GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

August 13, 2014 @ 11:00 AM

**Present:** Jamie Gammon – Public Guardian; Norma Chavez – Child Support; Brian Taylor and Maria Ehorn – Ag Commissioner & Air Pollution; Jennifer Peters – Golden State Risk Management; Brenda Sites – Department of Finance; Laura Niehues – Assessor’s Office; Michelle Cavier – Personnel; Susan Thurman – HHSA (Health Services); Dan Green – HHSA (Human Resource)

1. **Call to Order:**  Meeting was called to order at 11:04 by Michelle Cavier.
2. **Approval of Minutes:** Maria Ehorn moved to approve the minutes for May 14, 2014; the motion was seconded by Brian Taylor.
3. **Incident Analysis:** The claims review sheet was distributed and reviewed for incidents which occurred between 5/13/14 – 8/11/14.
4. **Open forum for departmental safety concerns and issues:** Brian discussed ensuring all storage tanks are up to current safety standards.
5. **Target Solutions training:** Michelle Cavier discussed Target Solutions training and account/password management, and distributed an instructional flyer. Certificates should be printed and sent to Personnel for larger trainings such as NIMS/SEMS. A list of trainings for new employees was also distributed; six trainings must be completed within the employee’s first thirty days. Individual departments must assign NIMS/SEMS on their own.
6. **Loss Prevention Incentive Program (LPIP) requests:** No LPIP requests pending this quarter; budget remains the same ($37,528) as before.
7. **Budget Update:** Current budget remains $37,528.
8. **NIMS/SEMS update:** Only a few people in various county departments still need to take the NIMS/SEMS (100 and 700).
9. **Other:** Golden State Risk Management requires a plan (for LPIP) to address common issues such as sprains, strains, and tears. A flyer was distributed explaining how to identify, treat, and prevent such injuries.

A discussion was held on how frequently county departments should have fire drills for staff. This may be at the discretion of each department; Jennifer Peters (GSRMA) will check. Emergency plans for each county department or agency should also be checked.

All LPIP requests must be submitted to Michelle Cavier by October 31, 2014.

1. **Next Meeting:** November 12, 2014 @ 11:00.