

INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE/WORKPLACE SAFETY AND HEALTH COMMITTEE (WSH) MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION ON MONDAY, JANUARY 15TH, 2018, IN THE BOARDROOM, 192-2ND AVENUE NORTH, (PTH#67), STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

DARCY LOEHMER (CHAIRPERSON), SALLY COOK, SHARON BAKER, ALAN CAMPBELL.

COMMITTEE MEMBERS ABSENT:

CINDY BRAD.

ADMINISTRATION PRESENT:

ANTHONY CORNWELL, MAINTENANCE SUPERVISOR
MARGARET WARD, ACTING SUPERINTENDENT
AL LEIMAN, SECRETARY-TREASURER

THE MEETING WAS CALLED TO ORDER AT 7:00 P.M.

AGENDA ITEMS

1. STAFFING UPDATE

THE COMMITTEE WAS PROVIDED WITH AN UPDATE REGARDING STAFFING CHANGES REGARDING THE MAINTENANCE DEPARTMENT IN THE DIVISION.

- NEW HIRE HVAC RED SEAL JOURNEYMAN
- NEW HIRE FOR HALF-TIME RED SEAL CARPENTER
- HALF-TIME CUSTODIAN AT TEULON ELEMENTARY

THE COMMITTEE WAS ALSO INFORMED THAT 5 NEW APPLICANTS ARE CURRENTLY BEING TRAINED FOR SPARE CUSTODIANS WITHIN THE INTERLAKE SCHOOL DIVISION.

2. TRADESMEN

THE COMMITTEE WAS INFORMED THAT THE TRADESMEN ARE CONTINUOUSLY WORKING ON WORK ORDERS AND THE PROJECTS ARE BEING COMPLETED. JOBS ARE BEING PRIORITIZED WITH COMMUNICATION WITH ADMINISTRATION AND CUSTODIANS. THE COMMITTEE WAS PROVIDED WITH EACH TRADESMAN'S WORKLOAD AND THE WORK THAT THEY ARE CURRENTLY PREFORMING.

3. 2017-2018 BUDGET

THE COMMITTEE WAS INFORMED THAT ALL BUDGET EXPENDITURES FOR THE CURRENT SCHOOL YEAR ARE ON TRACK WITH NO MAJOR VARIANCES. THE COMMITTEE WAS ALSO INFORMED THAT THERE HAS BEEN NO EMERGENCIES PROJECTS THAT HAVE RESULTED IN ANY OVER EXPENDITURES.

4. PUBLIC SCHOOLS FINANCE BOARD (PSFB) PROJECTS

THE COMMITTEE WAS PROVIDED WITH AN UPDATE ON THE FOLLOWING PROJECTS:

- STONEWALL COLLEGIATE ROOF THE COMMITTEE WAS INFORMED THAT THE STONEWALL COLLEGIATE ROOF BLUEPRINTS ARE CURRENTLY BEING REVIEWED AND WILL GO OUT TO TENDER FOR CONTRACTORS TO BID ON. IT IS ANTICIPATED THAT THE ROOFING PROJECT WILL BEGIN CONSTRUCTION IN EARLY MARCH.
- TEULON ELEMENTARY FOUNDATION THE COMMITTEE WAS INFORMED THAT THE REPAIR BLUEPRINTS FOR TEULON ELEMENTARY FOUNDATION HAVE YET TO BE FINALIZED AND APPROVED BY THE ENGINEER AT THE PSFB IN ORDER TO COMMENCE WORK THIS SUMMER 2018.
- STONEWALL CENTENNIAL SCHOOL BOILER THE COMMITTEE WAS INFORMED THAT THIS PROJECT IS NOW COMPLETE AND ALL THE WORK CONTRACTED BY WESTWOOD MECHANICAL.
- TEULON ELEMENTARY BOILER THE COMMITTEE WAS INFORMED THAT THE BOILER NEEDS TO BE REPLACED AT TEULON ELEMENTARY SCHOOL AND WILL BE GOING TO THE DRAWINGS STAGE. THIS PROJECT WILL BE APPROVED BY THE PSFB WITH THE WORK TO BE COMPLETED OVER THE SUMMER 2018.
- ÉCOLE R.W. BOBBY BEND SCHOOL THE COMMITTEE WAS INFORMED THAT THE NEXT ROOFING PROJECT THAT WILL BE ON THE LIST WILL BE ÉCOLE R.W. BOBBY BEND SCHOOL.
- SCIENCE LAB AT WARREN COLLEGIATE INSTITUTE AND TEULON COLLEGIATE INSTITUTE THE COMMITTEE WAS INFORMED THAT ADMINISTRATION HAS BEEN IN CONTACT WITH PSFB REQUESTS TO HAVE THESE PROJECTS PUSHED FORWARD. THESE PROJECTS WILL BE THE NUMBER ONE PRIORITY TO COMPLETE AND REQUEST FROM THE PSFB.

5. CAPITAL D PROJECTS

THE COMMITTEE WAS INFORMED THAT THE MAINTENANCE DEPARTMENT IS WORKING WITH ALL ADMINISTRATORS FOR PRIORITY NEEDS FOR THE 2018-2019 FISCAL YEAR. THE MAINTENANCE DEPARTMENT WILL BEGIN LISTING THE WORK TO BE DONE THIS SUMMER 2018.

6. AROUND THE SCHOOLS

THE COMMITTEE WAS INFORMED THAT:

- ALL SCHOOLS WERE CHECKED DURING THE HOLIDAYS FOR LOW TEMPERATURE ALARMS AND TO ENSURE THAT THERE WERE NO MAJOR DEFICIENCIES DURING THE -40 HOLIDAY SEASON.
- AIR QUALITY TESTING AND GYM INSPECTIONS WERE DONE OVER THE CHRISTMAS BREAK
- FIRE INSPECTIONS HAVE BEEN DONE AT THE TWO TEULON SCHOOLS BY THE LOCAL AUTHORITIES. A FEW SMALL DEFICIENCIES TO TAKE CARE OF HAVE BEEN COMPLETED.
- SNOW CLEARING HAS GONE VERY WELL IN ALL AREAS

6. AROUND THE SCHOOLS CONTINUED

- UV SYSTEMS IN SCHOOLS ARE WORKING PROPERLY AND THE PROVINCE COMMENDS US REGARDING OUR SYSTEM. THE PROVINCE HAS A NEW PROGRAM THAT THE CUSTODIAN WILL HAVE TO FOLLOW AND THE PLUMBER IS DOING A COUPLE SMALL UPGRADES IN TEULON ELEMENTARY SCHOOL, TEULON COLLEGIATE INSTITUTE, BRANT-ARGYLE SCHOOL AND WOODLANDS SCHOOL.

WORKPLACE SAFETY AND HEALTH

1. WORKPLACE SAFETY AND HEALTH INSPECTIONS

THE COMMITTEE WAS PROVIDED WITH AN UPDATE REGARDING THE STATUS ON THE WORKPLACE SAFETY AND HEALTH INSPECTIONS AND THAT ALL INSPECTIONS WERE COMPLETED IN DECEMBER 2017. CURRENTLY THE COMMITTEE WILL BE BEGINNING THE FIRST INSPECTION FOR 2018 AND THE COMMITTEE MEETS ON A REGULAR BASIS TO REVIEW INSPECTIONS THAT HAVE BEEN COMPLETED BY EACH OF THEIR COMMITTEE MEMBERS.

2. SUB COMMITTEE

THE COMMITTEE WAS PROVIDED WITH INFORMATION REGARDING THE REPRESENTATIVE FROM EACH OF THE EMPLOYEE GROUP:

- ITA-CHRISTIE CROW
- IANTE-DEBBIE ZAHAYKO
- CUPE-JUDY MCLAUGHLIN
- ISDBDA-BILL SMEDTS
- NON-UNION-GAIL SCHICK
- TRUSTEES-SALLY COOK

THE COMMITTEE WAS INFORMED THAT A MEETING OF THE SUB-COMMITTEE REPRESENTATIVES WILL BE HAD ON JANUARY 16TH, 2018 TO BEGIN LOOKING AT WORKPLACE SAFETY AND HEALTH POLICIES THAT WILL BE FORWARDED TO THE DIVISIONAL POLICY COMMITTEE OF THE BOARD ON JANUARY 30, 2018 FOR REVIEW.

3. REGULATORY EXEMPTION

THE COMMITTEE WAS INFORMED THAT AT THE JANUARY 16TH, 2018 MEETING A DISCUSSION WILL BE HAD REGARDING THE STRUCTURE OF THE COMMITTEE. THE DIVISION WILL BE APPLYING FOR A REGULATORY EXEMPTION WHICH WILL ALLOW THE DIVISION TO REDUCE THE NUMBER OF INSPECTIONS FROM 4 PER CALENDAR YEAR ON EVERY SITE BASED ON THE SITE. THIS COULD REDUCE THE NUMBER OF INSPECTION FOR LOW RISK SITES TO 2 PER CALENDAR YEAR.

MEETING ADJOURNED AT 8:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER