

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

**Courthouse, Room 32**

Chair: Michelle Mathis

Voting Members Present: Roma Fuerst, Candice Bernard, Gary Van der Veen, and Michelle Mathis

Staff: Keri Hinton, Jessica Johnson, Sue Lamb

Guests: Denise Murphy, Courts; Jeff Cranford, McMinnville Fire Department (MFD)

Meeting called to order at 8:16 a.m. There is not a quorum.

1. **Minutes:** April/May minutes – tabled.

2. **New Business:**

- a. Chair – no volunteers.

3. **801 Reports/Ken Huffer** – No report available.

4. **Department Reports** – Denise Murphy stated that the inspection report showed a tripping hazard in one of the courtrooms and it is still a safety concern. Maintenance tried installing reflective tape but that has also posed a tripping hazard. Roma Fuerst stated that Abacus is still under construction. Candice Bernard introduced herself as a new member and asked if appliances have ever been a topic of discussion. Jessica Johnson stated that appliances need to be commercially rated and for safety reasons should be located in breakrooms and preferably not at a personal work station. No other member in attendance had any safety issue to report. Capt. Mosiman sent an e-mail stating that the jail is in the RFP process for a sprinkler system upgrade and is in the process of selecting one of the bids received.

5. **New Business** – Fire Safety/Fire Extinguishers/Jeff Cranford, MFD. – Jeff Cranford explained the proper use of fire extinguishers at work and the five classes of fire. Fire needs three things to burn - oxygen, fuel, and heat. Before pulling the pin on a fire extinguisher alert 911; it is better to have the fire dept on the way in case if the fire spreads and they can always be called off if they are not needed. Jeff reminded us of the proper storage and the importance of regular inspections for fire extinguishers so that in the event of a fire they are ready to be used. Jeff demonstrated the use of a fire extinguisher in conjunction with the fire simulator; safety committee members and staff were also able to practice putting out a “fire” using the fire simulator.

7. **Next meeting:** August 11, 2015 – 8:15 a.m. - Courthouse, Rm. 32.

8. **Adjournment** – Meeting adjourned at 9:08 a.m.