GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

February 11, 2015

**Present:** Norma Chavez/Child Support, Olivia Ramirez/Probation, Brenda Sites/Department of Finance, Michelle Cavier and Jamie Cannon/Personnel, Susan Thurman/HHSA (Health Services), Erin Marshall and Maria Ehorn/PPWA, Dan Green/HHSA (HRA), Brian Taylor/Ag Dept., Lt. Jim Miranda/Sheriff’s Office

1. **Call to Order:**  Meeting was called to order at 11:02 by Jamie.
2. **Approval of Minutes:** Brian moved to approve the minutes for November 19, 2014; the motion was seconded by Olivia.
3. **Incident Analysis:** The claims review sheet was distributed and reviewed for incidents which occurred between 11/14/14 – 2/5/15.
4. **Open forum for departmental safety concerns and issues:** Jamie discussed the topic of office lighting as a safety issue this quarter. After researching the OSHA Guidelines it was determined that the County buildings at the time they were built, met the existing building code OSHA standards. Therefore, we are to use the lighting within our buildings, as provided.

If an employee has work restrictions from their treating physician then each potential reasonable accommodation will be analyzed on a case by case basis through the ADA Interactive Process.

The Loss Prevention Incentive Plan application is due 3/2/15. The committee was asked to provide all safety training materials used for the period of March 2014 to February 2015 by 2/20/15 to Michelle.

1. **Loss Prevention Incentive Program (LPIP) requests:** The committee approved the LPIP request submitted from the Health Services Department for the purchase of two evacuation chairs.
2. **Budget Update:** Current budget remains $37,528.
3. **NIMS/SEMS update:** Only a few people in various county departments still need to take the NIMS/SEMS (100 and 700). Michelle provided handouts to the affected departments.
4. **Other:** No Comments.

All LPIP requests must be submitted to Michelle Cavier by April 30, 2015.

1. **Next Meeting:** May 13, 2015 @ 11:00am.

Meeting adjourned @ 11:12am