

**MINUTES**  
**Yamhill County Employee Safety Advisory Committee**  
**February 11, 2014 - 8:15 a.m.**

Courthouse, Room 32  
Chair: Michelle Mathis

Voting Members Present: Jan Cain, Catherine Lindberg, Michelle Mathis, Michael Saunders, Traci Utti

Staff: Ken Huffer, Jessica Johnson, Sue Lamb, Barbara Stanley

Guest: Denise Murphy, Courts safety representative

Meeting called to order at 8:20am. There is a quorum.

1. **Minutes:** Consideration of approval of minutes:
  - a. January 14, 2014 – Motion made by Traci Utti to accept the January minutes. Seconded by Jan Cain. Unanimously approved.
2. **Unfinished Business:** Building Inspection Summaries:
  - a. Quarter ending September 30, 2013 (emailed 2/10/14)
  - b. Quarter ending December 31, 2013 (to be emailed 2/13/14)
3. **New Business**
  - a. Adrian Albrich the Risk Management Consultant, CIS is unable to attend today. He has been rescheduled for the April meeting.
  - b. First Aid Kit contents: focus for March building inspections – Basic Fill Contents for First Aid Kits distributed (OSHA minimum requirements). Please make copies and leave one with each of the departments you inspect. Sue Lamb asked if departments are required to have blood spill kits, eyewash, etc. She will take a look at the list and update it as necessary. The current list was updated 11/09/10.
6. **Other Business**
  - a. 801 Reports – none offered. Committee members shared there is a pending claim for a shoulder injury from moving files, two pending claims at Public Works (with no time loss) due to the recent weather and one claim in early January in Maintenance.
  - b. Retirement of current committee secretary. The committee wishes to thank Barbara Stanley for over 18 years of service to the committee. A new secretary will be assigned.
  - c. March is a building inspection month. Focus on first aid kits. Please send your reports to Barbara by 3/15/14.
7. **Department Reports** – Once the results of the evacuation drill are shared with the committee, Sue Lamb asked if the committee would be willing to query Yamhill County staff and see what they thought of the evacuation drill and what they think could be done better. Jan Cain reports the phone cord in the Family and Youth break room is too long and creates a tripping hazard. Michelle will replace it. Tracie Utti voiced her appreciation for the Jail Work Crew who spent hours outside shoveling snow during the last few days. No other member in attendance had any safety issue to report. Neither did Chuck Vesper via email.
8. **Next meeting:** April 8, 2014 - 8:15 a.m. - Courthouse, Rm. 32
9. **Adjournment** – Meeting adjourned at 8:40am.

Minutes prepared by Michelle Mathis, Chair