

Yamhill County Employee Safety Advisory Committee
October 14, 2014 8:15 a.m.

Courthouse, Room 32

Chair: Michelle Mathis

Voting Members Present: Traci Utti, Michelle Mathis, Gary Van Der Veen, Scott Paasch

Staff: Keri Hinton, Jessica Johnson, Ken Nygren, Ken Huffer

Guests: Denise Murphy, Steve Kindel, Angela Parker

Meeting called to order at 8:15 a.m. There is not a quorum.

1. **Minutes:** Consideration of approval of minutes:

a. August 12, 2014 – tabled no quorum.

2. **Unfinished Business:** First Aid Kit updated supply list distributed to all present.

a. Great Shake Out update – Ken Nygren distributed a handout regarding the drill that is scheduled to take place on Thursday, October 16, 2014. County employees with computer access will receive a message on their screen at 10:16 am to notify them that the drill is starting. The courts will not receive this message since they are on a different network system. EM will notify the courts when the drill is starting since they will not receive the automated message. Area monitors will be playing an important role in facilitating the evacuation of all county buildings. Dept. heads have the authority to determine if an employee and/or visitor should not evacuate due to privacy issues, physical limitations, etc. The area monitors will need to turn in their roll call sheet to receive the “all clear” signal. Area monitor training was held this morning and a second opportunity for training will begin following this meeting. Ken stated that the information in the packet is the same information that was already e-mailed to all area monitors. He said that the purpose of this exercise is to provide awareness and guidelines to follow in case of an actual need for any kind of an evacuation. Ken said that individual departments can fine tune these guidelines to accommodate their needs and ensure the safety of all employees and guests in their respective buildings.

b. Emergency Management is distributing Emergency Preparedness 2015 calendars to anyone interested. Ken Nygren also introduced Angela Parker, Community Preparedness Coordinator she is available for any emergency preparedness department training if you are interested be sure to contact her.

3. **New Business**

a. No new business to report.

4. **Other Business** – None.

5. **801 Reports** – Ken Huffer reported that there is currently one 801 report for the DA’s office, Family & Youth reported a car accident, and the Sheriff’s office reopened an older claim that included time loss. There are a couple of work crew injuries but those are pending until more details are received.

6. **Department Reports** – Denise nothing to report; Jessica, Traci, and Scott nothing. No safety concerns from Gary, Michelle and Keri. Ken H. and Ken N. nothing to report. Steve raised the question of how to report small incidents with no time loss. An incident report is completed but supervisors handle everything internally within the department. Ken H will follow up on this and stated that there has been confusion in the past about which reports and forms should be submitted. He stated that all forms related to any type of injury or accidents are posted on the intranet and an e-mail was distributed recently to all Dept. Heads and Managers regarding the forms and when to use each form. 801 forms should only be used if medical attention was needed or there is time loss involved. Scott Paasch asked about county vehicles and where insurance information is kept in the vehicle. Gary Van Der Veen stated that all county vehicles should have an accident/insurance packet in the vehicle in case if this information is needed for any reason.

7. **Next meeting:** November 4, 2014 - 8:15 a.m. - Courthouse, Rm. 32.

8. **Adjournment** – Meeting adjourned at 8:36 a.m.