

**MINUTES
COUNTY OF GLENN SAFETY COMMITTEE MEETING
BOARD OF SUPERVISORS CONFERENCE ROOM
MEMORIAL HALL BUILDING**

WEDNESDAY, November 8, 2017

PRESENT: Michelle Cavier, Personnel Laura Niehues-Roeth, Assessor's
 Ed Lamb, Dept. of Finance Craig Bentley, HHSA
 Norma Chavez, DCSS Samantha Skelly, Air/Ag
 Grinnell Norton, HHSA Betsey Downey, GSRMA
 Tina Brothers, PPWA Jason Dahl, Sheriff's Dept.

1. CALL TO ORDER

Michelle Cavier confirmed a quorum and called the meeting to order at 11:01 a.m.

2. REVIEW AND APPROVAL OF MINUTES

A motion was made by Tina Brothers, seconded by Norma Chavez to approve the August 9, 2017 minutes. All present were in agreement.

3. INCIDENT ANALYSIS REPORT REVIEW

The Workers Compensation Claims Report was distributed and reviewed for incidents that occurred during the time period of August 8, 2017-November 3, 2017.

4. BUDGET UPDATE

The Budget Analysis report for safety projects was reviewed. At the end of the first quarter there is a balance of \$23,590.39. Included in this balance is \$3,500 for ICS300-400 training. We have a contract with Absolute Training to conduct this training at the end of January 2018. Amy Travis with the Sheriff's Department will coordinate the training. \$3,500 will be split between all departments out of the safety funds.

5. OPEN FORUM FOR SAFETY CONCERNS AND ISSUES

Michelle informed the committee that all employees are required to attend Defensive Driving training every two years. Michelle will be assigning this training when a new employee is hired. Michelle handed out an updated Departmental Safety Liaison Matrix List. She also made available the Workplace Stress information and training from Target Solutions so departments can review prior to assigning.

6. LOSS PREVENTION INCENTIVE PROGRAM (LPIP) REQUESTS

- A. The Sheriff's Department submitted a LPIP requesting funding to purchase 20 battery powered carbon monoxide detectors to be mounted in each patrol unit. Lieutenant Dahl informed the Safety Committee that Ford has issued a recall on their vehicles and has scheduled to start fixing the vehicles next week so the Sheriff's Department has asked for this request be put on hold.

- B. The Board of Supervisors submitted a LPIP requesting funding to purchase assistive listening equipment and a wireless microphone system to be added to the existing audio system in the Board of Supervisor's Chamber as per ADA requirements. A motion was made by Ed Lamb, seconded by Grinnell Norton to approve the request. All present were in agreement.

7. NEXT SCHEDULED MEETING

The next meeting is scheduled for Wednesday, February 14, 2018 at 11:00 a.m. All LPIP requests are due by Wednesday, January 31, 2018.

Meeting adjourned at 11:43 a.m.

Respectfully prepared and submitted by Tina Brothers, Planning & Public Works Agency.