

Yamhill County Employee Safety Advisory Committee
April 14, 2015 8:15 a.m.

Courthouse, Room 32

Chair: Michelle Mathis

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

Staff: Keri Hinton, Jessica Johnson, and Sue Lamb

Guests: Denise Murphy

Meeting called to order at 8:16 a.m. There is a quorum.

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

- a. February 10, 2015 – Motion made by Scott Paasch to approve the February minutes. Seconded by Roma Fuerst. Unanimously approved.

2. **Unfinished Business:**

- a. Quarterly inspection summary, the gas smell in the Quartermaster's room had been resolved prior to last month's meeting, Jessica Johnson and Traci Utti both followed up on it.

3. **New Business:**

- a. Recap of March 12th Emergency Exercise – Sue Lamb:

The emergency exercise scenario was the setup of an alternative medical care facility in McMinnville in the event that the local hospital would not be accessible or available for any reason. The alternate care site was located at McMinnville Immediate Health Care and the Emergency Operations Center (EOC) was located at the McMinnville Police Dept. The main objective and goal was to set up command/control center, communication regarding policy and procedures, and implementing the alternate medical site care plan. Sue stated that the overall goal of an exercise is to identify any gaps and to find ways to do it better. Sue commented that the exercise went well and the group that participated is going to try to get together quarterly to keep communication flowing.

Sue stated that the county will be participating in the Great Shakeout exercise again this year in October. She is hoping to meet with area monitors and conduct a workshop prior to October. Sue reminded everyone that Angela, the county's Community Preparedness Specialist is offering brown bag presentations to county staff for personal preparedness training.

Scott Paasch suggested looking into fire extinguisher training for employees. The McMinnville Fire Dept. has fire safety and fire extinguisher training that they bring on-site. Michelle will look into having them come back to the county. Scott also stated that fire inspections are coming up this week.

Scott asked about evacuations for visitors, and was wondering if that still applies for earthquakes. Sue Lamb stated that the evacuation plan should be followed if the building needs to be evacuated for any reason. She said that reassessing the points of evacuation should probably be reviewed again. They were reviewed 3 or 4 years ago but due to the fact that we are downtown there aren't a lot of ideal spots. Sue would like to see roll call clipboards in each department by the door along with a flashlight so that in the event of an evacuation everyone would be prepared to execute the county's evacuation plan.

4. **Other Business** – OSHA training. Michelle handed out a list compiled by OSHA of required training available online. She noted that the online classes can be taken again as a refresher. If any members take a class the certificate needs to be turned in for record keeping purposes. Michelle also stated that there are some safety committee members whose terms have expired and she will follow up on the reappointments or the recruitment of new members and place that on next month's agenda. An invitation to be on the safety committee was suggested to bring awareness to fellow employees that their participation is important and needed. Michelle said that she would include an article in an upcoming issue of the Grapevine.

5. **801 Reports:** - Ken Huffer submitted his 801 report via e-mail. Michelle read the e-mail to the committee. In February, there were two separate vehicle accidents that occurred while employees were operating county vehicles which resulted in minor or no injuries. Ken stated in his report that it is the driver's responsibility to submit an accident report to the DMV regardless of whether you are driving a county vehicle or not. He also suggested that an article in the Grapevine explaining what steps need to be taken when you are involved in an accident would be helpful. There were three other separate incidents that occurred between February and April, none of which resulted in any significant time loss. Michelle will follow up with Russ Heath regarding what to do if you are in an accident while driving a county vehicle and submit an article to the Grapevine outlining those steps.

6. **Department Reports** – Chuck stated that the front porch is missing at the Board of Commissioner's office and they are still evaluating the extent of work that it will involve to replace the steps. Jessica reminded everyone to always be aware of your surroundings and the ongoing construction in and around county buildings including the recent street repairs. Roma stated that there was an incident last week involving a client and staff was unable to dial 911 from a county phone. Michelle stated that ShoreTel has fixed the problem and the issue has been resolved countywide when dialing 911 from the county's phone system. Roma also stated that the Abacus construction project is still underway. Michelle asked about the bookcases and storage in HHS, the Fire Marshall asked that the boxes be removed but the bookcases were allowed to stay in the hallway. Jessica added that power to the Abacus building has been turned off twice during construction. Maintenance does not have additional resources available for departments when this happens, but they can offer flashlights. She reminded everyone of the importance of each department's continuity plan to address these kinds of situations in order for day-to-day operations to continue as normal. Traci stated that the Fire Marshall has asked them to move out of their generator room. Scott Paasch reported that an awning has been placed over the front door at Juvenile that spans the building. Additional surveillance is being added by the DA's office and it will capture areas by the Sherriff's office as well which will allow more coverage. Gary Van Der Veen commented on the street work in and around county offices and that employees should be aware of where they are parking on the street. There had been some reports that some vehicles had been damaged. No other member in attendance had any safety issue to report.

7. **Next meeting:** May 12, 2015 – 8:15 a.m. - Courthouse, Rm. 32.

8. **Adjournment** – Meeting adjourned at 8:22 a.m.