

MEETING MINUTES

Date: July 24, 2025

Time: 2:00 pm – 3:00 pm

Room: Microsoft Teams/SEN 11, Silver King

Boardroom

JOHS Committee Meeting AGENDA

CHAIR: Martin Keyserlingk

Attendees	Regrets
Donna Drover , Co-Chair, Management Rep – Castlegar Jason Dacosta , Co-Chair and SCFA Rep – Castlegar Niki Menard , PPWC Rep – Castlegar Tracy King , PPWC Rep – Castlegar Cory Gigliotti , H&S Rep - Nelson Martin Keyserlingk , Management Rep – Nelson Holly Martin , PPWC Rep – Nelson Rick Tatangelo , PPWC Rep – Castlegar Heather Parsons , PPWC Rep – Nelson Daryl Jolly , SCFA Rep – Nelson Melinda Nealis , Admin Support – Castlegar	Laura Neigel , Management Rep – Castlegar Rob Schwarzer , Management Rep – Nelson Dave Ringheim , BCGEU Rep – Nelson Katie Comrie , SCFA Rep – Castlegar Marilyn Rivers , Management Rep – Nakusp Dave Briggeman , Co-Chair and BCGEU Rep – Nelson Tracy Punched , Co-Chair and Management Rep – Nelson Heather Bishop , Management Rep – Castlegar Helen Worth , Management Rep – Grand Forks Rod Fayant , PPWC Rep – Trail Ken Zdebiak , PPWC Rep – Castlegar

Meeting Minutes

1. Review and adopt previous meeting's minutes

[June JOHS Minutes DRAFT.docx](#)

The minutes were adopted as presented

2. Approve Agenda

- Approved

3. Additions to the agenda

- Addition: Silver King Cooling Issues

4. Campus Update: Donna

- The move from the ARIC campus to Castlegar campus is underway.
- Noted presence of campers/trailers in the 10th Street parking lot; campus management is working with bylaw enforcement.
- Trail campus is coordinating with RCMP to review the campus safety plan.

Action Items:

- Work with Bylaw enforcement re: campers/trailers in 10th Street parking lot
- Work with RCMP to review Trail campus safety plan

5. Health & Safety Update:

- Heat-related concerns have reduced.
- 5 first aid reports this month (all student-related, one required further medical assessment).
- 0 near misses.
- Security presence has been sporadic, primarily on weekends.
- Fire Suppression Documentation to be scanned and sent

Action Items:

- Martin to forward scanned fire suppression records to Cory.
- H&S to monitor trends and create awareness campaigns to help reduce injuries.

Category	Count	Notes
Near Misses	0	
First Aid	5	S/K – 5 students: 1 further medical, 4 minor
Security Reports	0	H&S will monitor/report only on the noteworthy items.

6. Stats Report – June 23 – July 22

Date	Near Misses	First Aid	WorksafeBC Claims
This period	0	5	
This period last year	2	10	
Year-to- date	18	88	

7. Inspections

If there is a need for an inspection, please contact Health & Safety to schedule.

Inspections:

- Most campus actions have been submitted.
- Remaining: Granite and Monashee wings at Castlegar, Kaslo & Grand Forks Learning Centre.
- Actions for most campuses have been submitted by H&S.
- Volunteers requested to assist with Castlegar inspections.

Action Items:

- Team members to assist with inspections at Castlegar.
- Learning centres to be done when time allows.

8. Training and Education

[Training](#) – link to TEAMS folder to share any training opportunities

Fire Extinguisher Training

- Project to identify programs needing fire extinguisher training is ongoing.
- Previously managed by Laura; Cory has resumed oversight.
- Reminder: Include kitchen staff in the training.

Action Item:

- Continue with fire extinguisher training program identification

9. Review of Old Business (Review and updates on outstanding business from previous meetings)
Other Business

- **Reminder:** Ensure injuries (especially those requiring further medical attention) are promptly reported to Health & Safety.
- **Reminder:** Heat safety. Remind Teams working outside to take micro-breaks during hot weather.

Date	Action items	Status	Responsible
	Roadway signage at Silver King	In progress - new signage expected by September	Donna
July 24, 2025	Sidewalk in front of 10th Street campus	In progress - follow up with City of Nelson	Donna and Lareena

10. New Business

Silver King Cooling Issues

- Silver King Fire team reported poor air circulation in the mornings, causing staff discomfort.
- It was clarified that recent issues were due to a generator test and loose wires; resolved.
- Facilities Director emphasized the importance of reporting all issues to maintenance promptly.
- Airflow monitoring ribbons were requested to help assess circulation visually.

Action Items:

- Notify maintenance when air circulation is poor.
- Explore use of airflow ribbons for monitoring

11. Round Table – concerns or shout outs

Silver King Fire Alarm System

- Concerns raised about inter-building communication during emergencies.
- Facilities Director explained that tying all buildings together is not recommended due to risks and operational complexity.
- Emphasis placed on situational training and appropriate muster protocols.
- Nelson Fire Department and WorkSafe BC confirmed the system is functioning according to best practices.

Action Item:

- Continue review and discussion on inter-building alarm communication.

★ Shout out to Rick for attending to multiple campus maintenance concerns ★

12. Review of Action Items from this meeting

Date	Action items	Status	Responsible
July 24, 2025	Work with Bylaw enforcement re: campers/trailers in 10 th Street parking lot	In progress	Donna
July 24, 2025	Work with RCMP to review Trail campus safety plan	In progress	Donna
	H&S to monitor trends and create awareness campaigns to help reduce injuries	Ongoing	
July 24, 2025	Forward scanned fire suppression records to Cory	Pending	Martin
July 24, 2025	Team members needed to assist Cory with inspections at Castlegar	Pending	Cory
July 24, 2025	Learning centres to be done when time allows	Pending	Donna
July 24, 2025	Continue with fire extinguisher training program identification – include kitchen staff	Ongoing	
July 24, 2025	Notify maintenance re: air circulation	Ongoing	All staff
July 24, 2025	Explore use of airflow ribbons for monitoring	pending	Cory
July 24, 2025	Continue review on inter-building alarm communication	In progress	Donna

13. Next meeting

- August 28, 2025 Time: 2:00 pm – 3:00 pm Room: Microsoft Teams/SEN 11, Silver King Boardroom

14. Adjournment 2:45 PM