

COUNTY OF GLENN SAFETY COMMITTEE MEETING

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

Minutes of August 9, 2017

Present: Michelle Cavier/Personnel, Ed Lamb/Department of Finance, Loren Bouldin/Sheriff's Office, Michelle Knight/Probation, Norma Chavez/Dept. Child Support Services, Brooks VonBargen/PPWA, Betsey Downey/GSRMA, Grinnell Norton, Susan Thurman, Craig Bentley, Dan Green/HHSA, Laura Niehues-Roeth/Assessor/Recorder, Starryne Lefdal/Coop. Extension, Olivia Ramirez/Probation

1. Call to Order:

Meeting was called to order at 11:02am by Michelle Cavier.

2. Review and Approval of Minutes:

The minutes for the May 10, 2017 meeting were approved without corrections or additions. All present were in agreement. **M/S: M. Knight/S. Thurman.**

3. Incident Analysis Report Review:

The claims review sheet was distributed and reviewed for incidents which occurred between 5/3/17 – 8/7/17.

4. New Laws and Regulations:

- Linda Durrer and Michelle Cavier are drafting a policy for the Admin Manual requiring new employees to take a defensive driving course within their first six months of employment, and every two years thereafter. Courses may be taken on the Target Solutions system, or GSRMA offers live group trainings. Michelle will send upcoming dates for GSRMA trainings.
- The Workplace Violence Prevention Plan for Healthcare Employers that was discussed at the May meeting is being worked on by Linda and Michelle. A committee will be formed, including staff from Health and Human Services and the Sheriff's Office. Some training is available on Target Solutions.

5. Budget Update:

The budget was discussed and currently has a balance of \$28,615.

The Loss Prevention Incentive Program application submitted by Michelle was approved in May by GSRMA at their Board meeting and Glenn County was awarded the full \$50,000.

6. Open Forum for safety Concerns and Issues:

HHSA brought the County Incident Report Form and Accident Investigation Form for review. Michelle will review and provide feedback. Betsey pointed out that the two forms are designed to be used for different situations, and should not be consolidated into a single form. Michelle will send an email clarifying the differences in the two forms. Flyer for upcoming GSRMA conference (October 19-20) was distributed.

Brooks reminded the group of the OSHA requirement to have facility fire extinguishers checked monthly.

7. Loss Prevention Incentive Program (LPIP) Requests Discussion and Approval Process:

- Request from Dept. of Finance for ergonomic mouse, total cost \$50.93, request approved. **M/S: S. Thurman/N. Chavez.**
- Request from Sheriff's Office for contract with Absolute Safety Training to provide an instructor to conduct 4-day ICS 300-400 training for management and executive level County staff, cost \$3,500, request approved. Since all County departments and agencies send staff to these trainings, Michelle Cavier proposed splitting the costs with all departments equally (about \$290 per department). Proposal approved. **M/S: M. Knight/S. Thurman.**

8. Next Meeting:

November 8, 2017 @ 11:00 a.m. (LPIP requests due by October 31, 2017)

9. Meeting adjourned: @ 11:37 a.m.