

Safety Committee Meeting Minutes

December 2, 2009

Jory Restaurant – The Allison Inn

Present: Co-Chair Justin Behrens (NFD), Co-Chair Karen Tarmichael, (WWTP) Chris Kratochvil (PW Maintenance), Barb Davis (Finance), Becky Green (Administration), Karan Frketich (NPD), Tami Bergeron (Planning/Building) Linda Ocheltree (Library); **New members:** Craig Brault (PW Maintenance), Caleb Lippard (Finance), Andy Willette (NFD), Melissa Cleveland (NPD)

Absent: None

Review and Approval of Minutes:

No minutes were reviewed/approved.

Old Business:

Fourth Quarter Inspections:

Assignments for the City property inspections as follows:

PSB and Animal Shelter, Finance, P.W. Yard – Linda and Karan F.

Wastewater Treatment and Water plants – Becky and Tami

Fire Station 21, Library and Annex – completed 10/23/09

City Hall, Fire Station 20 – Completed 10/21/09

***Please remember to provide 24 hour notice prior to performing inspection**

Blood drive – Justin will continue to coordinate this January 2010 event; more information to follow.

New Business:

Susan Lavier and Bob Radler from City County Insurance Services (CCIS) presented information and examples regarding various workers' compensation claims they've encountered. They distributed and discussed the following handouts: Worker's Compensation 101, Report of Job Injury or Illness, and Accident/Incident Analysis Report.

The newly appointed members of the Safety Committee need to take the OSHA classes pertinent to participate on this committee. Karen Tarmichael will provide them with additional information.

NW Running League – the opportunity to sponsor one or more running teams for this event was reviewed. The Committee thought it best to opt out of sponsorship but communicate the opportunity for staff to participate on their own.

Incident Reports: Two incident reports were received.

- A staff person in Finance sprained wrist while lifting less than 50 pounds. The committee thought it worthwhile to ask the supervisor to review proper lifting and carrying procedures with staff.
- A staff member in the Fire Department was hurt by stretching after working out. The committee made no recommendations.

Reports from Departments:

Linda reported that many times staff and citizens alike trip by missing the first step going up the Library stairs.

Next Meeting: January 6, 2010 – Public Safety Building 1:00pm

Adjourned



CIS Workers Compensation Group
c/o City County Insurance Services
PO Box 1469
Lake Oswego, OR 97035
Phone: 1-800-922-2684 Fax: 503-763-3901

Report of Job Injury or Illness

Workers' compensation claim

Worker

Complete this form and give a copy to your employer if it is your intention to file a claim for Workers' Compensation Benefits for this injury/disease.

NAME: (Last, first, middle)			JOB TITLE:		
1. Date of injury or illness:	2. Date you left work:	3. Shift on (from) ☐ a.m. ☐ p.m. day of injury: (to) ☐ a.m. ☐ p.m.		4. Regularly scheduled days off: ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ S	
5. Time of injury or illness: ☐ a.m. ☐ p.m.	6. Time you left work: ☐ a.m. ☐ p.m.	7. Check here if you are employed by more than one employer: ☐			
8. What is your illness or injury? What part of the body? Which side? ☐ Left ☐ Right (Example: sprained right foot)			9. Workers' language preference other than English: ☐ Spanish ☐ Other (please specify):		
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: fell ten feet when climbing an extension ladder carry a 40 lb. box of roofing materials)					
11. Name of Witnesses:			12. Have you previously injured or sought treatment for this body part? ☐ No ☐ Yes		
13. Your legal name:			14. Birthdate:		15. Gender: ☐ M ☐ F
16. Mailing address, city, state and zip:			17. Home Phone:		
18. SSN :		19. Dept.:		20. Work Phone:	
21. Name of physician or health-care professional:			22. If medical treatment was given away from the worksite, print name and address of facility:		
23. Were you hospitalized overnight as an inpatient? ☐ No ☐ Yes					
24. Were you treated in the emergency room? ☐ No ☐ Yes					
25. By my signature, I am giving notice of a claim for workers' compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers, insurers, self-insured employers and claims administrators to release relevant medical records and claim records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records and claim records include records of prior treatment and claims for related conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law require separate authorization. I certify, as attested by my signature and under penalty of law that all information I have given is true and contains no false statements and/or misrepresentations.					
26. Worker Signature:		27. Completed by (please print):		28. Date:	

Employer

Complete the rest of this form and give a copy of the form to the worker and maintain a copy for your records. Notify CIS within five days of knowledge of the claim.

29. Employer legal Business name:		30. Phone:	31. FEIN:
32. If worker leasing company, List client business name:		33. Client FEIN:	
34. Address of principal place of business (not P.O. box):		35. Insurance policy no.:	
36. Street address from which Worker is/was supervised:		ZIP:	37. Nature of business in which worker is/was supervised:
38. Street address, city, and State where event occurred:			
39. Was injury caused by failure of a machine or product, or by a person other than the injured worker? ☐ Yes ☐ No		40. NCCI code:	
41. Were other workers injured? ☐ Yes ☐ No	42. Did injury occur during course and scope of job? ☐ Unknown ☐ Yes ☐ No		43. OSHA 300 log case #:
44. Date employer knew of claim:	45. Worker's weekly wage: \$	46. Date worker hired:	47. If fatal, date of death:
48. Return-to-work status: ☐ Not returned ☐ Regular Date: ☐ Modified Date:			49. If returned to modified work, is it at regular hours and wages? ☐ Yes ☐ No
50. Employer signature:	51. Name, title and phone (print):		52. Date:

Name of Entity

Employee Work Related Accident / Incident Analysis Report

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION AND RETURN TO NAME OF DEPT/TITLE OF RESPONSIBLE INDIVIDUAL WITHIN 24 HOURS FROM THE TIME OF INJURY.

Employee Name: _____	Location: _____
Job Title: _____	Date of Hire: _____
Date of Accident/Incident: _____	Time of Accident/Incident: _____
Date Reported: _____	To Whom Reported: _____
Dates of Work Lost: _____	Supervisor: _____
Accident / Incident Location: _____	801 Claim Form Filed? Y () N ()

Complete if medical treatment sought or time lost from work

Parts of Body Affected

<u>Head/Neck</u>	<u>Left Side</u>	<u>Right Side</u>
() Scalp	()	()
() Neck	()	()
() Ears	()	()
() Eyes	()	()
() Mouth	()	()
() Teeth	()	()
() Face	()	()

<u>Upper Extremities</u>	<u>Left Side</u>	<u>Right Side</u>
() Shoulder	()	()
() Upper Arm	()	()
() Elbow	()	()
() Forearm	()	()
() Wrist	()	()
() Hand	()	()
() Fingers	()	()

<u>Lower Extremities</u>	<u>Left Side</u>	<u>Right Side</u>
() Thigh	()	()
() Lower Leg	()	()
() Knee	()	()
() Ankle	()	()
() Foot/Toes	()	()

<u>Trunk</u>	<u>Left Side</u>	<u>Right Side</u>
() Lower Back	()	()
() Upper Back	()	()
() Chest	()	()
() Abdomen	()	()
() Hip	()	()
() Groin	()	()

Names of Witnesses: (Please provide witness information on a separate sheet of paper)

Nature of Injury

() Cut	() Foreign Body in Eye or Sliver
() Scrape	() Burn
() Bruise	() Electric Shock
() Skin Rash	() Difficulty Breathing
() Numbness	() Pain in Body Part Identified at Left
() Inflammation	() Dizziness
() Jammed Finger	() Other: _____

or Toe

Contributing Factors

() Machinery Defect (Save defective parts & pieces)

() Tool or Equipment Broke (Save broken parts & pieces)

() Equipment Guarding

() Proper Tools/Equipment Not Available

() Floor, Work Surface, or Walking Surface

() Housekeeping

() Lighting

() Clothing or Jewelry

() Improper Ergonomics

() Other: _____

Work Behavior At Time of Injury

(Please check all items that pertain)

() Lifting

() Carrying

() Reaching

() Pushing

() Pulling

() Bending or Twisting (circle correct item)

() Running

() Stepping (walking or moving from one level to another)

() Typing / Office Related Repetitive Motion

() Other Repetitive Motion Tasks

() Jumping

() Driving (If so, what vehicle?)

() Operating Equipment

() Innocent Bystander

() Other _____

Safety Equipment/ Personal Protective Equipment In Use At Time of Accident/Incident:

Describe what happened (include sequence of events; equipment, materials, and substances being used; and environment – PLEASE BE SPECIFIC): _____

How long have you been doing this particular job?: _____

Have you had any similar incidents in the past? Yes _____ No _____ (If yes, please describe by including date, type of incident, and if any action was taken): _____

Have you injured this part(s) of your body previously or is there any pre-existing condition that could affect the injury? Yes _____ No _____ (if yes, please explain): _____

What do you think can be done to prevent this incident from reoccurring? _____

To Be Completed By Employee's Supervisor:

Why did the accident/incident happen or the condition exist? _____

What could have been done, or should be done, to prevent this accident/incident?: _____

Have there been accidents or incidents in this same activity? Was action taken? _____

****Please Provide Witness Information On A Separate Piece of Paper****

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Risk Manager's Signature: _____

Date: _____

SAFETY COMMITTEE EVALUATION OF ACCIDENT/INCIDENT

Corrective Action Needed: _____

Corrective Action Assigned To (if applicable): _____

Date Corrective Action Completed: _____

Committee Recommendations: _____

Workers' Compensation 101:

- 1. Proper documentation of W/C injuries.**
 - 801 vs. Incident Report.**
 - 827 – Initial reporting through Medical provider**
 - Exposure claims (Incident Report vs Claim)**

- 2. Time Frames**
 - Accept/Deny**
 - Time loss payment schedule**
 - Reimbursement (mileage, lost time, etc)**

- 3. Time loss calculation**
 - Return to Work Policy (Moir)**

- 4. Compensability**
 - A) Injury claims**
 - 1) Require treatment or cause disability**
 - 2) Material versus major cause**
 - B) Occupational Disease claims**

- 5. Volunteers**
 - Subject worker**
 - SDB Calculation and eligibility**
 - FF Presumption**

- 6. Closure Process**
 - PPD**
 - Aggravation – 827 form vs. 801**
 - 5 year aggravation rights**
 - Own Motion**

- 7. Litigation Process**
 - A) Initial claim litigation**
 - 1) Hearing**
 - 2) Appellate levels**
 - B) Claim closure litigation**
 - C) Medical and vocational services litigation**

Facts/Findings:

On Sept 18, 2009 employee attempted to tip on to its side and roll a 500 lb barrel to move it to another area.

No other employee was present as a spotter.

No shims were used.

No Barrel hoists or dollies were used.

A Barrel hoist (grabber) is available at the facility.

Proper procedure is to use the grabber and have a second employee present

Risks:

55 gallon Barrel weighs approx 500 lbs.

If dropped on foot can result in soft tissue or foot fractures

If dropped against shins or legs could break bones and pin person under barrel.

Actions:

WWTP Supervisor has spoken with employee and undergone retraining of proper procedure and use of available equipment.

Employee was back to work next day.



CIS Workers Compensation Group
c/o City County Insurance Services
PO Box 1469
Lake Oswego, OR 97135
Phone: 1-800-922-2884 Fax: 503-763-3901

Report of Job Injury or Illness

Workers' compensation claim

Worker

Complete this form and give a copy to your employer if it is your intention to file a claim for Workers' Compensation Benefits for this injury/disease.

NAME: (Last, first, middle) [REDACTED]		JOB TITLE: <i>Wastewater Operator</i>	
1. Date of injury or illness: <i>9-18-09</i>	2. Date you left work:	3. Shift on <i>6:30</i> (from) ☒ a.m. ☐ p.m. day of injury: <i>4:00</i> (to) ☐ a.m. ☒ p.m.	4. Regularly scheduled days off: ☒ M ☐ T ☐ W ☐ T ☐ F ☐ S ☒ S
5. Time of injury or illness: <i>12:50</i> ☐ a.m. ☒ p.m.	6. Time you left work: <i>4:00</i> ☐ a.m. ☒ p.m.	7. Check here if you are employed by more than one employer: ☐	
8. What is your illness or injury? What part of the body? Which side? ☐ Left ☒ Right (Example: sprained right foot) <i>Smashed right foot</i>		9. Workers' language preference other than English: ☐ Spanish ☐ Other (please specify):	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: fell ten feet when climbing an extension ladder carry a 40 lb. box of roofing materials) <i>tilting 55gal barrel to lay on its side, barrel slip and the top landed on top of right foot</i>			
11. Name of Witnesses: <i>N/A</i>		12. Have you previously injured or sought treatment for this body part? ☒ No ☐ Yes	
13. Your legal name: [REDACTED]		14. Birthdate: <i>12-21-57</i>	15. Gender: ☒ M ☐ F
16. Mailing address, city, state and zip: <i>P.O. Box 283, Newberg OR 97132</i>		17. Home Phone: [REDACTED]	
18. SSN: [REDACTED]		19. Dept.: <i>Operations</i>	20. Work Phone: [REDACTED]
21. Name of physician or health-care professional: <i>Dr. White</i>		22. If medical treatment was given away from the worksite, print name and address of facility: <i>Newberg Urgent Care 503-537-9600 2880 Hayes St. Newberg</i>	
23. Were you hospitalized overnight as an inpatient? ☒ No ☐ Yes			
24. Were you treated in the emergency room? ☒ No ☐ Yes			
25. By my signature, I am giving notice of a claim for workers' compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers, insurers, self-insured employers and claims administrators to release relevant medical records and claim records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records and claim records include records of prior treatment and claims for related conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(l)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law require separate authorization. I certify, as attested by my signature and under penalty of law that all information I have given is true and contains no false statements and/or misrepresentations.			
26. Worker Signature: [REDACTED]		27. Completed by (please print): [REDACTED]	28. Date: <i>10-16-09</i>

Employer

Complete the rest of this form and give a copy of the form to the worker and maintain a copy for your records. Notify CIS within five days of knowledge of the claim.

29. Employer legal Business name: <i>City of Newberg</i>		30. Phone: <i>503-537-1252</i>	31. FEIN: 93-6002221
32. If worker leasing company, List client business name: <i>Operations Division</i>		33. Client FEIN:	
34. Address of principal place of business (not P.O. box): <i>414 E. First St Newberg OR</i>		35. Insurance policy no.:	
36. Street address from which Worker is/was supervised: <i>2301 Wynooski St. Newberg</i> ZIP: <i>97132</i>		37. Nature of business in which worker is/was supervised:	
38. Street address, city, and State where event occurred: <i>2301 Wynooski St. Newberg</i>		40. NCCI code: <i>7580</i>	
39. Was injury caused by failure of a machine or product, or by a person other than the injured worker? ☐ Yes ☒ No		43. OSHA 300 log case #:	
41. Were other workers injured? ☐ Yes ☒ No	42. Did injury occur during course and scope of job? ☐ Unknown ☒ Yes ☐ No		47. If fatal, date of death:
44. Date employer knew of claim: <i>9/18/09</i>	45. Worker's weekly wage: <i>\$3821</i>	46. Date worker hired: <i>3/15/04</i>	
48. Return-to-work status: ☐ Not returned ☒ Regular Date: <i>9/19/09</i> ☐ Modified Date:		49. If returned to modified work, is it at regular hours and wages? ☐ Yes ☐ No	
Employer signature: <i>Rebecca Green</i>		51. Name, title and phone (print): <i>REBECCA GREEN, HR manager 503-537-1261</i>	52. Date: <i>10/16/09</i>

Safety Committee Meeting Minutes
October 7, 2009 1 pm
Public Safety – Training Room

Present:

Co-Chair Justin Behrens (Fire), Co-Chair Karen Tarmichael (WWTP), Barb Davis (Finance), Karan Frketich (Police), Tami Bergeron (Planning/Building), Chris Kratochvil (Maintenance), Becky Green (Administration), Linda Ocheltree (Library)

Absent:

None

Motion #1: Davis/Tarmichael motioned and seconded to approve minutes from the Safety Committee Meeting of September 2, 2009 (8 Yes/0 No, 0 absent)

Old Business:

Third Quarter Inspections

All inspections completed before September 30, 2009.

Fourth Quarter Inspections

Assignments for inspections were confirmed as such:

- PSB & Animal Shelter – Linda and Karan
- Wastewater Treatment & Water plant – Becky & Tami
- Fire Station 21, Library & Annex – Justin & Chris
- City Hall, Fire Station 20 & Archive Bldg – Barb & Karen T.

All were asked to coordinate best date/time to conduct fire station inspections so that Alex Haven can be present. Out of courtesy, we should provide each department head with 24-hours advance notice of our forthcoming inspections.

Wellness Lunches - Oct. 14: The importance of Sleep

Kevin Dunkeson of Providence Newberg Sleep Center is scheduled to speak. Two sessions will be held - 12:00 and 12:30.

New Business:

A brief discussion regarding gym memberships and costs of each was discussed. Co-Chair Tarmichael volunteered to submit a note in an upcoming Friday Update regarding the various membership opportunities/discounts.

Wellness Grant 2009-2010:

The CCIS Wellness grant was submitted and awarded as we requested. Our next step is to purchase or delegate purchases as were budgeted in the grant application. Becky will contact the Fire Dept. to gather information about the inexpensive hand sanitizer dispensers they recently purchased. Police department purchased the blood pressure cuff already. Justin will need to find and purchase an affordable ping-pong table for the Fire Dept.

Private Contractor “Be Fit Body” was reviewed and their proposal was found to be too expensive.

Safety Committee notebook and record storage will need to be discussed at next month’s meeting.

Incident Reports:

Follow-up on NPD training incidents:

Office Chris Bolek shared video clips of officer training. The recent reported injuries incurred by officers were received during these trainings. The committee reviewed the trainings and made recommendations for Newberg Police Dept. compare best practices with other jurisdictions. The committee recommended that adequate stretching be done prior to commencement of physical training. In addition, they need to ensure that our officers declare all injuries prior to participating in this training.

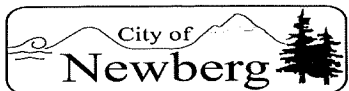
Reports from Departments:

Follow-up on NFD equipment testing policy:

The potential exists for Fire Dept. staff to incur injuries during hose testing. Co-Chair Behrens ensured the committee that the Fire Dept. staff already takes precautionary measures during the testing. He will reemphasize the need for these safety measures with department staff.

Next Meeting: *November 4, 2009, Public Safety Building*

Year-end meeting – December 2, 2009: New and retiring committee members attend. – Guest Speaker – Susan Lavier, CCIS Claims Supervisor.



MEMORANDUM
SAFETY COMMITTEE

TO: Lt. Chris Bolek, Newberg Police Dept.
FROM: Safety Committee, Karen Tarmichael Co-Chair
CC: Becky Green, Safety Committee
SUBJECT: Incident Review RBT Training Injuries
DATE: October 8, 2009

Summary:

3 Injuries were reported after Reality Based Training held on 8-19-2009 and 8-20-2009. The injuries occurred during different sessions at the same location. Training was held at 3100 Middlebrook Fire Station 21 Training Tower and surrounding exterior grounds. The training was managed and staffed by NPD staff using a program in place the last 4 years. The sessions were videotaped and reviewed by the committee.

The training involves officers being attacked and scenarios of hand to hand tactics. Lt. Chris Bolek spoke to the committee and explained the following safety precautions are already in place.

- The officers are wearing their uniforms minus fire arms, knives or other items that would cause inadvertent injury during training.
- Trainers are wearing protective padding.
- All participants are wearing head, groin and chest protection in the form of padding or duty vests.
- Inside exercises are done in rooms with padded mats on floors and walls.
- Participants are asked if they are currently injured prior to beginning the training.
- Trainers are advised to be realistic – officers are to experience physical challenge or exertion but not the full strength of a “real” assault.

The goal of the training is to prepare officers for “real” situations and to master the skill necessary to engage in a combative situation. The committee recognizes the importance of this training to officer survival and safety. The nature of police work is inherently risky as is training for said police work.

Concern was focused on ways to reduce potential injuries in the future.

Conclusion:

After review and consultation with Lt. Chris Bolek the committee recommends the implementation of the following as suggested by Newberg Police Department.

- Physical warm up/stretching of staff before training
- Marking of prior injury locations on personnel – even if injury seems fine and healed.

In addition we suggest that NPD contact other agencies to compare RBT training programs and if practices that would improve safety are found that NPD take those practices into consideration as potential additions to the program.

We also recommend the training program be reviewed for safety and effectiveness on a regular basis to ensure best practices are in use.

The Committee concludes the review of the injuries.

Safety Committee Meeting Minutes

September 2, 2009 1 p.m.

Public Safety – Training Room

Present: Co-Chair Justin Behrens (NFD), Co-Chair Karen Tarmichael,(WWTP) Chris Kratochvil (Maintenance), Barb Davis (Finance), Becky Green (Administration), Karan Frketich (Police)
Absent:, Tami Bergeron (Planning/Building) Linda Ocheltree (Library)

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of Aug 5th, 2009 were approved as presented.

Old Business:

Second Quarter Inspections:

Assignments for the City property inspections as follows:

PSB and Animal Shelter, Finance, P.W. Yard – Completed Sept 2, 2009

Wastewater Treatment and Water plants – Pending

Fire Station 21, Library and Annex – Pending

City Hall, Fire Station 20 – Completed Sept 24, 2009

Wellness Lunches:

Next Wellness Lunches: October 14 – The Importance of Sleep / Menu: Comfort Foods

Kevin Dunkeson of Providence Newberg Sleep Center to speak Two sessions: 12:00 and 12:30

*Karen will create the flyer for distribution and confirm menu and times with Leslie.

In January 2010 discussion by committee regarding continuing wellness lunches thru current vendor

New Business:

Grant Proposal Reviews

Employee Suggestions were reviewed – see attached

Private Contractor Be Fit Body has requested a meeting with Safety Committee.

Becky Green and Karen Tarmichael will attend 1030am Sept 3rd - all Committee members welcome

Healthy Food Policy: An article was received by Karen Tarmichael about companies making healthy food options policy when food is provided at City expense. Sample copy of the policy provided. Committee believes most but not all departments already include healthy options. No objections were made in forwarding the sample policy letter to City Manger for his consideration.

Incident Reports: Several incident reports were received.

- Another bee sting incident with the standard recommended bee sting kit.
- Committee received 3 reports from the same department. All 3 injuries happened during a Dept run/administered training session on the same day at different sessions. Injuries were significant enough that the Safety Committee would like to review further information about the training curriculum, safety procedures, training location etc at next meeting.
- An employee was assaulted and injured in the field by a combative citizen during police activity. No recommendations by Safety Committee – defer to Dept Best Practices and Policy.

Reports from Departments:

Concerns have been received regarding a change in equipment testing at one department. The current method was put in place after several employees were injured in past. A private contractor has since been testing the equipment. Now the department is considering self testing again. The safety committee is very concerned that this is not in the best interests of the City especially when comparing the cost of the past injuries to the cost of hiring the contractor. Additional concern regarding personnel qualified to do the inspections. One governing agency says training is sufficient under umbrella of a larger professional certification but not sure meets levels considered "most proficient" under OSHA. Becky Green will pursue this topic with the Dept. Head.

Annual December meeting: December 2nd, 2009 at 12:00 noon

Justin Behrens will reserve at the Allison and arrange a speaker from their staff to discuss how they developed and trained their new staff on safety.

A reminder was given for those leaving the Safety Committee this year, to arrange or remind your Dept Head to choose your replacement. This way they may attend the December lunch as their first meeting.

Next Meeting: October 7, 2009 – *Public Safety Building 1:00pm*

Adjourned

2009 - 2010
WELLNESS GRANT
CITY OF NEWBERG

Newberg
Completed: 131
Total Employees: 130
Percentage: 100.77%

Amount of Grant is \$15/person completing HSQ
\$1,950.00
City budgeted dollars?

Person offering input	Suggestion	Committee Vote to use Grant Funds
Beam, David	I like the idea of building a exercise DVD library where folks can check items out. My preference is for programs that use a wide variety of exercises so folks don't get bored.	Declined: available at public library.
Bergeron, Tami	New vending machines that offer water, sports drinks, and fresh fruit and healthy snacks rather than soda and junk food.	Declined: City Hall vending machines will start offering healthy snacks on 10/1 Already option w/current machines
Bergeron, Tami	CPRD facility membership - staff only (they said they'd be willing to negotiate a deal with us; per Tara Frank)	Declined: CCIS/Blue Cross offers 50% reduction of registration fees at YMCA facilities
Bergeron, Tami	Telephone headsets for those heavy users	Declined: IT can order headsets, charged to Depts.
Brierley, Barton	An exercise mat for the locker room downstairs	Declined: All-staff workout mat would be a health concern
Brierley, Barton	Exercise DVDs for the locker room (does the Wii play DVDs?)	Declined: Last year, Safety Com. Purchased Wii Fit for workout purposes. Other DVDs are available at the Library for checkout.
Brierley, Barton	Gift certificate to REI	Declined: too individualized - taxable
Brierley, Barton	Pedometers	Declined: should be available for free on internet
Brierley, Barton	Camelbacks	Declined: too individualized - taxable
Brierley, Barton	Running shoes	Declined: too individualized - taxable
Brierley, Barton	discs for the neighboring disc golf course - perhaps departmental competitions?	Declined: too individualized - taxable
Danicic, Daniel	How about taking the lump sum to Nike and asking for a discount on workout apparel?	Declined: too individualized - taxable
Danicic, Daniel	Or, develop a plan for a central workout facility (perhaps sharing with Fire Dept.) and use this money to fund new/additional equipment such as gym lockers for staff.	Per J. Behrens, City staff are approved to use Station 20's shower facilities; also, they have an exercise bike for all staff to use at City Hall
Green, Becky	I know that some businesses have this service and it is chair massages for the employees or a set time when someone comes to the business and does massages for the employees.	HR is checking into pricing for monthly chair massages for all staff
Mahr, Terry	I would like some physical activity program and weight management program	CCIS offers Healthy Eating & Lifestyles weight loss program (through Weight Watchers); see http://cisbenefits.staywellsolutionsonline.com/Search/22,HBHealthyEatingLifestyle
Mahr, Terry	Maybe Gym membership through Parks district or swimming times.	Declined: CCIS/Blue Cross offers 50% reduction of registration fees at YMCA facilities
Newell, Mary	The Dispatchers would like a blood pressure cuff for the dispatch center. (I'd prefer one which attaches to the wall so it doesn't walk away)	Approved: 1 wall mounted blood pressure cuff for police department; we also suggest stress management training
Nordyke, Janelle	Spine Care	Insurance offers chiropractic care coverage; CCIS offers workstation ergonomic evaluation; please ask HR for more details if desired.
Nunley, Jessica	Dri-fit shirts for our lunch running club -- and any other lunch fitness club the city wants to sponsor -- why not start a lunch walking club and a lunch disc golf club?? I don't know who walks but Barton plays disc golf at lunchtime. I think this would encourage employees to be active. The shirts could say something like "City of Newberg fitness program" or something like that.	Declined: too individualized - taxable

Nunley, Jessica	Sponsor a volleyball team through CPRD (and we could wear our City workout shirts).	Approved: as interested teams form, appeal to Safety Committee for funds
Nunley, Jessica	Find a place for a shower in City Hall (someone suggested making one of the downstairs bathrooms unisex and making the other bathroom into a shower/changing area).	Per J. Behrens, City staff are approved to use Station 20's shower facilities; must bring own supplies towels
Nunley, Jessica	A tv for the main conference room where we could do lunchtime yoga, and yoga dvds to go along with it. (even though I run on Tuesday & Thursday, I would love to do yoga on the other days). I would not want to do something like that upstairs in the lunch room.	Purchased Wii Fit for workout purposes. Other DVDs are available at the Library for checkout. Main conference room is too visible to the public.
Reilly, Denise	I think the "free" educational lunches in various locations are good.	Approved: submit suggested topics to Safety Committee representatives
Reilly, Denise	Health fair	Approved: submit suggested topics to Safety Committee representatives
Reilly, Denise	Stress relief/management	Approved: various healthy lunch topics, chair massages, and other tips and education available through currently funded CCIS and City programs
Reilly, Denise	Medical resources for BP/Heart disease/weight control, smoking, drinking, drugs	Approved: HR seeking available resources through CCIS/Blue Cross
Reilly, Denise	Back care	Insurance offers chiropractic care coverage; CCIS offers workstation ergonomic evaluation; please ask HR for more details if desired.
Tarmichael, Karen	Use some of grant to sponsor a 5 a Day Contest for 1 month. Attached is the information I found. Cost would include kick off, incentive items and the grand prizes. See www.5aday.com	Declined: too individualized - taxable
Tarmichael, Karen	A similar idea would be a department contest – walk a thon type month. Online its usually called a "walk to Hawaii or walk to Alaska or walk to Texas" contest. Team that wins gets a lunch in the theme – like a Hawaiian Luau or lunch at Claim Jumpers or Huckabees bbq. Dept that logs the most hours walking, biking, jogging, swimming, yoga etc would win some prizes. <i>Would be similar in structure and cost to 5 a day program</i>	Declined: too individualized - taxable
Tarmichael, Karen	See if some of grant could be used to purchase 1 free training session or class for employees at local gym or yoga center or at a Providence Health education session. If we are purchasing in bulk we could probably get the gym or company to give us a discount to make it affordable enough to purchase a large amount of certificates.	Declined: too individualized - taxable
Tarmichael, Karen	Get teams to participate in the 5 elementary school "fun Runs" in October. The team with the most combined laps win a prize and the safety committee helps the schools each with a 100\$ donation per team towards that schools fundraiser.	Declined: grant funds are to directly benefit the staff through enhancement of positive health opportunities
Wilson, Dawn	I vote for healthy magazine subscriptions.	Approved: continued subscription to monthly healthy lifestyle magazine; perhaps increase number received (1 per ea staff)
Wilson, Dawn	Another idea: It would be neat if employees could receive gift cards for fruits and vegetables only from a local grocery store or Ray's Produce.	Declined: hard to follow-through and assign to staff at each location to ensure benefits available to all on a regular and consistent basis
Wolf, Jan	Shower facilities in (or near) City Hall for people who run during lunch or bike to and from work.	Per J. Behrens, City staff are approved to use Station 20's shower facilities;
Depaz, Annette	Hand sanitizer dispensers	Submitted after deadline; TBD
unknown	Flu shot clinic	Approved: CCIS/Blue Cross offers benefit of shot waiver/voucher to various pharmacies providing shot clinics; Fire Dept. may also hold a clinic just for staff
Behrens, Justin	Additional ping-pong table and corresponding equipment for Fire Department	Approved: current table is falling apart
unknown	Wellness Lunches	Approved: continue wellness lunch & education program to cover variety of health related topics throughout the year

Safety Committee Meeting Minutes
August 5, 2009 1 pm
Public Safety – Training Room

Present:

Co-Chair Justin Behrens (Fire), Co-Chair Karen Tarmichael (WWTP), Barb Davis (Finance), Karan Frketch (Police), Tami Bergeron (Planning/Building), Chris Kratochvil (Maintenance), Becky Green (Administration)

Absent:

Linda Ocheltree (Library)

Motion #1: Davis/Green motioned and seconded to approve minutes from the Safety Committee Meeting of July 8, 2009 (7 Yes/0 No, 1 absent)

Old Business:

Third Quarter Inspections – Due by September 30:

Committee members confirmed they know their inspection partner and assignments. Barb confirmed that IT had cleaned the electronic clutter that was previously noted.

Co-chair Tarmichael distributed a sample of quarterly inspection tips.

Wellness Lunch – August 19:

Co-chair Behrens will contact Leslie Morgan to get the flier advertising this wellness lunch. The new topic is “Yoga at Work”. The committee confirmed their preference to have the wellness lunch split into two sessions – 11:30 and 12:30, in order to accommodate the varying staff lunch schedules. Justin will provide Leslie Morgan with the final count for the upcoming lunch, once Becky sends the invitation.

The committee will need to discuss at the next meeting, the wellness topic for October’s luncheon.

Wellness Grant 2009-2010:

Becky confirmed that the City staff participation in the wellness survey was 100% during open enrollment! This will provide the City with grant money to fund wellness activities and equipment for staff. Tami was asked to prompt staff, similar to last year, for ideas and suggestions on how to use the wellness grant. She will submit the grant application by the **September 26** deadline, similar to last year.

New Business:

First Aid Kits:

Tami asked what the standard was to pay for first aid kit replenishment. Although each floor in City Hall has a small kit, there is an extensive, restocked kit near Engineering. After discussion, the committee confirmed that the various departments in City Hall should share the restocking costs for the shared kit near Engineering.

City of Newberg Archive Building:

Both Linda Ocheltree and Tami Bergeron conducted a quarterly safety inspection of the City’s archive building on August 4. While doing so, Linda complained of slight throat/breathing irritation. They noted

several easy-to-fix safety issues but also noted some potential concerns such as the smell of mold/mildew, the falling water damaged ceiling tiles and insulation, missing/water damaged floor tiles, and exposed wall insides (deeper than sheetrock).

Prior to the meeting, Tami took Justin Behrens through the archive building for confirmation of the concerning items. Justin noted during the Safety Committee meeting that his throat was irritated. The committee paused for a few minutes to check with two Finance staff members who also frequent that building, only to discover they experienced the same irritations but had thought it was just their allergies or a cold.

After much concern was expressed, the Safety Committee agreed that co-chairs Justin Behrens and Karen Tarmichael would present concerns to Dan Danicic, City Manager, the next day. The committee's recommendation was to limit access to the archives until it had been inspected and deemed safe regarding mold/mildew and asbestos. Tami offered to take Karen through the Archives directly after the meeting to provide her with first-hand knowledge of the issues. Karen agreed she should see the specifics prior to meeting with the City Manager.

Incident Reports:

One incident was reported.

Public Works Maintenance: the staff member was stung by a wasp and had a serious reaction. He has since acquired an epi-pen because of medical staff confirming his allergic reaction; no additional recommendations from the committee.

Reports from Departments:

None

Next Meeting: *September 2 – Public Safety Building 1 pm*

Co-Chair Behrens adjourned the meeting at 2 pm

Safety Committee Meeting Minutes
July 9, 2009 1 pm
Public Safety – Training Room

Present:

Co-Chair Karen Tarmichael (WWTP), Linda Ocheltree (Library), Barb Davis (Finance), Karan Frketich (Police), Jill Dorrell (sub-Fire), Tami Bergeron (Planning/Building)

Absent:

Chris Kratochvil (Maintenance), Co-Chair Justin Behrens (Fire), Becky Green (Administration)

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of June 3, 2009, were approved as presented.

Old Business:

Second Quarter Inspections – Due by June 30:

Assignments and status of inspections as follows:

PSB and Animal Shelter, Finance, P.W. Yard – COMPLETED

Wastewater Treatment and Water plants –COMPLETED

Fire Station 21, Library and Annex – COMPLETED

City Hall, Fire Station 20 – WILL COMPLETE 07/09/09

Emergency Evacuation Plans:

This has been a continued topic in Safety Committee Meetings. After group discussion, it was suggested that the committee forward this task to an emergency preparedness committee that is forming in the near future. The committee agreed and wanted to be kept abreast of this committee's formation.

New Business:

Third Quarter Inspections – Due by September 30:

Action Item: Co-chair Karen Tarmichael will determine and email inspection assignments after this week:

PSB and Animal Shelter, Finance, P.W. Yard

Wastewater Treatment and Water plants

Fire Station 21, Library and Annex

City Hall, Fire Station 20

Wellness Lunches:

- Next Wellness Lunch: August 19 – Sun/Heat Safety. **Action Item:** Co-chair Tarmichael will confirm with Co-chair Justin Behrens whether Leslie Morgan coordinates just the food or the presentation, as well. Karen has tentatively confirmed that John Zakariassen, CIS Rep, would be available to conduct the Sun/Heat Safety presentation. **Action Item:** Becky Green was elected to communicate this Wellness Luncheon and details to City Staff.

- October 14 Wellness Luncheon – Although it was suggested to tie the topic into Fire Safety month, further discussion will need to occur.

Incident Reports:

Three incidents, one of which was from June, were reported.

Public Works Maintenance: only suggestions were perhaps to use work shoe allowance to purchase and wear boots or high-top shoes

Fire Department: no recommendations noted

Public Works Operations: suggested to rotate shifts or tasks to relieve strain from constant, repeated laborious jobs and perhaps wear back support

Reports from Departments:

None

Next Meeting: *August 5 – Public Safety Building 1:00pm*

Adjourned at 1:40 pm

Safety Committee Meeting Minutes
June 3, 2009 1 pm
Public Safety – Training Room

Present: Co-Chair Karen Tarmichael,(WWTP) Linda Ocheltree (Library) Chris Kratochvil (Maintenance), Barb Davis (Finance), Becky Green (Administration), Karan Frketich (Police)

Absent: Co-Chair Justin Behrens (Fire), Tami Bergeron (Planning/Building)

Review and Approval of Minutes: Minutes from the Safety Committee Meeting of May 6th, 2009, were approved as presented.

Old Business:

Safety Wellness Fair Review: Many positive comments received. Favorites were the variety of vendors, massages, yoga, snack and give away table. Employees appreciated how vendors were pleasant to interact with.

Committee thanks Tami Bergeron for all her organizational work on the fair.

Second Quarter Inspections:

Assignments for the City property inspections as follows:

All still due by June 30th

PSB and Animal Shelter, Finance, P.W. Yard – Becky Green and Barb Davis
Wastewater Treatment and Water plants – Linda Ocheltree and Chris Kratochvil
Fire Station 21, Library and Annex – Karen Tarmichael and Tami Bergeron
City Hall, Fire Station 20 – Karan Frketich and Justin Behrens

Wellness Lunches:

Next Wellness Lunches: August 19 – Sun/Heat Safety,
October 14 – Topic to be determined by committee

New Business:

None

Incident Reports:

None

Reports from Departments:

None

Next Meeting: *July 8, 2009 – Public Safety Building 1:00pm*

(Deviation in date to accommodate 4th July holiday and ST Paul Rodeo)

Adjourned

Safety Committee Meeting Minutes
May 6, 2009 1 pm.
Public Safety – Training Room

Present: Chairman Justin Behrens (Fire), Tami Bergeron (Planning/Building), Chris Kratochvil (Maintenance), Barb Davis (Finance), Becky Green (Administration), Karan Frketich (Police)

Absent: Karen Tarmichael (WWTP), Linda Ocheltree (Library)

Review and Approval of Minutes: Minutes from the Safety Committee Meeting of April 1, 2009, were approved as presented.

Old Business:

Second Quarter Inspections:

As Chairman Behrens confirmed he assigned the City property inspections as follows:

PSB and Animal Shelter, Finance, P.W. Yard – Becky Green and Barb Davis
Wastewater Treatment and Water plants – Linda Ocheltree and Chris Kratochvil
Fire Station 21, Library and Annex – Karen Tarmichael and Tami Bergeron
City Hall, Fire Station 20 – Karan Frketich and Justin Behrens

Wellness Lunches:

April 15 was the first Wellness Lunch for the 2009 year. The topic was “stress” and the food was spicy chili and other items. Feedback, from the approximately 20 attendees, has been that the food was very good and the topic was very informative. The speaker was Rebecca Sinclair from Ease.

Next Wellness Lunches: August 19 – Sun/Heat Safety, October 14 – TBD

Safety/Wellness Fair:

Two weeks away...May 13, 2009

Committee Assignments:

- Send reminder emails to participating vendors – **Tami**
 - Slips for staff to fill out at vendor booths – **Barb**
 - Hardhat/opener giveaways – **Linda**
 - Notes at table regarding “limit: 5 minutes personal consultation” – **Barb**
 - Table tents with vendor company name -- **Barb**
 - Snack food purchase (cheese, yogurt, peanuts, oranges, apples, napkins) – **Karan Frketich will shop at Costco**
 - Bottled water – **Justin**
 - Health brochures for event – **Justin**
 - Notice for PSB door re: Fair – Staff Only – **Barb**
 - Vendor name tags – **Tami**
 - Staff sign in sheet - **Tami**
-

- Fair Day Assignments:
 - Set-up (10 am): **Barb & Karan Frktich**
 - Middle: **Becky**
 - Breakdown: **Chris, Tami, Linda**
 - All Day: **Justin and Karen T.**

New Business:

Newberg Fire OSHA Inspection Results

OSHA recently inspected the Newberg Fire Department and didn't find anything wrong to the extent of a fine.

Safety Committee Chair

Justin Behrens is seeking to name a replacement chair for the committee. His regular position schedule does not allow for the necessary time and energy it takes to chair this committee. Karen Tarmichael has tentatively agreed to take the position as chair providing Justin will mentor her for a few months.

Incident Reports:

There were four (4) incident reports during the last month. The committee, without any recommendations to avoid potential of future injury, briefly reviewed all four.

Reports from Departments:

None noted.

Next Meeting: *June 3, 2009 – Public Safety Building*

Adjourned

Safety Committee Meeting Minutes
April 1, 2009 1 pm.
Public Safety – Training Room

Present: Tami Bergeron (Building/Planning), Chris Kratochvil (Maintenance), Linda Ocheltree (Library), Barb Davis (Finance), Becky Green (Administration), Karan Frketich (Police)

Absent: Chairman Justin Behrens (Fire), Karen Tarmichael (WWTP)

Review and Approval of Minutes: Minutes from the Safety Committee Meeting of March 4, 2009, were approved.

Old Business:

Second Quarter Inspections:

As Chairman Behrens was absent from this meeting, he will assign the City property inspections as a follow-up to this meeting.

PSB and Animal Shelter, Finance, P.W. Yard -- T.B.D.

Wastewater Treatment and Water plants -- T.B.D.

Fire Station 21, Library and Annex -- T.B.D.

City Hall, Fire Station 20 -- T.B.D.

Wellness Lunches:

Karan will confirm with Chairman Behrens the date, menu and topic for the April 15 Wellness Lunch. She will also confirm that the PSB – Training Room is reserved for all 2009 Wellness Lunches. Karan volunteered to email the lunch invitation to the City of Newberg staff.

April 15 – Stress

August 19 – Sun/Heat Safety

October 14 – TBD

Safety/Wellness Fair:

The committee reviewed list of vendors who responded to our request for participation in the Safety/Wellness Fair. This netted 13 participants: CIS, AARP, AFLAC, Colonial, CPRD, Excell Fitness, First Street Yoga, Lisa Erb Massage, Moonstone Massage, Providence Newberg Medical Center, Weight Watchers, Chehalem Acupuncture, and Chehalem Chiropractic Clinic.

Committee Assignments:

- Send letters to these vendors confirming their participation and other fair details – **Tami**
- Additional vendor contact: encourage participation by senior center and a local diabetes group – **Tami**
- Slips for staff to fill out at vendor booths – **Barb**
- Hardhat/opener giveaways – **Linda**

- Notes at table regarding “limit: 5 minutes personal consultation” – **Barb**
- Table tents with vendor company name -- **Barb**
- Flier for Wellness Fair – **Linda (will check with Denise)**
- Food donation/purchase – **Karan F. will shop at Costco**
- Bottled water – **Justin**
- Follow-up on health brochure order – **Justin**
- Follow-up on invitation for Fire Dept. participation (B.P.) – **Justin**
- Map out room configuration for vendors & P.W. – **Tami**
- Notice for PSB door re: Fair – Staff Only – **Barb**
- Vendor name tags – **Tami**
- Fair Day Assignments:
 - Set-up (10 am): **Barb & Karan F.**
 - Middle: **Becky**
 - Breakdown: **Chris, Tami, Linda**
 - All Day: **Justin and Karen T.**

New Business:

None noted.

Incident Reports:

Becky believes there to be two injury accident reports during the month. She will follow-up as she had been out of the office for several weeks.

Reports from Departments:

None noted.

Next Meeting: *May 6, 2009 – Public Safety Building*

Adjourned

Safety Committee Meeting Minutes
March 4, 2009 1 p.m.
City Hall – Engineering Conference Room

Present: Chairman Justin Behrens (Fire), Tami Bergeron (Building/Planning), Chris Kratochvil (Maintenance), Karen Tarmichael (WWTP), Linda Ocheltree (Library), Barb Davis (Finance)

Absent: Becky Green (Administration), Karan Frketich (Police)

Review and Approval of Minutes: Minutes from the Safety Committee Meeting of February 11, 2009 were approved.

Old Business:

First Quarter Inspections:

Chairman Behrens noted that all but one team's inspections had been completed. He offered his assistance in order to complete the remaining inspection before the end of the quarter.

Justin and Tami: PSB and Animal Shelter, Finance, P.W. Yard

Karen and Karan: Wastewater Treatment and Water plants

Barb and Linda: Fire Station 21, Library and Annex

Becky and Chris: City Hall, Fire Station 20

Wellness Lunches:

Chairman Behrens confirmed that Leslie Morgan will coordinate the Wellness Lunches scheduled as such:

April 15 – Stress

August 19 – Sun/Heat Safety

October 14 – TBD

We will need to designate someone to email staff invitations and count attendees for these upcoming events.

Safety/Wellness Fair:

The initial invitations to potential vendors were mailed out February 28, 2009. Vendor intent to participate in the fair is to be communicated to Tami Bergeron by March 20. This should give us a few days to follow-up on non-responsive vendors in preparation for the next Safety Committee meeting. The committee can review the vendors wanting to attend to ensure variety of business representation and to establish a room layout for the fair.

Tami distributed a potential action item list for the committee's review and input so we have a direction to better assign and anticipate tasks related to the fair. The action list can be updated at the next meeting.

The Safety Committee may want to set up a vendor booth in order to display various wellness-related brochures, have someone from the Fire Department take blood pressure, and the like.

Blood Pressure Wrist Monitors:

To confirm, January 28, we received four (4) blood pressure monitors purchased through the grant monies. These were sent via interoffice mail to: **City Hall - Engineering locker room, Public Safety - workout room, Library, and Public Works.**

Emergency/Evacuation Plans:

City Hall and Public Works are to partner with Roger Gano in developing evacuation plans for both of those locations. All other locations have required items in place.

New Business:

Safety Committee needs to remind staff that the cost of health insurance is directly related to the number of incident reports filed. The more health related incidents reported, the higher the City's insurance costs. The message should be clear that incidents should be reported but to encourage staff to do a better job at avoiding accidents, altogether. Karan Tarmichael will compose something for the employee newsletter.

Finance has reported that mirrors in their hallways are needed to avoid personnel collisions. Justin will contact Russ Thomas in order to acquire the requested equipment.

Incident Reports:

One incident was reported. A police officer received a self-inflicted wound following a tazing incident with a suspect. Chairman Behrens will follow-up with the Police Department regarding additional details and existing safety procedures.

Reports from Departments:

None noted.

Next Meeting: *April 1, 2009 – Public Safety Building*

Adjourned

Safety Committee Meeting Minutes
February 11, 2009 1 p.m.
Public Safety Building – Training Room

Present: Chairman Justin Behrens (Fire), Karan Frketich (Police), Tami Bergeron (Building/Planning), Chris Kratochvil (Maintenance), Karen Tarmichael (WWTP), Linda Ocheltree (Library), Becky Green (Administration)

Absent: Barb Davis (Finance)

Review and Approval of Minutes: Minutes from the Safety Committee Meeting of January 7, 2009 were approved.

Old Business:

First Quarter Inspections:

Chairman Behrens reviewed the Q1 Safety Inspection assignments as such:

Justin and Tami: PSB and Animal Shelter, Finance, P.W. Yard
Karen and Karan: Wastewater Treatment and Water plants
Barb and Linda: Fire Station 21, Library and Annex
Becky and Chris: City Hall, Fire Station 20

Wellness Lunches:

Chairman Behrens will contact Leslie Morgan to coordinate Wellness Lunches tentatively scheduled as such:

April 15 – Stress
August 19 – Sun/Heat Safety
October 14 – TBD

Again, the intent for 2009 is holding this event at a single/consistent location to encourage participation through familiarity.

Safety/Wellness Fair:

General discussion ensued regarding the vendors that could be invited to the tentatively scheduled May 13, 2009 Newberg Safety Fair (pending the confirmation that it doesn't conflict with Public Works' safety event). After much discussion, it was determined that committee members would send their suggested contacts to Tami to add to the list of those invited to apply for a vendor spot in the fair. We will revise the sample vendor letter to ensure the verbiage is clear that vendors are applying to attend and we will notify them of who will be able to attend based on space and response. Tami will issue the letter and database document for committee review prior to issuance.

Chairman Behrens shared some wellness brochures that can be purchased for about \$.17/piece. The committee agreed that these might be nice to offer at the Safety/Wellness Fair. He will select five (5) or so brochures that we can offer at our upcoming fair.

Chris Kratochvil volunteered to select giveaway items from a catalog to be purchased now in preparation for next year's fair.

Karen Tarmichael said she will check with Donald Public Works regarding nifty giveaways for next year's fair.

Budget Update:

Chairman Behrens confirmed that we are able to spend the monies we should have in our budget but had not been accurately recorded. He has worked closely with Finance to ensure we have submitted the correct funding for the future budget.

Blood Pressure Wrist Monitors:

To confirm, January 28, we received four (4) blood pressure monitors purchased through the grant monies. These were sent via interoffice mail to: **City Hall - Engineering locker room, Public Safety - workout room, Library, and Public Works.** Chairman Behrens confirmed that these are for staff use while at a City work location rather than for use at home.

Emergency/Evacuation Plans:

Chairman Behrens asked each Safety Committee Member to ensure that they have an evacuation route posted in their building. He also wanted each member to ensure they have an emergency/evacuation plan for their building/department. Becky believes that there is one for all of City Hall and will provide Planning/Building with a copy.

New Business:

None noted.

Incident Reports:

None noted.

Reports from Departments:

None noted.

Next Meeting: *March 4, 1 pm, location to be determined*

Adjourned

Safety Committee Meeting Minutes
January 7, 2009 1 p.m.
Public Safety Building – Training Room

Present: Chairperson Justin Behrens (Fire), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (Building/Planning), Chris Kratochvil (Maintenance), Karen Tarmichael (WWTP), Linda Ocheltree (Library)

Absent: Becky Green (Administration)

Review and Approval of Minutes: Minutes from the Safety Committee year-end meeting for Wednesday, December 3, 2008 were approved.

Old Business:

Emergency/Evacuation Plans:

Chair Behrens confirmed the need for emergency/evacuation plans in each City building. About half of the committee thought their buildings had such plans. It's possible that plans have been developed and are just not known. After further discussion, it was decided that Chair Behrens would partner with Howard Hamilton and Roger Gano to see what emergency/evaluation plans are already available and to work towards developing additional plans, where needed.

Wii – City Hall:

Tami reported that the Wii and Wii Fit program were successfully installed in City Hall on January 6, 2009. There is an Outlook calendar in the public folders for staff to schedule a time to use the equipment (located in the Engineering locker room).

Safety Fair:

After general discussion seeking a viable date for this year's Safety/Wellness Fair, the committee settled on May 13, 2009. This date is tentative, pending the confirmation that it doesn't conflict with Public Works' safety event. The committee reached consensus that we could conduct the fair cheaper and probably better without hiring a coordinating service

Tami distributed Tigard's Safety Fair packet, acquired from the CCIS website, for committee opinion. Following the meeting, Tami will email a copy to the committee. The committee will bring their comments and edits of the Tigard packet along with suggested vendors for the Safety/Wellness Fair to the next meeting.

New Business:

First Quarter Inspections:

Chairman Behrens distributed the Q1 Safety Inspection assignments.

Justin and Tami: PSB and Animal Shelter, Finance, P.W. Yard
Karen and Karan: Wastewater Treatment plant and _____
Barb and Linda: Fire Station 21, Library and Annex
Becky and Chris: City Hall, Fire Station 20

Chairman Behrens will follow-up with the copies from last quarter's inspections of these sites.

Safety Committee Meeting Date:

Due to a conflict with the scheduled Employee Appreciation luncheon on February 4, we will need to reschedule February's meeting for Wednesday, February 11. Karan will reserve the Training Room for our meeting.

Wellness Lunches:

As staff seems to enjoy the Wellness Lunches and they seem to provide popular information and food, the committee agreed to continue hosting these events. It was decided to follow a once-every-four-months schedule. We also agreed to continue hiring an outside coordinator for these events as the cost is only about \$150. Chairman Behrens agreed to contact the coordinator to enlist her services for 2009.

The consensus was to hold these lunches in the same location to better attract staff through consistency. Tentatively, the 2009 Wellness Lunches should be scheduled and announced as such:

April 15 – Stress
August 19 – Sun/Heat Safety
October 13 – TBD

Budget Update:

Safety Committee only had \$1500 in this year's budget due to an error during the budgeting process. Finance agreed that the committee should proceed with our intended tasks for 2008-2009 and we will resolve the problem during the next budget process.

Miscellaneous:

Becky Green was nominated to serve as Safety Committee Chairperson for the next term or the remainder of her city employment, whichever is longest.

Incident Reports:

There were three incidents reported. Recommendations, if any, are noted below.

Ankle Sprain – no action recommended to avoid this accident
Chipped tooth and head injury – recommend staff wear hardhat and other required safety gear
Sore neck – no action recommended as this was an unavoidable automobile accident

Reports from Departments:

City Hall had water leak into the front stairwell causing the tile to buckle. Russ Thomas has been alerted to replace the rug/mat to prevent tripping until a time when the tile can be replaced.

Next Meeting: February 11, 1 pm at the Public Safety Building

Adjourned