

**EFMA ZONE 1
SPRING MEETING
April 26-27th, 2012**

Prestige Conference Centre, Nelson, BC

Members present:

Steve Jackson	Norm Julien	Regards from Joe Tank
Wayne Keiver	Dean Higashi	
Al Ure	Allan Mitchell	
Bruce Maclean	Steve Morissette	
Heather Simm	Art Olsen	

April 26th

Noon-Meet for lunch

1 PM-Seminar on Due Diligence presented by Caleb Wong (Employers Advisor's office)

April 27th

7 AM-Breakfast at Prestige

8 AM-EFMA Zone 1 Meeting

1) Minutes approved from Spring 2011 meeting.

2) Reports:

- President's Report-Steve Morissette
- Secretary-Treasurer's Report-Heather Simm
 - i) Account information reviewed, options for our Zone
- Mother EFMA's Report-Bruce Maclean
 - i) Strategic Plan
 - ii) Website
 - iii) Conference update
 - iv) Certification Process (more information from Steve Jackson)

3) Date and Location for Fall Meeting

- Fairmont (October 18-19th, 2012)
- Topics-HR, Procurement (MOE), SICA, CCDC, Fire Safety/Fire Code (Fire commissioners office)

4) Retirement Plaque

- Steve Jackson-motion to continue with plaques (invite member to Zone meeting and buy them dinner). Motion passed unanimously.
- Order one for Tom that states SPOA and then order more that state EFMA.

5) CAMS

- Update from Steve Jackson (industry standard is 2% of annual value of building spent each year. SDs in general are at approximately .5%)
- Discussion about information, use and future.
- Main, ultimate goal at high level was to get information to Treasury Board on amount of need.

6) Election of President and Secretary-Treasurer

- Wayne Keiver-President
- Al Ure-Secretary Treasurer

7) Zone Meeting adjourned

9:30-ROUND TABLE DISCUSSION

8) Round Table Items

- **Custodial Scheduling**
- **On line training for drivers**
- **Posting for custodian** (area vs. building vs. District)
- **Drivers posted to route or hours per week**
- **Bus washing** (SD6-each driver plus 1 hour “prep time” after driving time. SD5 bus washers. SD8-bus washing duties.)
- **Year-end bus washing** (SD8-1 temp. posting, SD 6-12 hours per bus, no cleaning at Christmas or march break)
- **Dandelion control** (most Districts doing nothing)
- **Snow Removal** (done by Trades in AM in most Districts) (SD 6-Log sheets for shoveling)
- **Custodial Supplies**
- **Work Requests**
- **Custodial tendering**
- **Safety Inspections**
- **Fire Extinguishers** (yearly by Electricians, monthly required or extra?)
- **SD 6-Facility Safety logbook at each site** (audited by site committees)
- **Grounds Program** (fertilization, aeration) SD 6 using new product that gets applied in Fall
- **Computerized Maintenance Management** (Webworx, FAME, school dude)
- **Cell Phone use/abuse, cell phone policy**
- **Wearmax**
- **Chair glides**
- **Video surveillance**