

**Humboldt County Safety Committee Minutes**  
**May 1, 2019**  
**2:00 P.M.**  
**County Commissioner Meeting Room, County Courthouse**

In Attendance:

Abel del Real-Nava, Catherine Bergey, Gabrielle Carr, Jessica Anderson, Debbie Lohr, Tammy Bendell, Shauna Del Soldato, Enoc Gaitan, Coralee Bernardo, Karin Cooney, Pauline Salla, Liz Sjoblom and Kathy Wolfstellar

Abel del Real-Nava called the meeting to order at 2:04 p.m.

**1. Review and approval of the minutes of the February 13, 2019 meeting.**

Gabrielle Carr made a motion the minutes be accepted as presented. Tammy Bendell seconded the motion. The motion carried with Pauline Salla, Karin Cooney, and Coralee Bernardo abstaining.

**2. Quarterly Claims Activity**

Abel reported there were no big claims for this quarter (January thru March). He reviewed claims that are still in process.

**3. Quarterly self-inspections review**

Abel said he asked each office to perform a review. This will be the baseline review. Discussion ensued regarding issues found and any corrections performed. One of the items discussed was proper evacuation training with protocols in place. There was also discussion regarding CPR and First Aid training for at least one person in each office. Pauline commented her staff offered this training and no one showed up. Abel said this training, through the Juvenile Probation Department, is available. Dates and times would need to be set up and the word out to employees. Shauna Del Soldato reported that Kathi Wolfstellar would be part of the Safety Committee representing the Sheriff's Office along with Liz. Kathi will do the inspections for Dispatch and the Detention facility, not including the kitchen area. Shauna asked who is responsible for the Human Services Office. Abel said Niki Linn would be responsible for that office. There was discussion regarding the need to have SDS sheets for any chemicals, is training needed. Pauline Salla said if any employee has access to cleaning supplies in the janitor closets there has to be a SDS sheet, this is per OSHA.

**4. Sub-committee Reports**

Active Shooter/Stabber Training – Active Shooter training is coming up later this month. There will be two at the Courthouse and two at Dispatch.

Evacuation Locations – Karin reported she has driven around to look at the Road Department, Sheriff's Office on Fairgrounds Road, Annex Building, Library, Fairgrounds Building, Child Support and DA Office, Courthouse and Convention Center. She said she has potential and possible evacuation areas for each building. Karin turned these in to Abel. She has not been in contact with the McDermitt Library and Denio Library. Abel asked if Karin provided this information to department heads. Karin said it was not as she does not know all of the department heads. Abel and Karin will get together, work with a larger map, and provide the information to department heads.

Evacuation Maps – no update.

Fire Drill/Fire Extinguisher Training – no update

First Aid Kits and AED's – Miranda said they have put together a list and will need to go over the cost in regards to the budget. There was discussion that there should be an AED on both floors of the Courthouse. Gabrielle asked if this might be a question for SCATS, how many AEDs should be on site. Abel told the committee if anyone thought of additional questions for SCATS, let him know.

First Aid Training – Pauline said she has two certified trainers for CPR as long as there are five employees interested.

Forms – no update

Training through LMS – Tammy reported she has looked at some OSHA training. She has shared this information with Enoc. Someone local does OSHA construction training on weekends. Discussion ensued on the pros and cons of going to Reno or paying overtime for local training. Abel said there is some training through Pool Pact, which is free to the County. Tammy will follow up on that training.

Topic of the Quarter – How to read SDS Forms. There was discussion regarding not all of the departments receive the e-mails about the topic. There are several domains, which makes it hard to create one County employee e-mail group.

#### **5. Annual Site Survey**

Abel said the written Safety Program states that an annual site survey is to be completed. This is different from individual inspections. He has asked Pool Pact to formally inspect the work sites later in the year. He asked if anyone on the committee would be on the site inspection team. This would take a couple of days. Abel said he would be on the team. Pauline commented that there would be Safety Committee members at each location to answer any questions or concerns specific to that site. Abel asked about a date for the inspections. It was suggested that it be between September and Thanksgiving.

#### **6. Job Hazard Analysis**

Abel read from the written Safety Program about Job Hazard Analysis and the forms. He said Buildings and Grounds, the IT Department, Communications, and TV need to prepare a Job Hazard Analysis baseline form. He will look into what other departments may be required to perform this analysis and prepare the baseline form. Pauline commented there should be guidelines as to which tasks require the Analysis. Abel said this is something to research. The form is not yet published in the written Safety Program. Tammy suggested making a list of job descriptions and look at the tasks in the job description. Then break down into what tasks require an analysis.

#### **7. Written Workplace Safety Program Review**

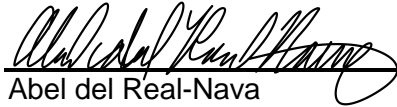
Abel asked if there is anything in the program that needs to be amended. He referred to an item discussed at the last meeting. The item discussion was about investigating incidents without interfering with internal investigations. Abel spoke with Pool Pact and they said there could be an exemption for things outside of their control. This would be

incidents that happen within the line of duty. He will work with Wendy Maddox from the DA's office on the final language and bring back for approval.

8. **Miscellaneous safety related matters and Future Agenda Items**

Abel said he followed up with SCATS, via e-mail, for a free consultation. No one has gotten back to him. There were no items to add or change on the agenda.

There being no further items for discussion, the meeting adjourned at 3:06 PM until the next meeting August 14, 2019.



Abel del Real-Nava

08/14/2019

Date