

Yamhill County Employee Safety Advisory Committee
February 9, 2016 8:15 a.m.

Courthouse, Room 32

Chair: Scott Paasch, Chair

Vice-Chair: Gary Van der Veen, Vice-Chair

Voting Members Present: Blanca Marquez, Candice Bernard, Shawn Glidden, Woody Little, Michelle Mathis, Catherine Lindberg, Devon Mode

Staff: Keri Hinton, Ken Huffer, and Jessica Johnson

Guests: Denise Murphy, Courts; Amy Kemper, Juvenile Corrections

Meeting called to order at 8:17 a.m. A quorum is present.

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

a. January 12, 2016

Motion made by Michelle Mathis to approve the January minutes. Seconded by Woody Little. Unanimously approved.

2. **Unfinished Business –**

a. Update on two locations to be removed from the ESAC quarterly inspection list – 420 NE 7th St and 850 SW Booth Bend Rd. – per Laura Tschabold these can be removed because they fall under state guidelines.

b. Final Draft of the 2015-17 Court Security & Preparedness Plan was emailed to committee members on February 8, 2016. – Detailed procedures for “anthrax exposure” in Section M.2 under Evacuation response. This section covers most of the incident with the suspicious letter but there may be a few more steps that could be taken. Anymore concerns or specifics could be addressed at the Court Security Meeting and a step added to include the mail room.

3. **New Business –**

a. Recommend to BOC that Amy Kemper, Juvenile Corrections, replace Scott Paasch. Woody Little nominated Michelle Mathis, Gary seconded, all in favor, passed unanimously.

b. Elect new chair. Michelle Mathis new chair effective 3-18-16

c. Updated ESAC Inspection areas. Scott will get clarification on DD/Veteran’s location all other locations are correct. Keri will send out an updated list.

4. **801 Reports** – Ken Huffer presented the 801 reports and there were three recent incidents. Two of the 801’s submitted but weren’t eligible. One of the incidents did result in a little bit of time loss, but the others did not. Mr. Huffer reminded everyone that there are two different reports: accident/incident report (need this report regardless of whether time loss) other report is an 801 report and is only required if there is medical attention or time loss. We are obligated to send all 801 reports to CIS and it is handled as workmen’s comp and counts against us these also affect the county’s rate. All accident/incident reports are available on the intranet. Accident/incident reports can be on file and submitted at a later date if the situation is determined to be workmen’s comp.

5. **Other Business** – None

6. **Department Reports by ESAC members and others** – Chuck – reminder that street repairs/sewer project is starting on Evans St. Jessica – City stopped by and was projecting a start date mid-month for Evans St. This summer more street work will be completed including sidewalk improvements and installing lights at multiple intersections. Woody – elevator project will be starting this spring. Denise – Rm 135 – recently some smells were detected but they weren’t able to figure out exactly what it was. Blanca – roof at the Moore building needs replaced, Jessica commented that there is not a date as to when the materials will be here and that is what the roofing company is waiting on. Ken, Shawn, Devon, Gary, Catherine, Candace, Scott, and Sue (via e-mail) nothing to report.

7. **March is inspection month** - Scott reminded everyone to send inspection reports to Keri by March 18th.

8. **Next meeting:** April 12, 2016 – 8:15 a.m. - Courthouse, Room 32.

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