

Public Works

Water & Wastewater Services

Central Maintenance

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Maintenance Management Meeting
Central Maintenance Facility
Minutes of Meeting
July 23, 2015
1:30 – 3:00 p.m.

Attendees:

Paul Smeltzer	(PS)	Director, W&WW Services
Romaindra Mohabir	(RM)	Associate Director of W&WW Maintenance (Acting)
Craig Courteau	(CC)	Manager of SCADA Engineering and Technical Trades
Dan Locco	(DL)	Manager of W&WW Systems Maintenance
Zoltan Mod	(ZM)	Systems Maintenance Manager – Water South
Frank Vasko	(FV)	System Maintenance Manager – WW South
Craig Leppert	(CL)	Skilled Trades Manager
Steve Fry	(SF)	Skilled Trades Manager (Acting)
Foebel, Wesley	(WF)	System Maintenance Manager
Ron Gibbon	(RG)	Contract Administrator/Security Coordinator
Pennie Erb	(PE)	Maintenance Planning & Scheduling Coordinator
Lynne House	(LH)	Administrative Assistant (Recording)

Regrets:

Mark Airhardt	(MA)	System Maintenance Manager – Water North
Scott Gabel	(SG)	Skilled Trades Manager
Barry Robbins	(BR)	System Maintenance Manager – WW North

No. Item

Last meeting: April 24, 2015

Previous business:

I. WMT:

- a. Vacation policy: RM reminded managers to monitor staff vacation balances. Staff must utilize vacation time before lieu time.
- b. Performance Objectives: All staff have now received letters.

2. Purchasing updates:

Another EFMS update will be released soon. When finalized, it will be circulated to all staff.

RM will defer responding until the next Maintenance Managers Meeting on the previous item to clarify when money is encumbered if goods are not received at the end of the year, until feedback received from DMT.

Action: RM will clarify when money is encumbered if goods are not received at the end of the year, until feedback received from DMT.

3. Security incident reports: RM reiterated to managers to remind staff that they must report incident to their manager prior to logging a Security Incident Report with RG.

Action: Managers should remind staff to first discuss circumstances surrounding the need to prepare a Security Incident Report with their manager before asking RG to initiate the report.

4. Cell phones: Discussion surrounded text capable phones requested by staff. The Director suggested smart phones is being considered for all staff and is meeting with IT next week to discuss needs and submit the request. RG will provide a list of staff requiring cell phones to the Director by noon on Tuesday.

Action: RG will provide a list of staff requiring cell phones to the Director by noon on Tuesday.

Action: The Director will be discussing smart phones for all staff at next week's meeting with IT.

5. Visa purchases: RM reminded managers to monitor staff Visa purchases in accordance with established guidelines and policies.
6. PPE inspections: Discussions were held with Labour relations, who has approved the PPE equipment checklist that staff will be required to signed off on contents of their PPE bags. The form will be sent to CUPE 1287 for review and release to staff after inspections are completed next week.

7. Suggestions:

- a. Shortage of paper towels in change house: Follow-up to a suggestion received regarding a shortage of paper towels in the change house resulted in the contractor being brought back in to discuss restocking procedures. RG asked the contractor to monitor supply; no issues have since been reported.
- b. Cargo pants: Two versions of cargo pants available – one that is not fire retardant (poly blend) and one that is fire resistant (100% cotton). Staff can request to purchase cargo pants. There have been no adverse comments from staff.
- c. Bumper stickers for vehicles: Comment was not processed as it was deposited unsigned, therefore no response was issued. Managers were directed to communicate this decision to staff.

8. Central Pump Station – lifting device: FV advised that the crane that is currently on site has been disconnected and will be tagged out and remain on-site. A mechanical device has been installed.
9. PPE training: PPE training for Rope Grab Travel Restraint system has been completed, with the exception of two staff members. A follow-up session will be held for remaining staff that requires training. All Water and Wastewater sections will be advised of the additional training session so those requiring training can attend.
10. Mass RBO Meeting: A Mass RBO meeting is planned for September, 2015. The Director's objective will be noted and should be enforced.
11. Chair's visit: The Regional Chair will be meeting at Central Maintenance Facility on August 4th to receive a presentation on the CMMS System. Managers should ensure that all staff are aware of Council priorities.
12. 2015 Goals and Objectives: Managers should share 2015 common Goals and Objectives with staff.
13. Collective Bargaining Agreement (CBA): The CBA was ratified by Council. Managers should refer to updates that were circulated, until new books are issued.
14. Security upgrades capital forecast project: Security upgrades are ongoing.
15. iFix: CC noted that Maintenance staff requested read-only access to Operator SCADA screens when attending remote sites. The Director advised that all staff should be given read-only access. One generic username and password will be given to staff. Contractors and consultants will be held accountable for not maintaining proper security profiles.

Further discussion with the Director will involve remote system access for staff over the internet.
16. Standby pay: The Director has advised that stand-by pay is under review and CMF will not mirror current practices adopted by Transportation.
17. Spare keys for vehicles: RG has located a supplier that can provide a spare key with transponder for \$55. RG will conduct an inventory of keys, including keys issued at CMF. Contract specifications for the supply of spare keys will be reviewed.

Action: RG will conduct an inventory of keys, including keys issued at CMF.

18. Remote sites: RM reminded managers to advise PE of remote sites that are deemed “construction” areas. Grass will not be cut at those sites as the land is under the care of control of the contractor.
19. Financial Management Training: RM noted that there will be follow up sessions for Financial Management training.

New business:

20. Transparency: RM noted that the Director wants us to be open and transparent, an efficient world-class, top notch unit, productive, business-like, and reflect core values.

RM will circulate a document he prepared identifying customer service, strategic priorities of council, People First, and core values.

We are here to break down barriers, not put them up.

21. Vacation: A reminder was issued to managers regarding a memo issued last year by the Commissioner to be mindful of outstanding vacation hours for non-union staff. RM will ask the CMMS Administrators to prepare a report of vacation hour balances for unionized staff; managers should ensure staff compliance.
22. Training: The new training calendar has been issued. Managers should be aware legislative requirements; staff need 40 hours of training annually. Ensure that staff have training applicable to their jobs. Mandatory training must be taken first. Managers should monitor training.
23. Work Accommodation Policy: RM noted that the policy was sent out by the CLT and is under review.
24. Commute and wrench time: Planning and foresight should be used to maximize wrench time and minimize commute time to sites. All management are required to communicate the department’s overall objectives to reduce commute time by 20 per cent, and to maximize wrench time by end of 2016.
25. Development program: At a recent Senior Managers Meeting, it was brought to their attention that DMT discussions surrounded a new 270 Staff Development Program for future leaders, with a target group of non-managers. The program also involves union employees. RM will circulate information to all managers. The names submitted will be considered for the next iteration of this program.
26. Health & Safety:
 - a. Air sampling equipment: CC discussed Quantum Murray training for continuous air sampling. At a recent RBO meeting, staff discussed concerns over the

trainer's preferred methods and practices. It was reported that some staff were using sampling meters. RM re-iterated that legislation governing the use of air monitoring equipment must be adhered to. The current method of air sampling is sufficient using gas monitoring meters. The Inventory Management Technician will order five personal air sampling meters that staff can sign out. Managers should communicate to staff that the units will be available, and when used, must be done in accordance with the applicable regulations.

Concern over training methods will be expressed to Corey Canham and Deanna Barrow. Trainers should adhere to legislated requirements and not their own preferences. . The Health & Safety Committee will address the matter with trainers. It was agreed that competent and responsible staff correlates with lower probability for accidents. Managers are required to reinforce matters relating to safety, especially when there is a deviation in practice to ensure consistency.

- b. Fall protection training: At recent fall protection training given as a result of changes to construction regulations, staff were shown an accessory to attach to the full body harness. Managers should be made aware of such items prior to training being delivered. CMF has agreed to purchase a few at approximately \$20 each. It was suggested that any new mandatory training be delivered first to managers. It was noted that at recent confined space training, proper fall protection was not used. The Director agreed that managers should see training content in advance and will discuss the matters with Corey Canham and Deanna Barrow.
- c. Emergency lighting: Managers were asked to encourage staff to use their flashlights in the event of a power failure. It will allow them to get to a safe location until power is restored if no emergency lighting is available.
- d. All managers were advised to have, engage, and encourage discussion with their team members the subject of travel restraint and fall protection and arrest as per recently concluded Fall Protection Training.

All W&WW personnel will be provided with their own PPE bag.

- e. Fall protection training: It was noted that Xtirpa was on site at CMF yesterday to make a presentation on guard rails, safety barriers, and davits. Staff should use devices and provide feedback by the end of August. It enhances our safe practices for duck bills, man holes, and hatches. A decision will be made whether or not to move forward with this as standard practice. Depending on feedback, for repairs to davits, portable units may be the most cost effective way to move forward.

27. Budgets: The mandate of council this year is a zero per cent increase. Senior managers have met and considered possible options for savings to offset increases in operating costs. Managers and staff are encouraged to work collaboratively to find ways that improve on our efficiencies. Managers were advised that they should monitor their individual cost center variances and address appropriately.
28. First Initiative Team (FIT): The Director recently presented nine action areas to DMT. He noted that the FIT team replicated some work from open houses and other events; nine areas for improvement were identified. Nine high level initiatives were compiled. Over the next four days, he will meet with FIT team members to discuss project charters and an action plan that will be presented to leaders at the end of the month. It is very important to the Director that improvements identified are made. The plan will be formally rolled out in September to all union and non-union staff. All of our performance objectives have a FIT component and he wants all staff to volunteer and assist. There will be areas of common interest to all of us. The DMT sponsor will be a champion to provide assistance, support, and push; to enable the task group to perform duties and facilitate getting it done.
29. Contracts: RG noted current contracts that are under review: PPE, lifting devices, and ETQ, and encouraged feedback from contract review.

The Director suggested using a Request for Proposal, instead of a contract as it provides more flexibility and could result in cost savings.

30. Expenditure Authorization Process: Discussion surrounded the amount of spending allowed outside of the EA process. RM noted that the latest amendment of the Purchasing By-Law indicates very clear guidelines. The Director noted that the process and limits will change in October 2015.
31. Inspections: Discussion surrounded results of inspections and the process following failed inspections. FV asked to be part of the results review before following up. Inspections are done based on regulations in the contract. RM and FV will meet tomorrow morning to discuss the inspection follow-up process and how certificates are printed and posted.

RM noted that concern was raised at a recent Joint Occupational Health & Safety meeting that staff are unable to see the sticker if too high. The inspection certificate will be lowered and placed closer to the lifting device. For now they will be laminated and affixed to the wall. A binder with a list of all inspection reports will also be sent to each plant.

Action: RM and FV will meet to discuss the inspection follow-up process and how certificates are printed and posted.

32. Turbo blowers: The Director and Associate Director of W&WW Engineering will meet with representatives this Friday. They will be removing the entire turbo blower category from the Approved Product and Equipment List (APEL).

33. Paging system down: SF noted that the paging system is currently down. CC will send an email to staff to ensure that protocol is followed. Managers should send an email to Operations managers and the Maintenance Manager on call to call cell phones.
34. Training catalogue course contents: ZM asked that the training catalogue be refreshed with different courses to provide staff with greater choice. RM will discuss mandatory training matrix and programs offered with the W&WW Training Coordinator.

Action: RM will contact the W&WW Training Coordinator and request a mandatory training matrix, and to request that the training catalogue be refreshed with a new variety of courses.

35. Labour Pool staffing: The Director indicated that there are currently five employees in the Labour Pool and more interviews are planned. ZM suggested that Labour Pool employees receive mandatory training a.s.a.p. so they can be put to immediate use when assigned to positions. RM will be discussing with HR.
36. Wrench time – Department Objective “To Maximize Wrench Time”: ZM suggested that the previous EMA Yard Rationalization Study be used for suggestions to increase wrench time.
37. Non-union job descriptions: The Director noted the Job Evaluation Committee has conducted a review of non-union job descriptions; external comparators (chosen by Council) will then review. He indicated that the process was productive.
38. Performance Objectives: RM reminded managers of Performance Objectives Meetings and that the five performance objectives must be completed in the time frame given.
39. Communications will come from the Human Resources Director reinforcing the “One Team” approach to doing business and breaking down barriers. RM will send information to senior managers to communicate with their respective team members.

Action: RM will send senior managers information to communicate with all staff.

Next meeting date: Thursday, August 27, 2015