

**SOUTH FIRE DISTRICT
HEALTH & SAFETY COMMITTEE
Regular Meeting Minutes
November 24, 2025 at 9:00 a.m.**

1. Call to Order

The meeting was called to order at 9:05 a.m. by Deputy Chief Nick Fischer.

2. Roll Call

Present: Deputy Chief Nicholas Fischer, Training Captain Andrew Turenne, Firefighter Paul Zabulis, Firefighter Zach Tiezzi, Kathy Kiley, Recording Secretary Alyse McEwen (arrived at 9:15 a.m.)

Absent: Deputy Fire Marshal Ryan Parmelee

3. Accept/Amend Agenda

The agenda was accepted as presented.

4. Introduction of Visitors – Captain Tim Heiden

5. Acceptance of Minutes – September 10, 2025 Regular Meeting

Correction: 8b) – the injury was to the employee’s left knee. The minutes were accepted as corrected.

6. Old Business (status of outstanding issues, i.e. hazardous condition complaints and recommendations generated from the previous meetings.

a) Change in response protocol for incoming mutual aid.

DC Fischer distributed a memo with the changes to all company officers.

b) Some members are not wearing the appropriate footwear.

DC Fischer will address.

c) The Plymovent for E32 has a hole in the tubing.

The hole has been fixed. Captain Turenne is researching new vendors.

d) Firefighter Tiezzi received a request for a line to be painted on the bay floor on the driver’s side of Brush 36 to assist with backing up the apparatus. Deputy Chief Fischer will arrange for this to be done in-house.

Firefighter Lynch will paint the line.

e) Kathy Kiley suggested that the ductwork (including the grates) in the firehouse be professionally cleaned.

Deputy Chief Fischer will arrange for the cleaning and add “filter changing” to the spring-cleaning list.

Quotes were requested from two vendors who came to the firehouse. Neither vendor provided a quote.

f) The ceiling tile over the Fire Marshal’s desk needs to be replaced due to a continuous roof leak.

The ceiling is no longer leaking.

g) Deputy Chief Fischer will investigate replacing the ceiling fans in the bay with Big Ass Fans.

Pending.

h) The dryer vent needs to be cleaned in the laundry room.

Will be done in conjunction with the ductwork cleaning.

7. Hazardous Conditions Complaints

- a) The soap tray in the men’s locker room center shower stall is broken.
- b) Firefighter Tiezzi found a loose safety cap of an EpiPen in E32’s medical bag. This could cause an accidental discharge of epinephrine into someone reaching into the bag.
The storage of EpiPens will be reevaluated.
- c) The PIN to enter the building and to access entry to all other areas of the building has been given to outside individuals which compromises the security of the building and staff.
DC Fischer discussed various solutions. A policy will be written in this regard.

8. Review of Accidents/Incidents, Illness, or Injuries; Discussion of Preventative Measures Taken

- a) Employee was repacking hose after training. While removing the hose tray their left index finger went into the space between the hose tray and the retaining mechanism causing an avulsion.
Practice proper situational awareness.

9. Training Information

The possibility of having a committee member take the OSHA 10-Hour Outreach Training Program and/or invite Chip Darius, an OSHA consultant, to attend a committee meeting were discussed.

10. New Business (other than hazardous conditions complaints)

Various suggestions for gear cubbies were discussed.

11. Adjournment

MOTION to adjourn by Firefighter Tiezzi/Kathy Kiley. Unanimously approved. The meeting adjourned at 9:46 a.m.

Submitted by,

ACCEPTED 2/17/2026

Alyse McEwen

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Recording Secretary

2026 Meeting Dates

Annual Meeting: Tuesday, February 17th at 9:00 a.m.

Regular Meeting: Friday, May 15th at 9:00 a.m.

Regular Meeting: Wednesday, August 12th at 9:00 a.m.

Regular Meeting: Thursday, November 19th at 9:00 a.m.