

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

Meeting held: **September 28, 2017**
Meeting Room, Ganges Fire Hall

In attendance:

Committee Members: Lieutenant Ken Akerman (Co-chair), Andrew Peat (Management Rep), Nancy Pursell (Employee Rep), Shawn Stevens (Employee Rep)
Regrets: Trustee Mary Lynn Hetherington (Management Rep), Abe Hohn (Employee Rep)

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

Co-chair Akerman called the meeting to order at 5:33 p.m.

1. Approval of Agenda

The agenda was circulated prior to the meeting.

By general consent the agenda was accepted as circulated.

2. Minutes

2.1 Receive and approve the minutes of the meeting held August 24, 2017

The draft minutes of the meeting held August 24, 2017 were distributed prior to the meeting.

Motion to approve the minutes as circulated moved by Committee Member Stevens.
CARRIED

3. Old Business

3.1. WCB Inspection Report 2016 11 16

Committee Chair Akerman reported that he and Chief George will meet to review the WCB recommendations and provide a written report to WorkSafe BC inspection Officer Glen Russell.

3.2. Fire Hall No. 1 structural integrity (Herold Engineering proposal)

Committee Member Peat reported that it is uncertain whether Facilities & Physical Plant Committee will meet next week. The possibility of ground subsidence at Fire Hall No. 1 was mention in a general discussion about

what is the remaining useful life of Fire Hall No. 1 before major maintenance expenses would be necessary to allow for continued safe occupancy of the premises. The information would also inform the Board about timelines for construction of replacement facilities. Committee members express concern that if the Board is unable to address the issue in a timely manner, then contingency plans should be developed.

It is the Committee's understanding that Fire Hall No. 1 is: near or at the end of its useful life; not constructed to current post-disaster standards; and possible ground subsidence is a concern.

Motion it is the recommendation of the Occupational Health & Safety Committee that the Board of Trustees engage a qualified professional to assess the remaining useful life of Fire Hall No. 1 moved by Committee Member Stevens.

CARRIED
Unanimous

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

Committee Member Peat reported that at their September 18th, 2017 trustees approved the proposal from Fresco Refrigeration.

3.4 Water Quality Hall No. 2 (Fulford)

Committee Member Peat reported that Committee Member Hohn has had a water sample from Hall No. 2 tested and that results meet drinking water standards. Going forward, arrangements have been made with MB Laboratories in Sydney for regular testing.

In the discussion it was suggested maybe installing a filter and/or UV light under the kitchen sink and put up signage in the Fire Hall saying to drink water from that source.

3.5 SSI Fire/Rescue Emergency Preparedness Report

Committee Member Peat said that he would have a report prepared for the Committee to consider at the October meeting. In the discussion members mention the possibility of some confusion about how to respond because most employees are also "firefighters". It was suggested that operational guidelines should clearly establish when incident command is established so that employees could respond as firefighters.

3.6 Update regarding work station ergonomics

Material from Alberta SCB titled "Office Ergonomics" was distributed at the meeting. After discussion it was agreed that material would be forwarded to Chief George to be disseminated to staff.

3.7 Update regarding confined space awareness

Committee Member Pursell reported that training on confined space awareness is scheduled for October 3rd training night.

3.8 Update regarding decibel readings inside all apparatus

Committee Chair Akerman reported that testing is still ongoing.

3.9 Update regarding limiting exposure to vehicle exhaust at incidents

It was the consensus of the Committee that further consideration of this agenda item be tabled.

4. New Business

4.1 Hearing testing for members

Committee Member Peat reported that Chief George has scheduled hearing testing on island for October 24, 2017 and March 13, 2018. WorkSafe BC mandates annual hearing tests for members.

4.2 BCFED “Supervisors OHS Part 1” course

Committee Chair Akerman reported that Chief George is arranging for the course to be offered on island likely in November. Details to be announced.

5. Review of Inspection Report – no update

6. Review of First Aid and Accident / Incident Investigations

6.1 August 2017 Statistical Report

The August 2017 Statistical Report was received.

7. Education

Chief George to confirm that Committee Members Hetherington and Stevens are enrolled in “OHS Committee Part 1” course in Nanaimo on October 3, 2017.

Committee Chair Akerman reported that department members are registered to attend a “Resilient Minds” workshop (post-traumatic stress) co-sponsored by the IAFF.

8. Other Business - none

9. Next Meeting

The next meeting of the Occupational Health and Safety Committee is scheduled on October 26th, 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 Chair Akerman.
CARRIED

The meeting adjourned at 6:53 p.m.

Co-chair Ken Akerman
Committee Co-chair

Andrew Peat
Corporate Administrator

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