

Yamhill County Employee Safety Advisory Committee
November 4, 2014 8:15 a.m.

Courthouse, Room 32

Chair: Michelle Mathis

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

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

Guests: Denise Murphy

Meeting called to order at 8:15 a.m. There is a quorum.

1. Minutes: Consideration of approval of minutes:

- a. August 12, 2014 – Scott Paasch made the motion to approve the August minutes, Roma Fuerst seconded. Unanimously approved.
- b. October 14, 2014- Traci Utti made the motion to approve the October minutes, Jan Cain seconded. Unanimously approved.

2. Unfinished Business:

- a. Briefing of the Shake Out drill – Ken Nygren from Emergency Management distributed the after action report which summarized the Great Oregon ShakeOut Drill that occurred on October 16, 2014, at 10:16AM. The report included an executive summary, three key objectives for the exercise, and the lessons learned. Ken gave a brief summary of the drill and stated that the drill went according to plan. Michelle said that she liked the process of the drill and how it was executed. Sue Lamb stated that they would like to move towards a more standardized roll call form with staff names pre-populated. She also stated that they would like to extend the learning experience in the future so that departments such as the Sheriff's office, Facilities, and Corrections could participate more in depth. This time around EM didn't want to inconvenience people but with an extra 5 or 10 min. there could have been a more thorough process of clearing and checking buildings and locking the doors before allowing people to re-enter. Participants in the drill appreciated that there was not the use of audible alarms. Michelle asked about departments with hard keyed doors and when those should be locked. Sue stated that doors on the key lock system are automatically locked by the push of a button but regular hard keyed doors are not automatically locked. Sue reminded everyone that in the event of an actual instance all personnel and visitors names need to be listed on the roll call sheet even in departments where there are client privacy issues. During a drill this is not required but in the event of an actual instance we would need to have the names for accountability purposes. She also stated that some assembly points are not being used and the assembly area map will be updated to reflect this. EM would like to have a planned incident sometime midyear so as not to wait so long in between drills.

3. New Business

- a. No new business to report.

4. Other Business – December is inspection month, Michelle reminded everyone to complete their safety inspections and turn them into her.

5. 801 Reports – Ken Huffer reported that F & Y had a car accident and there was a work crew related incident both were pretty minor and no time loss occurred.

6. Department Reports – Jessica reminded everyone that the leaves are finally falling and to watch out for slippery sidewalks, and suggested it would be a good idea to send out a seasonal flyer reminding everyone of safety. Roma, Jan, Traci, Scott, Mike, and Catherine nothing to report. Michelle, Keri, Ken H., Ken N., Sue, and Denise nothing.

7. Next meeting: January 13, 2015 - 8:15 a.m. - Courthouse, Rm. 32.

8. Adjournment – Meeting adjourned at 8:32 a.m.