GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

November 19, 2014 @ 2:00 PM

**Present:** Jamie Gammon – Public Guardian; Norma Chavez – Child Support; Olivia Ramirez – Probation; Jennifer Peters – Golden State Risk Management; Humberto Medina – Department of Finance; Michelle Cavier – Personnel; Susan Thurman – HHSA (Health Services); Erin Marshall – PPWA

1. **Call to Order:**  Meeting was called to order at 2:03 by Michelle Cavier.
2. **Approval of Minutes:** Norma moved to approve the minutes for August 13, 2014; the motion was seconded by Jamie.
3. **Incident Analysis:** The claims review sheet was distributed and reviewed for incidents which occurred between 8/11/14 – 11/14/14.
4. **Open forum for departmental safety concerns and issues:** Olivia asked about a fire drill. Jennifer stated nothing is required and each department can create their own drill procedures. Jennifer handed out a Health & Wellness flyer that will be distributed by e-mail out to all county staff. Michelle will provide Jennifer with new employee emails on a monthly basis.
5. **Loss Prevention Incentive Program (LPIP) requests:** No LPIP requests pending this quarter; budget remains the same as last quarter. Susan reminded everyone if an LPIP request is for facilities repairs they should first check with Planning & Public Works beforehand.
6. **Budget Update:** Current budget remains $37,528.
7. **NIMS/SEMS update:** Only a few people in various county departments still need to take the NIMS/SEMS (100 and 700). Michelle gave handouts to the departments with staff who still need the trainings.
8. **Other:** No Comments.

All LPIP requests must be submitted to Michelle Cavier by January 31, 2015.

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

Adjournment: Susan motioned to adjourn the meeting; the motion was seconded by Norma, meeting adjourned at 2:35pm.