

OSHWB MINUTES

January 6 , 2010

PRESENT

Chairperson Charlene Brown, Director Mark Phillips, Kevin Bennett, Director Greg Kehoe, Jim Haynes, Richard Boyd, Lindsay Young, Frank MacFarlane, Nichole Lutz.

CALL TO ORDER AND ROLL CALL

Chairperson Charlene Brown called the meeting to order and reported that all members were present with the exception of, Angie McWaid and Travis Hancock.

APPROVAL OF THE AGENDA

It was moved by Richard Boyd and seconded by Director Greg Kehoe

That the agenda for January 6, 2010 be approved

MOTION CARRIED

APPROVAL OF THE MINUTES

(a) December 3, 2009

It was moved by Ian Cox and seconded by Greg Kehoe

That the Minutes of December 3, 2009 be approved as circulated

MOTION CARRIED

BUSINESS ARISING

(a) Baseboard Heaters

Charlene Brown reported that an email was sent out to Town Hall staff reminding people to keep paper away from baseboard heaters.

(b) AED Electrode Pads

Director Phillips reported that replacement Defibtech Electrode Pads are on order. The Town is acquiring both adult size and child size pads to replace pads that have expired.

REPORTS

(a) Accidents

Director Kehoe reported that a plough truck driver

inadvertently backed into a vehicle while ploughing near the north end of town. There were no injuries, although some damage did occur to the other vehicle, and the Town truck sustained minor damages.

(b) Toolbox Meetings

Director Kehoe reported a toolbox meeting for Public Works employees is scheduled for Friday January 8th. Director Phillips reported a meeting with custodians was held regarding snow removal at the library and Rec Centre, vacation and sick time.

(c) Training

All employees received CPR and First Aid Training last month. Director Phillips suggested looking at online opportunities for training in the future, and giving employees the option to use the online course as an alternative to an all day class.

POLICY UPDATES

(a) New HR Policy

Director Phillips reported that the HR policy review committee continues to make progress and the next meeting is scheduled for January 13th 2010 .

WELLNESS AND PHYSICAL ACTIVITY

(a) Lunch N Learns

Lindsay Young reported that, weather permitting, the Lunch N Learn session for January will be a snowshoeing walk along the Kentville Trail. Back-up plan for bad weather will be a tutorial on the staff gym in Town Hall.

(b) Wellness / Physical Activity

Nichole Lutz reported that poles for Nordic walking at the indoor facility have arrived and will be delivered to the indoor club this week. She also reported that Kentville Recreation is now on Facebook promoting the Kentville Winter Activity Challenge.

ENVIRONMENTAL ISSUES

(a) Energy Audit

Director Phillips reported that a company has been named to conduct the energy audit of Town Facilities. A provincial funding program will be used to conduct the fleet assessment which was originally not planned as part of the audit. The audit will include the Town Hall/Rec Centre Complex, the Police Station, the Arena and the Public Works Building which will now include the fleet

assessment.

EQUIPMENT / TECHNOLOGY

(a) New Ice Resurfacing Machine

Director Phillips reported that a new ice resurfacing machine will be ordered for Centennial arena. Arena Staff and Director Phillips along with Facility Manager Kevin Bennett took a day to research machines and expect to have a new one in place for the start of the next season, September 2010.

(b) Utility Vehicle

Director Phillips reported that the Parks and Recreation Department is looking into a Utility vehicle to be used for the park, trails and the DU site for maintenance.

NEW BUSINESS

(a) Bathrooms

There was a request made for maintenance staff to leave a brush and cleaner in the women's washroom for use if necessary between cleanings.

MEETING ADJOURNED

Meeting adjourned at 9:45 am. Next Meeting February 3, 2010 @ 9:00am.

APPROVED