Newberg Fire Department Safety Committee
December 19th, 2011

COMMITTEE:

Chairperson: DC Alex Haven **X Present** **Secretary:** Eng. Justin Behrens **X Present**

Member: Lt. Andy Willette **X Present** **Member:** Lt Mark Harris **□ Present**

Member: Eng. Cameron Helikson **X Present** **Member:** Eng. Matt Turpen **X Present**

Meeting was called to order at: 1800 **Adjourned at:** 1840

Minutes from the meeting of November 21st were read and approved.

COMUNICATIONS:
Watch for Hazards during the remodel and communicate them "Be Safe"

INCIDENT REPORTS:

- Firefighter in Dundee tipped over gurney on the side of the road FF Hurt back trying to keep the Pt. from hitting the ground Pt. stated that he hit his head on the ground
  Recommendations: Training from Dundee and NFD members on proper gurney use.
- Damaged SCBA Bottle from SCBA Bottle door on Medic 21 getting left open
  Recommendations: Proper 360 before driving / leaving the scene and station.
- FF Assaulted by Pt. on call
  Recommendation: Better Radio communication

OLD BUSINESS:
Waiting for the accident report from WA County Sheriff for Ambulance Crash

Action Items:
OG Review and update / Near miss reporting system – In Progress – DC Haven
Review of Injury Types for 2011 at January Meeting.

NEW BUSINESS:
Flow Chart for Incident Reporting
Matt Turpen- new associate member for Newberg Fire Safety Committee.

Next Meeting: **January 16th 2012 @ 1800 Station 20**
Submitted by: Justin Behrens, Committee Secretary

** Safety Minutes & Inspection Forms are found on Ops.COM**

Safety Committee Meeting Minutes
November 2, 2011 12:30
Public Safety – Training Room

PRESENT: Karen Tarmichael, Chair; Becky Green; Andy Willette; Lori Biever-Launder; Caleb Lippard; Mary Jewell (for Melissa Cleveland).
Call to Order by Chairperson Karen Tarmichael.
Review and Approval of Minutes:
Minutes from the Safety Committee Meeting of October 12, 2011 were approved as written.,

Inspections:
Third Quarter Inspection assignments: July – September 2011 City Hall, Archive Bldg, PSB – Becky & Caleb
(Noted that an inspection of the Public Safety Building had been overlooked). This will be rectified as soon as possible.

Fourth Quarter Inspections: Oct – Dec 2011
Animal Shelter and P.W. Yard – Andy & Melissa
Wastewater Treatment and Water plants – Jason & Caleb
Library and Annex Bldg – Karen & Craig (Completed)
City Hall, Archive Bldg, PSB – Lori & Becky
Fire Dept-NFD - Alex Haven

Old Business:
Emergency Evacuation Drill City Hall: (Andy) – A big thanks to the Fire Department for conducting a successful Emergency Evacuation Drill at City Hall. Reportedly went very smoothly, and much was learned from the experience. Some floors need to have further discussion on back up floor monitors and front door security. *Dept. Heads are responsible for these assignments and should be discussing Evacuation procedures with all staff annually. Safety Reps should follow up with their Dept Heads on this. A message was sent by chair regarding drill, lessons learned and suggested improvements.*

Follow up from NPD on Nolan Motor Helmets:
Email from Captain Chris Bolek, thanking the Safety Committee for the helmets for the motor officers. Officers like the helmets they have reduced fatigue and neck strain. NPD appreciates the Safety Committee efforts to gain funds for helmet.

Wellness Grant: Balance $900.00
Request 2 sets TRX 90 Strength training systems @$ 120 for downtown and $240 for St 21
Request 1 weight room mat 4x6 NPD $150
Discussion between members regarding proposed use of the remaining balance of the Wellness Grant funds. Decided to approve one (1) TRX 90 Strength Training System for the Fire Department to be shared by all city staff and one weight room mat for the police department. The remaining balance will be used towards 10-minute massages spread through all departments. The grant funds must be used by December 31, 2011. *Melissa will let NPD know they can purchase Mats. Karen will contact Clinton to see if he is willing to order TRX90. Karen will contact Strong Hands LMT to schedule Chair Massages. All invoices to Karen.*
***Note HoseReel for Animal Shelter is at PWM but has not been installed yet*
New Business:
Proposed OSHA Regulation changes
Chairperson reports that OSHA is tightening inspection policy by not allowing the "on site" corrections when issues are identified by an OSHA inspector. Expect a citation/fine if a violation occurs. *Reps to inform Dept. head.*

Incident Reports:
PW Maint – Ongoing Ankle Strain - Committee will continue to monitor. All efforts to mitigate this injury have been exhausted. Department has provided accommodations and employee is working.

Next meeting Annual Safety Committee luncheon. Location Subterra 12-1:30 Wednesday, December 7th, 2011. Old and new reps should attend. Guest Speaker Adrian Albrich of CIS.

Newberg Fire Department Safety Committee
November 21st, 2011

COMMITTEE:

Chairperson: DC Alex Haven **X Present** **Secretary:** Eng. Justin Behrens **X Present**

Member: Lt. Andy Willette **X Present** **Member:** Lt Mark Harris **X Present**

Member: Eng. Cameron Helikson □ **Present**

Meeting was called to order at: 1735 **Adjourned at:** 1805

Minutes from the meeting of October *24th* were read and approved.

COMUNICATIONS:
Watch for Hazards during the remodel and communicate them "Be Safe"

INCIDENT REPORTS:
- None

OLD BUSINESS:
Waiting for the accident report from WA County Sheriff for Ambulance Crash

Action Items:
OG Review and update / Near miss reporting system – In Progress – DC Haven

NEW BUSINESS:
None

Next Meeting: **December 19th 2011 @ 1730 Station 20**
Submitted by: Justin Behrens, Committee Secretary

** Safety Minutes & Inspection Forms are found on Ops.COM**

December 19th, 2011 Agenda

NFD Safety Committee

Call to Order @ ~1730 Station 20

Review of November 21st Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: January _____, 2012 @ 1730 Station 20

Adjourned @ _____

Safety Committee Meeting Minutes
November 2, 2011 12:30
Public Safety – Training Room

PRESENT: Karen Tarmichael, Chair; Becky Green; Andy Willette; Lori Biever-Launder; Caleb Lippard; Mary Jewell (for Melissa Cleveland).
Call to Order by Chairperson Karen Tarmichael.

Review and Approval of Minutes:
Minutes from the Safety Committee Meeting of October 12, 2011 were approved as written.

Inspections:
Third Quarter Inspection assignments: July – September 2011 City Hall, Archive Bldg, PSB – Becky & Caleb
(Noted that an inspection of the Public Safety Building had been overlooked. This will be rectified as soon as possible.)

Fourth Quarter Inspections: Oct – Dec 2011
Animal Shelter and P.W. Yard – Andy & Melissa
Wastewater Treatment and Water plants – Jason & Caleb
Library and Annex Bldg – Karen & Craig (Completed)
City Hall, Archive Bldg, PSB – Lori & Becky
Fire Dept-NFD - Alex Haven

Old Business:
Emergency Evacuation Drill City Hall: (Andy) – A big thanks to the Fire Department for conducting a successful Emergency Evacuation Drill at City Hall. Reportedly went very smoothly, and much was learned from the experience. Some floors need to have further discussion on back up floor monitors and front door security. *Dept Heads are responsible for these assignments and should be discussing evacuation procedures with all staff annually. Safety Reps should follow up with their Dept Heads on this. A message was sent by chair regarding Drill, lessons learned and suggested improvements.*

Follow up from NPD on Nolan Motor Helmets:
Email from Captain Chris Bolek, thanking the Safety Committee for the helmets for the motor officers. Officers like the helmets they have reduced fatigue and neck strain. NPD appreciates the Safety Committee efforts to gain funds for helmet.

Wellness Grant: Balance $900.00
Requests from Fire Dept. for 2 sets of TRX 90 Strength training systems @$ 120 - one for downtown station and for St 21 = $240
Request 1 weight room mat 4x6 NPD = $150
Discussion between members regarding proposed use of the remaining balance of the Wellness Grant funds. Decided to approve one (1) TRX 90 Strength Training System for the Fire Department to be shared by all city staff and one weight room mat for the police department. The remaining balance will be used towards 10-minute massages spread through all departments. The grant funds must be used by December 31, 2011. *Melissa will let NPD know they can purchase Mats. Karen will contact Clinton to see if he is willing to order TRX90. Karen will contact Strong Hands LMT to schedule Chair Massages. All invoices to Karen.*

New Business:
Proposed OSHA Regulation changes
Chairperson reports that OSHA is tightening inspection policy by not allowing the "on site" corrections when issues are identified by an OSHA inspector. Expect a citation/fine if a violation occurs. *Reps to inform Department head.*

Incident Reports:

PW Maint – Ongoing Ankle Strain - Committee will continue to monitor. All efforts to mitigate this injury have been exhausted. Department has provided accommodations and employee is working.

Next meeting - Annual Safety Committee luncheon. Location Subterra Restaurant 12-1:30 Wednesday, December 7th, 2011. Old and new reps should attend. Guest Speaker Adrian Albrich of CIS.

Safety Committee Meeting Minutes
Oct. 12, 2011- 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jan Wolf for Jason Wuertz (Planning/Building/Engineering), Clinton Alley for Craig Brault (PW Maintenance), Karen Tarmichael (Operations), Andy Willette (NFD), Caleb Lippard (Finance), Melissa Cleveland (NPD).

Review and Approval of Minutes:

MOTION#1: Brault/Lori Biever-Launder motioned and seconded to approve the minutes from the Newberg Safety Committee of August 2011. (7 Yes/0 No/1 absent without representation (Becky Green)).

Inspections:

- **Third Quarter Inspection Assignments: July-Sept 2011**
  Animal Shelter, P.W. Yard – Lori & Craig (completed)
  Wastewater Treatment and Water plants – Karen & Andy/Justin (completed)
  Library and Annex – Jason & Melissa
  City Hall and Archives, PSB –Becky & Caleb
  Fire Dept-NFD Alex Haven (station 20 completed/station 21 pending 9/19/11)
  Basic housekeeping and proper overflow storage continues to be an issue at several sites.

- **Fourth Quarter Inspection Assignments: Oct-Dec 2011**
  Animal Shelter, P.W. Yard – Andy & Melissa
  Wastewater Treatment and Water plants – Jason & Caleb
  Library and Annex – Karen & Craig
  City Hall and Archives, PSB –Lori & Becky
  Fire Dept-NFD Alex Haven

OLD BUSINESS:
Karen and Becky attended the CIS wellness seminar; there are many free resources available to all employees. Regence, Kaiser Permanente both offer online services whether you are a member or not.

The page all system doesn't work at City Hall. Dept Heads have been notified and will work on a system for notification. Evacuation drill will be this fall.

Animal Shelter improvements have been put on hold. The Safety Committee will revisit in 90 days due to a new shelter being built. The hose Wheel has been purchased since it can be used in both locations.
The roof has been patched for now at the Shelter as well.

There is a balance of $945 in the CIS Wellness Grant Account; The Safety Committee needs to come up with ideas to use it up before December. It was discussed to split the balance between the four city locations and to get some ideas from employees as to what they would like to use it on. Some ideas we discussed were, P90X new edition, TRX strength training bands, or use it on chair massages.

NEW BUSINESS
Andy will coordinate with NFD Chris Mayfield on the City Hall Emergency Evacuation Drill.

Wellness newsletter will be done quarterly it was suggested a new member can take charge of this and Lori will proof read it before sending it out to employees.

New incident reports have been sent out which offer more detail please forward those onto whoever keeps track of the forms in your department.

Fire Department had an issue of too much bleach being used to clean a bathroom. Clinton talked to the cleaning company and they said it was to cover up the bad smell in the bathroom and isn't a regular practice.

Incident Reports:
NPD-Muscle strains x2 same incident-*Does the PD have a carrying device to lift large amounts of weight?*
NPD-Blood exposure-*refer to policy*
PW OPS-Head laceration-*it was suggested a hard hat be used- refer to policy*
NFD-Knee injury/strain-*aggrevated previous injury*

Lunch :
November-Becky
December-Karen will make reservations at Recipe.
New members and old members should plan on attending

Meeting adjourned at 1:48 p.m.

Safety Committee Meeting Minutes
Sept. 7, 2011- 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Craig Brault (PW Maintenance), Karen Tarmichael (Operations) Becky Green (Administration), Justin Behrens for Andy Willette (NFD), Caleb Lippard (Finance), Melissa Cleveland (NPD).

Review and Approval of Minutes:

MOTION#1: Brault/Behrens motioned and seconded to approve the minutes from the Newberg Safety Committee of August 2011. (8 Yes/0 No).

Inspections:

- **Third Quarter Inspection Assignments:**
  P.S. Bldg, Animal Shelter, P.W. Yard – Lori & Craig (completed)
  Wastewater Treatment and Water plants – Karen & Andy/Justin (completed)
  Library and Annex – Jason & Melissa
  City Hall and Archives, PSB –Becky & Caleb
  Fire Dept-NFD Alex Haven (station 20 completed/station 21 pending 9/19/11)
  Basic housekeeping and proper overflow storage continues to be an issue at several sites.

OLD BUSINESS
Becky, Karen and Celeb will be attending the free CIS Seminar September 8th in Hillsboro.

Karen is waiting on Clinton to get back to her regarding the Risk Management Grant Projects at the Animal Shelter.

Massage Program was a success-77 employees attended for a total of $770.

There is a balance of $945 in the CIS Wellness Grant Account; Safety Committee needs to come up with ideas to use it up before December. Some ideas were a Fall Wellness lunch or a TRX for the Fire Dept.

NEW BUSINESS
The Committee discussed an evacuation drill for City Hall. Becky will tell Dept Heads and Karen will ask I.T. to program phones and use the paging system on them to run the drill.

Incident Reports:
Bee Sting-PWM, no recommendations
Shoulder Injury- NDPD, no recommendations
Traffic Accident- NFD, no recommendations

Lunch :
October-Justin will ask Andy if he wants to order.
November-Becky
December-Karen

Meeting adjourned at 1:43 p.m.

Safety Committee Meeting Minutes
Aug 6, 2011 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Craig Brault (PW Maintenance), Karen Tarmichael (Operations) Becky Green (Administration), Andy Willette (NFD), Caleb Lippard (Finance), Alaina Mayfield for Melissa Cleveland (NPD).

Review and Approval of Minutes:

MOTION#1: Brault/Biever-Launder motioned and seconded to approve the minutes from the Newberg Safety Committee of May 2011. (8 Yes/0 No).

Inspections:

- **Third Quarter Inspection Assignments:**
  P.S. Bldg, Animal Shelter, P.W. Yard – Lori & Craig
  Wastewater Treatment and Water plants – Karen & Andy
  Library and Annex – Jason & Melissa
  City Hall and Archives, PSB –Becky & Caleb
  Fire Dept-NFD Alex Haven

OLD BUSINESS
Inspection forms-if anyone has changes get them in.

Letter to Dept. heads regarding Emergency procedures at City Hall-letter has been drafted and going to Becky for revisions.

Risk Management Grant project-Animal shelter will get a new hose reel, anti slip floor coating and flat gate latches.
Friends of the Animal Shelter are suggesting a new roof thru donations.

NEW BUSINESS
CIS Seminar on Sept 8th in Hillsboro-RSVP was due by Aug. 3rd.

Incident Reports:
PWM welding injury-no recommendations had on proper equipment
Library stress-no longer working at the City
NPD puncture-tetanus shot as precaution
PWM fall/fainting- changes in medication, other health issues the cause.

September lunch coordinator: Jason

Meeting adjourned.

Safety Committee Meeting Minutes
July 6, 2011 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Craig Brault (PW Maintenance), Karen Tarmichael (Operations) Becky Green (Administration), Andy Willette (NFD), Caleb Lippard (Finance), Melissa Cleveland (NPD).

Review and Approval of Minutes:

MOTION#1: Brault/Biever-Launder motioned and seconded to approve the minutes from the Newberg Safety Committee of May 2011. (8 Yes/0 No).

Inspections:

- **Second Quarter Inspections:**
  P.S. Bldg, Animal Shelter, P.W. Yard – Caleb Karen (Completed)
  Wastewater Treatment and Water plants – Becky & Craig (done 4-1-11)
  Library and Annex – Lore & Andy (Completed)
  City Hall and Archives, PSB –Jason & Melissa – needs to be done.
  Fire Dept-NFD Alex Haven (Station 20 & 21 completed)

Issues of note: Cords across work areas / Cabinets not secured/ Leaking Air cylinders/unsecured tanks – issues corrected.

- **Third Quarter Inspection Assignments:**
  P.S. Bldg, Animal Shelter, P.W. Yard – Lori & Craig
  Wastewater Treatment and Water plants – Karen & Andy
  Library and Annex – Jason & Melissa
  City Hall and Archives, PSB –Becky & Caleb
  Fire Dept-NFD Alex Haven

OLD BUSINESS
Anti-slip resurfacing was done at the library.
Inspection forms/revisions due Aug. 3rd meeting.
Risk Management Grant: Karen has meeting with Clinton to talk about items at the Animal Shelter.

NEW BUSINESS
CIS Wellness Grant: Committee will proceed to schedule employee Chair Massages. Each Safety Rep will coordinate their own departments. Karen will send out Masseuse contact info. The Masseuse will only charge for each person she massages.

There is a concern of a gas smell /leak at City Hall. The smell has been intermittent for the past three weeks. Fire Dept. was notified by an employee who walked over to mention issue. The gas company came out to investigate. If the smell comes back contact Newberg Dispatch ASAP. An email will go out to all Dept. Heads to remind employees of proper Emerg. Response Procedures. Evacuation Policies are posted in City Hall Lunch Room and by copier. Also Karen will notify PWM that the access to the Natural Gas shutoff outside was over grown and needs to be cleared for access. Fire Marshall will address the access issues with the Fire Shut off systems which were also obstructed.

OSHA handouts were attached to meeting agenda. (PPE & Heat Safety) post at work sites.

Parking lines at the public lot next to the library need to be re-done. Craig will forward concern to PWM.

Incident Reports:
Knee Injury at Operations-no recommendation - No safety issue.
Leg Puncture wound at PWM- no recommendations -reminder review work areas for hazards when possible.

Meeting adjourned at 1:40 p.m.

Safety Committee Meeting Minutes
June 1, 2011 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Craig Brault (PW Maintenance), Becky Green (Administration), Andy Willette (NFD), Caleb Lippard (Finance).
Absent Melissa Cleveland (NPD),

Review and Approval of Minutes:

MOTION#1: Brault/Willette motioned and seconded to approve the minutes from the Newberg Safety Committee of May 2011. (7 Yes/0 No/1 Absent without representation Motion carried.

OLD BUSINESS

- **Second Quarter Inspection assignments –**
  Remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of June.
  P.S. Bldg, Animal Shelter, P.W. Yard – Caleb Karen (Completed)
  Wastewater Treatment and Water plants – Becky & Craig
  Library and Annex – Lore & Andy (Completed)
  City Hall and Archives, PSB –Jason & Melissa
  Fire Dept-NFD Alex Haven (Station 20 completed)

Issues of note:
Cords across work areas / Cabinets not secured/trip hazard - Leaking Air cylinder PWM – corrected during inspection

Final Invoice for Massage at Wellness Fair submitted to Finance and Paid
City Hall Allergy Issues – HVAC repair complete – Reps will monitor to see if further issues arise.
Canopy Storage at Library Annex has been solved – Email from Library Director that future storage will be proper
ADA ramp rehab at Library – Email from Library Director that work order is at PWM – waiting on weather
Library Door Lock – Has been lubricated and rekeyed and it no longer causing issues for staff

NEW BUSINESS

Review of Risk Grant:

- NPD Helmets purchased
- Rails at Library and City Hall – Bill was received – higher than grant approved. Karen will submit for payment of the portion of expense approved in original grant request.
- Animal Shelter: Committee to go ahead and meet with Clinton and order new cage locks, hose real and vent cover – new shelter will be at least a year out.

- Specializing inspection forms for each location was discussed. Each representative was asked to take the new inspection form to their department head or supervisor and provide inspection suggestions based their particular department and location by August 1 2011.

CIS Wellness Grant: Committee will proceed to schedule employee Chair Messages. Each Safety Rep will coordinate their own departments Apts. Karen will Contact local Masseuses' to determine who to contract with. This expense is a part of a grant and was voted on by City Personnel to spend grant funds on.

Incident Reports:

- Incident reports will be discussed at next month's meeting:
  - Tissue Strain /Motor Cycle NPD – committee will defer to Police Dept Recommendations and standard practices – no further recommendation made on incident.

Meeting adjourned at 1:40 p.m.
July Lunch Coordinator: Lori

Newberg Fire Department Safety Committee
June 20th, 2011

COMMITTEE:

Chairperson: DC Alex Haven **X Present** **Secretary:** Eng. Justin Behrens **X Present**

Member: Lt. Andy Willette **X Present** **Member:** Lt Mark Harris **X Present**

Member: Eng. Cameron Helikson **X Present**

Meeting was called to order at: 1730 **Adjourned at:** 1755

Minutes from the meeting of *May 16th* were read and approved.

COMUNICATIONS:
None

INCIDENT REPORTS:
- Water Rescue Team Near Miss Incident
- Exertion from Physical Agility
- Finger Slammed in door of Engine
- ICM to Face – Bloody Nose
- Finger caught in rope on boat
- Near miss with gun on scene X2

OLD BUSINESS:
Work on delegating out responsibility to other safety committee members and officers
Station 21 inspection Alex/Justin – Nothing major found general housekeeping

Action Items:
Working on Vision and Strategic Planning for the NFD Safety Committee – Lt. Harris
OG Review and update / Near miss reporting system – In Progress – DC Haven

NEW BUSINESS:
Station 20 inspection for July - Andy/Mark
Communications need to made through Safety Chair (DC Alex Haven)

Next Meeting: **July 18th, 2011 @ 1730 Station 20**
Submitted by: Justin Behrens, Committee Secretary

** Safety Minutes & Inspection Forms are found on Ops.COM**

Safety Committee Meeting Minutes
May 4, 2011 12:30 p.m.
Public Safety Building

Present:
Karen Tarmichael (WWTP), Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Becky Green (Administration), Melissa Cleveland (NPD), Andy Willette (NFD).

Absent: Caleb Lippard (Finance), Craig Brault (Public Works).

Review and Approval of Minutes:

MOTION#1: Green/Biever-Launder motioned and seconded to approve the minutes from the Newberg Safety Committee of April 6, 2011. (6 Yes/0 No/2 Absent without representation (Brault/Lippard) Motion carried.

OLD BUSINESS
Second Quarter Inspections
April 2011-June 2011

Animal Shelter and P.W. Yard – Karen & Caleb
Wastewater Treatment and Water plants – Becky & Craig
Library and Annex – Lori & Andy
City Hall, Archive Bldg, PSB– Jason & Melissa
Fire Dept – Alex Haven
Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.

Issues from last quarter:
Equipment and storage items blocking walking areas/exists/fire extinguishers - **library annex and archives**
Cords across walk area/trip hazard – **IT room at PSB**
ADA Ramp surface, emergency exit 2nd floor obstructed by items – **Library**
Eyewash not flushed checked recently – **City Hall basement floor**
Overall several inspections sited "housekeeping" issues – boxes, dried out xmas trees, storage on floors, cords etc

- Wellness fair
  - 56 people attended, which is low from the past two years
  - Good feedback on the variety of the wellness fair
  - Lori will send out thank you notes to the vendors
  - Caleb to send out check for the massage therapist

- City Hall Eng Floor Allergy issues
  Allow HVAC work to be completed then will re-evaluate small air purifier units and will check with maintenance to see if janitorial staff is using some offensive products to clean.

- Risk Management-
  - CIS to give presentation and mentor Department Heads and will involve less of the committee as originally planned. Becky and Karen will schedule a meeting with Dan to go over the process.

NEW BUSINESS

Fair warning to workers - fumes or dust / employees need to be given advance fair warning, 24hrs is okay.

Caleb will order June meeting lunches and Lori to order July's.

Each department will have a customized inspection form, each committee member needs to work with their department head and bring the revisions to July's meeting.

- Andy brought up that the alarms and sprinkler system only need to be checked annually instead of monthly like the form suggests.

Incident Reports:

(New) Fall at Library Annex-canopies stored in annex caused a tripping hazard. Karen will work with Leah to get the right department to pick up the canopies.

(New) Back Strain at City Hall-employee sitting too long, the committee suggested an ergonomic review like Engineering had in March.

(New) Health Exposure at NDPD-Officer was spat on, testing has been done. No suggestions defer to PD procedure.

(Previous) Rotator Cuff at NDPD-Dog handler having problems with prior dog lunging and needs surgery to correct-the committee had no recommendations.

Meeting adjourned at 1:18 p.m.

Safety Committee Meeting Minutes
April 6, 2011 12:30 p.m.
Public Safety Building

Present:
Lori Biever-Launder (Library), Jason Wuertz (Planning/Building/Engineering), Craig Brault (PW Maintenance), Becky Green (Administration), Melissa Cleveland (NPD), Andy Willette (NFD), Caleb Lippard (Finance).

Absent: Karen Tarmichael (Operations)

Review and Approval of Minutes:

MOTION#1: Brault/Biever-Launder motioned and seconded to approve the minutes from the Newberg Safety Committee of March 2, 2011. (7 Yes/0 No/1 Absent without representation (Tarmichael) Motion carried.

OLD BUSINESS

- **First Quarter Inspection assignments –**
  Remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of March.
  P.S. Bldg, Animal Shelter, P.W. Yard – Becky and Craig (completed)
  Wastewater Treatment and Water plants – Melissa and Lori (WWT Completed-WTP pending)
  Library and Annex – Caleb and Andy (Completed)
  City Hall and Archives, PSB (done 2/2/11) –Karen and Craig (completed)
  Fire Dept-NFD Alex Haven (Station 21 completed)

Issues of note:
Equipment and storage items blocking walking areas/exits/fire extinguishers - library annex and Archives
Cords across walk area/trip hazard – IT room at PSB
ADA Ramp surface, emergency exit 2nd floor obstructed by items – Library
Eyewash not flushed checked recently – City Hall Basement floor
Overall several inspections sited "housekeeping" issues – boxes, dried out xmas trees, storage on floors, cords etc –
Reps please remind depts about "Housekeeping" requirement from OSHA

- Wellness fair is from 11am-2pm on April 14th:
  - Greeting table will be set up at entrance so that the attendees can put their names in for the door prize drawings that will be held at the end of the fair.
  - Andy- will continue confirming with vendors
    A discussion was held regarding confirming someone to do the chair massages, as the vendor we had previously is not available. Andy will make some calls to line this up. We may have to pay the vendor at this late date.
  - Karen- handle emails and fliers (completed)
  - Lori/Craig-setup of the fair
  - Caleb-giveaways (completed)
  - Melissa-snacks/drinks – given approval to spend around $100 for the snacks/drinks
  - Jason recommended that we look at sustainability at the fair. He will line up a waste receptacle to be placed at the entrance/exit of the training room.

NEW BUSINESS

Second Quarter Inspections:

April 2011-June 2011
Animal Shelter and P.W. Yard – Karen & Caleb
Wastewater Treatment and Water plants – Becky & Craig
Library and Annex – Lori & Andy
City Hall, Archive Bldg, PSB– Jason & Melissa
Fire Dept – Alex Haven

- Jason W-City Hall basement area concerns with allergens in the air system or carpeting. There are other people who are having allergy problems in the building as well. A portable/tabletop air freshener option was discussed, similar to the one at the Library. The HVAC is still being worked on at the City Hall and this concern will be given to the contractor. This will be revisited when the work is done there.
- Specializing inspection forms for each location was discussed. Andy, Karen or Becky can revise the form to meet each department's needs. Each representative was asked to take the new inspection form to their department head or supervisor and provide inspection suggestions based their particular department and location.

Incident Reports:

- Incident reports will be discussed at next month's meeting:
    - Fall at library annex
    - Back strain at City Hall

Meeting adjourned at 1:40 p.m.

Newberg Fire Department Safety Committee
March 21st, 2011

COMMITTEE:

Chairperson: DC Alex Haven **X Present** **Secretary:** FF Justin Behrens **X Present**

Member: Lt. Andy Willette **X Present** **Member:** Lt Mark Harris □ **Present**

Member: Cameron Helikson □ **Present**

Meeting was called to order at: 1730 **Adjourned at: 1810**

Minutes from the meeting of *February 21st* were read and approved.

COMUNICATIONS:
None

INCIDENT REPORTS:
None
OLD BUSINESS:
New NFD inspection form- Personalized to fire station

Action Items:
Near miss reporting system (in progress)
Safety Committee Protocols – DC Haven
Working on Vision and Strategic Planning for the NFD Safety Committee – Lt. Harris
OG Review and update – In Progress – DC Haven

NEW BUSINESS:
City of Newberg is going to do a Risk Management Assessment of all Departments

Next Meeting: April 18th, 2011 @ 1730 Station 20
Submitted by: Justin Behrens, Committee Secretary

Station 20 Inspection by Justin Behrens and Andy Willette 03-20-2011 Findings

- Boxes in front of breaker panels in ambulance bay – corrected
- MSDS book needs to be updated with new papers properly filed
- Old Training Officer Office has general clutter
- Kitchen Fire System needs annual service – Advised DC Mayfield

Safety Committee Meeting Minutes
March 2, 2011 12:30 p.m.
Public Safety Building

Present:
Chair Karen Tarmichael (WWTP), Lori Biever-Launder (Library), Wayne Ginter (Planning/Building), Craig Brault (PW Maintenance), Becky Green (Administration), Melissa Cleveland (NPD), Andy Willette (NFD), Caleb Lippard (Finance).

Review and Approval of Minutes:

MOTION#1: Brault/Lippard motioned and seconded to approve the minutes from the Newberg Safety Committee of February 2, 2011. (8 Yes).

OLD BUSINESS

- **First Quarter Inspection assignments –**
  Remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of March.
  P.S. Bldg, Animal Shelter, P.W. Yard – Becky and Craig
  Wastewater Treatment and Water plants – Melissa and Lori
  Library and Annex – Caleb and Andy
  City Hall and Archives, PSB (done 2/2/11) –Karen and Craig (completed)
  Fire Dept-NFD Alex Haven (Station 21 completed)

- City Hall Hatch-completed
- Vent cover at the archive building is on Clinton's list to complete
- Wellness fair responsibilities:
  - Andy- work with the vendors
  - Karen- handle emails and fliers
  - Lori/Craig-setup of the fair
  - Caleb-giveaways
  - Melissa-snacks/drinks

NEW BUSINESS

- City Hall AED: Training March 16th
  - Class 1: 8:30am-9:15am, Class 2: 9:15am-10am, Class 3: 10am-10:45am, Class 4: 10:45am-11:30am

- March 15 1-3pm
  - Free course recommended for any staff that supervise/train employees or any personnel that are responsible for the OSHA required record keeping regarding PPE training. Its two hours in length.
    Register at http://www.cisoregon.org/MS/training.aspx?id=741

- Wellness magazines:
  - Karen will order ½ of what is usually ordered

- We will be receiving a large CIS grant
  - Revising safety committee to add a third function of risk management to go along with wellness and safety functions that are already being done by the committee
  - Two volunteers needed to work up a formal plan with CIS. Andy has volunteered to help and Adrian will give us a template.

- Health rates have only gone up 3.5% as claims are down.
- OSHA visit went very well
- Andy will chair April committee meeting and ordering lunch for April's meeting Caleb will order lunch for May.

- Incident reports
    - There are no new reports

Meeting adjourned at 1:45 p.m.

Safety Committee Meeting Minutes
February 2, 2011 12 p.m.
Public Safety Building

Present:
Chair Karen Tarmichael (WWTP), Lori Biever-Launder (Library), Wayne Ginter (Planning/Building), Craig Brault (PW Maintenance), Becky Green (Administration), Melissa Cleveland (NPD), Andy Willette (NFD), Caleb Lippard (Finance).

Review and Approval of Minutes:

MOTION#1: Brault/Green motioned and seconded to approve the minutes from the Newberg Safety Committee of January 5, 2011. (8 Yes).

OLD BUSINESS

- **First Quarter Inspection assignments –**
  Remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of March.
  P.S. Bldg, Animal Shelter, P.W. Yard – Becky and Wayne
  Wastewater Treatment and Water plants – Melissa and Lori
  Library and Annex – Caleb and Andy
  City Hall and Archives, PSB (done 2/2/11) –Karen and Craig
  Fire Dept-NFD Alex Haven

- The Risk Management grant was successful.
  - All items for the animal shelter approved except dog kennels and Shelter Storage Shed
  - Work station chair was not approved, there are other grants that would cover that
  - AED for City Hall was included – Andy will notify NFD to begin that purchase
  - Karen will get invoice from NPD for Ergo Helmets purchased
- City Hall Hatch has been fixed
- Ergonomic chair for IT employee – on hold until employee ready to proceed.
- Wellness fair is April 14th at PSB, letters were sent out and two have responded so far. Deadline for vendors to respond is the end of February.
- Exterior Vent at archive building isn't covered yet; Karen will follow up on that issue.
- Revised injury form was updated and distributed to all department heads. **All supervisors need to use them.**
- Safety Committee has a folder on city intranet-with forms and minutes.
- Safety vests have been distributed and are being used at 3 locations PSB, City Hall & Library

NEW BUSINESS

- Due to budget cuts we will wait until April to discuss massage program
- Newsletter options to save money: will review next meeting and make choice
  - Cancel yearly subscription ($300 year) or reduce to quarterly/reduce quantity of magazines
  - Send out via email
- Visit CIS website www.cisoregon.org or www.cisoregon.org/benefits for safety articles for employees
- Incident reports
  - Vehicle accident –CIS recommends Supervisors add more detail on what actions were taken and discussed to avoid future incidents. (ie: training, procedure review etc)
  - Ergonomic injury- discussed ways to prevent and help with hands going numb-case still pending

- Guest speaker Adrian Albrich from CIS went over new CIS inspection forms which we will now use

Meeting adjourned at 1:30 p.m.

Safety Committee Meeting Minutes
January 5, 2011 1 p.m.
Public Safety Building

Present:
Chair Karen Tarmichael (WWTP), Lori Biever-Launder (Library), Wayne Ginter (Planning/Building), Craig Brault (PW Maintenance), Becky Green (Administration), Karan Frketich (NPD on behalf of Melissa Cleveland), Andy Willette (NFD).

Review and Approval of Minutes:

MOTION#1: Willette/Green motioned and seconded to approve the minutes from the Newberg Safety Committee of December 1, 2010. (7 Yes).

OLD BUSINESS

- **First Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of September.*

  P.S. Bldg, Animal Shelter, P.W. Yard – Becky and Wayne
  Wastewater Treatment and Water plants – Melissa and Lori
  Library and Annex – Caleb and Andy
  City Hall and Archives –Karen and Craig

  Fire Dept-NFD Alex Haven

- Fourth quarter inspections are completed
- Risk Management grant application is ready to be submitted
- The new handrail at the library has been installed

NEW BUSINESS

- The Wellness Fair will be set for April 14th in the PSB room.
- The new schedule for inspections is available.
- Suggestion to provide safety vests: PW has used safety vests to donate to city hall. The library will check to see if the department will use them.
- Use analysis before incident report 801, changing the verbiage on the blue sheet from accident/incident to injury/exposure
- Incident reports were discussed

Meeting adjourned at 1:52 p.m.

Becky Green

From: Joleen Fink [jfink@cisoregon.org]
Sent: Wednesday, February 02, 2011 10:31 AM
To: Becky Green
Cc: Adrian Albrich
Subject: City of Newberg Risk Management Incentive

Good Morning Becky,

Your risk management incentive has been reviewed by the program manager and everything but the following items have been approved:

- Dog Kennels: $1288
- The roof of the 12x8 storage building
- Ergonomic workstation chair

If you have any questions at all, please don't hesitate to contact Adrian or myself.

Thanks!

Joleen Fink | Risk Management Services Assistant
p 503-763-3857 | 800-922-2684 x3957 | f 503-763-3957
www.cisoregon.org