



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Thursday, December 8, 2016 – 8:30 a.m.
Boardroom, Administration Office

Present: G. Kruck (Chair), G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark, R. Harkness

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 8:37 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of October 17, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) New Era School - Grooming Room & Exterior Ramp – Post Tender Review

The Secretary-Treasurer reviewed the letter from MCM Architects inc. regarding the New Era School Grooming Room & Exterior Ramp project – Post Tender Review and answered Trustee questions.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the tender from Ben Wiebe Construction (1985) Ltd. in the amount of \$249,691.86 (plus GST) for the New Era School – Grooming Room and Exterior Ramp project be approved, subject to Public Schools Finance Branch (PSFB) approval.

B) Earl Oxford School Grooming Room

The Secretary-Treasurer reviewed the letter from PSFB (Public Schools Finance Board) regarding the Earl Oxford Grooming Room project and answered Trustee questions.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the appointment of MCM Architects Inc. to design, tender and administer the Earl Oxford School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

C) George Fitton School – Roof Replacement

The Secretary-Treasurer reviewed the letter from PSFB regarding the George Fitton School Roof Replacement Project and noted that PSFB will design, tender and administer the contract for this project. In consultation with PSFB, the Division needs to hire a roofing consultant for construction quality control reviews. Trustee asked questions for clarification.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the appointment of Agassiz Consulting for construction quality control reviews for the George Fitton School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board

D) King George School – Roof Replacement

The Secretary-Treasurer reviewed the letter from PSFB regarding the King George School Roof Replacement project and noted that PSFB will design, tender and administer the contract for this project. In consultation with PSFB, the Division needs to hire a roofing consultant for construction quality control reviews. Trustee asked questions for clarification.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the appointment of Agassiz Consulting for construction quality control reviews for the King George School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

E) Waverly Park School – Roof Replacement

The Secretary-Treasurer reviewed the letter from PSFB regarding the Waverly Park School Roof Replacement project. Mr. Mel Clark, Director of Facilities and Transportation, provided information on Garland Canada and indicated that Garland's focus is on preventative maintenance. Mr. Clark added that Garland Canada did an infrared scan on the roof that showed areas that require repair. He noted that this is a pilot project being undertaken by PSFB and the Brandon School Division with Garland Canada.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the appointment of Garland Canada for the project design, tender, contract administration and construction quality reviews for the Waverly Park School Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

F) RFI – Off-Campus – Provision of Leased Space

The Secretary-Treasurer reviewed his memo to the Committee, the summary, and provided information on this RFI. He reviewed the proposed classroom space layout, and the proposed timelines regarding project construction/completion. Mr. Labossiere noted that the building leases for Off-Campus and At-Risk Youth Program (ARYP) expire June 2017 and July 2017 respectively. The Committee discussed the location and the opportunity for further expansion.

Mr. Labossiere reviewed the costs and noted that the proposed 10-year lease will result in an increase of approximately \$50,000 to the annual operating budget. Mr. Labossiere answered Trustee questions.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the Proposal from the City of Brandon for provision of leased space for Off-Campus and ARYP for a term of ten (10) years in the amount of \$1,283,150 (plus property taxes and other applicable taxes) be accepted.

G) RFP – Supply and Installation of 41 School Bus Surveillance Camera Systems

The Secretary-Treasurer reviewed his memo to the Committee and answered Trustee questions. Mr. Labossiere noted that the life expectancy of the cameras is 7 years, and the life expectancy for the DVR units is 5 years. Mr. Labossiere indicated that there will be an approximate future cost of \$2,000 per bus as these items will require replacing once over the 12-year life of the bus, and that this cost will need to be built into future budgets.

Mr. Ron Harkness, Supervisor of Transportation, provided information to the Committee in regards to the RFP criteria, selection process and reference checks.

Mr. Labossiere added that there will be both video and audio recording on the school buses, and indicated that notification will be visible to the users of the buses advising of same.

Trustees asked questions for clarification.

The Committee approved the recommendation as submitted.

RECOMMENDATION

That the Proposal from Gatekeeper (including installation) in the amount of \$149,553.20 (excluding taxes) for the supply and installation of 41 School Bus Surveillance Camera Systems funded through the Bus Video Surveillance Hardware Capital Reserve Fund be accepted.

H) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the October 17, 2016 WPS&H Committee meeting minutes.

6. OPERATIONS INFORMATION

- **Mr. Ron Harkness, Supervisor of Transportation, provided updates on the following:**
 - The impacts of the Bus Bay Addition and the additional mechanic on Bus Operations in regards to the efficiencies, increased productivity, school bus safeties, reduction in the use of 3rd parties to repair buses, dry environment for mechanics, and the benefits of the bus lift.
 - The impacts of purchasing propane buses in regards to lower fuel costs, lower maintenance costs and time in the shop versus diesel buses.
- **In-Camera Discussion:**
 - The Secretary-Treasurer provided information on a Property Matter and answered Trustee questions.

7. NEXT REGULAR MEETING: Monday, January 16, 2016, 11:30 a.m., Boardroom

The meeting adjourned at 10:04 a.m.

Facilities and Transportation Committee Meeting Minutes, December 8, 2016

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

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BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: October 17, 2016 Date of next meeting: January 10, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x x	Absent
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x x	x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: M. Clark, Chair, called the meeting to order at 1:05 p.m.	➤ The agenda for October 17, 2016 was accepted without additions/deletions.	
	A. <u>Minutes of May 10, 2016</u>	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of May 10, 2016 were adopted as circulated. ➤ Moved by C. Laluk – J. Rose, Accepted and Filed.	
2016/03/08	B. <u>Outstanding Issues:</u> 1. Review of Selected Site Inspections Reports and Findings – Update – M. Clark (Attachment #1)	➤ M. Clark advised a memo had been sent to all school custodians instructing them to review classrooms for proper electrical requirements. ➤ D. Armstrong informed the Committee, the Brandon Fire Department is currently inspecting schools. One issue flagged was the use of plastic recycle bins. D. Armstrong was asked to check with other urban divisions, how are they handling the item of plastic recycle bins in school. D. Armstrong was scheduled to meet with Kevin Groff, Fire Prevention Officer Inspector, on Tuesday, October 18, 2016.	The use of plastic recycle bins in schools – Update – D. Armstrong
2015/05/12	2. Asbestos Removal Update – D. Armstrong (Attachment #2)	➤ D. Armstrong spoke to the form advising of asbestos removal in BSD facilities. The form is generic in nature and can be applied to all forms of abatement. ➤ M. Clark advised there are no upcoming large abatements in the Division. There are some Type I abatements, that will not require notification: removal of floor tiles and ceiling tiles. Areas during removal are corded off and are removed in small quantities.	

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	C. <u>Review of Selected Site Inspection Reports:</u> (Attachment #3)	<ul style="list-style-type: none"> ➤ K-8 Schools: George Fitton, King George, O'Kelly & Valleyview ➤ High Schools: Maintenance and the Administration Office ➤ D. Armstrong reviewed the site inspection reports. ➤ Previous, K-8 Schools: Earl Oxford (May 15/16), JR Reid (April 13/16), Meadows (April 11/16), St. Augustine (April 21/16) & Waverly Park (April 26/16). ➤ Previous, High Schools: Neelin Off-Campus (May 4/16). ➤ The Committee was directed to the BSD Portal to review previous inspections. The Committee requested D. Armstrong to add a signature line to the inspection reports, to accommodate a formal signature. The Committee also requested that D. Armstrong place not only the reports reviewed per the rotation schedule but also all inspections done each year, complete with sign off. 	All inspection reports to be uploaded to the BSD portal and when completed with a designated line for signatures – Update – D.Armstrong
	D. <u>Correspondence:</u> 1. None.		
	E. <u>New Business:</u> 1. Incident Report, May 03 to September 30, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong guided the Committee to the BSD Portal where the Incident Report spreadsheet was posted. He reviewed the Incident Report with the Committee and discussed the reporting numbers/descriptions. A discussion regarding staff and First Aid training was had, it was suggested that perhaps not only first responders should be trained. It was also suggested by the Committee that perhaps schools could be equipped with a wheel chair to assist in moving injured students, only when deemed safe, from the school yard to the school versus physically carrying students. 	
	2. Inspection Dates 2016/17 – D. Armstrong (Attachment #4)	<ul style="list-style-type: none"> ➤ D. Armstrong referred to the schedule which outlined planned inspections for the remainder of the 2016 school year. 	
	3. WPS&H Representatives – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee that all locations except for the Administration Office had a BTA/CUPE representation. 	
	4. Memo – Hearing Assessments 2016/17 – D. Armstrong (Attachment #6)	<ul style="list-style-type: none"> ➤ D. Armstrong shared with the Committee, Hearing Innovators Inc. were on the premises conducting assessments (4 days). The first two days of testing took place at the Administration Office and the remaining two days were at Crocus Plains Regional Secondary School. A follow up session will be planned for January 2017 to accommodate those employees unable to attend the first sessions. ➤ The Committee requested to have hearing assessment notification sent via personal emails. D. Armstrong to follow up with the Human Resources (Personal Development Coordinator) to investigate if personal emails are possible. 	Hearing Assessment, email notification – Update – D. Armstrong
	5. Training – Update – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee of training sessions, upcoming and past. Some highlights were the Safe Work MB session "Investigating Workplace Incidents" held on September 22, 2016, the MSBA/MTS session held on October 4, 2016, and the MSBA session "Rehab the Lab Workshop" planned for November 14, 2016 	

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In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

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Page 3 of 3



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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)

Other Business: Confirmation of Next Meeting: January 10, 2017

Adjournment: C. Laluk – J. Rose – The meeting was adjourned at 2:00 p.m. Carried.

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Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board