

MEETING MINUTES

Attendees: Lawrence Gunther, Rob Kozak, Scott Rennecker
Regrets: Janette Bulkan, Rolando Descalzo, Diana Hastings, Reilly Ische, Teela Narsih
Co-chair: Kevin Lyons
Note taker: Nicole Lee

- 1. Call meeting to order** Kevin

- 2. Approval of agenda and minutes** All
 - December agenda
 - November minutes

- 3. Review of action items** All
 - a) Cage room clean up (re: Annual Safety Inspections) Kevin
 - completed

 - b) Bookcase latches for 4th floor labs and shared offices (re: Annual Safety Inspections) Scott
 - completed

 - c) Installing a phone in the HAZMAT room Kevin
 - request approved by the SMT, and task to be assigned for completion
 - cost estimation required

 - d) Follow up with RMS (Steve Zhang) regarding fume hood alarm system Rolando/Diana
 - to be followed up

 - e) Posting emergency notices on Atrium screens Kevin
 - discussion in progress by IT department

 - f) Removal of FCS hazardous material in HAZMAT room Kevin/Diana/Rolando
 - proposed completion date: January 6, 2017

g) Incident report submission for organic solvent spill at Wood Science lab
- report submission in progress

Scott

h) Removing equipment off the floor in the underground parkade, as per Vancouver Fire Department
- Jill Yu to arrange date for parkade clean up

Kevin

ACTION ITEM: Nicole to confirm date for parkade clean up with Jill

i) Letter to FCS department labs on modifying their system with lab notices and communications (re: Fume hood shut down procedure)
- Kevin sent letter to the department and will follow up in February

Kevin

4. Incident/Accident Reports

- none reported

All

5. New business

a) Selecting new co-chairs for 2017
- Janette and Rolando will be new co-chairs

Kevin

ACTION ITEM: Committee to set up meeting date and time per session at the next meeting

b) New Building Emergency Response Plan (BERP) manager

Kevin

ACTION ITEM: Kevin to discuss with the Dean on selecting a new BERP manager

6. Next meeting

- Doodle to be sent out for week of January 23

Kevin

7. Adjournment

- 12:40pm

Kevin