

**Ontario Fire Service Advisory Committee  
(Section 21 Committee)\*  
FINAL MINUTES  
June 18 - 19, 2015**

**Meeting held at the Toronto Fire Academy, 895 Eastern Avenue, Toronto**

**Commencing at noon on June 18, 2015**

**Present:**

Andy Kostiuk	O AFC – Committee Co-Chair
John Mavrinc	OPFFA – Committee Co-Chair
Rob Grimwood	O AFC
Cathy Hoffman	AMO
Warren McGillivray	OPFFA
Rod McEachern	FFAO
Jeri Ottley	FFAO
Mark Pankhurst	AMO
Denys Prevost	O AFC
Mike Vilneff	O AFC
Dan Worrall	OPFFA
Tim Metcalfe	Public Services Health & Safety Association (Observer)
Karen Hanna	MOL
Cliff Moore	MOL

**Regrets:**

Jeff Attwell	OFMEM
Jim Jessop	OFMEM
Jeff Topliffe	OPFFA

**1. Introduction of New Members**

The Committee welcomed two new members to the Fire Service Section 21 Committee; Dan Worrall, representing the OPFFA, and Rob Grimwood, representing the O AFC.

**2. Introduction of the New Acting Facilitator**

Cliff Moore, currently the Provincial Specialist in the Emergency Management Program of the Ministry of Labour, was introduced to the Committee. Cliff will be joining the Industrial Health and Safety Program of the Ministry of Labour in mid-August as an acting Provincial Specialist. Cliff will assume the role of acting Facilitator of the Section 21 Committee while Joe O'Grady is on secondment to another position in the Ministry of Labour. In the interim, Karen Hanna has been assisting with the Fire Service portfolio since Joe O'Grady commenced his secondment in February 2015.

**3. Review of Minutes from March 5-6, 2015**

The minutes were accepted with the addition of Jeri Ottley and Tim Metcalfe to the list of attendees.

**ACTION:** Karen to finalize the minutes and distribute for posting on the websites.

#### 4. **Update on the Working At Heights Subcommittee**

John provided an update on the work of the Working At Heights Subcommittee which met the morning of June 18<sup>th</sup>. The Subcommittee, comprised of John, Warren, Cathy, Denys and Tim, along with Karen and Cliff, began work on a draft Guidance Note. The Subcommittee will continue working on the draft Guidance Note via e-mail over the course of the summer and will meet again the morning of September 16, 2015.

**ACTION:** Subcommittee members to continue working on the draft Guidance Note.

#### 5. **GN # 1-9 SCBA Air Cylinder Handling**

The Committee reviewed the draft Guidance Note, which had already been sent out for comment, and it was finalized.

**ACTION:** Karen to forward the GN for MOL approval.

#### 6. **GN # 6-3 Water Related Emergencies (previously GN # 6-3 Water and Ice Rescue)**

Further to the comments previously reviewed by the Committee, it was decided that the Committee place a hold on amending the Guidance Note at this time.

**ACTION:** To be carried over to a future meeting for discussion.

#### 7. **GN # 6-38 Carbon Dioxide Hazards**

Andy presented a new draft Guidance Note on CO<sub>2</sub> Hazards. The Committee reviewed the GN and it is ready to go out for comment.

**ACTION:** Karen to send the draft GN out for comment.

#### 8. **Review of Section 3 of the Manual**

Andy discussed a review of the three Guidance Notes in Section 3 of the Section 21 Manual. GN # 3-1 Reducing Exposure to Diesel Exhaust (previously known as Reducing Diesel Fumes in Fire Stations) had already been sent out for comment and is ready to proceed through MOL approvals. There were no changes required to GN # 3-2 Asbestos. A reference to GN # 6-12 Rehabilitation During Emergency Operations is to be added to GN # 3-3 Heat and Cold Stress.

**ACTION:** Karen to make the appropriate changes to the Manual.

#### 9. **Update of Appendix D of the Manual**

The Committee discussed the contents of Appendix D of the Section 21 Manual. Appendix D1 will be amended to include the latest version of the Ministry of Labour's Heat Stress Guideline. Appendix D2 Heat and Cold Stress will be deleted from the Manual as there are two Guidance Notes that address these issues; GN # 3-3 Heat and Cold Stress and GN # 6-12 Rehabilitation During Emergency Operations.

**ACTION:** Karen to make the appropriate changes to the Manual.

#### 10. **Revision to GN # 7-5 Live Fire Training Considerations for Acquired Structures**

The Committee discussed the need to amend the notation in the Guidance Note that references the Simulation Guide published by the Office of the Fire Marshal as the Simulation Guide is no longer published by the OFMEM. Also, the notation in the Guidance Note that references NFPA 1403 Standard on Live Fire Training Evolutions will have the current edition of the standard added, the 2012 edition.

**ACTION:** Karen to amend GN # 7-5 as discussed.

#### 11. **GN # 7-7 Building Fire Service Training Centres**

Andy and Mark presented a new draft Guidance Note on Building Fire Service Training Centres. The Committee reviewed the GN and it is ready to go out for comment.

**ACTION:** Karen to send the draft GN out for comment.

## **12. MOL Comments on GN # 4-11 Fall Protection from Elevating Devices**

Karen reviewed the comments that the Ministry of Labour provided on the proposed amendments to the Guidance Note.

**ACTION:** Karen to finalize GN # 4-11 and place it in the Manual.

## **13. GN #5-2 Minimum Safety Considerations for Working Alone**

Warren presented a new draft Guidance Note on Minimum Safety Considerations for Working Alone. This Guidance Note is intended to provide guidance for fire service personnel working alone such as Fire Prevention Officers, Fire Investigators, Fire Inspectors and others while performing field work alone. The Committee reviewed the GN and it is ready to go out for comment.

**ACTION:** Karen to send the draft GN out for comment.

## **14. Post Explosion on Acetylene Tanks**

Andy discussed with the Committee whether there should be a Guidance Note on this issue. As a result of the Committee's discussion, it was decided that it was not necessary to proceed with drafting a Guidance Note on the issue and it will be dropped as an issue for Committee consideration.

## **15. Update on the Committee Review of the Sections of the Manual**

John discussed the status of the work that Committee members have been assigned to update the Fire Service Section 21 Manual. Work is continuing in the working groups that have been established and this item will be carried over for discussion to the next meeting.

**ACTION:** Karen to distribute to the Committee the document that outlines the Manual assignments and will place this item on the agenda for the September meeting.

## **16. Review of O. Reg. 714/94 and the NFPA Standards Referenced**

Andy discussed the amendments that are required to O. Reg. 714/94 to update the standards that are listed in the regulation. The Committee discussed various options with respect to regulation review (e.g. housekeeping changes, inclusion of other personal protective equipment not included in the regulation, broadening of the regulation, etc.) and the need to have a business case going forward.

**ACTION:** Co-Chairs to consult further with respect to going forward with this item.

## **17. Update on Notification of Solar Panels**

Andy reported that there is no form of notification that is required to be given to fire departments with respect to the installation of solar panels on buildings. Although this information may be captured through building permits, there is no notification requirement to fire departments. The work that the OAFCA has done with CanSIA, the national trade association that represents the solar energy industry throughout Canada, was discussed. The Electrical Safety Authority (ESA) may have further information on the status of the notification issue.

**ACTION:** Tim to contact the ESA and report back at the next meeting.

## **18. MOL Proposed Changes to O. Reg. 490/09 Designated Substances**

The Ministry of Labour (MOL) is proposing amendments to Ontario Regulation 490/09 - Designated Substances. If approved, the proposed amendments would update and consolidate the individual codes for medical surveillance, respiratory protection and measuring for the designated substances. The proposed amendments have been posted to the Regulatory Registry with a consultation period that ends on July 6, 2015. Karen reported that she consulted with the Ministry of Labour's Provincial Hygienist and it was confirmed that the specific proposed amendments do not apply to the fire service.

#### **19. MOL Orders Issued to the Fire Service - April 1, 2011 – March 3, 2015**

Karen distributed to the Committee the data reports regarding the Ministry of Labour orders issued to the Fire Service from April 1, 2011 – March 3, 2015. There were a total number of 138 orders issued for this time period to 34 workplaces. The most commonly issued order was under Clause 25 (2)(h) of the Occupational Health and Safety Act.

**ACTION:** Karen to distribute the data reports to the Committee by e-mail.

#### **20. Missing Guidance Notes**

The Co-Chairs had provided a list of Guidance Notes to the Ministry of Labour and requested a status report on each of the Guidance Notes included on the list. Karen reported on the status of each Guidance Note and indicated those of which further follow up with Joe O'Grady was required to obtain the electronic files.

**ACTION:** Karen to continue to follow up on the Guidance Notes listed by the Co-Chairs.

#### **21. Elliot Lake Update**

Vivien Wharton-Szatan, Provincial Coordinator (A) of the Industrial Health and Safety Program, Ministry of Labour, consulted with the Committee regarding the Elliot Lake Commission of Inquiry Recommendations 2.32 and 2.33. The Committee provided input regarding the type of information that would assist the Fire Service in understanding the role of MOL inspectors and the method of information sharing that would have the most impact.

**ACTION:** Karen to distribute the presentation to the Committee.

#### **22. Emergency Medical Services Subcommittee Guidance Notes for Comment**

Karen presented two draft EMS Subcommittee Guidance Notes for which comments are requested from the Fire Service Section 21 Committee. The two draft Guidance Notes are GN #6 Motor Vehicle Advanced Technology Hazards and GN #7 Hazards Associated with Marijuana Grow Operations and Clandestine Drug Labs. The draft Guidance Notes have also been posted on the Public Services Health & Safety Association's website for comment.

**ACTION:** Comments on the draft Guidance Notes are to be sent to Karen no later than September 4, 2015.

#### **23. PSHSA Support for Elevator Training**

Tim reported that PSHSA is now partnering with the Technical Standards & Safety Authority (TSSA) on elevator training. The Committee noted that the TSSA previously worked with the Committee on GN # 6-32 Elevator Rescue; this Guidance Note was issued in March 2011.

#### **24. Adult Immunization**

Andy indicated that this issue will not be the subject of a separate Guidance Note as GN # 4-14 Infection Prevention and Exposure Control Practices addresses immunization. GN # 4-14 states that "A worker's risk of contracting communicable diseases could also be reduced by immunization in accordance with the National Advisory Committee on Immunization (NACI) Canadian Immunization Guide (Public Health Agency of Canada)".

#### **25. Draft Guidance Note on Training Providers**

Andy reported that no Guidance Note will be drafted at this time and the issue is on hold.

**ACTION:** Item deferred to the September meeting.

#### **26. MOL Report**

Karen reported that the Ministry of Labour's schedule of 2015-2016 Blitzes and Initiatives has been posted to the MOL website. The 2015-2016 Sector Plans are expected to be posted on

the MOL website by the end of June. Frequently Asked Questions on the Workplace Hazardous Materials Information System 2015 are also available on the MOL website.

#### **27. Other Business**

Rod McEachern notified the Committee that as of August 1, 2015, he will no longer be an executive member of the FFAO. As a result, Rod will be stepping down from the Section 21 Committee after many years of dedicated service. The Committee thanked Rod and expressed appreciation for the number of years that he has represented the FFAO on the Section 21 Committee.

#### Next Meeting Dates:

**September 16, 2015 (a.m.) Working At Heights Subcommittee**  
**September 16-17, 2015 (changed from September 24-25, 2015)**  
**December 3-4, 2015 (proposed date)**