



**Health and Safety Advisory Committee**

**April 24, 2018**

**9:00a.m. – Zinfandel**

**In Attendance:**

Gaby Baños-Galván

Francisca Rojas

Paul Beard

Nancy Marquez-Suarez

Jesse Dela Cruz

Cindy Coelho

Dean Hurney

Dave Newman

Other: \_\_\_\_\_

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**1. Call to Order**

**2. Unfinished Business**

A. ACE Building inspection – inspection has been conducted

Committee pointed out there is exposed insulation that falls periodically. Nancy toured the ACE building with a contractor that suggest we use some heavy duty tape to keep it from falling. He has yet to submit a proposal. Nancy will follow up again. Per 5.21.18 both she and Bryan had contact them again. Apparently, they're interested in the work, just busy.

**3. New Business/Reports**

A. Safety Award Nominations—Committee voted on nominations and selected a recipient.

B. Injury Reports – 0 new injuries

C. Incident Reports – 0 new incidents

D. Unsafe Conditions – 1 new unsafe condition

Carpet has bubbled up near Finance and in the P.D. this issue has been corrected.

**4. Training**

A. Review Training Matrix— Nancy explained that Mel Iida (Bickmore Consulting) will be on site to review help create an onboarding training plan for the required training. This process will help supervisors and HR ensure staff has all needed training in advance of all Team trainings.

1. Training Matrices were accurate and kept as proposed with Rec adding ladder safety to their list

B. Tailgates Assistance—

1. All Divisions were reminded that they are tasked in the IIPP with leading their tailgate trainings. HR will schedule Mel Iida to offer one of the trainings that apply to three or more Division/Departments.

## 5. Open Forum/Questions

- A. Cindy mentioned some staff may feel vulnerable at Council meetings, especially if there was a contentious topic up for discussion. She suggested we provide active shooter training or check to see if PD can have a greater presence.
  - i. Nancy mentioned Chief Thorsen is present at every meeting, but we can check if Sgts are available. Also Libby mentioned an engaging active shooter training she attended with Maura Kane. The Committee thought we should ask our own P.D. to conduct training before bringing an indoor and outdoor trainer.
- B. Francisca mentioned concerns 1) over a jogger on the civic center campus & 2) she also suggest that front desk staff check restrooms before locking up entrances
  - i. She was encouraged to trust instincts and contact P.D. We'd see if we can provide the on duty Sgt's cell phone. We've advised the front desk staff to begin checking restrooms by a knock and call out, before locking up.
- C. Lighting concerns when accessing roof access. Motion sensor light turns off when staff are halfway up the ladder. Committee discussed the need to light the top of the ladder, near the entrance & possibility of installing a push button lock rather than the existing closure.
  - i. Francisca and Gaby will address lighting
  - ii. Dave and Jesse will explore changing the door closure
  - iii. Nancy also suggested to have staff notify another staff member before heading up to the roof (or take a buddy)
- D. Emergency Preparedness Month—purpose of reminding staff that they are disaster workers and to incentivize them to have their affairs in order at home through little challenges & prizes
  - i. Could we host it in January 2019?
  - ii. Do we want to use this FY's safety budget to purchase emergency preparedness booklets and kits for all?
  - iii. Other ideas for activities:
    - 1. Create a plan with family members
    - 2. Show you're aware of where your gas and water meters are located
    - 3. Fill out preparedness booklet pages
    - 4. Nancy will price out kits and Gaby will create flyers
    - 5. Committee will think of more activities to assign staff throughout the month

## 6. Meeting Adjourned