



SAFETY COMMITTEE MINUTES

October 1, 2014

11:00 am Regular Meeting

Newberg Admin Conference Room

414 E First Street, 2nd Floor

- I. **MEETING CALLED TO ORDER :** 11:05 AM Bobbie Morgan, Chair
- II. **ROLL CALL:** Present: Bobbie Morgan (Chair); Wendy Looney (Secretary); Karan Frketich (Sub for Denise Christensen); Ed Thomas; Andy Willette; Dawn Wilson; Mary Lynn Thomas; Bill Jones (Absent and no sub)
- III. **MINUTES:** Reviewed and approved September 3, 2014 meeting minutes
- IV. **INSPECTIONS:**
4th Quarter Oct - Dec 2014: "Evacuation Drill & Exit Plan"
Animal Shelter, P.W. Yard – Denise & Dawn
Wastewater Treatment and Water plants – Bill & Wendy
Library and Annex – Mary Lynn & Andy
City Hall, Archive Bldg, PSB – Bobbie & Ed
NFD 20 & 21 – Operations Staff
Pump Stations – Operations Staff
- V. **BUSINESS:**
 1. **CIS Awards Program:** We received the Silver Award – Gold being the highest award you can receive and the City was 1 person away from receiving the Gold award. CONGRATS.
 2. Reminder to all employees – Flu Shots October 9th at the City Hall 1-3pm. Bring your insurance card.
 3. There is a "fake" fire extinguisher mounted to the outside of the storage shop at the fire station. This is a hollow fire extinguisher used for the geocaching. Some have concerns that if there is a fire and someone might go to use it in case of an emergency. Andy will look into this.
 4. Mary Lynn has done research on reuseable bags for the Safety / Health Fair. She has done some research and will bring options to the table at next safety meeting. We discussed quantity, colors, and logos for the bags.
 5. Regarding Safety / Health Fair Dawn has checked into asking for donations from local businesses – she is still waiting on a response.
 6. This next quarter we are focusing on "Evacuation Drill & Exit Plans". Wendy will email the department heads and ask them to do a walk thru of their departments evacuation plan or discuss this at their next meeting.

VI. INCIDENT REVIEWS:

1. PW – Maintenance – Employee stepping out of a sweeper backwards, missed step, fell face first onto the concret floor. (No timeloss from work)
Per Supervisor – Employee failed to excersize caution when exiting machinery. Employee needs to be more aware and use caution. Safety Committee agrees with Supervisor.
2. PW – WWTP – Employee stepped on an old metal cover in the ground and foot and leg went thru it. (No timeloss from work). Cover got rotten over time.
Per Supervisor – Get new cover. Employee was wearing good work boots. Safety Committee is happy with the outcome..New cover and employee was wearing protective gear.

VII. ITEMS FROM DEPARTMENTS:

1. Fire extinguishers / signage –pending installation
2. City Hall 1st floor Fire door exit improvement – pending bids
3. PW bathroom door improvements - Need more info – Dawn or Bobbie will have Brooks look into this and look at when building was built and the code at the time of being built. Does the building department know about this request?
4. Standing desk treadmill for dispatch – Need more info and feedback – will propose to CIS and see how they feel about it when we get the answers to some questions we have. Feel this may take more than just the Safety Committees approval. We will discuss more on who else needs to approve this...Chief, City Counsel?

VIII. SAFETY FUND BUDGET: Year 2014/2015: \$6290

- *Health Fair - \$500 (Possible grant funding match)
- *Monthly wellness magazines \$250 (Looking into possibly getting this amount lowered...less copies)
- *Health Inspired Programs
- *Assist with department safety costs

VIII. MOTION TO ADJOURN: at 11:50 PM

Minutes taken by : Wendy Looney

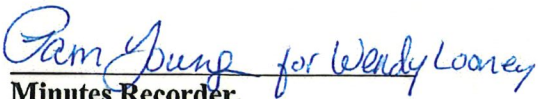
Approved by the Newberg Safety Committee this 5th day of November, 2014.

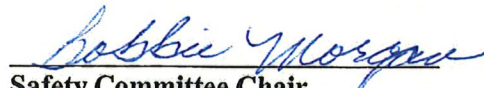
AYES:

NO:

ABSENT:

ABSTAIN:


Minutes Recorder,
Wendy Looney


Safety Committee Chair,
Bobbie Morgan



SAFETY COMMITTEE MINUTES
September 3, 2014
11:00 am Regular Meeting
Newberg Admin Conference Room
414 E First Street, 2nd Floor

- I. **MEETING CALLED TO ORDER : 11:00 AM** Bobbie Morgan
- II. **ROLL CALL:** Present: Bobbie Morgan (Chair); Wendy Looney (Secretary); Karan Frketich (Sub for Denise Christensen); Ed Thomas; Andy Willette; Dawn Wilson; Mary Lynn Thomas; Bill Jones
- III. **MINUTES:** Reviewed and approved August 6, 2014 meeting minutes
- IV. **INSPECTIONS:** All inspections need to be done by next safety meeting

3rd Quarter July - Sept 2014

Animal Shelter, P.W. Yard – Andy & Ed
Wastewater Treatment and Water plants – Mary Lynn & Dawn
Library and Annex – Bobbie & Bill
City Hall, Archive Bldg, PSB – Denise & Wendy
NFD 20 & 21 – Operations Staff
Pump Stations – Operations Staff

V. **BUSINESS:**

2014 Grants;

1. **Wellness Grant.**

Phase I – done by Andy and Karen Approved \$750.00

Phase II – Targeted Wellness Programs/Interventions: Committee voted not to apply for this grant.

- After a review of the 5210 Challenge survey, committee decided against having the challenge as a phase II wellness grant submission. Survey is showing not enough employee interest or participation.

2. **Health/Benefits Fair Grant** : Available \$500 matching fund grant every 2 years, apply for 4 weeks prior to Health Fair

a. Need a volunteer for Health fair supply ordering Sept – Dec. budget \$240.00. Mary Lynn volunteered to coordinate.

*Discussed instead of ordering supplies (bag fillers) for bags, to purchase reuseable shopping bags instead.

*Mary Lynn will research cost for reuseable shopping bags.

*Discussed with extra money we could purchase items that would be used (that we would normally purchase for the giveaway bags) and set out in bowls for employees to take one.

*Discussed getting more substantial gifts with the money (door prizes, etc.).

*Discussed readdressing or looking into gifts being donated by surrounding businesses..can they or not.

3. 2015 Gosh Conference Awards :

- a. The City of Newberg got this award last year.
 - b. Set goals for committee to achieve then will discuss nominating the City for this award next year.
 - c. Ideas for goals:
 - *Reduction in workman's comp claims
 - *Getting safety info to employees – (no time to read emails)
 - *Staff meetings/Morning Briefings to get information to employees
 - *Each quarter focus for inspections, injuries, chemicals, fire extinguishers, etc.
- **Have decided Quarter 4 of inspections will be our first focus – will focus on an EMERGENCY EVACUATION DRILL for each department.

4. CIS Awards Program: Entry form was submitted for the City of Newberg

VI. **INCIDENT REVIEWS:**

None

VII. **ITEMS FROM DEPARTMENTS:**

1. Fire extinguishers / signage – signs received pending installation
2. City Hall 1st floor Fire door exit improvement – pending bids
3. PW bathroom door improvements (Clinton pending decision and bid) – Need more info – clarifications on the bid in order to proceed with a decision.

VIII. **SAFETY FUND BUDGET: Year 2014/2015:**

\$6290

- *Health Fair - \$500 (Possible grant funding match)
- *Monthly wellness magazines \$250 (Looking into possibly getting this amount lowered...less copies)
- *Health Inspired Programs
- *Assist with department safety costs

VIII. **MOTION TO ADJOURN:** at 12:55 PM

Minutes taken by : Wendy Looney

Approved by the Newberg Safety Committee this 1st day of October, 2014.

AYES:

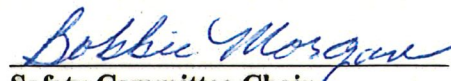
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ABSENT:

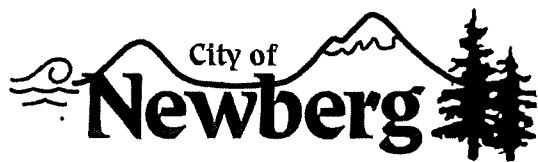
ABSTAIN:



Minutes Recorder, Wendy Looney



Safety Committee Chair,
Bobbie Morgan



SAFETY COMMITTEE MINUTES

Aug 6, 2014

12:30 pm Regular Meeting
Newberg Admin Conference Room
414 E First Street, 2nd Floor

I. **MEETING CALLED TO ORDER** : 12:35 PM Wendy Looney

II. **ROLL CALL:**

Present: Wendy Looney (Chair); Karan Frketich (Sub for Denise Christensen); Ed Thomas;
Andy Willette; Dawn Wilson; Mary Lynn Thomas; Bill Jones

Absent: Bobbie Morgan

III. **MINUTES:** Reviewed and approved July 2, 2014 meeting minutes, Motion to approve minutes
Karen Frketich, 2nd motion by Mary Lynn,

IV. **INSPECTIONS:** On track and being scheduled by committee member

3rd Quarter July - Sept 2014

Animal Shelter, P.W. Yard – Andy & Ed

Wastewater Treatment and Water plants – Mary Lynn & Dawn

Library and Annex – Bobbie & Bill

City Hall, Archive Bldg, PSB – Denise & Wendy

NFD 20 & 21 – Operations Staff

Pump Stations – Operations Staff

V. **BUSINESS:**

2014 Grants;

1. Wellness Grant, due by October 2014

Phase I – done by Andy and Karen Approved \$750.00

Phase II – Targeted Wellness Programs/Interventions: Committee voted not to apply for this grant.

- After a review of the 5210 Challenge survey, committee decided against having the challenge as a phase II wellness grant submission. Survey is showing not enough employee interest or participation.

2. Health/Benefits Fair Grant : Available \$500 matching fund grant every 2 years, apply for 4 weeks prior to Health Fair

a. Need a volunteer for Health fair supply ordering Sept – Dec. budget \$240.00. Mary Lynn volunteered to coordinate.

b. Will review in September meeting on other ideas for the fair instead of bag fillers.

3. Risk Management Incentive Grant : \$5000, reimbursement for safety equipment – Program 2013 – 2016

- ✓ Law Enforcement Gloves for Police Department,
- ✓ Wireless headset systems for Court,
- ✓ Security Camera's for Library
- ✓ Balance of grant is \$.0

4. CIS Awards Program: taking nominations for 2014 Employee Safety Awards program, recognizes cities with low employee accident frequency rates. Award application is being submitted and completed by Pam in payroll. The deadline to submit is August 15, Pam Young is finalizing the application.

VI. INCIDENT REVIEWS:

1. Public Works Maint. Yard injury: cleaning sweeper and had a elbow injury. Committee suggests to be more aware of surroundings.
2. Public works Maint. Bee Sting. Committee response is to clean equipment of wasps and nests.

VII. ITEMS FROM DEPARTMENTS:

1. Fire extinguishers / signage – signs received pending installation
2. Building / Planning Dept Carts for rolls of plans storage – received and installed
3. Public Safety Dept rolling carts for evidence room – received and installed
4. City Hall 1st floor Fire door exit improvement – pending bids
5. PW bathroom door improvements (Clinton pending decision and bid)

VIII. SAFETY FUND BUDGET: Year 2014/2015:

\$6290 (Health Fair \$240, Monthly wellness magazines \$250, Committee Lunches \$ 550)

1. Committee would like to revisit the cost of lunches provided to the committee for having meetings during lunch time. Motion by Andy to do away with lunches and 2nd by Wendy Looney. Committee would like to keep funds in the Safety budget to use for Safety Fair or health inspired programs. Dawn will talk to new City Manager on approval.

VIII. MOTION TO ADJOURN: at 1:00 PM

Minutes taken by : Dawn Wilson

Approved by the Newberg Safety Committee this 3rd day of September, 2014.

AYES:

8

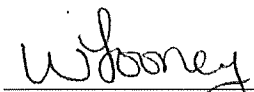
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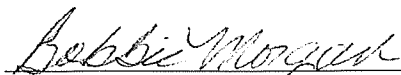
ABSENT:

0

ABSTAIN:



Minutes Recorder, Wendy Looney



Safety Committee Chair,
Bobbie Morgan



SAFETY COMMITTEE AGENDA

July 2, 2014

12:30 p.m. Regular Meeting
Newberg Amin Conference Room
414 E First Street, 2nd Floor

I. CALL MEETING TO ORDER

II. **ROLL CALL:** Bobbie Morgan (chair); Wendy Looney (secretary); Denise Christensen; Ed Thomas; Andy Willette; Dawn Wilson; Mary Lynn Thomas; Bill Jones

III. **MINUTES:** Review and approve June 4, 2014 meeting minutes

IV. INSPECTIONS:

2nd Quarter April - June 2014

Animal Shelter, P.W. Yard –Denise & Andy

Wastewater Treatment and Water plants – Ed & Bill – Completed need copies

Library and Annex – Mary Lynn & Wendy - Completed

City Hall, Archive Bldg, PSB – Bobbie & Dawn - Completed

NFD 20 & 21 – Operations Staff - 1st & 2nd Qtr need copies

Pump Stations – Operations Staff - 1st & 2nd Qtr need copies

3rd Quarter July - Sept 2014

Animal Shelter, P.W. Yard – Andy & Ed

Wastewater Treatment and Water plants – Mary Lynn & Dawn

Library and Annex – Bobbie & Bill

City Hall, Archive Bldg, PSB – Denise & Wendy

NFD 20 & 21 – Operations Staff

Pump Stations – Operations Staff

V. BUSINESS:

1. 2014 Grants;

1. Wellness Grant, due by October 2014

-Phase I – done by Andy and Karen Approved \$750.00

-Phase II – Targeted Wellness Programs/Interventions

-Phase III

2. Safety Fair Grant : Not offered through CIS at this time

3. Risk Management Incentive Grant : \$5000, reimbursement for safety equipment – Program 2013 - 2016

✓ Law Enforcement Gloves for Police Department,

✓ Wireless headset systems for Court,

✓ Security Camera's for Library

✓ Balance of grant is \$.0

VI. INCIDENT REVIEWS:

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Mary Lynn	Aug: Bill	Sep: Bobbie	Oct: Andy	Nov: Wendy	Dec: Chair

VII. ITEMS FROM DEPARTMENTS:

1. Fire extinguishers / signage – signs received pending installation
2. Building / Planning Dept Carts for rolls of plans storage – received and installed
3. Public Safety Dept rolling carts for evidence room – approved/ordered
4. City Hall 1st floor Fire door exit improvement

VIII. SAFETY FUND BUDGET: 3rd Quarter \$5500

VIII. MOTION TO ADJOURN:

ATTACHMENTS:

-Minutes

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Mary Lynn	Aug: Bill	Sep: Bobbie	Oct: Andy	Nov: Wendy	Dec: Chair

Safety Committee Minutes
12:30 pm, Wednesday, June 4, 2014
City Hall, 3rd Floor Administration Conference Room

PRESENT: Bobbie Morgan (chair); Wendy Looney (Secretary); Ed Thomas; Dawn Wilson; Mary Lynn Thomas; Denise Christensen; Andy Willette; Bill Jones

Meeting Called to order: Bobbie Morgan at 12:50pm

Inspections:

2nd Quarter April – June 2014

Animal Shelter, P.W. Yard – Denise & Andy

Wastewater Treatment and Water Plants – Ed & Bill - COMPLETED

Library and Annex – Mary Lynn & Wendy - COMPLETED

City Hall, Archive Bldg, PSB – Bobbie & Dawn - COMPLETED

NFD 20 & 21 – Operations Staff

Pump Stations – Operations Staff

Business:

*May minutes were reviewed and approved.

*We discussed how the Wellness Fair turned out.

60 Attendees – drop in attendees from last year.

Had a suggestion to have a vendor draw names for the prizes.

The vendors were very happy – only 1 vendor didn't appear.

We are not funded for the Wellness Fair for next year. Discussed that it was fairly cheap to put this fair together and maybe next year just taking the funding for it out of the Safety budget or get the money approved to do the fair thru the Wellness Grant.

***Risk Management Incentive Grant**

There were 7 votes of yes to purchase security cameras for the library to help with vandalism that has been going on. The purchase of these cameras will take the remaining money in this grant and the remainder of the cost will come out of library's budget.

\$7,381.96 total requested \$4,881.96 to be paid by CIS, \$2,500.00 to be paid out of library's budget.

***Wellness Grant**

Andy is working with Karen on the Phase II of this grant. We will be watching for updates on the CIS website.

All committee members will bring ideas to the next meeting on contests or programs we could put together.

An idea from committee member that to get the best employee participation with contests or programs, it might be a better turn out if there were individualized prizes / rewards given.

*The Safety Fund Budget has \$2700.00 remaining.

*The Safety Committee will purchase all the fire extinguisher signs needed for the city. We will have a final count on how many signs need to be ordered after all inspections are done.

*During the inspection of the building and planning department it was found that plans/drawings were just leaned up against walls with no form of containment...and drawings keep falling. Discussed how this could be a trip hazard. Bobbie has researched racks to hold these drawings in place and make them easily assessable. It would be a total of \$545 for the racks needed to hold all the plans/drawings. There were 8 votes of yes to purchase the racks needed for building/planning. The money will come out of the Safety Fund Budget.

*Police evidence doesn't have a good logical way to move evidence around to and from places. We discussed purchasing two roll carts for evidence to help with this issue, and to avoid future work comp claims. There were 8 votes of yes to purchase two roll carts for police evidence. The money will come out of the Safety Fund Budget.

Incident Reviews:

No accidents reported for the month of May.

Motion to adjourn meeting made by Bill Jones, and 2nd by Mary Lynn, meeting adjourned at 1:30pm.

Next Meeting: July 2nd @ 12:30pm @ City Hall (2nd Floor/Admin - Large Conf Rm)

(1st Wednesday of the month)

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Mary Lynn	Aug: Bill	Sep: Bobbie	Oct: Andy	Nov: Wendy	Dec: Chair

Wendy Looney
Secretary

Safety Committee Minutes
12:30 pm, Wednesday, May 7, 2014
City Hall, 3rd Floor Administration Conference Room

PRESENT: Bobbie Morgan (chair); Wendy Looney (Secretary); Karen Tarmichael (for Ed Thomas); Dawn Wilson; Mary Lynn Thomas; Denise Christensen; Andy Willette; Craig Brault (for Bill Jones)

Meeting Called to order: Bobbie Morgan at 12:45pm

Inspections:

2nd Quarter April – June 2014

Animal Shelter, P.W. Yard – Denise & Andy
Wastewater Treatment and Water Plants – Ed & Bill
Library and Annex – Mary Lynn & Wendy
City Hall, Archive Bldg, PSB – Bobbie & Dawn
NFD 20 & 21 – Operations Staff
Pump Stations – Operations Staff

Business:

April minutes were reviewed and approved by Andy, 2nd by Craig.

Ve discussed the finalizations of the Wellness Fair.

Andy will finish getting supplies needed from the store in the morning.

Vendors will be arriving at 10:15am.

Safety Committee members need to arrive at the Public Safety building at 10:00 to help set up.

Risk Management Incentive Grant

We have been reimbursed for the Law Enforcement gloves as well as the Court headsets.

Remaining balance left of grant - \$2169.96

Wellness Grant

Andy is working with Karen on the Phase II of this grant. We will be watching for updates on the CIS website.

Safety Fair Grant

This grant is no longer available.

The Safety Fund Budget has \$2132.13 remaining.

The Safety Committee will purchase all the fire extinguisher signs needed for the city. After this is established and done it is up to each department to make sure they are up-to-date and clearly marked. We will document how many are needed to order at each inspection this quarter. Dawn will send out an email to all of the department heads to make sure someone is delegated to do monthly checks on all fire extinguishers in their department. This has not been done.

An employee has asked if radon testing has been ever done on the library – the library has never been tested for radon.

Incident Reviews:

Police Officer slipped and fell while chasing a suspect. The Police Officer hurt their right shoulder and inner right thigh.

*Safety Committee Recommendation – we agree with the supervisor that this was an unavoidable incident.

Motion to adjourn meeting made by Wendy Looney, and 2nd by Mary Lynn, meeting adjourned at 1:10pm.

Next Meeting: June 4th @ 12:30pm @ City Hall (2nd Floor/Admin – Large Conf Rm)

(1st Wednesday of the month)

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Mary Lynn	Aug: Bill	Sep: Bobbie	Oct: Andy	Nov: Wendy	Dec: Chair

Wendy Looney
Secretary

Safety Committee Minutes
12:30 pm, Wednesday, April 2, 2014
City Hall, 3rd Floor Administration Conference Room

PRESENT: Bobbie Morgan (chair); Wendy Looney (Secretary); Ed Thomas; Dawn Wilson; Mary Lynn Thomas; Denise Christensen; Andy Willette; Bill Jones

Meeting Called to order: Bobbie Morgan at 12:45pm

Inspections: All 1st quarter inspections are complete.

*Fire extinguishers in every department need inspected.

*Wastewater Treatment plant has a leaky roof.

*Fire Extinguishers in every department – need to make sure there are signs marking where they are.

*Discussed that safety reports need to be emailed to the chair, Dawn & the department head. If there is a maintenance issue also to Russ Thomas and Clinton or do a work order.

*When scheduling an inspection, notify the department head so they can walk around with you.

2nd Quarter April – June 2014

Animal Shelter, P.W. Yard – Denise & Andy

Wastewater Treatment and Water Plants – Ed & Bill

Library and Annex – Mary Lynn & Wendy

City Hall, Archive Bldg, PSB – Bobbie & Dawn

NFD 20 & 21 – Operations Staff

Pump Stations – Operations Staff

Business:

Continue planning for Health and Wellness Fair.

- ✓ Month/Date/Time: 05/8/2014 11:00AM – 1:30PM
- ✓ Theme : “Hydrate for Wellness”
- ✓ Timeline and Checklist – we are on schedule!
- ✓ All Committee members start at 10:30AM Public Safety Building to set up
- ✓ Bobbie mailed out notices to vendors and has received 17 responses as of now.
- ✓ We made changes to the layout of the wellness fair flyer and it has been approved.
- ✓ Discussed the door prizes that have been donated so far.
- ✓ Budget: \$3100 is remaining for the fiscal year.

Will look into what the difference between the Wellness Fair Grant and the Safety Fair Grant is.

We can reapply for the Safety Fair Grant this year.

The library employees wanted to know if the library has ever been tested for radon? When? And if so what the results were? – Bobbi is going to ask Clinton.

Incident Reviews:

An employee fell at operations. There was snow inside the doorway. Employee slipped and fell on hip, elbow and wrist.

*Safety Committee Recommendation – purchase a non-skid mat to put at entry way and/or have a wet floor sign visible.

Items from Departments:

Discussed the purchase of wireless headsets for the court clerks. Bobbi will check to see if they qualify to purchase under the Risk Management Incentive Grant.

Motion to adjourn meeting made by Mary Lynn, and 2nd by Wendy Looney, meeting adjourned at 1:27pm.

Next Meeting: May 7th @ 12:30pm @ City Hall (2nd Floor/Admin – Large Conf Rm)

(1st Wednesday of the month)

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Mary Lynn	Aug: Bill	Sep: Bobbie	Oct: Andy	Nov: Wendy	Dec: Chair

Wendy Looney
Secretary

MINUTES
Safety Committee
12:30 pm, Wednesday, Feb. 5, 2014

MEMBERS PRESENT:

Call to Order: Bobbie Morgan; Wendy Looney; Karan Frketich (sub for Denise Christensen); Ed Thomas; Andy Willette; Dawn Wilson; Bill Jones

Inspections:

1st Quarter Jan - Mar 2014

Animal Shelter, P.W. Yard – Bobbie & Wendy (Animal Shelter – Feb.13th & P.W. Yard – Feb.28th)
Wastewater Treatment and Water plants – Denise and Andy
Library and Annex – Dawn and Ed
City Hall, Archive Bldg, PSB – Bill & Mary Lynn
NFD 20 & 21 – Operations Staff
Pump Stations – Operations Staff

New Business:

We discussed the timeline and checklist for the Health and Wellness Safety Fair for 2014.

*A Date has been set – May 8, 2014 11:00am – 1:30pm.

*We threw around options for themes: Hydrate for Wellness, Hydrate for Energy, Hydrate into Summer – we will continue to discuss this.

The feedback on the new layout and flow of last years New and Improved Safety Fair was great...decided to continue with the same layout and flow this year.

February is Heart Month – we discussed sending out an email with information on a free heart forum class thru Providence Medical and some heart tips sent from CIS.

Next Meeting:

Continue planning for Health and Wellness Fair.

Everyone on the committee needs to have their inspections scheduled.

Chair position for the committee is still out there for grabs. If no one volunteers at next meeting we will have a drawing for the lucky winner ☺. Talked about the Chair's responsibilities.

Grants:

It has been two years so we are able to apply for the Wellness Fair grant thru CIS. Need to email Karan T. to get contact info.

Incident Reviews:

There have been NO accidents reported for the month of January

Items from Departments:

Tabled Brian Kershaw's workout-DVD request to the next meeting. – We will make sure to vote on this next meeting.

Next Meeting: March 5th @ 12:30pm @ City Hall (2nd Floor/Admin – Large Conf Rm)

(1st Wednesday of the month)

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: <i>Libr</i>	Aug: Bill	Sep: <i>Libr</i>	Oct: Andy	Nov: Wendy	Dec: <i>Chair</i>

MINUTES
Safety Committee
12:30 pm, Wednesday, Jan. 22, 2014

MEMBERS PRESENT:

Call to Order: Bobbie Morgan; Wendy Looney; Lori Bieber-Lauder; Denise Christensen; Ed Thomas; Andy Willette; ~~Korie Jones-Buerkle; Terri Stewart; Dawn Wilson; Mary Lynn Thomas (replacing Lori); Bill Jones~~

Inspections:

1st Quarter Jan - Mar 2014

Animal Shelter, P.W. Yard – Bobbie & Wendy
Wastewater Treatment and Water plants – Denise and Andy
Library and Annex – Korie/Terri and Ed
City Hall, Archive Bldg, PSB – Bill & Mary Lynn
NFD 20 & 21 – Operations Staff
Pump Stations – Operations Staff

Business:

- Introduction by Manager Pro Tem Lee Elliott (special guest)
- New membership: Words of wisdom from former chair Karen Tarmichael (special guest)

New Business:

Former Chair Karen Tarmichael chaired the meeting to teach the committee the generalities.

No Minutes from December to review because it was an appreciation lunch.

New membership - Only a few returning members; the rest are all new.

Inspections MUST be done EVERY inspection, except for when there is construction. Give a copy of inspection to supervisor of facility and to chair or H/R manager. Try to give 24-hours notice to the Department prior to inspection. Inspection form is on the Intranet and will be in the packet that Karen will be emailing to the committee members.

Business in general is a wide-variety of items, issues, requests, safety-wellness fair, etc. It's not hard if everyone takes a piece.

As a group, we will need to decide the new chair and secretary. Roles are described in the handout that Karen provided at the meeting entitled, "Newberg Safety Committee." It's up to us to change the location and date, but consistency is a good idea. Can also "float" on ideas via email and then add it to the Minutes.

Committee agreed to hold the meetings at City Hall (2nd Floor/Admin – Large Conf Room) for 2014.

Karen said that the lunches are provided and thus budgeted.

Accident Reports are shared anonymously at the meetings to discuss issues and resolutions.

Overall, we're dealing with the wellness and safety of the employees.

There is "return to work" money, which we should be pushing. \$5,000 is available for each incident if qualifies.

Other money is budgeted for the committee. Half is used for wellness and half for the committee. Leftover money can be given to the departments for safety-fixes or -uses.

The Department Heads can call Adrian at CIS as much as possible to review workspaces, etc.

CIS said that we should consider the new computer system for on-line training (e.g. BOLI/OSHA training annually on the five topics).

Karen will email the members a resource and budget document.

Motion by Lori for Wendy to be secretary. Dawn seconded it.

A chair wasn't chosen, but Wendy offered to help the chair.

Lee thanked Karen for all her work and said that she took it to a much higher level. Through Karen's leadership of this committee, there's now a culture of safety. Lee also thanked the rest of the members for their time.

February is the starting time for discussing the annual wellness fair.

Next meeting items to discuss: wellness fair via check off list and vote on chair.

Wendy will prepare the Agenda for the next meeting.

An idea presented would be to have co-chairs.

Grants:

Regular Committee Funding:

Incident Reviews:

Items from Departments:

Tabled Brian Kershaw's workout-DVD request to the next meeting.

Next Meeting: Feb. 5th @ 12:30pm @ City Hall (2nd Floor/Admin – Large Conf Rm)
(1st Wednesday of the month)

Provides Lunch:

Jan: Dawn	Feb: Wendy	Mar: Denise	Apr: Bobbie	May: Ed	Jun: Dawn
Jul: Libr	Aug: Bill	Sep: Libr	Oct: Andy	Nov: Wendy	Dec: Chair