

Minutes of the Health and Safety Committee

Wednesday, Jan 23, 2013

Present: Claire Hardie, , Nilofer Irani, Marsha Melnik (chair/recorder), Pauline Walsh, John Hardie (Board Liaison)

1. a) Minutes of Nov accepted. b) Agenda created and accepted.

2. Communications to and from the Board:

John

The Board has asked the Committee to draft emergency protocols for staff.

The Committee has requested copies of Emergency Protocols from two other Condominium Corporations.

We also requested clarification on what the Board expects in a draft document.

It was suggested that John refer to the minutes of our meetings in making a report to the Board and have a short summary recorded in the Board minutes.

3. Disabling of the fire alarm boxes in the '03' line:

On New Year's Day, during the false alarm at 5:00 am, one the unit fire alarm boxes was disabled by a resident in the '03' line. This disabled ALL the boxes in that line, so those residents did not hear the alarm or the follow-up announcement. Marsha will write a personal letter to the Board and the Office Manager in time for the Board meeting tomorrow night. She will recommend more communication

1. To each unit in the '03' line through Canada Post
2. A general memo to all other units to be delivered to their door

4. Neighbours Subcommittee

Marsha

A flyer has been delivered to units on the floors that have not had a get-together asking those who are interested in attending or hosting a session to contact Marsha. There has been one response in each case.

Next meeting: Monday Feb 18 at 2:30

5. Update of Fire Dept List

Marsha

Marsha will send a memo to Isan, copy to the Board.

6. Emergency Board Announcements – by the Mailboxes

John

John will inquire whether a section of the Board Announcement board can be set aside for this purpose.

8. Newsletter article

Claire

Claire will write something for the upcoming Newsletter.

Next meeting: Thursday, March 7 2:00 PM in the Meeting Room.