

**SOUTH FIRE DISTRICT  
HEALTH & SAFETY COMMITTEE  
Annual Meeting Minutes  
February 21, 2024 at 9:00 a.m.**

**1. Call to Order**

The meeting was called to order at 9:04 a.m. by Deputy Chief Nick Fischer.

**2. Roll Call**

Present: Deputy Chief Nicholas Fischer, Captain Andrew Turenne, Firefighter Robert James, Firefighter Geoff DeFrancesco, Deputy Fire Marshal Ryan Parmelee, Kathy Kiley, Recording Secretary Alyse McEwen

**3. Accept/Amend Agenda**

The agenda was accepted as presented.

**4. Introduction of Visitors – SFD staff members.**

**5. Approval of Minutes – November 16, 2023 Regular Meeting**

The minutes were accepted as presented.

**6. Old Business (status of outstanding issues, i.e., hazardous condition complaints and recommendations generated from previous meeting)**

**a) Bay – MSDS book needs updating.**

*UNRESOLVED. Captain Turenne is currently updating and will be completed around mid-March.*

**b) Floor markers on apparatus floor – Firefighter DeFrancesco suggested that stop indicator lines be placed at the farthest rear axle, midline with the tire.**

*PARTIALLY UNRESOLVED. Firefighter Lynch painted the floor markings and touched up the faded markings. Other areas needing markers will be addressed during the walk-through.*

**c) ATV – Only four lieutenants have gone through the training. There is a possibility that taking the ATV out of service, selling the vehicle (with approval of the Fire Commission), and using the money to reinvest into safety training and equipment for the APV.**

*RESOLVED. The ATV has been taken out of service.*

**d) Inconsistent of Water Temperature in Men’s Locker Room – Firefighter DeFrancesco reported there is an inconsistency in the temperature of the water in one of the showers in the men’s locker room.**

*RESOLVED. No other issues have been reported.*

**e) Breaker Panels – Labels to be affixed to existing breakers and breakers associated with the building renovation project.**

*UNRESOLVED. To be addressed during renovation project.*

**f) Weather stripping on AC unit in tax office is missing, causing cold air to enter the room.**

*RESOLVED.*

g) **Paper towels and toilet paper are being left on the lady's room floor. Shelving will be installed.**  
*RESOLVED.* Shelving was not necessary.

h) **Development of "play books" for procedures/protocols involving work-related injuries, disability claims, etc.**  
*RESOLVED.* Step-by-step instructions related to work-related injuries exist and are posted at the officer's workstation. Alyse McEwen indicated that the procedures followed are not consistent.

## 7. Hazardous Conditions Complaints

### a) **Air hose placed in "Biohazard Box."**

Firefighter James advised that an air hose was found in the Stericycle box. A suggestion to relocate the box was made.

## 8. Review of Accidents/Incidents, Illness, or Injuries; Discussion of Preventative Measures Taken

a) Employee was performing structural firefighting at a building fire and began having stomach pain/cramps/nausea.

*The cause of the incident was undetermined.*

b) Employee was rendering medical aid to a patient when the patient grabbed, squeezed, and twisted employee's left hand.

*This incident was circumstantial. The patient's attitude abruptly changed.*

## 9. Training Information

a) Deputy Chief Fischer spoke about the esophageal cancer screening being offered.

## 10. New Business (other than hazardous conditions complaints)

### a) **Discussion of new OSHA Regulations Affecting the Fire Service**

Deputy Chief Fischer spoke of OSHA adopting NFPA standards. The 600-page document has been published and is in the review stage. He will email the video to the committee.

## 11. Schedule 2024 Meetings

May 16, 2024 at 9:00 a.m.

August 22, 2024 at 9:00 a.m.

November 20, 2024 at 9:00 a.m.

## 12. Annual Walk-Through

### **Bay**

a) A self-closing mechanism on the laundry room door will be installed.

b) The handle on furnace room door will be replaced.

c) There needs to be a 3' clearance around the utilities in furnace room. A sign indicating the clearance specification will be hung.

d) The rear garage door is concave and needs repair.

e) A "Hard Hats Required" sign will be purchased for the hose tower.

f) An "Eye Wash Station" sign will be purchased for the eye wash station.

g) The large Air Gas filling station will be removed (no longer permitted per the new OSHA regulations).

**Dorm**

- a) One of the closets has items interfering with the sprinkler head.

**Slop Station**

- a) An "Eye Wash Station" sign will be purchased for the eye wash station.

**Water Fountain**

- a) The fountain needs cleaning.

**Zoning for HVAC in New Wing**

- a) Needs to be re-addressed/re-configured.

**Gym**

- a) Investigate if bed in gym violates code (egress).
- b) The mattress on the bed in the gym is soiled.

**Fire Marshals Office**

- a) The ceiling tile above the fire marshal's desk has water stains.

**Communications**

- a) There is an outlet without a cover.

**13. Adjournment**

**MOTION** to adjourn by FF DeFrancesco/FF James. Unanimously approved. The meeting adjourned at 10:41 a.m.

Submitted by,

*Alyse McEwen*

Alyse McEwen  
Recording Secretary

**ACCEPTED 5/16/24**