

MEETING MINUTES



Location: Holiday Inn Gasoline Alley

Date: June 23, 2023

Time: 10:00 am

Members Present

John Wingert	Sid Jomha	Sandy Mackenzie	Kirsty Cameron
Darrell Shermak	Lorne Buczyk	Justin McGeough	Doug Webber
Mike Baker	Tina Baker	Chad Kalynko	Jason Tellstone
Cody Conners	Randy Brown		

Members Present on Zoom

Chris McClusky	Joseph Lazarick	Bastion & June Morrin	Steve Bulton
Abdel Selmi			

- 1. The meeting Randy Brown opened the meeting at 10:00 am and stated we would follow the agenda as distributed. The meeting was held at the Holiday Inn Gasoline Alley, Red Deer and also broadcast via Zoom video.**
2. Volunteer to record the minutes and type them up for distribution. Since nobody volunteered, **Randy Brown recorded the minutes. Please accept my apologies for any errors and omissions of which there may be several.**
3. Minutes of previous meeting as distributed or on web site; Move to dispense with reading of the minutes and adopt as they are circulated.
- Business arising from the minutes; **Nothing came up**
4. Treasurers report; – **Bank account as of June 23, 2021 \$12,026.06** All bills and accounts are paid and up to date.
 - a. - Member association dues, invoices have been sent June 16, 2023
 - b. - Reigniting the AFSA. Need people to get involved. How do we regenerate interest? **We discussed the turnout which was pretty good for this first meeting in many years. We need to continue to expand our email list and encourage more members. Part of that will be to get rid of the negativity associated with complaining about each others work and to**

work on educating customers, fire authorities and each other on the proper way that things should be done.

Our association was created to collect and disseminate information to enhance life safety. We have not done a very good job of that in the past.

We should be looking to create an Education component to the albertafire.com website. We could start with finding and linking videos, presentations and articles that are already online and do a good job of educating people.

For those areas where information is lacking, we could create those presentations and videos ourselves. It was suggested that we hold a workshop to create some of this content prior to or after our regular meeting to get this started. 3M Hood Cleaning has a good video on their website to show power washing a kitchen exhaust system while training their staff. Volunteers are always welcome.

- c. - The 2020 Year end was completed, and dispersed with the agenda. We are still working on updating the accounting and need to update 2021 & 2022 year ends. **Waiting on clarification of one deposit from April 2022.**
 - d. - Elections for 2023 – procedures and interested persons to submit nominations. **It was discussed that Randy Brown had assumed all roles for now and that we would look for volunteers to form a new board in the future. We cannot wait too long as the Association's bylaws require a board to be in place.**
 - e. - Hiring of a part-time executive secretary at a rate of \$500 per month. **Randy Brown will continue this role for now but we will want to put someone in place to do this job. Board members are usually too busy to do very much work. We will continue to keep our eyes open for someone to manage the association's day to day work, to promote and encourage new members so that the association continues to grow.**
5. Purchase of AV Equipment **Randy Brown reported that rather than accept an honorarium for the Executive Secretary role, he used some of the funds to purchase an AV system so that all meetings could be broadcast on Zoom. This will allow the more remote members to attend our meetings without all of the driving normally required to attend in person. Since Covid this is the new normal.**
6. Action Items from Previous Meeting
- a. - 01.26.18.1 - Training videos for inspectors and SCO's to be developed and added to the AFSA website. Extinguisher demonstration as well. , videos available online, link to website. Work Shop to generate videos for fire authorities, best practices, tips and tricks, etc. **Discussed above**

- b. - 04.26.19.1 – Complaint form to be added to AFSA website. **After discussing a more positive approach it was decided that complaints and negativity should not be what this association focuses on. Tabled**
- c. - 04.26.19.2 Kevin Stanger – Fire extinguisher servicing shop inspections – discuss the obligations with members and how they are meeting their due diligence and OHS obligations. – In camera – tabled – send to Standards Council of Canada. Robbin suggests all complaints and suggestions for improvement be sent to Robbin. Robbin will compile the list and send to members to formalize a letter to be sent to Standards Council of Council. **Tabled**
- d. - 10.04.19.2 – Building owners' requirements to be added to AFSA website – link Safety tips sheets and remove form list **There is a Safety Tips sheets on the AMA website that we have linked to. See <https://www.albertafire.com/education>. In order for this page to be viable we need new content constantly. If you know of any good articles please submit them to info@albertafire.com.**
- e. - 10.04.19.3 – Public Education Committee - Pre 1984 Fire Extinguisher article to be added to website **This article needs to be written by someone who understands it. Hopefully Darrell Shermak can write this out and submit it to info@albertafire.com for publication.**
- f. - 01.31.20.1 - The mission statement, purpose and goal of AFSA be reviewed to meet current compliance and industry needs and publish on the website – **Randy to add to web site. The Code of Conduct was shown to all members and it was explained that the document along with the Mission Statement were created by ChatGPT (AI). Those have been uploaded to the website (<https://www.albertafire.com/code-of-conduct> and <https://www.albertafire.com/mission-statement>) but I did find a copy of an older Code of Conduct in the files. We will circulate these with the Minutes and next Agenda for discussion. The old ones are very good.**
- g. - 01.31.20.2 - The bylaws be reviewed, updated and made public – Kevin Stanger – Send scanned docs to Kevin, have them retyped and email to members. Terms of reference be developed for all positions that represent the AFSA – Kevin Stanger in above **Since the meeting I did find the scanned version of the bylaws. As I was working through them I came across a section that unreadable in the scan so I went to the files to see if I could find a cleaner version of the bylaws. What I found was a much newer set of bylaws that was created in 1999. I have compiled both sets of bylaws in to a single document. We need a volunteer or 2 or 3 to review these bylaws and update them to recognize today's technologies and conform to the way we operate (or should operate) now.**
- h. - 01.31.20.3 - Introduce levels of membership: - Kevin Stanger
 - i. Industry - full input, eligible for board membership and vote.

- ii. Associate - limited - external input and guidance – provide services to the industry.
- iii. Corporate - supports and promotes the AFSA.
- iv. Ex officio - AHJs - intent, interpretation and application of legislation and compliance
- i. - 01.29.21.1 - Fire Sub Council seat to be filled in 2023. Marc Chayer has retired from the association. **We have received a Resume from Abdel Selmi from Savvy Fire for this position. Abdel's resume was included with Marc Chayers when Marc was appointed so we will submit Abdel as our representative again this time.**

7. Committee reports;

- a. Portables: (??) **Darrell Shermak circulated some sample verification collars advising members that they could have their own made up rather than purchasing generic ones. See the last page for a larger image.**



- b. Fixed Systems: (??) **Lorne Buczyk reported that Ansul has stopped making CO2 cartridges. Training is now available on line except for Transport Canada training which is not virtual.**
- c. Fire Alarms: (??) **Nothing**
- d. Canopy Cleaning: (??) **No reps at the meeting**
- e. Fire Technical Council: (??)
 - i. We need a replacement for Marc Chayer **Abdel Selmi will be submitted**
 - ii. Fire Administrator's Office (Tina Parker/Mike Baker): **Tina reported that there is a real push on now for a Mandatory Technician's Registry to be hosted by the Safety Codes Council. A letter has been sent in by the Alberta Fire Marshals Guild and that we should be helping support this endeavour. It was discussed that our Fire Sub-Council Rep will be a large part of that, but we should also put together a working committee to help with this very important initiative.**

The Qualifications Standata was discussed. It will be referred to as part of the Technician Registry.

Tina also advised that the new Alberta Fire Code will be out this fall. She has offered to do a presentation at our next meeting to outline the changes that may affect us.

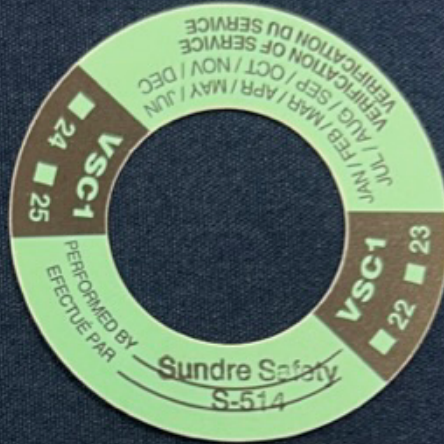
- f. Sister Associations: Kevan Jess is the Fire Sub-Council rep for the Alberta Fire Chiefs Association. Hopefully we see Kevan back out to our meetings in the future.
Sandy reported on the CFAA and Randy told him that he does not get emails from the Alberta Chapter. Sandy said he would get that fixed. We had some sprinkler people with us today and suggested we need to hear more from CASA (Canadian Automatic Sprinkler Association). We have a letter from the Alberta Fire Marshals Guild and we will encourage them to become more involved.**
 - g. Should we establish an Education Committee? In order to deliver on our stated purpose as outlined in our bylaws, it is time that we actively produce or locate content that can educate end users, fire authorities and each other. An Education Committee would be the best way for that to happen. The CFAA's success as an association can be directly attributed to how well they have taken training to heart. As always volunteers are needed.**
 - h. Should we have a FD Liaison? Our meetings would have much more value if we had more representation from fire officials from all over the province. We need to collect their email addresses to include in our distributions. We need to talk to them so we can understand their needs and concerns. The liaison for now is through Tina's office.**
- 8. Membership: We have accepted the following new members: Xfinity Fire Protection from Edmonton, NWT Safety Supplies from Nisku, Cansal Safety Inc from Fort McMurray, Alexander Safety from Whitecourt, SERIT Fire Protection Inc from St. Alberta, Foothills Kitchen Exhaust from Foothills, MACFIRE Safety Services**

The Membership listing on the website is at <https://www.albertafire.com/member-directory>. Only members that have paid their 2023 dues have been posted. This is tied to another website called communitybox.com that will make managing the members list much simpler.

We have also issued Certificates of Membership to those that have paid their 2023 dues along with printed versions of our Code Of Conduct and our Mission Statement. Samples at the end of this document.

- 9. Roundtable: The roundtable discussions were mostly about how it was good to be back meeting again and to try and keep the momentum going. We have some very important work ahead of us and we will need people to step up and help as much as they can.**

Next meeting: tentatively scheduled for September 15th in the same location at 10:00am. **When I contacted the Holiday Inn they could not accommodate us on that date. We are booked for October 13th.**





2023

CERTIFICATE of MEMBERSHIP

This certificate is presented to

Member Company

In recognition of their commitment to enhancing life safety in the Province of Alberta, this certificate acknowledges that the holder, as an esteemed member of the AFSA, is dedicated to upholding a steadfast Code of Conduct. Through collective effort, we strive to make a profound impact on enhancing life safety.

June 23, 2023

Date

Signature



MISSION STATEMENT



The Alberta Fire Safety Association (AFSA) is dedicated to enhancing life safety in Alberta. Our mission is to foster a culture of excellence and professionalism within the fire safety industry. We bring together experts in fire alarm systems, fire extinguishers, kitchen suppression systems, special hazards, and kitchen duct cleaning services to ensure the highest standards of safety and protection for our communities.

Through collaboration, education, and adherence to regulatory standards, AFSA strives to be the leading authority in fire safety in Alberta. We aim to provide outstanding service to our customers, offering reliable and efficient fire safety solutions that meet and exceed industry requirements.

AFSA is committed to continuous learning and professional development. We equip our members with the knowledge, skills, and resources necessary to stay at the forefront of fire safety technology and best practices. By maintaining the highest level of competence and ethical conduct, we instill trust and confidence in our clients, partners, and the public.

At AFSA, we value integrity, professionalism, and a customer-centric approach. We are dedicated to safeguarding lives, properties, and the environment from the devastating impact of fires. Together, we strive to create a safer Alberta for all.

Old Code Of Conduct



CODE OF CONDUCT



We as active members of the Alberta Fire Safety Association recognize that the life safety services and products we sell impact the quality of life of the People of Alberta significantly. To that end we will perform our work with the highest level of professionalism, integrity, and competence.

- 1) We will always conform to the current Alberta Fire Code and Building Codes and their associated Standards.
- 2) We will only use personnel certified or qualified as required by the Alberta Fire Code to perform our work.
- 3) We will always supervise trainees with certified or qualified personnel.
- 4) We will strive to continually update ourselves with formal and informal training on products, Codes, and Standards.
- 5) We will warn our clients of any safety, health or fire issue we see on their property or with their employees.
- 6) We will be honest and truthful in all dealings; behave in a manner that upholds the principles and integrity of the Alberta Fire Safety Association.
- 7) We will promote the Objectives of the Alberta Fire Safety Association.

New Code of Conduct



CODE OF CONDUCT



1. Professionalism: All members of the Alberta Fire Safety Association (AFSA) shall always conduct themselves in a professional and ethical manner. This includes maintaining a high standard of integrity, honesty, and respect in all interactions within the association and with external stakeholders.
2. Compliance with Regulations: AFSA members shall adhere to all relevant laws, regulations, and standards pertaining to fire safety services. They shall stay updated on the latest codes and guidelines and ensure that their work aligns with these requirements.
3. Competence and Training: Members of AFSA shall continually enhance their knowledge and skills through regular training and professional development opportunities. They shall strive to provide the highest quality of service by staying current with advancements in fire safety technology and best practices.
4. Customer Service: AFSA members shall prioritize the needs and safety of their customers. They shall provide prompt, reliable, and efficient fire safety services, aiming to exceed customer expectations. Communication with customers shall be clear, respectful, and transparent.
5. Confidentiality: Members of AFSA shall maintain the confidentiality of sensitive information obtained during the course of their work. They shall respect the privacy of their clients and ensure that any confidential data is handled securely and protected from unauthorized access.
6. Collaboration and Cooperation: AFSA members shall foster a spirit of collaboration and cooperation among each other and with other stakeholders in the fire safety industry. They shall actively share knowledge, insights, and experiences to promote mutual growth and learning.
7. Safety and Well-being: AFSA members shall prioritize the safety and well-being of themselves, their colleagues, and the general public. They shall adhere to all safety protocols and guidelines while carrying out their duties, ensuring a safe working environment for everyone involved.