light.</p> <p>There was broken glass in the outside training area. This was left after auto-x training. There will be a note sent out about sweeping the area after each practice.</p> <p>Hall # 3 – Repairs are complete. Dale and Ken are working on the oil catchment system.</p> <p>Hall # 1 - Fire extinguisher and metal trash cans have been addressed.</p> <p>Ken is waiting for the Asbestos Report before addressing the lifting floor tiles.</p> <p>The BBQ and pop machine remain in the back entrance. Nancy will contact VP Chantelle Pohl, to inquire about who purchased the items and ask the personnel to remove them.</p> <p>Ken is waiting for a quote to put a plastic coating on the windows in the Museum and on the breezeway doors. Ken has asked for a second quote to include all the windows – AC office, DC office, Chief office, locker room, shop and Trustee office.</p> <p>Hall # 2 - The Purchase Order is signed and the light is on order. An electrician has been hired to install the light when it arrives.</p>	<p>Ken Akerman</p> <p>Ken Akerman</p> <p>Ken Akerman Ken Akerman</p> <p>N. Purssell</p> <p>K. Akerman</p>		
Oct. 22.15	<p>Outstanding issues:</p> <ul style="list-style-type: none"> - The metal trash cans are in place, however it was suggested they be marked with ‘flammable’ stickers - The BBQ and pop machine have not been moved yet, Ken will speak to the owner and request they are moved - Ken is waiting for a cost estimate on placing a film on the windows. The CRD inspector said the glass is “grandfathered in”; however we will receive the estimates and recommend to the Board of Trustees to have the film placed on the windows. <p>Next inspection due – December 2015. WSBC suggested that the people doing the inspections not inspect the same hall that they inspected in August. This will give the process a “fresh set of eyes” when surveying the halls.</p>		(closed)	
Sept. 24.15	<p>Smoke Machine Fluid DC George – There is a report published that recommends simulated smoke be treated as if it were regular smoke. The product toxic properties become more pronounced when used in a heated room. A sub-committee should be formed to look at the issue and report back to the committee. Abe and Dale will review the report and make suggestions or recommend an OG.</p> <p>Abe and Dale were not present at the meeting to report to the committee about a report from Ray, a hygienist at WSBC. Ken has the report, but has not reviewed it.</p> <p>RECOMMENDATION – Until we have the information reviewed – personnel working with the smoke machine will wear SCBAs. The area will be treated as a “hot zone”.</p> <p>Ken and A/Chief George will send out operational procedures</p>	<p>Abe Hohn Dale Lundy</p> <p>All personnel</p> <p>Ken Akerman A/Chief George</p>	<p>October meeting</p> <p>immediately</p> <p>immediately</p>	025
Aug 27.15	<p>Review of SSIFR safety policies and programmes by a WorkSafeBC Officer Ken asked if we should consider asking an officer from WorkSafeBC to review the safety programme for SSIFR. Discussion. Ken and D/C will discuss this with WorkSafeBC and report back to the committee.</p>	<p>Ken Akerman D/C George</p>	<p>Sept. meeting</p>	
Sept. 24.15	<p>Ken will contact our WSBC Representative, Don MacFadgen and invite him to visit SSIFR to review and discuss our Safety Programme policies and procedures.</p>	<p>K. Akerman</p>	<p>a.s.a.p.</p>	
Oct. 22.15	<p>WSBC met with SSIFR OHS Representatives on Oct. 21.15. Results of the meeting are discussed under New Business.</p>		(closed)	
Sept. 24.15	<p>Driftwood Newspaper Article – Sept.23.15 – “Board to take over the fire department’s occupational health and safety committee” Discussion by the Committee. The WorkSafeBC JOHSC Foundation Workbook was reviewed and the SSIFR JHSC Terms of Reference by members. Ken will send a letter to Chair Linda Lee asking her to address the concerns the Board has with the Committee.</p>	<p>Ken Akerman</p>	<p>Sept. 25.14</p>	
Oct. 22.15	<p>Trustee Mitch Forest will be a co-chair on the OHS Committee, all issues have been addressed.</p>		(closed)	
	NEW BUSINESS	Action	To be completed by	Item #
Oct. 22.15	ACCIDENT AND INCIDENT REPORTS None			
Oct. 22.15	<p>OHS Committee The Committee membership will be adjusted to represent the workforce. Changes to the committee membership: 3 – Paid on Call members -Abe Hohn, Colin McDougall, Nancy Purssell. (Alternates: Dom Gaudet, Tom Purssell, Tom McCormick) 1 – Union member – Ken Akerman. (Alternate: Dale Lundy) 2 – Manager/Employer members – A/Chief George, Mitch Forest.</p>		(closed)	

