

## MEETING MINUTES

**Attendees:** Janette Bulkan, Angie Dale, Diana Hastings, Jerry Maedel, Scott Rennekar  
**Regrets:** Rolando Descalzo, Lawrence Gunther, Suzie Lavallee, Peter Marshall  
**Chair:** Kevin Lyons  
**Note taker:** Nicole Lee

- 1. Call meeting to order** Kevin
  
- 2. Approval of agenda and minutes** All
  - February minutes - approved
  - March agenda - approved
  
- 3. Review of action items**
  - a. Door lock replacement for FSC 3608 Rolando/Kevin
    - work order has been placed and completed
    - no further action required
  
  - b. Follow up response from RMS regarding *Ambulance Response Time* incident Kevin
    - Kevin still waiting for response from RMS
  
  - c. SMT recommendations and policies regarding pets in workplace Kevin
    - Sue Watts (Chair), Yousry El-Kassaby, and Nicholas Coops to prepare a Statement of Conduct; will report back to SMT by April 4
  
- 4. Incident or Accident Reports/Investigation**
  - None reported
  
- 5. New business** All
  - a. First Aid training for Forestry Kevin
    - FRM department is surveying interest if there is a need to organize a first aid course for Forestry staff and students
    - if it's only a small group, they can enroll in the courses offered by RMS
  
  - b. Annual Safety Inspections
    - assignment of rooms is similar to previous year
    - aiming to complete all inspections by end of June

c. Thefts in FSC

- students reporting laptop and cellphones being stolen from lab block offices

ACTION ITEM: Dean's Office to send out reminder on theft and to keep doors locked at all times

**6. Next meeting**

- Week of April 18

Kevin

**7. Adjournment**

1:35pm

Kevin