

GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

July 24, 2013 @ 11:00AM

In attendance: Michelle Cavier and Jamie Cannon - Personnel, Susan Thurman - Public Health, Matt Gomes and Di Aulabaugh - Planning & Public Works Agency, Norma Chavez - DCSS, Jennifer Peters - Golden State Risk Management Authority, Jamie Gammon - Public Guardian, Deborah Storz - Department of Finance, Kathy Caviglia - District Attorney's Office, Jim Ward - Assessor, Sonia Melgarejo - Sheriff's Office, Brian Taylor - Ag/Air Pollution

1. Call to order: 11:00
2. Approval of agenda: Jamie motioned to approve the agenda, Susan Seconded the motion.
3. Approval of previous meeting's minutes: Brian motioned to approve the minutes, Norma Seconded the motion.
4. Open forum for departmental safety concerns and issues: as the majority of safety concerns would be addressed during the Incident analysis portion and the LPIP submission process, the committee decided to proceed to the next item on the agenda.
5. Incident analysis: Jennifer provided a final report for the 2012-13 fiscal year, showing injuries by department, loss of time by department, and injury type by frequency and department. The Sherriff's office had the largest percentage of injuries at 36% followed closely by HRA at 34%.

Several departments had no injury reports for the fiscal year and therefore not included in the report. The committee discussed the possibility of an incentive program recognizing or rewarding departments with low or nonexistent injury reports, utilizing money from the contingency fund in the LPIP budget (see below).

6. Draft LPIP fund allocation process: multiple changes to the LPIP submission and allocation process were discussed and finalized.
 - A revised version of the LPIP request form was distributed, and will now be available online, with instructions, at http://www.countyofglenn.net/govt/departments/personnel/safety_loss_prevention.aspx
 - The committee voted to make \$30,000 available annually through LPIP requests, with the remainder of the program budget serving as a contingency fund. Submissions will be compiled and reviewed on a quarterly schedule, with funds evenly distributed throughout the fiscal year (\$7,750 per quarter). The schedule for submissions and evaluation dates will be posted at the web address given above.

- In lieu of a lifetime cap for each department, the committee elected to implement a yearly limit and a 10-year maximum (\$5000 and \$10,000, respectively). However, departments would be allowed to exceed these limitations if additional funding was still available in circumstances of extreme risk.
 - The committee elected to vote on LPIP requests during the quarterly meetings, rather than via email.
7. **Loss Prevention program incentive requests:** in accordance with the new LPIP fund allocation process, LPIP submissions were given to Michelle for review and will be voted on at the close of the first quarter (August 14).
 8. **Required training:** Michelle has compiled a list of all active county employees to keep track of their mandatory training requirements. It is hoped that all current county employees who have not undergone the SIMS/NIMS training will be able to do so by the end of the year. Tuberculosis vaccinations may also be mandatory for certain departments.
 9. **Budget update:** The safety projects budget is currently at \$38, 859.67. This is sufficient for the distribution of the amount designated for LPIP requests (see #6) while retaining a surplus.
 10. **Other issues:** none.
 11. **Next meeting:** the next meeting is scheduled for August 14th at 11:00.