

Yamhill County Employee Safety Advisory Committee
October 13, 2015 8:15 a.m.

Courthouse, Room 32

Chair: Scott Paasch

Voting Members Present: Candace Bernard, Roma Fuerst, Catherine Lindberg, Woody Little, Blanca Marquez, Michelle Mathis, Devon Mode, and Gary Van der Veen

Staff: Keri Hinton, Ken Huffer, Jessica Johnson, Sue Lamb, and Chuck Vesper

Guests: Ignacio DeLasHeras, Courts

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

1. **Welcome New Members** – Blanca Marquez, HHS and Woody Little, Jail

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

- a. April 14, 2015;
- b. May 12, 2015;
- c. July 14, 2015; and
- d. August 11, 2015.

Motion made by Scott Paasch to approve all of the minutes listed. The motion passed all members voted unanimously.

3. **Unfinished Business:**

a. Employee notification of incidents such as the letter received by the Sheriff's office on July 20, 2015.

Discussion continuing from the last Employee Safety Committee meeting. The concern that remains is the process for notification to employees and departments that may need to avoid the area where the incident is occurring. The committee discussed different ideas as to what steps could be taken for future incidents and the best way to notify county employees, including early notification to employees and departments directly affected. Scott Paasch will bring this up at the next Court Security meeting. Woody Little suggested using the pop up alert but Chuck Vesper pointed out that there are some issues with the technology involved in sending the pop up alert. The pop up messaging is being used for other county wide notification purposes such as the earthquake drill but it is not effective for those who are not at their computer or who do not have computer access. Depending on the scenario it would require different messages, and it was suggested that the Employee Safety Advisory Committee come up with a recommendation. Scott Paasch said that he would look into the matter further and the item was tabled so that further research can be completed. *[Item tabled.]*

4. **New Business** –

a. Quarterly inspection summary for the 3rd quarter of 2015 – no further discussion
b. Nominations for Vice-Chair/appointment – Woody Little made a motion to nominate Gary Van der Veen for the position, Michelle Mathis seconded the motion. Unanimously approved.

5. **801 Reports** – Ken Huffer presented the 801 reports and there were four incidents to report. Incidents recently involved a deputy and object in the eye, a PO rolled their ankle in pursuit of a suspect, and two corrections deputies were spit on. Mr. Huffer reported that everyone is back at work.

6. **Other Business** – Sue Lamb reminded everyone of the Great Shakeout drill taking place on Thursday, October 15, 2015 at 10:15 am. This year's drill will be low key, but there will be a safety sweep of all buildings. The all clear will be given once the roll call and safety sweep have been completed. People will need to wait to re-enter the building until the all clear has been given. Scott Paasch asked how the all clear will be given. Sue said that the Sheriff's office and Maintenance will be conducting the safety sweeps, there will not be any alarms or horns used. Please notify Emergency Management if you do not receive the pop up alert that the drill has started.

7. **Department Reports by ESAC members and others** – Ignacio reported that the carpet in courtroom 135 is loose and causing a tripping hazard. Jessica reminded everyone that the leaves are falling and if it rains watch your step. Blanca – nothing to report, Scott said that the trees by the courthouse on the Evans St side are coming down this weekend. The juvenile work crew will be assisting. Gary – nothing to report, Michelle said that she has the fall safety flyer and she will update it and send it out again this year. Candace, Woody, Chuck, and Keri no additional safety concerns to report. Sue asked Michelle if there is a PA alert system that can be used through our current phone system and she said that she would check.

8. **Next meeting:** November 10, 2015 – 8:15 a.m. - Courthouse, Room 32.

9. **Adjournment** – Meeting adjourned at 8:40 a.m.