

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

Meeting held: **May 25, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair, Employee Rep), Abe Hohn, Corporate Administrator and Financial Officer Andrew Peat (Management Rep), Nancy Purssell

Recording Secretary: Sarah Shugar

Regrets: Fire Chief Arjuna George (Management Rep), Shawn Stevens (Employee Rep)

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

CAO Peat called the meeting to order at 5:36 p.m.

1. Approval of Agenda

The agenda was circulated prior to the meeting.

The following addition was presented for consideration.

3.10 Decontamination Chambers

By general consent, the agenda was adopted as amended.

2. Minutes

2.1 Receive and approve the minutes of the meeting held April 27, 2017

The draft minutes of the meeting held April 27, 2017 were distributed prior to the meeting.

By general consent, the Occupational Health and Safety Committee minutes of January 26, 2017 were accepted.

3. Old Business

3.1. Bullying & Harassment

CAO Peat reported Bullying & Harassment (policy and reporting procedures) has been forwarded to the Board of Trustees and will be on the agenda for the June special meeting.

3.2. Update regarding hazardous materials in Fire Hall No. 1

Co-chair Akerman reported a remediation company (Removeall Remediation Services) has completed the required asbestos removal and

encapsulation at Fire Hall No. 1. The final report from the remediation company is expected by the next meeting. It is expected the item would be closed following receipt of the report.

3.3 Health & Wellness of Members – no report

3.4 WCB Inspection Report 2016 11 16

Chief George and Co-chair Akerman are scheduled to review the WCB Inspection Report prior to the next meeting.

3.5 Fire Hall No. 1 structural integrity

CAO Peat reported Herold Engineering Ltd. has submitted an additional proposal regarding Fire Hall No. 1 structural integrity. CAO Peat will circulate a copy of the proposal to committee members.

3.6 Committee member training requirements (BCFED Health & Safety Centre) – no update

3.7 Committee Priorities for 2017 – May 23, 2017 session

Co-chair Akerman reported a preliminary risk assessment was conducted on May 23, 2017 and meeting notes were circulated. There was discussion regarding emergency preparedness and whether the SSIFD is prepared for emergencies at Hall No. 1 and out in the field. It was noted there are two aspects to emergency preparedness (operational and the employer's responsibility for a pre-incident plan at the "work site").

By general consent, the Occupational Health and Safety Committee agreed CAO Peat would present a staff report regarding Emergency Preparedness at a future meeting.

By general consent, the Occupational Health and Safety Committee agreed CAO Peat would schedule a second meeting to discuss Committee Priorities for 2017.

Committee Member Purssell circulated Worksafe BC materials regarding safe work procedures.

3.8 Update regarding air-quality at Fire Hall No. 1

Co-chair Akerman reported SSIFD has received one quote and one company was unable to give a quote. Co-chair Akerman will seek an additional quote.

3.9 Operational Guideline regarding Supervision of non-employees in workplace

There was discussion regarding unaccompanied children at Fire Hall No.1.

By general consent, the Occupational Health and Safety Committee agreed supervision of non-employees is an operational issue and not under the purview of the committee.

By general consent, the Occupational Health and Safety Committee agreed the item is closed.

3.10 Decontamination Chambers

Co-chair Akerman reported the SS Fire Rescue Foundation will donate two saunas plus installation costs and a third sauna has been donated by a community member. One sauna is installed and is operational at Hall No. 3. Two additional saunas have been ordered.

4. New Business

4.1 RCMP Fentanyl Power Point

Committee Member Purssell reported she attended a workshop in Nanaimo on May 11th, 2017 regarding the fentanyl crisis and was advised fentanyl is expected to be prevalent on the Southern Gulf Islands this summer.

There was question regarding best practice for responding to calls that may involve fentanyl. Committee Member Purssell reported that she and Chief George are consulting with other agencies (including BCAS and RCMP) to develop common operational guidelines to minimize risks to first responders. The draft Operational Guideline would be presented to the committee for comment.

Motion that the Occupational Health and Safety Committee recommend the Board of Trustees investigate obtaining a “field laser drug detector” for the safety of first responders and seek funding partnerships with community organizations, moved by CAO Peat seconded by Committee Member Purssell.

CARRIED

5. Review of Inspection Report

Co-chair Akerman reported Halls No. 1 and 3 are complete. Hall No. 2 is due for inspection.

6. Review of First Aid and Accident / Incident Investigations

6.1 April 2017 Statistical Report

There were no accident or incidents in April and all investigations are up to date.

7. **Education - none**

8. **Other Business - none**

9. **Next Meeting**

The next meeting of the Occupational Health and Safety Committee is scheduled on June 22, 2017, 5:30 p.m. at the Ganges Fire Hall Meeting Room.

10. **Adjournment**

There being no further business, **motion** to adjourn moved by Committee Member Hohn.

The meeting adjourned at 7:17 p.m.

Co-chair Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator