



Safety Committee Minutes

Wednesday December 13, 2017

11:00am at SHC

Members present: Katie Rochon, Mike Pratt, Jeff Ozimek, Megan Pleli, Michelle Miller, Amy Swenson, Anders Lunde

Members absent: Erik Wirth

1. Approve minutes
 - a. November minutes approved with one edit: added Erik Wirth as missing from the November meeting.
2. Adjustments to agenda
3. Current budget
 - a. Fully spent. The Zoll AED came in under budget thanks to Megan Pleli's negotiating ability. Supplemental funding from different departments was not needed.
4. Invoices
 - a. Zoll AED for \$1,479.40
5. Old business
 - a. Mike has outfitted both 15 passenger vans with Zoll AEDs. This will eliminate the need to remove each AED every day during the winter season as their temperature rating allows for use in harsh winter conditions. Jeff expressed his department's appreciation for Mike's proactive actions.
 - b. Discussion regarding risk management, active shooter policies, emergency response plans, and training staff to work through a variety of challenging scenarios was resumed from the previous Safety Committee's meeting in November. The committee was in favor of actively finding solutions to better prepare staff and the District as a whole for eventualities. Amy discussed having the District enroll in a texting plan similar to COBI's Nextil service. This would allow important communications to be sent to all staff with a phone capable of receiving texts. It could be used for emergencies, active shooters, storm closures, emergency response, etc. The estimated cost is \$80/month which has been proposed by Amy to be funded out of the admin cost center. Discussion then moved onto finding resources to help further the training of staff. Megan spoke of WRPA's plan of action, how that helped to put together the active shooter policy/procedure for the Aquatic Center. She further elaborated on how helpful it was to

involve the participation of the fire and police departments, receiving their recommendations, then finalizing the procedures.

- c. Mike mentioned during the last false active shooter notice, there was ample confusion around the island. This applied to District staff as well as not everyone knew what was happening, what to do, as well as what not to do. He was strongly in favor of having the committee provide guidance and training to District staff as well as speak with the RMC about developing procedures. Amy asked for volunteers to speak at the next RMC meeting, both Mike and Jeff volunteered.
- d. The APP was discussed and how few District staff are knowledgeable about it. It was mentioned that great plans are meaningless if they sit on a shelf collecting dust. The committee proposed adding time each meeting to review components of the APP together, taking that information back to each individual District division to be shared amongst staff. Everyone was in favor of this idea.

6. New business

- a. The committee discussed that a focus of safety at workplaces revolves around creating “a culture of safety”. An indepth discussion was held amongst committee members, providing exmaples how this must be a top down approach, everyone needs to buy into it, there needs to be feedback from staff, and a positive environment for addressing safety concerns fostered. The committee decided to follow up on “how to create a culture of safety” at the January 2018 meeting, with each committee member bringing their ideas and examples to the meeting to share.

7. Facility inspections

- a. Mike spoke that several facility inspections were behind schedule. Michelle clarified that three of them were completed, but the forms somehow didn't get fully turned into Mike. They said they would connect to get it resolved.

8. Employee incident reports

- a. Jeff mentioned that an incident report involving damage to a third party boat will be coming to the safety committee soon. He provided a explanation of what happened as everyone was curious and there was enough time left in the committee meeting to explain the details, using it as a learning experience related to “creating a culture of safety”.

9. Discussion / other topics

- a. Mike mentioned that five new sets of AED pads will need to be order in 2018. He was curious who would be paying for these as it's expected to be around \$500 total. A discussion was held with no clear result. This topic was tabled until the January 2018 meeting.

10. Set next meeting date and time

- a. January 10, 11:00am