



**Health and Safety Advisory Committee**

**March 22, 2016**

**9:00a.m. – Merlot**

In Attendance: Gaby Baños-Galván (X) Nancy Marquez-Suarez ( ) Dean Hurney (X) Frank Zuno ( )  
Jesse Dela Cruz (X) Dave Newman (X) Cindy Coelho (X) Jeff Billeci (X)  
Other: \_\_\_\_\_

**1. Call to Order**

**2. Unfinished Business**

A. Welcome

B. Update:

1. Annual Facility Inspection

- Reviewed updates on checklist
- Committee recognized that we will have to include new corp yard (former ACE building) in the inspections
- With changes (planning, break room expansion, and PD) we need to be sure that everything is anchored for safety purposes
- The aisle next to CM office- can we store some items in the emptied filing cabinets to clear space & move decorations to the white house for storage?
- Handicap automatic doors will be checked by Cindy and she will report if they work

2. Vehicle Checklist Revision

- Corrections were made on checklist itself and will be passed along to Nancy for inclusion
- Each department will implement procedure (how often) and the determine if additional items are needed on the checklist
- Coelho will email the recreation checklist that will be used daily; parks, PW, and building will be completing checklist once a week

3. Safety Award Recognitions

- We have approved the nomination for the Parks Team

4. ADA Transition Plan

- In progress by Dean and Nancy
- It will be included in Strategic Plan so it will be completed
- Dean asked if we can allocate budget for the implementation of the ADA transition plan (\$1,500 for signage?)
- We need to identify ADA communication training for staff that work

directly with public (ex: on the phone with someone that is hard of hearing)

- We can check local organizations or maybe MPA

### 3. New Business/Reports

A. Injury Reports – 1—Shared information with the group

B. Incident Reports— 2 vehicle collisions

- One of our patrol units was involved in a high speed chase and was in a collision with CHP
- Gentleman was backing up and accidentally hit one of our vehicles

C. Unsafe Conditions—

- Bollards across the street are rusting and falling over when they are being touched; Jesse + team are working to replace those with galvanized steel bollards

### 4. Training

A. Upcoming Trainings

a. Illegal Harassment Training—

- We discussed the pros/cons and elected to have CPS HR Consulting lead the training for a total of \$1,350 for 2-one hour trainings
- All staff are required to attend the training (including incoming PD staff)
- Committee asked that we stay away from May 2-6 (PD launch), May 16-20 (PW Week); let's aim for May 9-13 since new PD staff will be in orientation

b. Tailgates—

- Depts identified upcoming tailgate topics and requested the sign in sheets for their use during upcoming tailgates

c. CPR/AED training –

- June 7 from 8:30am-3:30pm; please contact Lindsey Bruno if you need her to save your spot

d. MPA Health Screening 2016—Save the Date!

- Tuesday, April 19 9:30am—11:00am, Council Chambers
- Theme of this year's screening: Surviving the Quake

### 5. Open Forum/Questions

- None

### 6. Meeting Adjourned

**Next Meeting: June 15, 2016 at 9am**