

# GLENN COUNTY SAFETY COMMITTEE MINUTES

## BOARD OF SUPERVISORS CONFERENCE ROOM MEMORIAL HALL BUILDING MAY 22, 2013 @ 11:00AM

In attendance: Dan Green/HRA, Jamie Gammon/Public Guardian, Brandon Thompson/Probation, Brian Taylor/Agriculture/Air Pollution, Brenda Stors/Department of Finance, Jennifer Peters/GSRMA, Jim Miranda/Sheriff's Office, Hannah Barletta/District Attorney's Office, Michelle Cavier/Personnel

1. **Call to Order : 11:00am**
2. **Approval of Agenda:** Brian motioned to approve the agenda, the motion was seconded by Brenda.
3. **Approval of Minutes:** Brian motioned to approve the minutes of the previous meeting, the motion was seconded by Brenda.
4. **Open forum for departmental safety concerns and issues:** The absence of certain exhibits from the County Illness and Injury Prevention Program was discussed; as it is unknown when the missing exhibits might be completed it is possible that the list might be condensed.
5. **Incident Analysis:** the safety activity report was distributed and reviewed. The "lost time" column is undergoing revision to allow tracking of the number of days lost.
6. **MemberLink orientation handout/Update:** the general orientation handout was distributed and reviewed. Michelle is working on a county-specific handout, in addition to adding all active employees and removing inactive employees from the target solutions departmental training rosters. A question was raised regarding whether or not when removing inactive employees as to whether they are permanently deleted from the entire system (thus removing all records of their training) or only removed from their respective dept. roster. Michelle stated they would only be removed from the department and will double check their status.
7. **Loss Prevention Incentive Program Request Form changes and approval:** the reformatted request form was distributed and discussed. Jamie and Michelle are reviewing the current criteria to determine if there are limits in amounts awarded per quarter or annually per department. It was suggested that a request for price quotes be added to the form to help determine if the amounts submitted with the proposals are appropriate.

Several requests had already been submitted and as they had been pending for several weeks/months, it was decided that the staff members present would vote on whether to recommend the current proposals and any department whose representatives were absent would be notified of the vote by email to allow them to voice any concerns prior to the submission of proposals to the Board of Supervisors. The proposals voted on were as follows:

- Michelle Knight from juvenile hall probation requested a total of \$4459.38 for accordion-style doors to the day room of the juvenile detention center, 3 new hand-held radios and window tinting in several classrooms. The request was approved for submission to the Board of Supervisors.
  - Noreen Nunes from probation requested \$400 for a new chair to replace a broken one in their office. The request was not approved at this time. Further documentation will be needed such as where the chair would be purchased, what type, and estimates given. It was recommended to also contact other departments to see if a chair was available. Once the backup documentation is provided, the committee will re-review the request for funds for submission to the Board of Supervisors.
  - Michelle requested \$199 to attend a Cal/OSHA training seminar. The request was approved for submission to the Board of Supervisors.
8. **County Safety and Health Committee Functions:** a handout detailing the committee's structure and functions was distributed and discussed.
  9. **Discussion of each department's safety training requirements and who will be assigning the trainings:** Michelle will need from each department's safety liaison or Supervisor, a list of employees and their training requirements along with who has had the mandatory SEMS (Standardized Emergency Management Systems) and NIMS (National Incident Management Systems) training. Those that have not had the training will be required to do so and Lieutenant Miranda has offered to teach the course(s).
  10. **Other:** the new Top Safety flyer was distributed for circulation throughout each department for those in attendance. The remainder will be sent inter-office mail.
  11. **Next Meeting:** the next meeting is scheduled for Thursday, June 27<sup>th</sup> at 11:00am.