

# Minutes of the Occupational Health and Safety Committee Meeting Salt Spring Island Fire Protection District

Meeting held: **January 26, 2017**  
Training Room, Ganges Fire Hall

## **In attendance:**

Committee Members: Lieutenant Ken Akerman (Co-chair, Employee Rep), Trustee Howard Baker (Co-chair, Management Rep), Howard Holzapfel (Employee Rep), CAO Andrew Peat (Management Rep), and Shawn Stevens (Employee Rep)

Regrets: Fire Chief Arjuna George, Abe Hohn, Nancy Purrnell  
Recording Secretary; Sarah Shugar

These minutes follow the order of the agenda although the sequence may have varied.

Co-chair Akerman called the meeting to order at 5:40 p.m. and introduced and welcomed new members.

Committee Member Peat reminded the members of the District's Conflict of Interest policy and the requirements of the meeting procedures bylaw. If a member believes they have a conflict of interest with regards to a matter before the committee, they are required to declare such, not take part in the discussion, excuse themselves from the meeting while the matter is being discussed, and in no way attempt to influence voting on the question.

## **1. Approval of Agenda**

The following addition was presented for consideration:

4.3 Review of Bullying & Harassment Policy and Operational Guidelines

**By general consent**, the agenda was adopted as amended.

## **2. Minutes**

### **2.1 Receive and approve the minutes of the meeting held December 15, 2016**

The draft minutes of the meeting held December 15, 2016 were distributed prior to the meeting.

**Motion** that the minutes of the meeting held December 15, 2016 be accepted, moved by Trustee Baker.

CARRIED

## **3. Old Business**

### **3.1 Extraction Washing Machine for Turn Out Gear**

Co-chair Akerman reported the extraction washing machine is installed at Hall No. 3. One test load was done but it is not in use yet. The machine still needs to be programmed for water use etc. There was plumbing required although the installation and electrical work was done by staff. The next step is for staff to draft an operational guideline.

### **3.2 Bullying & Harassment**

Committee Member Peat reported the Bullying & Harassment training would be scheduled following the Annual General Meeting.

### **3.3 Showers at Hall No. 1**

There was discussion regarding whether an on-demand hot water heater is an option.

**By general consent**, the Occupational Health and Safety Committee agreed Trustee Baker will continue to research the on-demand water heater option and will present an update at the next meeting.

### **3.4 WCB Partners Program**

Committee Member Peat presented a report dated February 17, 2017 regarding WCB Partnership Program COR Certification. There was discussion regarding whether all members know where to find the OH&S information.

**Motion** that the Occupational Health and Safety Committee recommends that the Board of Trustees adopt as a policy objective that the Salt Spring Island Fire Protection District take a best-practices approach to implementing health and safety programs that would meet or exceed standards for Worksafe BC Partners Program Certificate of Recognition (COR). The Occupational Health and Safety Committee will report at least annually to the Board on progress towards meeting these standards, moved by A. Peat.

CARRIED

**Motion** that the Occupational Health and Safety Committee will systematically self assess current policies and practices against the COR program benchmarks identifying deficiencies and recommend changes to policy and/or operational guidelines, moved by A. Peat.

CARRIED

**By general consent**, the Occupational Health and Safety Committee agreed A. Peat and K. Akerman will meet and review small employer questions and self assess and report to the committee.

### **3.5 Update Regarding Mold Fire Hall No. 1**

K. Akerman reported Northwest Environmental has confirmed the presence of mold in Hall No. 1. The main area of concern is the shop

skylight and the area will be encapsulated in poly and duck tape until management provides direction regarding remediation.

### **3.6 Health and Wellness of Members**

There was no update.

### **3.7 Station Exhaust and Shop Ventilation Systems**

An operational guideline is in place regarding the station exhaust and shop ventilation systems. The item is closed.

### **3.8 WCB Inspection Report 2016**

K. Akerman reviewed the WCB Inspection Report and reported a number of issues have been fixed and some areas of concern are still in progress.

### **3.9 Fire Hall No. 1 Structural Integrity**

K. Akerman reported an engineer presented a proposal for an assessment for the Fire Hall No. 1 structural integrity. The recommendation to the Board has not yet been considered.

### **3.10 Fire Hall No. 1 Asbestos Remediation**

K. Akerman reported staff coded the walls with stickers: green (proceed), yellow (caution) and red (do not disturb) to identify areas of concern. K. Akerman is reviewing the "Safe Work Procedures for Asbestos" manual.

## **4. New Business**

### **4.1 Correspondence 2017 0117 BCFED Health & Safety Centre**

Committee Member Peat reported there is a mandatory BCFED course. CAO Peat agreed to look into the requirements and report back at a future meeting.

H. Holzapfel and S. Shugar left the meeting at 6:52 p.m. A quorum of the committee was still present.

### **4.2 Recap of 2016 Committee business and setting priorities for 2017**

Co-chair Akerman reported items that the Committee completed in 2016 and suggested priorities for 2017. Committee Member Peat agreed to compile a list of suggested priorities for 2017 and circulate it to all members prior to the next meeting.

Co-chair Baker reported that Board Chair Forest asks that the Facilities & Physical Plant Committee be kept apprised of repairs and maintenance done at Fire Hall No. 1 and cost incurred.

#### **4.3 Review of Bullying & Harassment Policy and Operational Guidelines**

Committee Member Peat advised the Board of Trustees is required by WorkSafe BC to review and affirm annual the District's Bullying and Harassment policy and this will be put on the agenda after the Annual General Meeting. CAO Peat also agreed to review related Operational Guidelines and forms updating them where appropriate.

#### **5. Review of Inspection Report**

Co-chair Akerman reported no hall inspections were done.

#### **6. Review of First Aid and Accident / Incident Investigations**

##### **6.1 December 2016 Statistical Report**

There was one incident. Committee Members Hohn and Gaudet had previously agreed to investigate the December 2, 2016 incident.

#### **7. Education**

Co-chair Akerman reported that firefighters Warren Nuyens and Alex Reid were attending the "Peer Fitness Trainer" course.

#### **8. Other Business – none**

#### **9. Next Meeting**

The next meeting of the Occupational Health and Safety Committee is scheduled, February 23, 2017, 5:30 p.m., at the Ganges Fire Hall Meeting Room.

#### **10. Adjournment**

There being no further business, **motion** to adjourn moved by Co-chair Akerman.

The meeting adjourned at 7:35 p.m.

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Ken Akerman  
Committee Co-chair

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Andrew Peat  
Corporate Administrator