



Joint Occupational Health & Safety Committee

Minutes

Thursday, July 17, 2025 | 11:00 a.m.
RDKB Boardroom, 843 Rossland Avenue, Trail, BC and Via
Teams Video Conferencing

Committee members present:

Employer Representatives

Janine Dougall, General Manager of Environmental Services-Employer Rep-Co-Chair

Worker Representatives

Jeff Paakkunainen, CUPE Local 2254, CPCC, Worker Rep. Co-Chair

Chelan Baulne, IAFF Local 941, KBRFR Administrative Assistant

Mauro Chiocchetti, CUPE Local 2254, Trail Admin, Bylaw Officer

Rob McGregor, CUPE Local 2254, Operations Supervisor, Boundary Landfills

Alternate Employer Representatives

Ryan Houghton, Manager of Human Resources

Lara Plotnikoff, Corporate Coordinator

Support Staff

Anitra Winje, Recording Secretary

Elsie Wall, Recording Secretary

Zuzanna Warzybok, HR & Safety Coordinator

1) CALL TO ORDER

Chair Janine called the meeting to order at 11:00am.

2) LAND ACKNOWLEDGEMENT

In the spirit of respect, truth and reconciliation, we honour and thank the Indigenous Peoples on whose traditional and unceded lands we operate.

3) ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the Joint Occupational Health and Safety Committee meeting of July 17, 2025 was presented.

Moved / Seconded:

That the agenda for the Joint Occupational Health and Safety Committee meeting of July 17, 2025 be approved as presented.

Carried.

4) ADOPTION OF MINUTES

The minutes of the June 19, 2025 Joint Occupational Health and Safety Committee meeting were presented.

Moved / Seconded:

That the minutes of the June 19, 2025 Joint Occupational Health and Safety Committee meeting be adopted as presented.

Carried.

5) UNFINISHED BUSINESS

None.

6) NEW BUSINESS

None.

7) FIRST AID/INCIDENTS, ACCIDENTS & NEAR MISSES

- a) June 28, 2025 Near Miss at McKelvey Creek Landfill
Ryan updated the Committee on the near miss.

Moved / Seconded:

That the near miss report for an employee trip and fall at the McKelvey Creek Landfill on June 28, 2025 be received.

Carried.

- b) Violence in the Workplace Incident
Janine advised the Committee that a violence in the workplace incident occurred at the front counter at 843 Rossland Avenue. This resulted in the affected worker taking off some time. Additionally, the RDKB will change the front reception area to improve security – possibly the installation of a bank gate. A contractor will assess the front counter and come up with a plan.

8) SAFETY STATISTICS

The safety statistics up to the end of June 2025 were presented.

Moved / Seconded:

That the safety statistics to the end of June 2025 be received.

Carried.

9) MONTHLY INSPECTION REPORTS

a) June 2025 Monthly Inspection Reports

*Reports **not** received by the deadline are crossed out

1. Administration	a.	Trail Administration & Vehicles (G6-Toyota BZ4X, G1—Toyota BZ4X, G3—Toyota BZ4X, ES16—Lightning, G9—Tuscon)
	b.	Trail Building Inspection Vehicles (B3—Ford Escape, B6—Hyundai Electric Vehicle, B7—Kona Electric Vehicle
	c.	Grand Forks Administration
	d.	Grand Forks Building Inspection Vehicles (B4—Ford Escape, B5—Ford Escape, G7—Escape, G2—Toyota BZ4X)
2. Protective Services	a.	Christina Lake & Vehicle (C1)
	b.	Rosslund (Station 371)
	c.	Warfield (Station 372)
	d.	Genelle (Station 373)
	e.	Trail (Station 374) & Vehicles (C1 & C2 & ST1)
	f.	Montrose (Station 375)
	g.	Fruitvale (Station 376)
	h.	Big White
3. Recreation	a.	Beaver Valley Arena & Vehicles (F-3 (F-250))
	b.	Beaver Valley Family Park & Campground (Seasonal)
	c.	Christina Lake Park & Vehicle (F150)(Seasonal)

	d.	Grand Forks Aquatic Centre
	e.	Jack Goddard Arena & Vehicle (Chev truck)
	f.	Recreation and Facilities Vehicles (F150, F150 4x4 with canopy)
4. Landfills & Transfer Stations	a.	Beaverdell Transfer Station
	b.	Christina Lake Transfer Station
	c.	Grand Forks Landfill
	d.	McKelvey Creek Landfill & Vehicle (Ford F-150)
	e.	Rock Creek Transfer Station
	f.	West Boundary Landfill
	g.	West Boundary Landfill Vehicles (F-150, GMC, Honda HRV, Dodge 3500)
5. Environmental Services	a.	Milfoil Boat & Vehicle (F150) (Seasonal)
	b.	Christina Lake Water Utility & Vehicle
	c.	Columbia Pollution Control Centre & Vehicles (ES3, F250-ES6, Dodge 3500-ES5, ES8, 2021 F350-ES14, Trailer)
	d.	Flow Meters & Lift Stations (Glenmerry, Murray Park, Rivervale, Rossland, Warfield)
	e.	Water Treatment Plants (Columbia Gardens, Rivervale, Warfield)
	f.	Environmental Services Vehicles (ES12-Toyota Tacoma, G8 - Kona)

Moved / Seconded:

That the June 2025 Monthly Inspection Report be received.

Carried.

10) TRAINING AND EDUCATION

a) Incident Investigations

There are two options for the incident investigation training:

1. An online 60-minute option
2. An instructor led in person four-hour option

Ryan has recommended an instructor-led course, as it would be more in depth and provide more resources and information.

Here is a link:

[Incident Investigations | BC Municipal Safety Association](#)

Moved / Seconded:

That HR schedule in-person, instructor-led incident investigation training for October 2025.

Carried.

HR will also investigate a Hazard ID course.

11) OTHER BUSINESS

None.

12) PROGRAMS/POLICIES/SAFE WORK PROCEDURES/RISK ASSESSMENTS

None.

13) ROUNDTABLE DISCUSSION

Next facility inspection: August 12 – Beaver Valley Family Campground

14) RECOMMENDATIONS TO THE EMPLOYER

None.

15) NEXT MEETING

The next Joint Occupational Health & Safety meeting will be held on August 21, 2025, in the Trail Board Room and via Microsoft Teams.

16) ADJOURNMENT

There being no further business, the meeting adjourned at 11:28 p.m.