

Humboldt County Safety Committee Minutes
November 7, 2018
2:00 P.M.
County Commissioner Meeting Room, County Courthouse

In Attendance:

Abel del Real-Nava, Betty Lawrence, Catherine Bergey, Gabrielle Carr, Jessica Anderson, Karin Cooney, Liz Sjoblom, Maureen McQuillan, Tammy Bendell

Abel del Real-Nava called the meeting to order at 2:08 p.m.

1. Review and approval of the minutes of the August 1, 2018 meeting.

Catherine Bergey made a motion the minutes be accepted as presented. Gabrielle Carr seconded the motion. The motion carried with Karin Cooney abstaining.

2. Quarterly Claims Activity

Abel reported on the claims.

3. Discussion and possible approval of new written Safety Program

Abel told the committee the District Attorney's Office reviewed the draft. There were minor grammatical corrections. There will be supplemental pages to the final written document. Supplement A will be a list of equipment for the Public Works Department. Supplement B will show exit routes. We will start with the courthouse then move to satellite offices. Levy provided historic plans and Jessica said she has the exit plans for the library. Catherine will get building exit information to Levy for the Cooperative Extension Office building. Catherine asked if disposal of hazardous materials should be included in the document. Karen Bannister is checking. If necessary, a section could be added.

Gabrielle asked about modifying section 3.6.1. This item addresses safety committee member responsibilities of attending and participating in meetings. She suggested it address attendance at meetings of a certain percentage or sending someone in your place. This would allow information to be disbursed to the departments. Gabrielle commented maybe add 3.8.2 which would allow a committee member to send someone in their place so the department is represented. There was discussion this could be difficult in some of the smaller offices, with fewer employees. There are also some offices that do not want to participate. Gabrielle suggested when the e-mail is sent about the meeting remind and encourage the committee member that it is a requirement to attend the meetings. There was discussion on how to get committee members to attend the meetings and have representation from all the departments. Gabrielle suggested the 3.6.1 read as follows: "Regularly attend and participate in Safety Committee meetings or send a substitute if available." There were no issues with the addition. Gabrielle made a motion to approve the written Workplace Safety Program document as amended. Liz seconded the motion, which passed unanimously.

4. Sub-committee Reports

Active Shooter/Stabber Training – Liz said Lt. Wilkin and Captain Rorex are developing an active shooter response plan, specific to the courthouse. They have no timeline for meetings. Abel suggested that all departments be included in the meetings. They could then take away what they learn and apply it to their areas.

Evacuation Maps – No report.

Fire Drill/Fire Extinguisher Training – Betty said she has no update

First Aid Kits and AED's – No report.

First Aid Training – No report.

Forms – Catherine will send the forms to Abel to re-distribute for review by the committee members.

Training through LMS – No report.

Topic of the Quarter – Flu Season

5. Formation of a new evacuation sub-committee to map out evacuation locations for satellite buildings

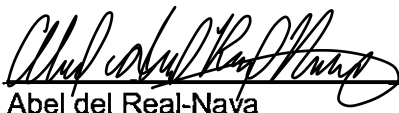
Abel referred to the satellite image of the Courthouse and surrounding area in the written safety program. This shows a green and red overlay of evacuation areas. He would like a sub-committee to map out other buildings. This sub-committee would meet with employees and/or department heads in those buildings to map out evacuation locations. Karin said she would be on the sub-committee.

6. Miscellaneous safety related matters

Liz reported the Sheriff's Deputies do not keep standardized first aid kits in their vehicles. Abel said he would be meeting with the sub-committee members. Abel told the committee once the written Workplace Safety Program is adopted by the County Commission everyone needs to make sure to follow the program.

There was discussion on the dates for the meetings. Gabrielle made a motion to have the next quarterly meeting on January 9, 2019. Tammy seconded the motion, which passed unanimously. Abel said he would like the committee to focus on the sub-committees and their tasks.

There being no further items for discussion, the meeting adjourned at 2:34:02 PM


Abel del Real-Nava

02/13/2019

Date