

Newberg Fire Department Safety Committee

December 13th, 2010

COMMITTEE:

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

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

Member: Cameron Helikson X Present

Meeting was called to order at: 1810 Adjourned at: 1650

Minutes from the meeting of October 18th were read and approved.

COMUNICATIONS:

Large Screen on MDT could be blocking view of driver

Station Security brought to the attention of administration by Local 1660

INCIDENT REPORTS:

- While training person that was being pulled up the stairs had his shoulder injured by the PUD strap no treatment required – Stop training if having any pain and reevaluate the situation.
- While working on a chain saw hand slipped and finger got cut. No medical treatment needed. – Have on proper PPE when working around saws to include gloves when needed.

OLD BUSINESS:

OG Review and update – In Progress

Addition of associate members to the committee in January 2011

Action Items:

Near miss reporting system (in progress)

Draft a Department Stations Safety Inspection form (1/2 Done)

Safety Committee Protocols

NEW BUSINESS:

- Change in the meeting time to the night of the Vol. Business Meeting (3rd Monday) @ 1730
- Safety inspections to be done each month with rotation on what station is inspected and who is doing the inspections.
- Change to reporting system to match the City of Newberg with a color coding system for easy reference. (Blue Injury, Yellow Near Miss, Green Accident)

Station 21 Safety Inspection: See attached report. No major issues found. Shop area had general clutter with flammable liquids unsecured. All issues corrected as found.

Next Meeting: January 17th, 2011 @ 1800 Station 20 with Station Inspection
Submitted by: Justin Behrens, Committee Secretary

Safety Committee Meeting Minutes
December 1, 2010 11:30 a.m.
Subterra Restaurant

Present:

Chair Karen Tarmichael (WWTP), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Craig Brault (PW Maintenance), Becky Green (Administration), Melissa Cleveland (NPD), Andy Willette (NFD), Lori Bieber-Lauder (Library)

Absent:

Wayne Ginter (Planning/Building), Caleb Lippard (Finance)

Review and Approval of Minutes:

MOTION#1: Bergeron/Ocheltree motioned and seconded to approve the minutes from the Newberg Safety Committee of November 3, 2010. (7 Yes/ 0 No/2 Absent without representation (Lippard/Ginter) Motion carried.

NEW BUSINESS

- **End of year luncheon meeting –**
- Dan Danicic recognized outgoing members Tami and Linda.
- Wayne Ginter was absent but introduced as a new member along with Lori Bieber-Lauder.
- New Safety Committee 2011 calendar, budget and Newberg safety committee booklet were handed out.
- Guest Rob Charles was introduced as the new Public Works Director
- Guest speaker Adrian Albrich from CIS

Meeting adjourned at 1:30 p.m.

Safety Committee Meeting Minutes

November 3, 2010 1 p.m.

Public Safety – Training Room

Present:

Chair Karen Tarmichael (WWTP), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Craig Brault (PW Maintenance), Becky Green (Administration), Caleb Lippard (Finance) – eta 1:30 pm

Absent:

Melissa Cleveland (NPD), Andy Willette (NFD)

Review and Approval of Minutes:

MOTION#1: Green/Ocheltree motioned and seconded to approve the minutes from the Newberg Safety Committee of October 5, 2010. (5 Yes/ 0 No/ 3 Absent without representation (Cleveland/Willette & Lippard (tardy) Motion carried.

As a group, we discussed and clarified when committee minutes should be posted in buildings. The committee minutes are not to be posted in City buildings until after the committee has approved such minutes at the following meetings.

OLD BUSINESS

- **Fourth Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of December 2010.*
 - P.S. Bldg, Animal Shelter, P.W. Yard – Linda & Melissa
 - Wastewater Treatment and Water plants – Tami & Caleb
 - Library and Annex – Karen & Craig
 - City Hall and Archives – Becky & Andy
 - NFD 20 – self-inspected; completed 10/18/2010
 - NFD 21 – self-inspected; TBD November
- **Animal Shelter Inspection (third quarter)** – Karen Tarmichael provided Jeff Kosmicki with the recent Animal Shelter Safety Inspection which depicted several issues. They will present to Chief Brian Casey the issues for review, providing suggestions for temporary improvements until which time the new facility can be built.
- **Risk Management Grant** --Newberg Police Department has requested new helmets for motorcycle officers. Karen Tarmichael asked them to provide additional information about current and new helmets.

NEW BUSINESS

- **End of year luncheon meeting** – after discussion, those present agreed to hold the committee luncheon at SubTerra restaurant in Newberg on Wednesday, December 1. Those committee members finishing this as their final year of service are to invite their committee replacements to the luncheon meeting. Our new CIS representative Adrian Albrich will be the speaker.
- **Incident Reports:**

NFD had a knee strain incident. Recommendation was made to ensure staff slow down and exit safely. NPD has had two similar type incidents but as of yet, no 801s filed and written reports not received.

REPORTS FROM DEPARTMENTS:

- **The Wellness lunch ordering and payment process was discussed.** We need to stress that RSVPs are important to ensure adequate food quantities. Also, the person ordering and retrieving the food should have a method of payment other than out of pocket, awaiting City's reimbursement.

Next Meeting: December 1, 2010 at noon at the SubTerra Restaurant.

Meeting adjourned at 1:45 p.m.

Safety Committee Meeting Minutes

October 6, 2010 1 p.m.

Public Safety Building Training Room

Present:

Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Becky Green (Administration), Caleb Lippard (Finance), Melissa Cleveland (NPD), Karen Tarmichael (WWTP)

Absent:

Craig Brault (PW Maintenance)

Review and Approval of Minutes:

MOTION#1: Becky Green/Tami Bergeron motioned and seconded to approve the minutes from the Newberg Safety Committee Meeting of September 1, 2010. (7 Yes/ 0 No/ 1 absent without representation/Brault) Motion carried.

Old Business:

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

P.S. Bldg, Animal Shelter, P.W. Yard –(Completed 9/24/10)
Wastewater Treatment and Water plants – (completed 8/17/10)
Library and Annex – Becky & Melissa (Completed on 9/9/10)
City Hall and Archives –Linda & Caleb (Completed 9/27/09)
Fire Dept-NFD-Alex Haven (completed 10/6/10)

This list was revised to show the omission of Fire Department locations, as they will conduct inspections themselves.

- **CIS Wellness Grant-**

Last year our massage program cost was \$1080 for 108 employees that participated.
The CIS wellness grant we received this year was \$1935.

- **Wellness Lunch**

The wellness lunch on Fire Safety presented by Fire Marshal Chris Mayfield will be at Station 20 on October 18th. So far there have been 22 RSVPs, Andy will RSVP for his staff. Muchas Gracias will be providing the food.

- **Risk Management Grant**

We will be applying for \$10k grant. This grant is designed to prevent additional or current injury claims. There was some discussion of what to use the funds for:

- AED for City Hall approximately \$1500
- City Hall upgrades for Finance's move into the building
 - ADA doors and elevator security in City Hall
 - Security issues with elevator and public access to the building
 - Animal shelter repairs to winterize the building. Andy will contact Captain Kosmicki regarding suggestions. Caleb will look at budget and give Andy an estimate of funds available to improve the building while in the process of waiting for the new shelter to be built. There may be funds in the "facility maintenance" budget for repairs.
 - Handrails on the back stairs of the library

New Business:

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

P.S. Bldg, Animal Shelter, P.W. Yard –Linda and Melissa

Wastewater Treatment and Water plants –Tami and Caleb

Library and Annex –Karen and Craig

City Hall and Archives –Becky and Andy

Fire Dept-NFD-Alex Haven

This list was revised to show the omission of Fire Department locations, as they will conduct inspections themselves.

- **Safety inspection forms-**

New forms from CIS, ready to use now. Please let Karen know if you have any suggestions to add or take off of the form.

Incident Reports:

A participant in the new Fire Department probation class was having a problem breathing, which turned into chest pain and then she was taken to the hospital. It was determined that she pulled a muscle. All proper measures were followed by the FD.

Reports from other departments:

No one had anything to report on behalf of other staff or City locations.

Next Meeting: November 3, 2010 at 1pm Public Safety Bldg.

Meeting adjourned at 1:47 p.m.

Newberg Fire Department Safety Committee

September 20th, 2010

COMMITTEE:

Chairperson: DC Alex Haven **X Present** **Secretary:** FF Justin Behrens ☐ **Present**
Member: AIC Andy Willette **X Present** **Member:** Lt Mark Harris **X Present**
Member: Cameron Helikson **X Present**

Meeting was called to order at: 1807 Adjourned at: 1820

Minutes from the meeting of September 25th were read and approved.

COMUNICATIONS:

None

INCIDENT REPORTS:

Chest pain during Probie Training – Person started having chest pain during training. Pt. was evaluated by Medics and transported to PNMC for evaluation. Pt. was found to have strained her chest while doing push-ups. No Recommendations.

OLD BUSINESS:

Change to preliminary Accident Reporting System
OG Review Time

Action Items:

Near miss reporting system (in progress)
Draft a Department Stations Safety Inspection form (1/2 Done)
Safety Committee Protocols

NEW BUSINESS:

Started "Safety Bulletin", they will be done as needed along with Close Call Reports / Near-Miss.

Next Meeting: October 11th, 2010 @ 1800 Station 20 with Station Inspection
Submitted by: Justin Behrens, Committee Secretary (Taken by Lt. Willette)

October 11th, 2010 Agenda
NFD Safety Committee

Call to Order @ ~1800 Station 20 Meeting Room

Review of September 20th Minutes (Approved/Disapproved)

Reading of any communications:

Incident Reports & Recommendations

Old Business:

New Business:

Action Items:

Next meeting: November 11th, 2010 @ 1600 Station 21 (With station inspection)

Adjourned @ _____

Safety Committee Meeting Minutes

September 1, 2010 1 p.m.

City Hall – Permit Center

Present:

Andy Willette (NFD), Lori Biever-Lauder (Library – on behalf of Linda Ocheltree), Tami Bergeron (Planning/Building), Becky Green (Administration), Barbara Davis (Finance-on behalf of Caleb Lippard), Karan Frketich (NPD – on behalf of Melissa Cleveland)

Absent:

Craig Brault (PW Maintenance), Chair Karen Tarmichael (WWTP)

Review and Approval of Minutes:

MOTION#1: Becky Green/Tami Bergeron motioned and seconded to approve the minutes from the Newberg Safety Committee Meeting of August 4, 2010. (6 Yes/ 0 No/ 2 absent without representation (Brault/Tarmichael/Lippard) Motion carried.

Old Business:

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

P.S. Bldg, Animal Shelter, P.W. Yard – Tami & Craig (or substitute)

Wastewater Treatment and Water plants – (completed 8/17/10)

Library and Annex – Becky & Melissa (to be completed on 9/2/10)

City Hall and Archives – Linda & Caleb

This list was revised to show the omission of Fire Department locations, as they will conduct inspections themselves.

- **Revised NFD Plan-accepted by NFD and City Manager-**

- NFD will conduct their own inspections-copies to Becky and Safety Chair each quarter
- NFD will provide Safety with written review of each accident and “near miss” events to Safety Chair.
- NFD will continue to maintain a representative on City Safety Committee

- **Wellness Lunch**

The wellness lunch on Fire Safety presented by Fire Marshal Chris Mayfield will be at Station 20 on October 18th. Linda will send out a general email. Lunch will be provided by Muchas Gracias. Tami reminded Safety Committee members that the Lunch & Learns are paid via departmental funds and that we should make a clear distinction between these and our **Wellness Lunches** that are funded by Safety Committee.

**please note in record: Email vote on August 10, 2010, 7 yes and 1 no vote approving spending \$10.00 from account 31.524..000 for prizes for the Employee Disk Golf Tourney managed by Barton Brierley.*

New Business:

- **CIS Grant-**

We have \$1935.00 and the deadline is September 15, 2010. The following items were voted on:

- Yoga mats-no, not beneficial to all staff
- Membership to gym- no, not beneficial to all staff
- Chiropractic- no, not beneficial to all staff
- Bike rack-no (use public bike racks)-no, not beneficial to all staff
- Work-site stretching- no, not beneficial to all staff

- Healthy cooking demo \$150- CPRD, PCC, Hospital, Pampered Chef-yes, approved by consensus
 - Health Magazines \$100- yes, approved by consensus
 - Chair massage \$1080 (108 @\$10/employee)
 - Commuter challenge \$100- yes, approved by consensus
 - Safety fair \$750- yes, approved by consensus
 - Door prizes for fairs \$200- yes, approved by consensus
- **Safety Inspection-**
New forms from CIS, ready to use now.
 - **New Risk Management grant from CIS-**
Andy will submit grant application
 - ADA doors and elevator security in City Hall
 - Library back door railing

Incident Reports:

Two (2) 801 forms to review-pending accident reports from NFD to accompany 801 forms.

Update from operations-faulty dehydration unit latch causing injury discussed last month has been corrected.
Recommendation from Committee to provide work gloves has been submitted to supervisors of that department.

Reports from other departments:

No one had anything to report on behalf of other staff or City locations.

Next Meeting: October 6, 2010 at 1pm Public Safety Bldg.

Meeting adjourned at 2:00 p.m.

2010-2011 City of Newberg Wellness Grant

Completed: 129

HSQ

Total employees: 131

Percentage: 98.5%

Amount of grant is \$15/person completing

\$ 1935

Person submitting request	Suggestion	Committee's Vote
Janelle – Finance	Interest in having lunch time healthy cooking demos and classes.	\$750 \$500 - health fair \$150 - cooking class \$500 - massages \$100 - computer challenge - massage
Bolek – P.D.	Worksite stretching/fitness (?)	
Kim – Dispatch	Healthy cooking demo's/classes also physical activity programs	
Sonja – City	Bike rack for city employee's Approx. cost \$2000	> use public bike racks. \$100 - magazine
Sonja – City	Assist participation with commuter challenge	200. gifts
Sonja – City	Subsidize local fitness classes (Ex. CPRD, First Street Yoga, etc..)	\$1860
Jason – City	Gym membership reimbursements	
Jason – City	Chiropractor visits	
Annette – City	DVD player for yoga DVD's	
Annette – City	Funds for additional DVD's	
Annette – City	Yoga mats for city classes	
Brittney – Public Works	Healthy eating demo's/classes	
Russ – Public Works	Health fair, guest speakers	
Denise – Library	Health fair, luncheons, bring these Events to the staff instead of the Staff going to the events	

Denise – Library

Massages

Dawn – City

Fitness consulting programs

Dawn – City

Participation incentives

Dawn – City

Healthy magazine subscriptions

Dawn – City

Brown bag lunch speakers

Dawn – City

Health fair

Dawn – City

Outside speakers/programs

Dawn – City

Gift certificate for massages

Dawn – City

Gift certs/discounts for personal
Trainers

Tim – Fire Department

Wii

Clint – Fire Department

Elliptical for St. 21 (approx \$3000)

Safety Committee Meeting Minutes

August 4, 2010 1 p.m.

Public Safety – Training Room

Present:

Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Chair Karen Tarmichael (WWTP), Becky Green (Administration), Caleb Lippard (Finance), Melissa Cleveland (NPD)

Absent:

Craig Brault (PW Maintenance)

Review and Approval of Minutes:

MOTION#1: Becky Green and Andy Willette motioned to approve the minutes from the Newberg Safety Committee of July 7, 2010. (7 Yes/ 0 No/ 1 absent without representation (Brault) Motion carried.

New Business:

- Linda is working on scheduling a Safety Lunch for October/November. It was suggested that Frank Douglas or Chris Mayfield from NFD do a presentation on fire safety. Muchas Gracias was suggested for lunch. Linda will work on scheduling and contact Melissa to make sure the training room is available. If not we may hold it over at station 20.

Old Business:

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

P.S. Bldg, Animal Shelter, P.W. Yard – Tami & Craig (Wayne may fill in for Craig)

Wastewater Treatment and Water plants – Karen & Andy

Library and Annex – Becky & Melissa

City Hall and Archives – Linda & Caleb

This list was revised to show the omission of Fire Department locations, as they will conduct inspections themselves.

- **Revised NFD Plan presented to NFD Chief Haven-**

Karen will follow up with Chief Haven regarding conducting their own safety inspections at each fire location, they will still have a member sit on the safety committee and will still provide incident reports when they are done with them.

- **Safety Fair-**

It was suggested that Wayne (who will be taking over Tami's place) take over Safety Fair planning.

- **CIS Grant-**

Participation was likely 100%, Becky is waiting on final numbers from CIS. We should receive \$15 per person who participated. This grant will pay for AED in City Hall. Andy will need to send out poll to staff regarding other wants/needs for grant fund usage. The 10k CIS Loss Mitigation grant is awaiting further direction from CIS for us to submit an application. Becky will

follow-up as these funds will be used to reimburse the city for City Hall ADA compliance and renovation.

Incident Reports:

Two (2) Incident Reports this month:

WWTP-No suggestion came from the committee on a smashed finger

WWTP-It was suggested to wear gloves to avoid sawdust getting into a cut hand.

Reports from other departments:

No one had anything to report on behalf of other staff or City locations.

Next Meeting: September 1, 2010 at 1pm Public Safety Bldg.

Meeting adjourned at 1:47 p.m.

Safety Committee Meeting Minutes

July 7, 2010 1 p.m.

Public Safety – Training Room

Present:

Justin Behrens for Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Chair
Karen Tarmichael (WWTP), Craig Brault (PW Maintenance), Becky Green (Administration)

Absent:

Caleb Lippard (Finance), Melissa Cleveland (NPD), Andy Willette (substituted by J. Behrens)

Review and Approval of Minutes:

MOTION#1: Brault/Behrens to approve the minutes from the Newberg Safety Committee of June 2, 2010. (6 Yes/ 0 No/ 2 Absent without representation (Lippard/Cleveland)) Motion carried.

New Business:

- Newberg Fire Department Division Chief Alex Haven was a guest speaker. He explained the role the Fire Department plays with regard to safety and inspections. The Fire Department (F.D.) has their own Safety Committee and considers every F.D. member a safety representative. They want to reduce duplication of effort by submitting to us their Safety Committee meeting minutes and Safety Inspection Reports. Both Becky Green and Karen Tarmichael agreed that if we were to receive these documents each month and quarter, that there would be no reason for our Safety Committee to perform inspections in their buildings. Chief Haven agreed that this exchange of information could begin this quarter.
- **Third Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of September.*
 - P.S. Bldg, Animal Shelter, P.W. Yard – Tami & Craig
 - Wastewater Treatment and Water plants – Karen & Andy
 - Library and Annex – Becky & Melissa
 - City Hall and Archives – Linda & Caleb

This list was revised to show the omission of Fire Department locations, as they will conduct inspections themselves.
- **Grant Suggestions Overview** – Tami distributed copies of the printed staff suggestions for grant money use. The Committee discussed each suggestion and decided which of those items would be worth funding via a potential Risk Management CCIS grant. The committee decided to decline all suggestions with the exception of the City Hall ADA remodel, stair rails in City Hall and Library, and A.E.D. for City Hall. Becky will pursue the Risk Management Grant application through CCIS.
- **Committee Duty Distribution**
 - Grant Coordinator – In his absence, Andy Willette was suggested for this function
 - Wellness Lunch Coordinator – Linda Ocheltree volunteered to coordinate and communicate about these events
 - Treasurer – Caleb Lippard was confirmed to be the treasurer and will report financial status at meetings
 - Secretary – In her absence, Melissa Cleveland was nominated to perform the secretarial function at meetings
 - Wellness Fair -- Tami is willing to continue this function
 - Committee Chair – Karen Tarmichael is willing to continue this function

Incident Reports:

Four (4) Incident Reports this month:

- Public Works – no suggestion came from the committee to prevent a rolled ankle injury;
- Fire Department – no suggestion came from the committee to prevent a fractured finger;
- Fire Department – no suggestion came from the committee to prevent a sprained wrist; and
- Library – no suggestion came from the committee to prevent a knee/ankle/foot injury.

Reports from Departments:

Justin Behrens of the Newberg Fire Department wants to continue coordinating the blood drives. Next blood drive is in December 2010.

Next Meeting: August 4, 2010 at 1pm Public Safety Bldg.

Meeting adjourned at 2:00 p.m.

Safety Committee Meeting Minutes

June 2, 2010 1 p.m.

Public Safety – Training Room

Present:

Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Chair Karen Tarmichael (WWTP), Craig Brault (PW Maintenance), Becky Green (Administration)

Absent:

Caleb Lippard (Finance), Melissa Cleveland (NPD),

Review and Approval of Minutes:

MOTION#1: Willette/Ocheltree to approve the minutes from the Newberg Safety Committee of May 5, 2010. (6 Yes/ 0 No/ 2 Absent (Lippard/Cleveland)) Motion carried.

Old Business:

- **Second Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of June.*
 - P.S. Bldg, Animal Shelter, P.W. Yard -- Completed
 - Wastewater Treatment and Water plants – Becky & Craig
 - Fire Station 21, Library and Annex – Completed
 - City Hall, Archives, and Fire Station 20 –Completed as of 6/14/10
- **Safety Committee Agendas** – Karen confirmed that we are to post committee agendas and minutes in each building unless we can guarantee that each staff person has access to the information electronically. We will ensure each building has this information posted going forward.
- **Annual CIS Wellness Grant** – Tami said we will poll staff about what their ideas are for the CIS grant monies around open enrollment; this will serve as a good incentive for staff to complete the health questionnaire which is a catalyst for the grant funding.
- **City Hall AED** – this year's budget has been trimmed and there are no allotted funds for a \$1500 AED machine in City Hall; Becky will look to see if there are grants available through CIS to cover such items.
- **Summer Wellness Lunch:** The topic, to be conducted by CCIS, is Heat and Sun Safety. The date is June 21, 2010 noon to 1 pm at the Public Safety Building. Lunch will include sandwiches, chips, fruit and miscellaneous beverages.

Incident Reports:

None reported at this time.

Reports from Departments:

Fire Department is conducting another blood drive.

Next Meeting: July 7, 2010 at 1pm Public Safety Bldg.

Meeting adjourned at 1:35 p.m.

Safety Committee Meeting Minutes

May 5, 2010 1 p.m.

Public Safety – Training Room

Present:

Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Melissa Cleveland (NPD), Chair Karen Tarmichael (WWTP), Craig Brault (PW Maintenance) - tardy, Caleb Lippard (Finance) - tardy

Absent:

Becky Green (Administration)

Review and Approval of Minutes:

MOTION#1: Willette/Ocheltree to approve the minutes from the Newberg Safety Committee of April 7, 2010. (6 Yes/ 0 No/ 3 Absent (Lippard/Green/Brault)) Motion carried.

Old Business:

- **Second Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections; to be completed by the end of June.*
 - P.S. Bldg, Animal Shelter, P.W. Yard -- Completed
 - Wastewater Treatment and Water plants – Becky & Craig
 - Fire Station 21, Library and Annex – to complete May 6
 - City Hall, Archives, and Fire Station 20 – Tami & Melissa
- **Safety/Wellness Fair April 20th** – all present provided input from other staff and/or vendors. Consensus was that the fair was enjoyable and beneficial to both parties. One staff member mentioned they liked not having the check-in cards for vendors to sign and one vendor said they missed having those same items. Karen mentioned that we continued to be successful for the second year, without spending \$500 for an event coordinator to prepare our fair.
- **Massage Program:** It was a popular benefit for all staff. There were seven sessions, and 107 staff members received massages at an affordable rate. Both Licensed Massage Therapists mentioned they also enjoyed this activity and would be willing to conduct a session again sometime.
- **Summer Wellness Lunch:** The topic, to be conducted by CCIS, is Heat and Sun Safety. Due to other City activities involving those staff who would most benefit from this topic, the tentative dates for the lunch will be late June or the first full week of July.

MOTION#2: Lippard/Ocheltree to continue with solidifying a viable date for the Summer Wellness Lunch. (8 Yes/ 0 No/ 1 Absent (Green)) Motion carried.

- **Reports from Departments:**
 - The question was raised as to whether or not we need to post Safety Committee Agendas by best practice, OSHA Regulations, or not at all since, they are available electronically. Karen will follow-up with the determination following the meeting conclusion.
 - Karen distributed CCIS posters for each site regarding Ease, wellness and other health opportunities

Incident Reports:

Incident report submitted from Newberg Fire Department: a volunteer firefighter injured their back while putting on gear. As fire fighters need to put on gear in a hurry, this is one of the potential hazards of the job.

Next Meeting: June 2, 2010 at 1pm Public Safety Bldg.

Safety Committee Meeting Minutes

April 7, 2010 1 p.m.

Public Safety – Training Room

Present:

Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building), Becky Green (Administration), Caleb Lippard (Finance), Melissa Cleveland (NPD)

Absent:

Chair Karen Tarmichael (WWTP), Craig Brault (PW Maintenance),

Review and Approval of Minutes:

MOTION#1: Cleveland/Ocheltree to approve the minutes from the Newberg Safety Committee of March 3, 2010. (6 Yes/ 0 No/ 2 Absent (Tarmichael/Brault)) Motion carried.

New Business:

- **Second Quarter Inspection assignments** – *remember to provide 24+ hours notice prior to conducting inspections.*
 - P.S. Bldg, Animal Shelter, P.W. Yard -- Karen & Caleb
 - Wastewater Treatment and Water plants – Becky & Craig
 - Fire Station 21, Library and Annex – Linda & Andy
 - City Hall, Archives, and Fire Station 20 – Tami & Melissa
- **Blood Drive:** Andy provided the committee with a copy of the confirmation letter from Red Cross. The Newberg Fire Department will conduct another Red Cross Blood Drive on February 25, 2011.

Old Business:

- **Safety/Wellness Fair April 20th** – all present provided updates on the status of their assignment(s) preparing for this event. See attached assignment sheet with updates to various tasks. Tami also mention the updated vendor participation is: Moonstone Massage, Bizeau Dental, AFLAC, Lisa Erb Massage Therapist, Providence Newberg Nutritionalist and Sleep Center, CCIS Benefits, Chehalem Valley Chiropractic Clinic, Newberg Urgent Care, Excel Fitness, City of Newberg Fitness Group, and Weight Watchers. It was suggested that since we have changed the location to Fire Station #20, we might put a notice on the PSB door redirecting staff.
- **Reports from Departments:**
 - **Archive Building:** Chair Tarmichael had noted that verbal and written input had been provided to Norma Alley in Administration regarding items that should/not be stored in the Archive Building. Karen noted that the Department Heads would be reminded of this issue.
- **Massages:** This project has been completed as of April 7 and April 14, 2010 for make-up massage appointments.

Incident Reports:

Incident report submitted from Newberg Fire Department: a volunteer firefighter dislocated their left kneecap. It was discovered through conversation that this volunteer had prior severe knee injuries. Andy was uncertain if there was anything on the volunteer's application that indicated inability to perform regular duties without accommodations. It is also unknown if the volunteer's medical examiner knows the scope of duties that he/she is releasing for the volunteer to perform as a firefighter. Andy will refer these questions to the Fire Department's Safety Committee to further review this incident and the potential for bringing this firefighter back to regular duties with proper releases.

Next Meeting: May 5, 2010 at 1pm Public Safety Bldg.

(Don't forget to check with Craig Brault as to when you're expected to help at the Safety Fair on April 20!)

**CITY OF NEWBERG
SAFETY/WEELLNESS FAIR - 2010
ACTION LIST**

Target Date	Done	Task	Responsible Party
December of year prior	X	Schedule/confirm date for fair	Safety Committee
December of year prior	X	Reserve rooms/location****LOCATION CHANGED TO FIRE STATION #20	Karen Tarmichael
January	X	Compile vendor participant list	Safety Committee
3 months prior	X	Inform Public Works of event so as to gain assistance with room set up and tear down	Craig Brault /Clinton Alley/Andy Willette & FD Super
3 months prior	X	Send out vendor invitational letters	Tami Bergeron
3 months prior	X	Consider gifts for vendors (last year's giveaway?) ***100 ct Purel pense	Caleb Lippard
ongoing	X	Compile vendor responses to review and follow-up with those not responding	Tami Bergeron
6-8 weeks prior	X	Select from those wanting to participate based on allowable space and vendor type	Tami Bergeron
6-8 weeks prior	X	Send second vendor letter & map to those vendors selected to participate in event	Tami Bergeron
6-8 weeks prior	X	Send second vendor letter to those who were NOT selected (if applicable) to participate but RSVP'd	Tami Bergeron
6-8 weeks prior	X	Announce to City Staff to "Save the Date"	Karen Tarmichael
6-8 weeks prior	X	Solicit in-person OR via telephone for a vendor for fair food & water; ***Andy needed input as to \$100 / \$200 budget?	Andy Willette
6-8 weeks prior		Determine what, if any, decorations are wanted (balloons, posters, tablecloths, etc.)	Karen Tarmichael
6 weeks prior	X	Determine room configurations – vendor locations and needs	Tami Bergeron
6-8 weeks prior	X	Bags to carry out items	Linda Ocheltree
2-4 weeks prior	X	Send staff reminder with vendor list and food "teaser"	Karen Tarmichael
2-4 weeks prior	X	Determine schedule for Set-up & tear down and Safety Committee assignments	Craig Brault
2 weeks prior	X	Request signage for tables	Karen Tarmichael
2 weeks prior		Prepare vendor name tags	Tami Bergeron
Day of event		Set up tables, table cloths, vendor signs, decorations	Craig Brault,, Andy Willette Lidna Ocheltree
Day of event		Greet vendors, make coffee, snacks,	Craig Brault/Linda Ocheltree
Day of event		Record door prizes/winners & announce winners via email	Melissa Cleveland
Day of event		Banner for PSB Door – Newberg City Staff only	Karen Tarmichael
Day after event		Thank you letters to vendors	Tami Bergeron
Next Safety Meeting		Debriefing	Safety Committee

Safety Committee Meeting Minutes

March 3, 2010 1 p.m.
Public Safety – Training Room

Present:

Chair Karen Tarmichael (WWTP), Craig Brault (PW Maintenance), Andy Willette (NFD), Linda Ocheltree (Library), Tami Bergeron (Planning/Building)

Absent:

Becky Green (Administration), Caleb Lippard (Finance), Melissa Cleveland (NDP)

Review and Approval of Minutes:

MOTION#1: Ocheltree/Bergeron to approve the minutes from the Newberg Safety Committee of February 3, 2010. (5 Yes/ 0 No/ 3 Absent) Motion carried.

Old Business:

- **First Quarter Inspection assignments** – *all first quarter inspections have been completed.*
 - P.S. Bldg, Animal Shelter, P.W. Yard
 - Wastewater Treatment and Water plants
 - Fire Station 21, Library and Annex
 - City Hall, Fire Station 20
- Blood Drive – was successful
- Wellness Lunch March 17th noon – Identity Theft: Protecting Customers and Yourself; Speaker NPD Det. Ronning-Food Pasquale's: Salad, Pizza, beverages. Linda volunteered to coordination of this event on March 17.
- Safety/Wellness Fair April 20th – all present provided updates on the status of their assignment(s) preparing for this event.
- Upcoming Chair massage appointments:
 - PW-Maintenance – March 8, 8-11 am
 - Library – March 17, noon
 - NFD – TBD and make-up sessions

New Business:

Resulting from the CIS Safety Committee Training on 02/23/2010 the following was confirmed:

- Safety Committee Representatives should post both the meeting Agendas and Minutes;
- Each department should inventory their city vehicle(s) for: first aid kits, batteries/flashlights, reflective devices, water, jumper cables;
- Each building should have a bio hazard kit;
- When checking fire extinguishers, turn them upside-down to ensure they don't "settle";
- Extension cords are not to be a permanent power source – surge protectors are okay;
- Both inside and outside stairwells of City Hall entrances may need a middle handrail;

Incident Reports:

There were no incidents to report as Becky Green was absent and couldn't provide input.

Reports from Departments:

None noted.

Next Meeting: April 7, 2010 at 1pm Public Safety Bldg.

Safety Committee Meeting Minutes

February 3, 2010 1 p.m.

Public Safety – Training Room

Present:

Chair Karen Tarmichael (WWTP), Craig Brault (PW Maintenance)-late, Caleb Lippard (Finance), Andy Willette (NFD), Melissa Cleveland (NDP), Tami Bergeron (Planning/Building), Linda Ocheltree (Library)

Absent:

Becky Green (Administration)

Review and Approval of Minutes:

Minutes from the Safety Committee Meeting of January 6, 2010

Old Business:

- **First Quarter Inspection assignments** -- *Be sure you notify the department at least 24 hrs in advance that you will be conducting inspection.*
 - P.S. Bldg, Animal Shelter, P.W. Yard – Becky & Andy **Completed 1/27/10**
 - Wastewater Treatment and Water plants – Melissa & Linda
 - Fire Station 21, Library and Annex – Caleb & Tami **Completed 2/12/10**
 - City Hall, Fire Station 20 – Karen & Craig **Completed 2/25/2010**
- Blood Drive – Feb 26th 2010 11am-4pm PSB
Promotion and sign ups by Andy/Justin/NFD
- Wellness Lunch March 17th noon – Identity Theft: Protecting Customers and Yourself; Speaker NPD Det. Ronning-Food Pasquale's: Salad, Pizza, beverages. Linda volunteered to coordination of this event on March 17.
- Karen reordered the Well Workplace Newsletters *(for April 2010 – March 2011, increasing the quantity to 75.*
- Safety/Wellness Fair April 20th – Tami shared the vendor letters, floor layout and committee assignment sheet. Committee members accepted tasks as noted on the updated event task sheet.
 - A request from Jessica Nunley/Clinton Alley to host info table for employee teams (running, volleyball walking, yoga etc) was reviewed and approved.
- Chair massage appointments are being scheduled for City staff and are funded by our participation in the wellness questionnaire taken during open enrollment.

New Business:

- Karen and Becky will review the Safety Committee budget to ensure all monies can be included in a budget update to the committee.
- Karen reviewed the definition of the Safety Committee's functions, which includes opportunities to make wellness suggestions.
- Request from Jessica Nunley/Clinton Alley to pay fees for team in Portland to Eugene Relay June 2010: *Issues—team only has eight employees - \$1000 fee - Swag Bags given to all runners (taxable).* The committee agreed that the fee was more than we have to spend and for such an event with limited staff participation.
- Request from Clinton Alley on behalf of Police Dept for \$400 to replace Kick Bag Stand for their gym room. We do not have confirmation of committee budget totals. We are also anticipating expenditures pertaining to The Safety Wellness Fair. Therefore, we voted to wait until June and revisit this request, perhaps to pay 50% of the cost.
- Request from Operations for consideration for Wii Fit this year or next. \$200. Karen will send Tami an email requesting the Wii located at City Hall. Tami will seek input from City Hall staff, as she does not believe it is being used much.

Safety Committee Training: by CIS February 23rd 2010 at PSB 9am- 3pm

Class will be hosted by City of Newberg and CIS and will include other agencies - no cost to the City. Those committee members signed up are: Craig, Melissa, Caleb, Andy, and Tami.

Incident Reports:

NPD – Broken/sprain Left Foot: no recommendations made by the committee

PWM – Crush to Right Foot: no recommendations made by the committee

NFD – One employee exposed to Severe Flu from Patient – resulting in employee illness/ER visit: Andy will review and discuss whether the person took necessary precautions such as masks and gloves.

NPD – two officers rear-ended – stopped at Light hit from behind. Soft muscle injury neck and back: no recommendations made by the committee

Reports from Departments:

Library – bottom step tripping hazard. Referral for painting submitted to Bldg Maint/Library Director. Linda Ocheltree spoke to the building representative regarding this item being a concern.

Next Meeting: March 3rd, 2010 1pm Public Safety Bldg.

Safety Committee Meeting Minutes

January 5, 2010 1 pm

Public Safety – Training Room

Present:

Chair Karen Tarmichael (WWTP), Caleb Lippard (Finance), Melissa Cleveland (Police), Tami Bergeron (Planning/Building), Craig Brault (Maintenance), Becky Green (Administration), Linda Ocheltree (Library)

Absent:

None

Motion #1: Green/Brault motioned and seconded to approve minutes from the Safety Committee Meeting of December 2, 2009 (7 Yes/0 No, 0 absent)

Old Business:

Fourth Quarter Inspections

Fourth Quarter Inspections were discussed and confirmed as noted below. Karen mentioned that she tried to partner newer members with seasoned members as to assist with inspection training. *Please remember to provide that building with a courtesy 24-hour advanced notice of the inspection. Also, we've been asked to coordinate best date/time to conduct fire station inspections so that Alex Haven can be present, if possible.* Karen will provide the seasoned committee member with the previous inspection report and blank inspection forms for each location.

PSB, Animal Shelter, P.W. Yard – Becky & Andy
WW Treatment & Water plant – Linda & Melissa
NFD 21, Library & Annex – Tami & Caleb
NFD 20, City Hall & Archives – Karen & Craig

It was mentioned that PCC has been using the main floor of the Library Annex building for meetings and or classrooms. Tami will check with the Building Official to ensure that no additional upgrades or provisions need to be made to ensure their safety pertinent to the use of that facility.

Blood Drive

Justin Behrens is still coordinating the upcoming blood drive. He or Karen will distribute a flier announcing this event as it has been rescheduled: Friday, February 26, from 11 am to 4 pm, at the Public Safety Building.

CCIS Grant

Ping-pong table, paddles and balls were requested of the CCIS grant funding for which we were awarded monies. Andy will purchase these supplies on behalf of Station 20 and will ask Caleb to charge to the appropriate Safety Committee account.

Chair massages are still a hopeful item targeted for grant fund use. Becky will check with Lisa Erb. Karen will check on the current budget for funding.

New Business:

Wellness Lunches

Karen asked if the committee thought we should continue with Wellness Lunches. Tami shared that Wellness lunches/events were part of our request for CCIS grants funds.

Motion #2: Tarmichael/Bergeron motioned and seconded to continue hosting and funding the Wellness Lunches for 2010 (7 Yes/0 No, 0 absent)

The committee reviewed calendar options and decided to hold these quarterly, March 17 - Keeping your information safe/ID theft, June – Heat and sun safety, October – TBD. The group consensus was that we need to host the food part of these to ensure the food is palatable for staff. Pasquale's offers a pizza, salad and soda deal that is affordable, healthy and tasty.

Well Workplace Newsletters

Motion #3: Green/Ocheltree motioned and seconded to renew our subscription to the Well Workplace Newsletters and to ensure we subscribe to receive 75 copies. (7 Yes/0 No, 0 absent)

Wellness Fair

Karen suggested we start planning the Wellness Fair for 2010. The group reviewed calendars and decided that April 28 would be a good date for the event. We need to verify that the Public Safety Building Training Room is available. Karen asked Melissa to ensure that Police don't have any trainings scheduled. Karen called for volunteers to coordinate this year's event. Tami volunteered with Becky's agreement to assist. We will invite those vendors from last year and thereafter open invitations to others.

Safety Committee Training

The City of Newberg and CCIS will be hosting a Safety Committee Training on February 23, 2010 at the Public Safety Building from 9 am to 3 pm. Lunch will be on your own. Confirm with Karen if you want to attend this training or prefer to take individual classes at other locations.

Incident Reports:

Library – Knee Strain

As the person injured is someone on the committee, questions were directed to her. The staff was directed to speak with HR if she needs to seek medical attention. Becky will also contact CCIS to have an ergonomic specialist evaluate the library counter space.

Reports from Departments:

Station 20 was reminded about painting the yellow strip next to their laundry machines. Andy later confirmed that striping had been taken care of.

Adjourned

Next Meeting: *February 3, 2010, 1 pm, Public Safety Building*
 (Have we reserved the PSB for each of our 2010 meetings?)