

GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM MEMORIAL HALL BUILDING JUNE 27, 2013 @ 11:00 AM

Present: Jamie Gammon – Public Guardian; Norma Chavez – Child Support; Di Aulabaugh – Planning & Public Works; Jolene Swanson – Planning & Public Works; Susan Thurman – Health Services Agency; Dan Green – Human Resource Agency; Brenda Sites – Dept. of Finance; Brian Taylor – Ag Commissioner & Air Pollution; Jennifer Peters – Golden State Risk Management; Michelle Cavier – Personnel; Jamie Cannon – Personnel; Jim Miranda – Sheriff’s Office; Jim Ward – Assessor/Clerk Recorder; Kathy Caviglia – District Attorney’s Office.

1. Call to Order: Meeting was called to order at 11:00 AM by Michelle Cavier.
2. Approval of Agenda: Jamie C. motioned to approve the agenda; the motion was seconded by Susan.
3. Approval of Minutes: Brian motioned to approve the minutes of previous meeting; the motion was seconded by Lt. Miranda.
4. Open forum for departmental safety concerns and issues: Committee discussed the reformatting of the Loss Prevention & Incentive Program (LPIP) request form. Jamie C. requested comments and/or ideas from the committee regarding the setting of parameters for submission of LPIP money requests and it was agreed that the Personnel department would draft ideas to present to committee by next meeting. Standardized Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) training were discussed. Jamie C. plans to address with department managers by sending out e-mail to see who has had it, what functional area and what level of training is needed/completed.
5. Incident Analysis: Backup was submitted for this agenda item by Jennifer, Golden State Risk Management (GSRMA). The committee reviewed the Glenn County Safety Activity Report 05/20/13-06/21/13. No further action was taken related to injuries noted. GSRMA will provide the committee a yearly analysis to review next meeting. Jamie C. also expressed concern regarding how the mandated OSHA 300 form has been completed in years past. She expressed interest in having each department submit their form to the Personnel department for review prior to the required posting date, which is February 1st through April 30th of each year.
6. Safety Budget/Funds: Backup was submitted for this agenda item by Jamie C. (Budget Analysis – Safety Projects) The committee reviewed the journal and Jamie C. explained that Salaries are permissible to be used in order to maintain safety. She also informed the Committee that board action is not necessary on LPIP requests, as the committee was directed to do in years past. It was recommended that future LPIP requests be by email vote (3 day span) to avoid any conflict or discomfort by voting members.

7. Other: 1) MemberLink – Backup was submitted for this agenda item. (A Target Solutions Handout regarding the new interface and security options) Each committee member received one for review and to take back to perspective departments.

2) LPIP Requests: The safety committee received (2) LPIP requests to review this meeting. Lt. Miranda was present and discussed the need to replace the stairs in the jail control tower due to an imminent safety hazard and lack of funding. He submitted backup with the request to include the bid for \$2,250.00, which is the amount they are requesting. Bryan Taylor was present and explained the request for \$910.00 by the Ag Department to repair a chemical spray pump, which they believe to be a substantial liability to the department and the county. Jamie C. moved to approve both requests and the vote was unanimously in favor. The safety committee voted to approve both requests using safety funding.

3) Di, Planning and Public Works expressed to committee members to remember facilities on any new projects.

4) The probation department reported back to safety committee per last meeting and it was reported that they found a chair and have no need for the LPIP request at this time.

5) Michelle will forward new LPIP form out to all department liaisons. DA's office requested one specifically as they have safety concerns related to their new "old" office building that they may request LPIP funds for assistance to correct.

8. Next Meeting: Next meeting is scheduled for July 24, 2013 at 11:00 AM in the Board of Supervisors conference room.

Adjournment: Michelle motioned to adjourn the meeting; the motion was seconded by Bryan.