

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

**Courthouse, Room 32**

Chair: Michelle Mathis

Voting Members Present: Roma Fuerst, Catherine Lindberg, Michelle Mathis, Michael Saunders, Scott Paasch, Traci Utti

Staff: Chuck Vesper, Ken Huffer, Keri Hinton, Jessica Johnson, Sue Lamb

Guests: Adrian Albrich - Sr. Risk Mgmt. Consultant, CIS, Denise Murphy - Courts safety rep

Meeting called to order at 8:17am. There is a quorum.

**1. Minutes:** Tabled

**2. Introduction to group:**

a. New ESAC members introduced – Joe Moore, Facilities Maint. Mgr., Keri Hinton, BOC Secretary.

Guest - Adrian Albrich, Sr. Risk Mgmt. Consultant, CIS

**3. New Business:**

a. Adrian Albrich from CIS here to explain what CIS offers and what they can do for us. CIS is a member owned trust that provides employee benefits, worker's comp, property and liability coverage to member entities. Provides services and coverage to 98% of Oregon cities, 78% of Oregon counties. Adrian is a risk management consultant and specific liaison to our county for any kind of issue that arises, from employment laws to safety. CIS offers training/resources for every kind of issue from facility inspections to public safety. CIS will bring resources in if they don't have their own to solve specific issues. Free on-line training is offered through the CIS Learning Center, over 400 courses available. Michael asked if the courses are accredited, Adrian not sure. Scott asked Adrian about access to CIS on-line, a registered user name is required, verification that you are a city/county employee, certain levels of access can be granted for each user based on specific criteria. CIS also offers a risk management library a good reference for Safety Committee members. Templates available for any kind of risk (e.g. disaster preparedness programs) if sample template is not there they will find one. Scott asked about monthly publications from CIS. CIS offers quarterly reports to members, Safety Shorts sent to members but also intended for distribution to employees, Siren Call specifically for public safety departments, general info regarding cities/counties all available on website. Adrian said to send list of names/e-mails to him to be registered to allow access to website, assigned to Ken. Two different sites for on-line classes vs. RM library, Scott asked for contact info for Adrian to be recorded in minutes so that users could get setup. Adrian's business card handed out to all members, contact info: direct line: 503-763-3858, e-mail: [aalbrich@cisoregon.or](mailto:aalbrich@cisoregon.or), website: [cisoregon.org](http://cisoregon.org). Ken commented that Pat had started this process but on-line learning links didn't work, he's been working on this but it is a work in progress. The regular website requires an administrator (Ken or Chuck), other user's will have limited access, can't see details. Michelle added she has used information from Safety Shorts for the employee newsletter, Chuck commented that there is a lot of stuff available on the website.

b. 1<sup>st</sup> Quarter 2014 Building Inspection Summary – No discussion by members.

**4. Unfinished Business:**

a. OSHA required training - 102 Accident Investigation/104 Hazard ID and Control.

All OSHA training should be completed, send copies of training certificates to Keri for OSHA records.

**5. 801 Reports** – Ken not prepared to report, very few.

**6. Department Reports** – Chuck nothing to report; Sue nothing, Michelle asked about first aid kit, Sue said in progress; Ken, Denise, Jessica, and Roma nothing; nothing for Mike, Traci, Scott, Catherine, Michelle, and Keri. No safety concerns by Gary Van Der Veen via e-mail who was unable to attend.

**7. Next meeting:** May 13, 2014 - 8:15 a.m. - Courthouse, Rm. 32

**8. Adjournment** – Meeting adjourned at 8:34am.