

DRAFT
SAFETY COMMITTEE MEETING MINUTES
12:30 PM, Wednesday, November 7, 2012
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Andy Willette, Lori Biever-Lauder, Becky Green, Pam Young, Nathan Anderson and Karan Frketich. **ABSENT:** Mary Newell and Jason Wuertz

Karen Tarmichael, Chairperson, called the meeting to order at 12:45 PM.

Motion: Green/Young to approve October minutes as written. Motion carried.

Fourth Quarter Inspections to be completed by December 31, 2012

BUSINESS

Safety Manual Review- Completed and will be e-mailed to City Manager for approval and distribution to all departments.

Budget- Request to Finance made to move CIS grant money to main budget complete
Grants-

- apply to CIS for 2013 Primary Grant – Chair needs a volunteer to prepare and submit
- 3year RM Grants form CIS expires June 2013-\$7860.37 remains – apply to CIS for uses
- Pending: Dispatchers developing ergo chair request
- Pending: Library preparing floor mat request
- NEW: Request for Self-Defense/Personal Safety lunch and learn – NPD willing to provide instructor/speaker for a class if Safety Comm. will fund food and printing of handouts. Will look at January/February for a date.

Updates

- City Hall Annual Training still pending – Safety Reps will be responsible for coordinating.
- Safety rail guard City Hall first floor lobby still pending solution – have asked Fac. Maint. to recommend options
- ADA hand rail at Library still not repaired – will follow up with Library to see if assistance is needed to expedite.

Chair:

Annual Safety Committee report in draft and will present at Dec Lunch

Safety Reps City Hall – Eng & Building Planning have worked out a rotation with Finance so that 2 reps in addition to Admin Rep (HR) will be rotated. These same reps will coordinate City Hall OSHA required training for all City Hall Staff each year.

INCIDENT REPORTS

NFD- Pulled Muscle Back

- Recommend using proper lifting technique & list assist PPE or equipment

NFD- Shin Strike

- Recommend caution – does bumper or hitch need hi vis marking

Library- Muscle Car Accident

- Recommend none

PWM- Leg Strike – Fall slip

- Recommend slow down / check possibility of installing non slip running boards

PWM- Muscle Back

- Recommend nothing

PWM- Muscle Back

- Recommend lifting less weight / use of lift assist equipment or supportive PPE

OPS- Eye Debris

- Recommend wait to remove eye PPE until exited dust environment

OPS- Arm laceration/fall/slip

- Recommend 3pt contact when stepping out of vehicle/equipment / do not operate hand held devices when entering exiting vehicles or using steps or stairs.

REPORTS OR ITEMS FROM DEPARTMENTS: None

December Lunch coordinator: Karen and Becky Subterra 1145-1pm Dec 5th

Guests Lee Elliott ACM and Adrian Albrecht CIS

Meeting adjourned at 1:50

Respectfully submitted:

Karan Frketich

Safety Committee Meeting Minutes
12:30 pm, Wednesday, OCT 3, 2012
Public Safety Building, 401 E Third St, Newberg, OR

MEMBERS PRESENT: Karen Tarmichael, Andy Willette, Nathan Anderson, Jason Wertz, Pam Young, Lori Biever-Lauder, and Mary Newell. **ABSENT:** Becky Green

CALL TO ORDER: Chairperson Karen Tarmichael called the meeting to order at 1:00 P.M.

REVIEW AND APPROVAL OF MINUTES: MOTION: Willette/Biever-Lauder to approve the minutes of September 5, 2012, as written. Motion passed unanimously.

INSPECTIONS:

The 2012 Third quarter, July - September, were completed.

Pam reported two individuals from City Hall expressed concern for child safety in the area near the railing in the front lobby as it drops down to street level. Chair Tarmichael ask Fac Maint /Clinton for suggestions for corrective action.

Chair Tarmichael advised that the City Manager had been informed that City Hall is not conducting regular training as required by OSHA. (Evac, confined spaces, fire extinguisher training, etc.) a request was made that someone be appointed to fulfill this monitoring role by the City Manager.

Chair Tarmichael advised that according to Rea from the Library repair to the ada ramps at the Library are scheduled. Will be an annual need and is on Rea's regular schedule. Facility Maint./ Clinton is working on this project, along with the ADA ramp handrail repair. Resurfacing and rail repair are expected to be completed before the rainy season.

Fourth quarter, October – December, inspections were designated as follows:

Animal Shelter and P.W. Yard – Andy & Mary
Wastewater Treatment and Water plants – Jason & Pam
Library and Annex Bldg – Karen & Becky
City Hall, Archive Bldg, PSB – Nathan & Lori
NFD – Alex Haven
Pump Stations/Reservoirs – Operations Staff

BUSINESS:

Safety Manual Review: Karen will forward the Safety Manual out of committee for final review.

Budget – Karen reported that she made a request to Finance to move CIS grant \$ to main budget (*this is done each September and results are pending*)

Grants:

- Reapply to CIS for 2013 Primary Grant in October/Nov (Andy/Karen)
- 3 yr RM Grans from CIS expires June 2013 - \$7860.37 remains

Karen advised of the 3-year risk grant is still available. Originally set aside for the old animal shelter now is available for other uses. The grant must be spent out by June 2013.

- Mary indicated that Dispatch Staff is looking at chairs, noting that there are a variety of styles currently in use in dispatch. Dispatch will make a decision and formerly request funds for a specific product when and if they decide to request funds via the Safety RM Grant.
- Lori indicated a need for shock absorbing floor pads for library workers. She will pull together costs, styles and colors with Library staff and formally request funds for a specific product when and if they decide to request funds via the Safety RM Grant.
- All were advised to check with their departments to see what needs they may have; only requirement is that the need mitigates injury or health risk and the requesting unit must make a written request indicating the actual items, vendor, cost and need. A Memo format is acceptable.

Safety Committee Meeting Minutes
Wednesday, OCT 3, 2012

INCIDENT REPORTS:

#1 Water Treatment Plant - While climbing into the Snyder Springs vault, the bucket being used as a step stool, tipped and user fell. This was not a time loss injury. As a result of this incident, Operations has installed stairs which were bolted in. No further action by Safety Committee except to recommend the Supervisor review the other remote access areas (springs, vaults, reservoirs) and install needed safety access precautions. Repairs were satisfactory for this incident location.

#2 PW Maintenance -- Vector Truck Accident/High-pressure Hose – 3 employees

Three maintenance personnel were operating the Vector Truck, using the high pressure hose. While in use, the hose fittings came lose, whipping around like a giant snake. All three workers suffered injuries; all were wearing provided PPE. Since this incident the vehicle has been sent to be “upgraded” with current swivel lock fittings and rear emergency shut off switch.

Committee had strong concerns that there was no employee stationed at the power source in the cab of the vehicle to shut the system down (training on energy lockout) and that outdated fittings were in use *“Older vehicles should be upgraded as technology becomes available not just left as is for 20 years because “it’s old”.*

Andy Willette raised a question regarding how often the Maintenance hoses are tested, and about rating of the fittings and how often they are evaluated. That it would seem prudent that hoses and fitting should be checked before each use and after each use plus regularly scheduled pressure testing. If the fitting was just not tight enough, it could have been operator error however employees and Nathan Anderson report that it was equipment failure. Maintenance is having the Vector truck refitted with updated hardware. Nathan PWM noted that OSHA was out to view the truck, but that it was already sent to be retro fitted the day after the accident and OSHA could not view the vehicle. Photos of the accident scene and equipment were not taken as part of the accident investigation for review by the committee.

Additional concern:

The workers, who were all injured, were attempting to reach help by using their Nextel push-to-talk to call a supervisor rather than dialing 9-1-1. This was in part due to a manager preference to be notified immediately about incidents. However Safety City Policy states that in any type of incident where moderate or higher first aid or medical assistance is required or when there is a need for rescue, evacuation, or accident involving staff or property, the appropriate number to call is 9-1-1. Not Dispatch back line and not the supervisor – 9-1-1 first. After that call is successfully made then proceed to notify supervisor as per your dept. preference.

The Safety Committee recommendation is PWM contact the vendor and get the schedule of maintenance including regular hose & fitting pressure testing, ensure all employees are trained and do perform a pre and post vehicle walk around, ensure all employees are trained on energy lock out and that operating procedures for all equipment includes proper energy control AND ensure all employees dial 9-1-1 when facing an emergency of any type.

A concern that one injured employee was posting on Facebook that the three workers were in the emergency room. Karen advised that there are laws that dictate what the City may tell employees about posting what he wishes on social media but she agrees that the employee may not have been aware that his post could have caused the families and coworkers of the other two injured employees great distress. Plus any disclosure of other employees injuries could violate their right to privacy. This issue is for HR to handle – as it crosses amendment rights vs HIPPA/confidentiality rights and is not within the Safety Committees scope to address.

Concerns and recommendations were sent to each department for response regarding these incidents by Chair Tarmichael.

Safety Committee Meeting Minutes
Wednesday, OCT 3, 2012

REPORTS OR ITEMS FROM DEPARTMENTS:

Chairperson Tarmichael reported that she has received complaints from four employees in different City departments about the reliability of the City-issued phones: i.e. problems with connectivity and poor sound quality (unable to understand speaker). Chairperson Tarmichael will pass along these concerns to the IT department from a safety standpoint of communication in emergencies. However Dept. Supervisors need to make their concerns known to IT as well so that the problem can be resolved.

November Lunch coordinator: Andy

December Lunch coordinator: Karen/Becky – Dec 5th 1145am – Subterra --- need suggestions guest speaker
Incoming department representatives should plan to attend with the outgoing representatives. Please be at the restaurant at 11:45 a.m.

Meeting adjourned 1:45 PM.

Respectfully submitted,
Mary Newell, Recording Secretary

DRAFT
SAFETY COMMITTEE MEETING MINUTES
12:30 PM, Wednesday, September 5, 2012
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Becky Green, Andy Willette, Lori Biever-Lauder, Jason Wertz, Pam Young, Nathan Anderson and Karan Frketich. **ABSENT:** Mary Newell

Call to Order: Karen Tarmichael, Chairperson, called the meeting to order at 12:45 PM.

Motion: Green/Biever-Lauder to approve August minutes as written. Motion carried.

Second Quarter Inspections to be completed by September 30, 2012 – Orig. to Becky cc to Karen & Site supvsr

BUSINESS

- Safety Manual Review- Review Revisions finalize October
- Budget Tabled till October for full Committee Attendance
- Request to Finance made to move CIS grant \$1476 to main budget (from Acct 31.000.334056 to 31.1220.524000) this must be requested every September
- Quarterly wellness Newsletter to be issued this month
- Grants
 - Annual CIS wellness grant - Reapply to CIS for 2013 October/Nov *Andy
 - Review 3 yr RM grant \$fund balance *Karen to call CIS for balance
 - *Members please come with suggestions on uses
 - 1 request is Ergo chairs for Dispatch/ talk with Mary
 - *Karen inquire w CIS names certified ergo consult & does qualify on RM 3yr grant?
- Repairs needed to ADA railing & ramp @ Library –
 - *Karen will inquire w Rea @ library if already scheduled w/ facility Maint / any assist needed from Safety Comm.

INCIDENT REPORTS

Old: NFD Heat Exhaustion – Safety Committee recommends proper Hydration

New: None

REPORTS OR ITEMS FROM DEPARTMENTS:

- Ops – Field stream testing/Springs access: Safety issue: 1) Being alone 2) Weather 3) Carrying 50 lb bag soda salt down isolated areas

Annual December meeting - Dec 5 @Subterra. Replacement Reps to attend w outgoing rep. City Manager, Assist City Manager and Adrian from CIS will be invited. Members bring suggestions for a guest speaker to next meeting. (IE: Yam Co Emerg Svc, Providence or Blue Cross, Safety Inspector from Public Works Supply etc.)

October Lunch coordinator: Lori - *Pogy's Email lunch order by Monday Oct 1st 5pm*

Meeting adjourned at 1:45

Respectfully submitted: Karan Frketich for Mary Newell

Safety Committee Meeting Minutes
12:30 pm, Wednesday, Aug 1, 2012

MEMBERS PRESENT: Karen Tarmichael, Becky Green, Mary Newell, Lori Biever-Lauder, Jason Wertz, Pam Young, and Nathan Anderson. **ABSENT:** Andy Willette

Karen Tarmichael, Chairperson, called the meeting to order at 12:47 PM.

Motion: Becky/Pam to approve the minutes as written. Motion passed unanimously.

INSPECTIONS:

Third Quarter Inspection assignments: July – Sept are due.

- Animal Shelter and P.W. Yard – Lori & Nathan
- Wastewater Treatment and Water plants – Karen & Andy
- Library and Annex Bldg – Jason & Mary
- City Hall, Archive Bldg, PSB – Becky & Pam
- NFD – Alex Haven
- Pump Stations – Operations Staff Complete

The last of the second quarter inspections was completed and reports placed on file.

BUSINESS:

- Representative Andy Willette will be absent for a few months and NFD will select a backup representative in his absence.
- Safety Manual Review: Assignments have been sent to members and responses are due to Karen Tarmichael by September 1st.
- Budget: Discussion of the budget has been tabled to the September meeting. A budget summary will be emailed to members prior to the next meeting to provide opportunity for review.
- Quarterly Wellness Newsletter: Karen has the draft. The issue will get to employees in early August.
- Karen confirmed with both the Newberg Fire Marshal and OSHA that fire extinguishers are required for the Records Annex building, regardless of limited use and must be checked monthly. Maint and Recorder were notified.

INCIDENT REPORTS:

Police Animal Control – Knee Strain. Safety Committee recommended AC ensure kennel carriers are in use and enough staff on hand to remove multiple animals from vehicle or support AC.

Public Works Maintenance -- Small Puncture. Agree w employee self-recommendation to slow down to work more safely.

Ops – Heat exhaustion, dehydration. Deferred to next meeting pending NFD Safety Committee review & recommendation.

REPORTS OR ITEMS FROM DEPARTMENTS:

Chair Tarmichael urged supervisors to frequently go over safety rules and equipment usage for new employees and volunteers, particularly seasonal workers. One initial orientation is not enough, considering how much information a new employee receives. Apply teachable moments and check on new employees often.

Dispatch looking at new 24-hour chairs; obtaining chair surveys. Once compiled, Becky and Karen will look at Risk Management or other funding to see if funds exists help secure part of the financing for dispatch chairs.

Sept Lunch coordinator: Jason

October Lunch coordinator: Lori

November Lunch coordinator: Mary

December Lunch coordinator: Karen/Becky

Respectfully submitted,
Mary Newell, Safety Committee Meeting Recorder

Safety Committee Minutes
12:30 pm, Wednesday, July 11, 2012 at PSB

MEMBERS PRESENT: Karen Tarmichael, Andy Willette, Mary Newell, Lori Biever-Lauder, Jason Wertz, Pam Young, and Chris Karatochvil for Nathan Anderson. **ABSENT:** Becky Green

Chairperson Karen Tarmichael called the meeting to order at 12:45 pm.

Motion: Lori Biever-Lauder/Andy Willette to accept the June 6, 2012 minutes as written. Motion passed.

INSPECTIONS:

Second Quarter Inspections for APRIL – JUNE 2012 were mostly completed. Jason Wertz and Mary Newell will complete City Hall, PSB, and the Records Annex as soon as possible.

Andy Willette reminds Committee members check chemical bottles during their inspections. He related a recent incident where several unmarked bottles were emptied as the result of a routine housekeeping matter. A strong OSHA issue, Andy followed up his action with a department-wide email to remind firefighters and personnel that all bottles are required to be appropriately marked with the contents. Committee members to remind their department staff as well.

Third Quarter Inspection teams are as follows:

Animal Shelter and P.W. Yard – Lori & Nathan
Wastewater Treatment and Water plants – Karen & Andy
Library and Annex Bldg – Jason & Mary
City Hall, Archive Bldg, PSB – Becky & Pam
NFD – Alex Haven
Pump Stations – Operations Staff

OLD BUSINESS:

Pam advised that the area in front of extinguisher at City Hall has been cleared. If it becomes a recurring problem, Clinton has indicated he can mark the floor with yellow tape outlining the clear area.

Regarding monthly inspections, Norma Alley has questioned why fire extinguishers are required in the Annex when the Annex is not occupied, except only occasionally. Karen will review the regulations and confirm what is/is not required in this instance.

Assignments have been sent to Committee members for the Safety Manual Review. Corrections and/or suggested adjustments to the manual are due to Karen Tarmichael by September 1st. If the updated Safety Manual can be confirmed by City Council before December, the City will benefit from a 1% discount from CCIS. Plus OSHA expects a review of policy every 24 months. Last review was 2009.

A tip sheet was distributed with information on how to maintain an ergonomically correct position when sitting. A form was also emailed to committee members so that depts. can conduct their own Ergonomics assessment. If any Dept. has a desire to bring in an Ergo Professional after that assessment is done then Becky or Karen can forward the assessment to CIS. CIS would like us to begin with the Self-assessment first. There are often grant funds available for dealing with Ergonomic issues.

NEW BUSINESS:

Adopted 2012-2013 Safety Committee budget is \$2500, plus still have the CIS grant of \$1476 available for the next 12 months. Karen & Becky will make a Budget Adjustment Request to Finance in September to move the Grant funds from Acct. 31-0000-334056 (1476\$) to Safety Committee account # 31-1220-524000. This is a request that has to be made each Sept in order to move grant funds from one budget year to the next. In future years the

Safety Committee will need to remember to make this request every September to Finance to keep Grant Revenues from being "lost". Once the adjustment is done the committee budget for **2012-13 will be \$3976.00**. A budget spreadsheet will be sent to Committee members. This budget includes both safety and wellness funds for the city and pays for the wellness fair, health magazines and other expenses.

Recognizing there were some unused funds available from the FY 2011-12 budget, Karen and Becky approved and purchased the following items prior to June 30, 2012:

- Additional Wellness Fair supplies for 2013 -- sunscreen kits, stress games, etc.
- 4 ergo Chairs for the Library
- A second P90x fitness video system which was located at Fire Station 21.

Lori has submitted her portion of the articles for the quarterly wellness newsletter and Karen will complete the newsletter and distribute to employees in late July. This newsletter is one of the activities that qualify the City for the annual CIS grant each January.

INCIDENT REPORTS:

Blood Borne Path exposure. Officer was following protocol by wearing gloves. The Safety Committee defers to Police policy on pathogen exposures.

PWM – Laceration. Employee struck head on open computer cabinet door inside camera truck. Employee remarks that in future closing cabinet door and being aware of surroundings is solution. Committee agrees – no further action.

REPORTS OR ITEMS FROM DEPRATMENTS:

Operations: Now an active construction zone in several areas of 2301 Wynooski facility. Hard Hats, High visible vests etc. will be required in the construction areas. All visitors should check in at main office.

Jason Wertz indicated the City may look at making that portion of Wynooski into a construction zone, reducing speed from 45 to 25 mph. Committee members expressed that the Wynooski road entrance to Ops is very difficult to safely navigate with traffic speed at 45 and the naturally blind corner just before the entrance.

Reminder to all Committee members: please refresh Dept. supervisors on summer weather safety – heat, hydration and sun protection.

Lori has volunteered to look for other grants the City could qualify for to hold more safety or wellness events or equipment. Karen will forward a grant clearing house link to Lori. Karen noted there are several clearing houses with grant information, as well as some specific grant-funding agencies.

Lori thanked Public Works for the signage on sidewalk to keep bikes and skateboards off the sidewalk in the downtown core.

August Lunch coordinator: Andy

Sept Lunch coordinator: Jason

October Lunch coordinator: Lori

November Lunch coordinator: Mary

December Lunch coordinator: Karen/Becky

ADJOURNMENT:

There being no further business, meeting adjourned at 1:30 pm.

Respectfully submitted,

Mary Newell

Recorder of the Minutes

Newberg Safety Committee

Safety Committee Meeting Minutes

12:30 pm, Wednesday, June 6, 2012

MEMBERS PRESENT: Karen Tarmichael, Becky Green, Andy Willette, Mary Newell, Lori Biever-Lauder, n Wolf (for Jason Wertz), Pam Young, and Nathan Anderson.

Call to Order: Karen called the meeting to order at 12:50 PM.

Motion: Lori Biever-Lauder/Becky Green to approve the May minutes as written. Motion passed.

Inspections:

SECOND QUARTER: APRIL – JUNE 2012

Animal Shelter, P.W. Yard – Karen & Pam - Schedule for Monday, June 11th.
Wastewater Treatment and Water plants – Becky & Nathan – Before June 24th.
Library and Annex – Lori & Andy-(Completed)
City Hall, Archive Bldg, PSB – Jason & Mary -- To be scheduled.
NFD – Alex Haven
Pump Stations – Operations Staff – (Completed)

Old Business:

Fire Extinguishers at City Hall and Annex: Per Becky, no inspection done at City Hall. May inspection for City Hall will be completed as part of the inspection coordinated by Clinton Alley. Following discussion, determined that the regular monthly City Hall inspection will be done in future by Pam. Pam will discuss with Norma about the best way to coordinate the Annex inspection. Clinton has arranged for annual May inspections, which will begin June 7th until done.

Pam to investigate whether the debris and pop cans are still placed in front of extinguisher at City Hall.

New Business:

The Safety Manual, which is now in electronic format, has not been reviewed since 2009. Discussion regarding best possible organized method for reviewing the entire manual. Determined that chapter assignments will be sent out to committee members, with a due date for October meeting. Evaluation is to look for outdated material.

The Safety Committee 2012-13 Budget will be reduced to \$2500. Karen will provide a breakdown of funds available, both general and grants and how spending has been done. Lori is willing to look for other funding opportunities.

Becky will contact CIS to schedule a chair positioning consultation for the Library. Mary requested the Dispatch Center also be considered for an evaluation if CIS is coming to Newberg.

Incident Reports:

PWM - Head Injury - Detail not known. Recommendation to be more aware of surroundings.

NFD – Chest Pain/Physical Exertion. New volunteer who became overheated, trouble breathing. Began to develop chest pressure. Transported to hospital for evaluation. Non-cardiac related. Recommendation: defer to Fire department suggestion to educate staff on proper hydration, how to maintain hydration during the summer months. Volunteer has a full release to go back to work.

PD – Knee, Impact Pain. No recommendation; defer to their procedure.

Library Medical call on second floor of Library: Discussion regarding need for a second AED at the public library, would a 2nd AED be beneficial for the library. Andy suggested Library personnel should discuss emergency response plan so everyone understands how to respond. Lori said they go over the plan once a week, but there is a meeting next week. Karen said Frank Douglas said one AED is probably sufficient, but plan

should be that someone goes for the first aid kit and AED. Andy said to base the Library plan on the least number of people who would respond.

Safety Fair Wrap up:

Vendors liked the event; several positive comments. Food was good selection and only \$133. Good variety of vendors, with the massages again a highlight. Balloons made the room cheerful. People likes the flashlights.

Suggested to again use a "theme" for planning the event for 2013. Karen requested any suggestions for vendors be submitted for planning.

Karen is the July Lunch coordinator.

Next meeting will be July 11, 2012, due to the Independence Day holiday.

Public Works day: June 28th

No further business, Karen adjourned the meeting at 1:55 PM.

Newberg Fire Department Safety Committee

June 18th, 2012

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: 1800 **Adjourned at:** 1830

Minutes from the meeting of May 28th were read and approved.

COMUNICATIONS:

None

INCIDENT REPORTS:

- *2012-18 Back pain while bending over working on an air pack – Use proper ergonomics while lifting and bending to prevent back injuries.*

OLD BUSINESS:

None

Action Items:

None

NEW BUSINESS:

PPE Hazard assessment of Fire Dept needs to be done for the City of Newberg – Will be done and reviewed by DC Alex Haven.

Next Meeting: July 16th 2012 @ 1730 Station 21

Submitted by: Justin Behrens, Committee Secretary

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

July 16th, 2011 Agenda
NFD Safety Committee

Call to Order @ ~1730 Station 21

Alex Haven / Justin Behrens / Andy Willette / Mark Harris / Cameron Helikson

Review of June 18th Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: August 20th, 2012 @ 1730 Station 21

Adjourned @ _____

Newberg Fire Department Safety Committee

May 28th, 2012

COMMITTEE:

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

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

Member: Eng. Cameron Helikson X Present

Meeting was called to order at: 1730 Adjourned at: 1845

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

COMUNICATIONS:

PFB Safety video on MSA mask freezing issue – monitor PFB findings as published

INCIDENT REPORTS:

- 2012-04 Crew was in a fire in St. Paul when back draft/flashover situation occurred. ***Investigation in Progress***
- 2012-06 "Incomplete" Vehicle Damage – Review next month.
- 2012-08 "Incomplete" Vehicle Damage minor damage - Review next month.
- 2012-09 "Incomplete" Minor burns to Firefighter - Review next month.
- 2012-10 "Incomplete" Heat Exhaustion from drilling - Review next month.
- 2012-11 "Incomplete" Near Miss Vehicle died while responding on a call and almost hit pedestrian. – Review next month.
- 2012-12 Breaker tripped on medic bay door, while pulling the emergency release with a pike pole it slipped and caused damage to top of medic unit.
- 2012-13 Insignificant issue – damage to radio
- 2012-14 Damage to Tr-20 pulling out of the station Deferred to June Meeting
- 2012-15 Probie medic 2nd to drilling transported to PNMC for evaluation
 - Safety Bulletin – Keep hydrated drinks lots of water during the summer
- 2012-16 Vehicle/Station 20 damage – Door not 100% open while pulling out
 - Safety Bulletin Doors are to be kept 100% open or 100% closed
- Vehicle damage – Ladder rack damage from tree – Awaiting paperwprk

OLD BUSINESS:

None

Action Items:

None

NEW BUSINESS:

None

Next Meeting: May 21st 2012 @ 1730 Station 21

Submitted by: Justin Behrens, Committee Secretary, Recorded by Andy Willette

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

June^{18th}, 2011 Agenda
NFD Safety Committee

Call to Order @ ~1730 Station 21

Alex Haven / Justin Behrens / Andy Willette / Mark Harris / Cameron Helikson

Review of May 21st Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: July 16th, 2012 @ 1730 Station 21

Adjourned @ _____

Approved 6-6-12
SAFETY COMMITTEE MEETING MINUTES
12:30 PM, Wednesday, May 02, 2012
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Andy Willette, Lori Biever-Lauder, Jason Wertz, Pam Young, Nathan Anderson and Karan Frketich. **ABSENT:** Mary Newell

Chair Karen Tarmichael, called the meeting to order at 12:45 PM.

Motion: Green/Young to approve April minutes as written. Motion carried.

Second Quarter Inspections to be completed by June 30, 2012

OLD BUSINESS

Safety Fair Grant - Andy applied and received approval for the Safety Fair Grant \$500
Check forwarded to Finance to apply to safety acct 31.1220.524

Animal Shelter- Hose reel and other items belonging to the shelter have been moved from Clintons van to Waste Water Treatment Plant for storage until the completion of the new Animal Shelter.

Fire Extinguishers – Jason Wertz/Pam Young will do the inspections of the Fire Extinguishers for City Hall except archieve bldg. which Norma Alley does. Pam noted that the empty pop can box is covering the Fire Extinguisher on the main level of City Hall she has moved it twice. Karen will send out reminder email to employee's not to block/obscure extinguishers. It's likely a janitorial issue.

Street Sweeper Markings – Reflective tape & lights has been added to the sweeper- Resolved

PW Maintenance – New eye PPE have been ordered – employees told must use ppe as directed by supervisors. Issue resolved.

NEW BUSINESS

Safety Fair/May 10th 11-1

- Add more tables - Change the layout to accommodate the extra tables
- Pass out goody bags when employees arrive
- Make sure employees sign there name to the raffle tickets
- Send a reminder to City Employees on Wednesday, May 9, 2012
- Nathan will order dozen balloons at Safeway
- Ian will set room up with WiFi
- Coverage all day: Karen, Becky, Pam and Andy
- Photographer: Brittney Jefferies
- Snacks: fruit, trail mix, bottle water, cheese sticks

2nd quarter Wellness Newsletter will be passed out after Wellness Fair.

INCIDENT REPORTS

PW Operation – Lost power to the Well Fields and the gate had to be manually open employee's work duty glove was caught and twisted his finger. No injury just a swollen finger. Recommendation of committee: use caution when manually moving equipment.

REPORTS OR ITEMS FROM DEPARTMENTS: None

June Lunch coordinator: Pam Young

Meeting adjourned at 1:35

Respectfully submitted:

Karan Frketich for Mary Newell

Newberg Fire Department Safety Committee

April 16th, 2012

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: 1800 Adjourned at: 1830

Minutes from the meeting of March 19th were read and approved.

COMUNICATIONS:

None

INCIDENT REPORTS:

- 2012-04 Crew was in a fire in St. Paul when back draft/flashover situation occurred. ****Investigation in Progress****
- 2012-06 "Incomplete" Vehicle Damage – Review next month.
- 2012-08 "Incomplete" Vehicle Damage minor damage - Review next month.
- 2012-09 "Incomplete" Minor burns to Firefighter - Review next month.
- 2012-10 "Incomplete" Heat Exhaustion from drilling - Review next month.
- 2012-11 "Incomplete" Near Miss Vehicle died while responding on a call and almost hit pedestrian. – Review next month.
- 2012-12 Breaker tripped on medic bay door, while pulling the emergency release with a pike pole it slipped and caused damage to top of medic unit.

OLD BUSINESS:

Training OG's in Progress

-Training, Live Fire, Maintenance Training by level, In-Service Training

Action Items:

None

NEW BUSINESS:

Update on safety issues with Truck 20

Update on construction issues with Station 20

Next Meeting: May 21st 2012 @ 1730 Station 21

Submitted by: Justin Behrens, Committee Secretary, Recorded by Andy Willette

May 21st, 2011 Agenda
NFD Safety Committee

Call to Order @ ~1730 Station 21

Alex Haven / Justin Behrens / Andy Willette / Mark Harris / Cameron Helikson

Review of April 16th Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: June 18th, 2012 @ 1730 Station 20

Adjourned @ _____

SAFETY COMMITTEE MEETING MINUTES

12:30 PM, Wednesday, April 4, 2012

Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Andy Willette, Mary Newell, Lori Bieber-Lauder, Jason Wertz, Pam Young, and Nathan Anderson.

ABSENT: Becky Green

Karen Tarmichael, Chairperson, called the meeting to order at 12:48 PM.

Motion: Willette/Bieber-Lauder to approve March minutes as written. Motion carried.

First Quarter Inspections have been completed and the schedule is out for the second round of inspections to be completed by June 30, 2012.

First Quarter Inspections January-March 2012

Animal Shelter, P.W. Yard – Becky & Jason (completed)

Wastewater Treatment and Water plants – Mary & Lori (Completed)

Library and Annex – Pam & Andy (completed)

City Hall, Archive Bldg, PSB – Karen & Nathan (Completed)

NFD – Alex Haven (Station 20 completed)

Pump Stations – Operations Staff (completed)

Second Quarter Inspections Assignments for April – June 2012

Animal Shelter, P.W. Yard – Karen & Pam

Wastewater Treatment and Water plants – Becky & Nathan

Library and Annex – Lori & Andy

City Hall, Archive Bldg, PSB – Jason & Mary

NFD – Alex Haven

Pump Stations – Operations Staff

Noted a recurring inspection issue is failure of monthly checks of fire extinguishers and eye wash stations. Heavy OSHA fine should they do an inspection. Per Karen, Clinton Alley has advised that fire extinguishers and eye wash stations are to be inspected by a person assigned for each building. Chair Karen Tarmichael encouraged safety committee members to confirm this responsibility is assigned and monthly inspections are conducted.

OLD BUSINESS

Safety Fair Grant – Spring Into Health May 10, 2012. With some final information, Andy Willette will be submitting the grant application, nothing he needed budget and insurance information. Providence, Kaiser, CCIS and PNMC have been invited. The grant will pay 50% of costs up to a maximum of \$500 every two years, with exception of anything related to giveaways. Ms. Tarmichael will email budget from the 2011 Safety Fair, and anticipate the same budget for 2012.

Animal Shelter. Last inspection – hose still underfoot/trip hazard. Karen said the hose is still located on the floor. Justin suggested that the hose could be run under the sink, and channel the hose along the lip of the floor. Andy Willette suggested the recommendation be noted for documentation in the event a grant review occurs in the future. The reel being stored in Clinton's van will be moved to storage and marked as belonging to Animal Control, along with the other items being held for the new shelter.

Future inspections will note the hose on the floor.

NEW BUSINESS

Safety Fair /May 10th 11-1 pm

- Status on letters to vendors / review of replies - Pam
- Ordering of giveaway items – due to order now – status Pam/Lori
- Snacks status - Mary and Pam
- Poster –due to all employees via email and printed to post in lunch rooms - Jason
- Room is reserved – PWM has been informed of Date/requested assistance in set up.

Pam distributed a list of vendors invited, noting 13 have confirmed. Karan will assist Pam with calling vendors to secure a final count.

Produced for review by the Safety Committee was a Stress Survival Kit, which has been ordered for distribution at the fair. Other giveaways will include: flashlight keychain, lip balm, and sunscreen.

Mary and Pam will make a Costco run for healthy snacks the day prior to the fair.

Jason has the poster ready for email distribution.

Lori noted that grant funds pay for the Safety Fair, not City funds. It was suggested Becky put something in the City newsletter regarding the fair and identify other items which are paid for with grant funds.

2nd quarter Wellness Newsletter due out in May – Lori & Karen are working on it. Cholesterol is the topic for the month and includes some recipes.

Storm safety – Karen

Noted to keep in touch with your employees while they are out in the field; employees should be checking in regularly when stormy weather comes about. If you don't hear from an employee, supervisor should be checking on them.

April is Distracted Driving Month – In addition to cell phones, distracted driving includes other multi-tasking done in vehicles. Supervisors should talk with their employees regarding distracted driving. All Department Heads have been provided with the corrected notice.

INCIDENT REPORTS

Old:

Street Sweeper Markings – Karen is working with Lt Craig/ NFD to order correct tape for PW Maint to install conspicuous markings to current sweeper to meet US Federal Motor Carrier Safety Standards. The sweeper does need to be marked. Karen thinks enough material is available so no additional purchase is anticipated. This has led to inspection of other vehicles which may need additional markings. If more material is required, some grant funding may be available.

PW Maint – review of Eye protection supplies and policy. Nathan reported that Russ Thomas has some demo goggle type glasses, but these are not for daily wear. Discussion regarding nature of water pressure and the type of glasses needed, glasses vs. goggles. Nathan has some vendors to contact, and is looking for glasses with a tighter fit.

New:

PW Maintenance had an Injury to Leg while removing Tree branch damaged after storm resulting in a one-day loss. Recommendation of committee: Supervisors review the event and

discuss their best practices and then review it with their staff. If they need additional resources, contact the Safety Committee.

REPORTS OR ITEMS FROM DEPARTMENTS: None.

Several flyers were available for distribution to the various departments.

May Lunch coordinator: Jason Wuertz

Meeting adjourned at 1:50 PM.

Respectfully submitted:

Mary Newell
Safety Committee Recorder

Newberg Fire Department Safety Committee

March 19th, 2012

COMMITTEE:

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

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

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

Meeting was called to order at: 1720 **Adjourned at:** 1746

Minutes from the meeting of March 19th were read and approved.

COMUNICATIONS:

None

INCIDENT REPORTS:

- 2012-04 Crew was in a fire in St. Paul when back draft/flashover situation occurred. ****Investigation in Progress****
- 2012-05 Near miss report with no injuries or damage – Compartment door opened while responding to a call and equipment fell out in someone's yard.
- 2012-06 "Incomplete" Vehicle Damage – Review next month.
- 2012-07 Vehicle damage while backing minor damage no recommendations.
 - Safety bulletin pending- Backing Practices
- 2012-08 "Incomplete" Vehicle Damage minor damage - Review next month.
- 2012-09 "Incomplete" Minor burns to Firefighter - Review next month.
- 2012-10 "Incomplete" Heat Exhaustion from drilling - Review next month.
- 2012-11 "Incomplete" Near Miss Vehicle died while responding on a call and almost hit pedestrian. – Review next month.

OLD BUSINESS:

Waiting for the accident report from WA County Sheriff for Ambulance Crash
New Incident Reporting system now in place and available in the Ops. Com. Folder on the "K" drive.

Organizational Statement Complete: Pending Chief's approval

Action Items:

NEW BUSINESS:

Training OG's in Progress

-Training, Live Fire, Maintenance Training by level, In-Service Training

Next Meeting: April 16th 2012 @ 1730 Station 21

Submitted by: Justin Behrens, Committee Secretary, Recorded by Andy Willette

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

April 16th, 2011 Agenda
NFD Safety Committee

Call to Order @ ~1730 Station 21

Alex Haven / Justin Behrens / Andy Willette / Mark Harris / Cameron Helikson

Review of March 19th Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: March 19th, 2012 @ 1730 Station 20

Adjourned @ _____

Safety Committee Meeting Minutes
12:30 AM, Wednesday, March 7, 2012

MEMBERS PRESENT: Becky Green, Andy Willette, Mary Newell, Lori Biever-Lauder, Jason Wertz, Pam Young, and Nathan Anderson.

ABSENT: Karen Tarmichael

Call to Order: Becky Green called the meeting to order at 12:50 PM.

Review and Approval of Minutes:

Motion to approve minutes of the February 1, 2012 Safety Committee meeting as written. Motion passed.

Inspections: First Quarter Inspections January-March 2012

Animal Shelter, P.W. Yard – Becky & Jason will have these completed before the next meeting.

Wastewater Treatment and Water plants – Mary & Lori (*Completed*)

Library and Annex – Pam & Andy (*completed*)

City Hall, Archive Bldg, PSB – Karen & Nathan (scheduled 3-8-12)

NFD – Alex Haven (*Station 20 completed – Station 21 pending*)

Pump Stations – Operations Staff (*completed*)

Old Business:

- First Aid Kits – Dept Heads have addressed. Kits should be located by AED's. All kits should be inspected every 60 days for expired materials either by the contract company or by a department employee. Reordering costs are the responsibility of the department where kit is located. Reorders should be made through Clinton if kit is under contract or by the employee responsible for checking the kit as designated by each location. This issue has been completed in so far as Safety Committee is involved.
- Safety Fair Grant – Spring Into Health is the theme for the annual Safety Fair which is scheduled for May 10, 2012. Andy, noting there is still time to apply, now has enough information to submit an application for the Safety Fair grant.
- Hose reel at Animal Shelter. The hose reel has not been installed at the Animal Shelter. Captain Kosmicki and Clinton Alley met to discuss installation of the reel at the shelter, deciding there is no room for the reel that is functional. No further work will be completed at the old shelter as new shelter is under construction. Staff is considering limiting access to the shelter to just those persons cleaning the shelter until moving to the new location. Mary referred more discussion be directed to Captain Kosmicki, who oversees the Animal Control program. Becky and Jason will review the matter further when they do their site Safety inspection.

New Business:

- Safety Fair /May 10th 11-1 pm
 - Status on letters to vendors / Pam advised that letters have been sent to vendors and replies are due March 30th.
 - Ordering of giveaway items needs to be done. A discussion was held regarding give away items. Some suggestions included small flash lights, sunscreen, and drink powders for bottled water. Lori will do further checking and confer with Pam, who will help coordinate the purchase. Mary and Pam will handle snacks and water, and Jason will make up a poster for promotional purposes.
 - Room is reserved – PWM has been informed of Date/requested assistance in set up.
- NFD New Accident investigating forms pending. Andy advised that the new form is in circulation. A portion is under review by the Legal Department for possible HIPPA issues.

- Handouts for Departments – OSHA expectation has increased that all level supervisors should train regularly and document in writing plan and training of all staff AND volunteers.
 - OSHA advised staff should be **regularly** trained/ plan for adverse weather **annually** reviewed. OSHA will expect this to be **done and documented** by each department regularly.
 - OSHA advised that asbestos is being used again in new products. In addition any work in older structures is still at risk for exposure. Each department is required to have a written plan in place for PRE TESTING new work areas for asbestos regardless of age of materials and should document training on annual basis.

Public Works, Fire and Police are regularly trained for driving for weather conditions. Departments will review need for asbestos-related training as required.

Incident Reports:

OLD Items:

STREET SWEEPER Markings – Reported that Karen is working with Lt Craig/ NFD to order correct tape for PW Maint to install conspicuity markings to current sweeper to meet US Federal Motor Carrier Safety Standards. Status unknown.

PW MAINT – Manhole covers – EAIP Funds from CIS. Manhole covers have been received.

NEW:

PW Maint – 2 employees with debris into eyes from water pipe under pressure. One with PPE and one without PPE.

A discussion was held regarding the two incidents. Suggested review of department policy regarding the wearing of safety glasses and that employees wear safety glasses when doing any type of work having a potential for possible injury.

Noted that current glasses fit away from the face and there have been other occasions where material was pushed up into the eye area due to the loose fit. Nathan Anderson noted there are boxes of these safety glasses and will look at other styles of glasses with a tighter fit, costs, and report back at the next meeting.

Reports or Items from Departments:

April Lunch coordinator: Mary

Meeting adjourned at 1:45 PM.

Respectfully Submitted,

Mary Newell, Secretary

Safety Committee Minutes

February 1, 2012, 12:30 @ the Public Safety Building

ATTENDANCE: Becky Green; Karen Tarmichael, Chairperson; Andy Willette; Mary Newell; Lori Bieber- Lauder; Jason Wuertz; Pam Young; and Nathan Anderson

Call to Order at 12:50 PM by Chair Karen Tarmichael.

Review and Approval of Minutes:

Discussion – posting Draft version of Minutes to increase employee awareness

No concerns expressed, and consensus was it is a positive move to get them posted as soon as possible.

Approval of Minutes from the Safety Committee Meeting of January 4, 2012

Motion: Willette/Bieber-Lauder to approve the minutes as written. Motion passed.

Inspections:

First Quarter Inspections January-March 2012

Animal Shelter, P.W. Yard – Becky & Jason

Wastewater Treatment and Water plants – Mary & Lori (*WWTP Completed and Water scheduled for next week*)

Library and Annex – Pam & Andy (*Scheduled for week of 2/13-17*)

City Hall, Archive Bldg, PSB – Karen & Nathan

NFD – Alex Haven

Pump Stations – Operations Staff (completed)

Old Business:

- P90x2 Strength training - A. Willette

Equipment is available to all City employees. Fire Dept. employees are encouraged to workout in the early hours so gym will be available to other City employees between 10AM-8PM. Email to all employees forthcoming.

- First Aid Kits

- Memo to Dept Heads sent Jan 18 2012 – DH have 3 action items
- All Safety Reps- Checked on location of Kits in their area / relocated as needed
- Advised by Fac. Maint. that kits at CH, PSB, PWM and Library are on a 60 day schedule
- Cost for service has been \$914.25 for last 24 months.

Four department heads have talked with employees and identified who will check their first aid kits. Item three will be discussed at the next Department Head Meeting. Noted that City Hall first aid kit is located in Engineering – Committee wishes to have it relocated to first floor by AED- City Hall department heads will determine whether it is appropriate to relocate it near the area of the AED, and add a smaller one in Engineering.

Advised that Clinton indicated that First Aid Kit maintenance costs appear to be as originally budgeted. Kits are on a 60 day maintenance schedule. If department head wants kit content reduced to eliminate products like cough drops or ointments, contact Clinton.

N Anderson reported Public Works Maintenance is stocked specifically for their needs and do not anticipate changing the location of the kit or how they maintain their first aid kits. K. Tarmichael says same for Operations.

- Safety Fair Grant – A. Willette

Andy is working on a \$500 grant for the Safety Fair. Discussed possibility for a “theme” based event. For possible ideas, Karen will talk with PNMC and Becky will contact Jan Noland. Pam will contact Public Works to schedule room set up. Once Theme has been identified, Pam will invite vendors. Mary has reserved Room for fair on the Calendar.

Hose roller has not been installed at the Animal Shelter. Roller is available and Clinton will be directed to install it at his earliest convenience. Karan cited a potential \$1,000 fine if an OSHA inspection were to occur.

New Business:

- Safety Fair – Set Date – Pam

*Annual Safety Fair was scheduled for **Wednesday, April 25th**. Event will be 11-2, with setup beginning at approximately 10 AM. Public Safety Training Room has been reserved for the event.*

- Quarterly Wellness Newsletter – Lori

The health and wellness news article will be available this weekend, with recipes. Lori will send to Karen for review/proofing who will then forward to employees. Lori indicated that City employees had been generous with their suggestions for topics.

- Renewal Wellness Magazines – Karen

Consensus to continue with Wellness Council monthly magazines at approximately \$205, and renewing for another year. Magazine is provided through the grant. Renewals are annual in March.

- New Accident investigating forms pending – Karen

Karen advised some forms under legal review by CIS re: asking "Age" and "Previous Medical Issues" – may be violations to ask on non WC801 forms. If Legal advises - all forms will be amended except WC801

Willette explained that the Fire Department has internal Safety Committee under OSHA. They have created a new form to consolidate the many forms into one, but still meet the needs of the various reporting agencies. New form put more responsibility on the supervisors to investigate cause and discuss improvements. Events will be tracked under incident number. Final form is under review. Other Departments may request to also utilize once they go into effect by speaking with DC Alex Haven.

Incident Reports:

Response from PW MAINT – Sweeper Accident – Marking Recommendations

Risk Management grant will pay for additional Vinyl striping tape on the working sweeper. Tarmichael to order and deliver to PWM for application on older sweeper. Anderson indicated the new sweeper will have markings according to new enhanced NHTSA requirements. Thus both vehicles will be marked under the most current regulations and recommendations.

Response to PW MAINT – Manhole covers – EAIP Funds from CIS/Becky

Becky was advised that the EAIP grant (\$2500) allows for the purchase of Manhole cover lifter as an allowable use of grant funds. Manhole cover lifters will help reduce back, neck, shoulder issues. Public Works Maintenance received 3 small and 2 large magnetic manhole covers, and the City of Newberg will be reimbursed \$1700 for their cost. The PWM will get invoices to Becky Green for submission to CIS Grant.

NPD – 3 officers bruised kicked and scratched by combative suspect during arrest.

No recommendation outside of review of current policy.

PW Maint – Vehicle/Minor

Safety Committee has no observation outside of what was recommended that best practice is to not back up when you are fully stopped.

Reports or Items from Departments:

Jason will work with Construction Co to resolve water leaks at the fire department Station 20. Slip Hazard.

March Lunch coordinator: Lori will arrange for lasagna for next meeting.

Meeting adjourned at 2:00 PM.

Respectfully submitted,

Mary Newell, Secretary

Safety Committee Minutes

January 4, 2012 12:30

PRESENT: Becky Green, Karen Tarmichael, Andy Willette, Mary Newell, Lori Biever-Lauder, Jason Wuertz, Pam Young, Nathan Anderson.

Call to Order by Chair Karen Tarmichael.

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of November 2, 2011

No minutes from December – Annual Committee Lunch and speaker from CIS.

Motion: Willette/Biever-Lauder to approve the minutes as corrected to reflect that hose roller for the Animal Shelter has not been installed. Motion carried. Chair Tarmichael will follow up with Public Works to ensure the roller is installed.

Per Jason Wertz, construction on the new animal shelter started this week.

Inspections:

All 4th Quarter inspections were completed.

Fourth Quarter Inspections: Oct – Dec 2011

Animal Shelter and P.W. Yard – Andy & Mary (completed – forms needed)

Wastewater Treatment and Water plants – Jason & Caleb (completed)

Library and Annex Bldg – Karen & Craig (completed)

City Hall, Archive Bldg, PSB – Lori & Becky (completed)

Fire Dept-NFD - Alex Haven (completed)

Pump Stations – Operations Staff (completed)

First Quarter Inspections January-March 2012

Animal Shelter, P.W. Yard – Becky & Jason

Wastewater Treatment and Water plants – Mary & Lori

Library and Annex – Pam & Andy

City Hall, Archive Bldg, PSB – Karen & Nathan

NFD – Alex Haven

Pump Stations – Operations Staff (completed)

Chair Tarmichael encouraged Committee members to complete Q1 safety inspection prior to Spring break. Noted that the Waste Water Treatment plant will be a construction site beginning on Monday, January 9th. For reference, Chair Tarmichael will scan old inspection reports and send to members for their use as follow up for current inspection.

Old Business:

Wellness Grant: Balance \$900.00

- P90x2 Strength training systems @\$ 107.87 for downtown

Clinton Alley received and will deliver to NFD 20. *Andy Willette will email all staff about equipment availability.*

- Request 1 weight room mat 4x6 NPD \$150

Captain Kosmicki received and paid for the mat. Was a bit over budget and the police department absorbed the added cost.

- Massages completed - \$510 billed to date.

\$767.87 Estimated total spent of the grant. Chair Tarmichael will have the final balance at the next meeting.

FIRE DRILLS

Discussion regarding what was learned from the City Hall fire drill, which went very well and identified areas that needed attention. Committee discussed need for drills at other departments. *Each Representative to ask their supervisor to hold a table top exercise or group training on their individual evacuation plans by June 2012.*

New Business:

- Planning Bldg Inspections – question about Confined space – under buildings

Responding to a question which came from Planning/Building Department, employees should not go into a closed crawl space under a house alone as it is considered a “confined space.” Air should be tested because there could be gases, sewage, electrical wires, etc. If the area is open by way of lattice or something similar, the area is not a confined space.

- Library – First Aid Kits – inventory and cost

First Aid kits all inspected and stocked by First Aid Plus Inc for City Hall, PWM, PSB, and Library buildings were approved approximately 5 years ago. Library first aid kit was long expired and company re-filled the kit. Questions were raised about content of kit, cost, and how often kits are refilled.

Invoice was approved for payment by Clinton via **Facilities Maintenance** Budgets. This is the budget that these kits are paid from traditionally per Clinton Alley.

Chair Tarmichael will investigate refilling schedule with Clinton

Pam Young will report on average costs last 24 months at next meeting.

Committee recommends that Dept. Heads review kit contents. Committee recommends a standardized kit at all locations but defers to Dept. Heads to decide on whether to standardize kits. Chair Tarmichael will advise Dept. Heads of this recommendation.

Consensus was content of first aid kits are available for first aid for all employees, and for the public until medics arrive in the event of an emergency. However Committee feels that non first aid items (oral medications, lip cream etc) should never be provided to the public.

Recommended all Safety Committee reps check the location of their first aid kits and ensure all staff be notified where they are, preferably located close to the AED.

- Wellness Grant for 2012 – submitted successfully \$1476 to be received Jan 2012

Check should arrive within the next couple weeks. This grant must be reapplied for each year and the City of Newberg received the full amount available.

- Safety Fair Reimbursement Grant - Andy

CIS will reimburse a small portion every two years. Safety Committee will apply for the reimbursement this year.

Incident Reports:

NPD – Pathogen exposure to face by custody subject

Recommendation: Defer to police department exposure procedure on exposure.

PW Maint – Sweeper hit by Drunk Driver Property and injury

Recommendation: Consider applying reflective striping on the back of the sweeper. If want to pursue this, Safety Committee will pursue some funding to help offset the cost.

NFD – Back & Muscle injury – Gurney w Patient tipped

Fire department safety committee reviewed. An email is going out to employees to do some additional safety awareness training and cross train with partnering City Responders.

Recommendation: Defer to recommendation of the Fire Department safety committee recommendation.

PW Maint – Outdoor Slip – back strain

In this incident, this individual just happened to trip. Was wearing appropriate shoes and moving cautiously. No obvious reason for the slip.

Recommendation: Just a reminder to try to be as careful as possible.

PW Maint – Outdoor Fall – back strain – Lifting

Recommendation: Use the magnetic manhole puller when it is known that one will be pulling multiple manhole covers per day. If department would like another magnetic manhole puller, obtain quote and the Safety Committee will see if funds are available to assist with purchase.

Reports or Items from Departments:

None

Committee Business:

Assignments:

Becky is Administrative rep.

Lori will produce wellness electronic newsletter; quarterly.

Wellness fair, which happens every spring, will be coordinated by Pam this year.

Luncheon coordinators:

February: Andy

March: Lori

April: Mary

May: Jason

June: Pam

Becky will be on vacation in April.

No further business to come before the committee, Chair Tarmichael closed the meeting at 2:04 PM.

Respectfully submitted,

Mary Newell

Recording Secretary

Newberg Fire Department Safety Committee

January 16th, 2012

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 Member: Eng. Matt Turpin X Present

Meeting was called to order at: 1800 Adjourned at: 1825

Minutes from the meeting of December 19th were read and approved.

COMUNICATIONS:

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

INCIDENT REPORTS:

- FF Hurt wrist while pulling on boots – No Recommendations

OLD BUSINESS:

Waiting for the accident report from WA County Sheriff for Ambulance Crash
Matt Turpin new associate member for Newberg Fire Safety Community.

Action Items:

OG Review and update / Near miss reporting system – In Progress – DC Haven
Review of Injury Types for 2011 at February Meeting.
Need to find what OSHA Safety Classes Needed for Members
Need to get a Department Organizational Statement for OSHA

NEW BUSINESS:

New Incident Reports and Reporting OG now available in the Ops. COM Folder

Next Meeting: February 20th 2012 @ 1800 Station 20

Submitted by: Justin Behrens, Committee Secretary

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