



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 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