

**Ontario Fire Service Advisory Committee
Section 21 Committee
MINUTES
December 7 - 8, 2017**

Meeting held at 5110 Creekbank Rd, Mississauga, ON L4W 0A1
Commencing at noon on December 7, 2017

Present:

Rob Grimwood	O AFC - Committee Co-Chair
John Hay	O AFC
Mike Vilneff	O AFC
Richard Renaud	O AFC
John Mavrinac	OPFFA . Committee Co-Chair
Geoff Boisseau	OPFFA
Dan Worrall	OPFFA
Vic Dillabaugh	OPFFA
Jeri Ottley	FFAO
Johnathan Karn	FFAO
Cathy Hoffman	AMO
Mark Pankhurst	AMO
Juanita Jenkin	MOL
Timothy Metcalfe	Public Services Health & Safety Association (Facilitator)
Andrew Blair	OFMEM - Observer

Regrets:

1. **Review of Minutes** from September 14-15, 2017 meeting.
Action: Accepted and will be posted.

2. **O AFC Committee Member and Management Co-Chair**

The O AFC has appointed Richard Renaud as their new representative to the committee. Richard is the Fire Chief of Whitchurch-Stouffville Fire and Emergency Service.

The O AFC has appointed Rob Grimwood to the position of Committee co-chair. Rob Grimwood is the Fire Chief of Niagara-on-the-lake Fire and Emergency Services

3. Co-chairs Address to Committee - John M & Rob G.

Co-chairs had a closed door meeting with the committee.

4. MOL Presentation – Vivien

The delays in processing guidance notes was explained. Several unanticipated changes to ministry processes in conjunction with new provincial mandates have collaborated to slow the MOL approval process for guidance notes. These changes are not specific to the Fire Section 21 Committee but apply to all provincial ministries. As a result the Fire Section 21 Committee Guidance Notes must reference the Occupational Health and Safety Act and use the Ontario.ca template. Juanita and committee members have spent the last six months editing the current guidance notes, adjusting them to the new format.

Action: The committee must review the current Guidance Notes in their edited form at the January meeting so they can be processed and placed on the Ontario.ca website.

The Ministry of Labour has developed a survey with questions to the committee about the facilitation of the Fire Section 21 Committee being provided by Public Service Health and Safety Association. Once the results of the survey have been reviewed, the Terms of Reference of the committee will be edited.

Action: Juanita and Tim will distribute the survey to committee members.

5. Public Services Health and Safety Association Report - Tim

PSHSA again met with TSSA to discuss the next steps in the development of a Fire Department deliverable curriculum for non-cable elevator systems. TSSA's legal department has approved the transfer of training to PSHSA.

Action: PSHSA will continue negotiation with TSSA towards the development and implementation of a Fire Department Elevator Training Program.

6. Ministry of Labour - Juanita

In the last two years several Guidance Notes have been caught in the new process. Juanita has edited them using the new format. These notes were distributed to the committee for review and final approval.

These notes were;

Chapter 3
Exposure to Noxious Weeds

Chapter 5
Considerations for Working Alone

Chapter 6
Working at Heights
Medication and Drug Exposures
Hygiene and Decontamination
Carbon Dioxide Hazards
Active Attacker
Chemical Suicides

Chapter 7
Ground Ladder Training

Action: Juanita forwarded these GNs to the Ministry of Labour for final processing. They were posted to the OAFC website in under a week.

7. Sharepoint Training

The entire committee logged into sharepoint and practiced uploading and modifying documents.

Action: All Guidance Notes were uploaded to the committee's sharepoint account.

8. Guidance Note Assignment

Four Guidance Notes did not meet the standards set out for the Ontario.ca website. Juanita provide a review of the new guidance note template and assigned members to rewrite rejected notes. This will prevent the loss of content.

Action: Review and rewrite GN 1-8; John / John
Review and rewrite GN 2-5; Rob / Tim
Review and rewrite GN 2-7; Vic / Mark
Review and rewrite GN 7-7; Dan / Mark / Andrew

9. MOL Policy Group

The MOL Policy Group are updating the o-reg 714/94. They have asked for clarification surrounding technical questions. These questions have been forwarded to three fire departments for comment.

Action: Geoff will provide the committee with the departmental input.

10. 2018 Meeting Dates

Meeting dates have been chosen for 2018. A January date has been added to review the edited guidance notes. This will help move the newly formatted notes to an earlier release.

January 11-12, 2018
April 19-20, 2018
September 20-21, 2018
December 6-7, 2018

Meeting concluded December 8, 2017 12:00 hrs

Next Meeting Dates:

January 11, 2018
April 19-20, 2018
September 20-21, 2018
December 6-7, 2018