



# BCMSA RGM MEETING MINUTES October 16, 2017

The Coast Capri Hotel, 1171 Harvey Avenue, Kelowna

## MEMBERS IN ATTENDANCE:

<b>Caleb</b>	<b>Mierau</b>	<b>City of Kamloops</b>	<b><i>President</i></b>
<b>Andrew</b>	<b>Ross</b>	<b>City of Vancouver</b>	<b><i>Vice-President</i></b>
<b>Paul</b>	<b>Elsoff</b>	<b>City of Delta</b>	<b><i>Secretary</i></b>
<b>Mike</b>	<b>Roberts</b>	<b>BCMSA</b>	<b><i>Executive Director</i></b>
<b>Nancy</b>	<b>Taylor</b>	<b>LGMA</b>	<b><i>Director</i></b>
<b>Cris</b>	<b>Bendall</b>	<b>City of Coquitlam</b>	<b><i>Director</i></b>
<b>Clay</b>	<b>Fredin</b>	<b>City of Vernon</b>	<b><i>Director</i></b>
<b>Sergio</b>	<b>Picco</b>	<b>City of Burnaby</b>	<b><i>Director</i></b>

Lisa	Hoult	City of West Kelowna
Chris	Anderson	City of West Kelowna
Tanis	Stoltz	City of Lake Country
Wallace	Roach	City of Hudson's Hope
Randy	Craig	City of Penticton
Alan	Lucas	City of Chilliwack
Lisa	Houle	WorkSafeBC
Kim	Stubbs	WorkSafeBC
Cam	Manning	Lake Country Resident
Sue	Manning	Lake Country Resident
Jean	Chute	St. John Ambulance
Tim	Perepolkin	Chase
Sarah	Josefson	City of Kelowna
Nathan	Peters	City of Kelowna
Justin	Chouhan	BCMSA

## Regrets:

Chris Gonev, Director  
Carie Sandfered, Treasurer  
Jason Duchak, Director

## The meeting opened at 10:00 a.m.

C. Mierau called the meeting to order.

## Adoption of Previous Minutes

There were no minutes from the previous meeting to adopt due to a technical issue resulting in the minutes being unrecoverable.



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### **Honorary Membership**

Rebecca Chow has been approved for an honorary membership by the BCMSA Board of Directors.

### **Executive Director and Manager of Audit & Training Services Report**

Mike Roberts provided this report. First and foremost, Mike congratulated Cathy Cook on her retirement and thanked Cathy for her outstanding job and dedication as the Executive Director of the BCMSA. Cathy has done an exceptional job at the BCMSA and her level of excellence in the health and safety profession has paved the way for the BCMSA. Mike introduced Justin Chouhan as the new Manager of Audit and Training Services at the meeting and also communicated that Christine Zielke has been hired on as an administrative assistant at the BCMSA.

The Interim COR policy has been extended from December 31, 2017 to July 1, 2018. The policy will be released for public consultation in February or March of 2018 and will include practices as well (new terminology for Standards and Guidelines).

The BCMSA completed its third webinar in 2017. The webinar was viewed by 35 members, and 33 out of the 35 members were located outside of the lower mainland.

There are no more soft skilled courses available for the remainder of 2017 as courses have all been booked up. It is strongly recommended that municipalities pre-book their training for 2018 as the demand continues to increase annually.

The BCMSA will be running a SONAR Pilot Leadership course on November 3 which will be administered by the FIORE group.

### **WorkSafeBC Report**

Lisa Houle informed meeting attendees that preliminary rates have gone down from 2.03 to 1.91, which is good news for the industry. WorkSafeBC has also developed a winter initiative called "Shift into Winter" which touches base on risks associated with winter driving. There are different tools open for use on the WorkSafeBC website. Also, WorkSafeBC has completed an inspectional initiative with Fire departments that identifies different fire risks.

### **Old Business**

#### **Municipal Health & Safety Conference**

The 2017 Municipal Safety Conference that was scheduled for October 15 to 17 in Penticton has been cancelled. The BCMSA's delivery of face-to-face safety training in municipalities has increased exponentially since 2009, and we believe our success as a training organization has contributed to a reduced interest in a multi-day conference. The BCMSA is exploring one day or other options for conferences.



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### Sub Committee Reports

The Ed-TAC committee has recommended refresher dates for BCMSA courses which have been approved by the Board of Directors. All expiry dates are tied to regulation, or industry practices.

### Above and Beyond Awards

The BCMSA and St. John Ambulance recognizes individuals who have acted alone or as a team in providing assistance to either those in need of medical aid using their knowledge in first aid; or those in a situation where their lives may be in danger with or without the application of first aid. Lea Kunz was recognized for his actions at the BCMSA Regular General Meeting. Lee Kunz, a recreational worker for the District of Lake Country, was asked to provide assistance to Cam Manning, a resident, in a dressing room of an arena. Lea immediately grabbed the AED machine and told another person to call 911. When Lea entered the dressing room Cam Manning was sitting on the bench and suddenly collapsed and went into arrest. Realizing that Cam was unconscious and not breathing, Lea immediately hooked up the AED machine and continued chest compressions until emergency services arrived. Cam Manning was transported to hospital where he made a full recovery.

### New Business

#### WorkSafeBC Update – Confined Space Initiative

Barry Nakahara, Manager of Prevention of Field Services in Prince George, spoke on WorkSafeBC's industry initiative focused around confined spaces. Barry leads a confined space unit that focuses on identifying confined spaces in the workplace; municipalities that are smaller or are unaware of confined spaces in their respective areas may also be involved in this process.

#### Alternate Measures CSE (9.22) – O2 Deficiency Set Points and TCP Recertification

Nathan Peters spoke on alternate measures for oxygen deficiency set points. The O2 deficiency is set at 19.5% (for low oxygen) and he has also seen a set point at 20.4%. Also, the BCCSA is certified for running a 1-day traffic control recertification course where the instructors can also administer the exam.

### Round Table

**Nathan Peters, Sarah Josefson:** Reported that they've seen an increased on-set of ergonomic requests lately.

**Lisa Hoult, Chris Anderson, City of West Kelowna:** The City of West Kelowna has recently scheduled two mental health and stress sessions in the workplace.

**Tanis Stoltz, District of Lake Country:** Reported that the district had a State of Emergency due to flooding. Also, the district has scheduled JOHSC Fundamental, Asbestos, Lead, Mould and Silica Awareness and Due Diligence for Supervisor training coming up for staff.

**Wallace Roach, Hudson's Hope:** Reported that BCMSA has worked as a great safety resource for Hudson's Hope and they will continue to use its resources.



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**Cris Bendall, City of Coquitlam:** WorkSafeBC board officer has contacted Coquitlam regarding sending accident investigation to the board every month; Coquitlam has sent over accident investigations to the board for over a year now and is continuing this process.

**Paul Elsoff, City of Delta:** The City of Delta is updating its excavation process in regards to utility and gas line hits.

**Clay Fredin, Vernon:** Is revising their Confined Space Program.

**Caleb Mierau, Kamloops:** Informed everyone at the meeting that Cathy Cook's retirement celebration is scheduled for October 24, 2017. The City of Kamloops is doing a complete review of the confined space program and also recently had a visit from a WorkSafeBC officer who encouraged the city to develop a process that helps "close the loop" regarding ergonomics in the workplace. Also, the City of Kamloops recently received orders regarding traffic control.

**Drew Ross, City of Vancouver:** The City of Vancouver is in the development stage of a universal policy for tracking problem patrons. The City of Vancouver received a Due Diligence letter from WorkSafeBC for utility locating and also received four orders regarding a main electrical vault at Vancouver City Hall. The City also created a Naloxone Program and is continuing to work with Park Lane to develop an Incident Reporting system.

**Sergio Picco, City of Burnaby:** The City of Burnaby is currently in the process of completing their maintenance audit internally for COR. The City of Burnaby also met with WorkSafeBC regarding accident investigations being sent to the board monthly and the City will be involved in a Toxic Gas Process Initiative soon. Also, the City of Burnaby is in the process of creating a training calendar for 2018.

**Randy Craig, Jason Jeffrey, City of Penticton:** The City is seeing increased occurrences of needle clean ups and homeless camps.

**Alan Lucas, City of Chilliwack:** Looking to run Silica Awareness and Respectful Workplace Training in November/December of 2017.

**Lisa Houle, Kim Stubbs, WorkSafeBC:** First aid advisory for Naloxene is available on WorkSafeBC website. Also, you can find a wild fire FAQ document on the website. Lisa provided information on a BC first aid responder mental health website that has recently been launched and reported that a Silica tool is also available on the WorkSafeBC website.

Meeting adjourned at 2:45 p.m.

**Next Meeting Date:**

December 1<sup>st</sup>, 2017 – Delta, BC