

**Yamhill County Employee Safety Advisory Committee**  
**August 11, 2015 8:15 a.m.**

**Courthouse, Room 32**

Chair: Michelle Mathis

Voting Members Present: Roma Fuerst, Catherine Lindberg, Devon Mode, Scott Paasch, and Gary Van der Veen

Staff: Keri Hinton, Jessica Johnson, and Ken Huffer

Guests: Denise Murphy, Courts

Meeting called to order at 8:12 a.m. A quorum is present.

1. **Welcome New Members** – Candice Bernard, Sheriff’s Office, Woody Little, Jail, and Devon Mode, Community Justice

2. **Minutes:** April/May/June minutes – tabled.

3. **Unfinished Business:**

- a. Chair – Michelle Mathis asked if any of the committee members would like to volunteer to assume the Chair duties. Scott Paasch volunteered to be Chair; committee members in attendance voted aye, none opposed.

4. **New Business** –

- a. July 20, 2015 letter received by the Sheriff’s office with an unidentified substance – Discussion among committee members was focused on county wide employee notification regarding these types of incidents. Areas to avoid or that are off limits while the incident is occurring should be communicated to employees. Scott Paasch offered to bring this up at the next Courthouse security meeting. The consensus among committee members was that some form of countywide notification does need to occur and that there should be a written policy or procedure to address these types of top priority incidents. Michelle Mathis stated that if the committee were to come up with something a recommendation could be put together. Item was tabled for further discussion and research and will be added to the October agenda.

- b. September is inspection month. Please turn reports into Michelle by September 15<sup>th</sup>.

5. **801 Reports** – Ken Huffer presented the 801 reports for May, June, and July. May had one incident of a fall at Emergency Management. In June two Sheriff’s deputies were injured and there was one vehicle accident involving Public Health. July had a Sheriff deputy injured in pursuit of a suspect but no time loss occurred, two other incidents occurred at the Clerk’s office and Public Works. The two Sheriff’s deputies injured in June have not returned to work as full-time status, everyone else is back at work.

6. **Other Business** – None.

7. **Department Reports by ESAC members and others** – No additional safety concerns to report from the ESAC members or guests.

8. **Next meeting:** October 13, 2015 – 8:15 a.m. - Courthouse, Rm. 32.

9. **Adjournment** – Meeting adjourned at 8:34 a.m.