

SAFETY MEETING MINUTES

June 25, 2009

Present: Cherry Kilby, Emergency Services Administrative Assistant
Brad Gates, Risk Management Specialist
Josh Mitchell, Public Administration/ Solid Waste Director

Absent: Sandra Gregory, HR Director
Billie Walker, PHN Supervisor

Guests: Sylvia Boutwell, Jon Presnell, Doug Fox, Phalbe Henriksen, Arnetta Sumpter, Scott Snyder, Seth Harris, Sylvia Turnmire, Carla Grit.

MINUTES: Minutes of April meeting were approved as provided.

ACCIDENT REVIEW UPDATE: Mr. Gates reported on non-injury motor vehicle accidents with the Sheriff's Department and EMS. Also, one non-recordable office incident involving a fall was briefly discussed.

EMERGENCY ACTION PLAN: Ms. Kilby brought the Committee up to date on the progress of the new EAP Flipchart. She hopes to be able to complete the majority of the production on the 08/09 budget, and will try to find the necessary monies in the 09/10 budget to cover any outstanding expenses. Ms. Kilby has set a target date of July 1, 2009 for completion.

DEPARTMENTAL GOALS: Item tabled until Ms. Gregory is available to present.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported the findings from the April safety inspections. Two Convenience Centers were inspected, and found to be compliant. The Board of Elections was inspected by the committee, and had minor corrections necessary. No fire drill was performed at the Board of Elections for unreported reasons. A list of necessary corrections has been forwarded to Director of Elections - Linda Mundy, and to the Maintenance Department.

POLICY UPDATE: Mr. Gates reported that the Contractor Policy and the Violence in the Workplace Policy remain tabled due to time constraints

No policies were schedule for review after the April meeting.

Mr. Gates distributed copies of Housekeeping, Office Safety, Motor Vehicle, and Cell Phone policies to the committee for review before the July meeting.

TRAINING UPDATE: Mr. Gates reported that all required hearing tests were up to date, and required training for the year is complete. The only scheduled training for July will be Defensive Driving.

WORKER'S COMPENSATION: Carla Grit, Senior Loss Control Specialist from Key Risk Insurance provided a synopsis of the Workers' Compensation claims since the last meeting, and the ongoing continuing loss

claims. Ms. Grit answered questions, and provided the committee with the most current claim expenditure reports.

OTHER:

Mr. Gates reported on the progress of the First Aid kits needed for the Recreation vehicles used to transport inmates for work assignments. Mr. Gates is working with Bradley Earp of EMS to put the proper kits together. As with many items, the current budget situation is slowing progress on this project.

Mr. Gates reported that the Respirator Fit Testing had been completed for Emergency Services and the health Department.

Meeting was adjourned at 9:55 a.m.

The next meeting is scheduled for July 23, 2009 at 9:00am in the Administration Conference room.