

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

Meeting held: **February 23, 2017**
Training Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair, Employee Rep), Trustee Howard Baker (Co-chair, Management Rep), Fire Chief Arjuna George (Management Rep), Shawn Stevens (Employee Rep)

Regrets: Abe Hohn, Howard Holzapfel (Employee Rep), CAO Andrew Peat, Nancy Purrnell

Recording Secretary; Sarah Shugar

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

Co-chair Baker called the meeting to order at 5:37 p.m.

1. Approval of Agenda

By general consent, the agenda was adopted.

2. Minutes

2.1 Receive and approve the minutes of the meeting held January 26, 2017

The draft minutes of the meeting held January 26, 2017 were distributed prior to the meeting.

The following item was presented for consideration:

- 6.1 replace "Committee Members Hohn and Gaudet had previously agreed to investigate the December 2, 2016 incident." with "Committee Members Hohn and Gaudet had previously agreed to investigate the December 2, 2016 incident. They were unable to do the investigation and Chief George and firefighter N. Purrnell completed the investigation."

Motion that the Occupational Health and Safety Committee minutes of January 26, 2017 be accepted as amended, moved by Co-Chair Akerman.
CARRIED

3. Old Business

3.1 Extraction Washing Machine Update

K. Akerman reported the extraction washing machine is operational.

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

3.2 Bullying & Harassment – no update

3.3 Showers at Hall No. 1

Support was expressed for the showers to be installed at Hall No. 3 as costs would be considerably less and Hall No. 1 has asbestos issues. Committee Member Stevens reported a Rennai propane on demand water heater is available for \$1,300. It is a ten-year old model that has never been used and the price may be negotiable.

By general consent, the Occupational Health and Safety Committee recommend the Board of Trustees consider installation of a shower and associated renovations at Hall No. 1 or Hall No. 3.

3.4 WCB Partners Program

Chief George reported the Fire Service will work towards meeting or exceeding the WCB Partners Program as a guideline for best practice and will not seek certification at this time.

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

3.5 Update regarding mold in Fire Hall No. 1

K. Akerman reported there are approximately 73 areas of concern related to mold, asbestos and lead in Hall No. 1 that were identified by multiple sources including Northwest Environmental Ltd. and Worksafe BC.

Motion that the Occupational Health and Safety Committee direct Chief George to contact 3 or 4 suitable contractors regarding a cost estimate to remediate the areas of concern related to mold and asbestos in Hall No. 1, moved by Co-chair Baker.

CARRIED

3.6 Health & Wellness of Members

Chief George reported the Critical Incident and Stress Management (CISM) Team met in January 2017.

3.7 WCB inspection Report November 16, 2016

K. Akerman reviewed the WCB Inspection Report dated November 16, 2016 and reported most of the issues have been resolved. The outstanding issues are asbestos, mold, ventilation and ergonomics.

Chief George reported he has closed the hose tower above the second floor and hoses will now be dried in a storage container at Hall No.2.

It was noted Chief George is seeking cost estimates regarding ventilation for Hall No. 1.

3.8 Fire Hall No. 1 structural integrity

It was noted at the last meeting of the Board of Trustees, they forwarded the recommendation regarding Fire Hall No. 1 structural integrity to the Facilities and Physical Plant Committee for consideration.

3.9 Fire hall No. 1 Asbestos Remediation

By general consent, the Occupational Health and Safety Committee agreed to rename the “mold in Fire Hall No. 1” and “Fire Hall No. 1 Asbestos Remediation” items to “Hazardous Materials Assessment report by Northwest Environmental Group Ltd.”

3.10 Committee member training requirements (BCFED Health & Safety Centre)

The BCFED courses are available for Occupational Health and Safety Committee Members and Supervisors. Chief George will circulate the course catalogue to Committee Members by email.

3.11 Committee Priorities for 2017

K. Akerman reported Worksafe BC recommend that the employer conduct a hazard risk assessment for duties and tasks. It would be a proactive approach to undertake a risk analysis for the Fire Service. Chief George and Lt. Lundy completed a UBCM course regarding hazard risk assessment.

By general consent, the Occupational Health and Safety Committee support the ongoing risk assessment program.

4. New Business

4.1 Update on decisions of February 20, 2017 trustees meeting

At the last meeting of the Board of Trustees, they agreed to retain the services of a professional engineering firm to identify and make recommendations on the issues identified in the Harold Engineering proposal relating to the condition and use of Fire Hall No. 1 (structural, building enclosure and seismic review).

4.2 WCB Fire Departments Collaboration

Chief George reported there was no action required. Worksafe and the Fire Service is working collaboratively on issues such as “confined space”, “dust explosions” and “” and should be prepared for future action. Worksafe

requires that all members have awareness of the issue and for rescue would need to have certification.

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 January 2017 Statistical Report

There is one incident pending investigation. CAO Peat will present the spreadsheet at a future meeting.

7. Education - none

8. Other Business – none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled on March 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 Chief George.

The meeting adjourned at 7:45 p.m.

Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator