Bainbridge Island
Metro Park & Recreation District

Safety Committee Minutes
Wednesday February 14 2018
11:00am at SHC

Members present: Katie Rochon, Mike Pratt, Jeff Ozimek, Megan Pleli, Amy Swenson, Lisa Claesson-Gordon
Members absent: Michelle Miller, Anders Lunde

1. Employee incident reports
    a. Committee spent most of the meeting time discussing various employee incident reports. Good discussion resulted in what actions needs to occur. Entire committee was engaged.
    b. Committee agreed that an emergency contact list should be created, supervisors should use an email auto-response template that contains others contact information, and a training should be held regarding this.
    c. The training should also contain details about creating a culture of safety, simple common sense training scenarios, who to call in emergencies (contact list), where to go on island if a larger emergency happens, and what paperwork should be filled out (forms need to be consistent across District).
2. Approve minutes
3. Adjustments to agenda
4. Current budget
5. Invoices
6. Old business
    a. Creating a culture of safety
        i. Tabled until next meeting.
    b. Facility Inspections – review calendar, assign inspections
        i. Mike reviewed upcoming facility inspections.
7. New business
    a. Hearing Test
        i. Two hours long, up to 32 employees, March 12 2018 9:00-11:00am at the Battle Point Park shop. Amy will email all staff.
    b. WRPA RMS 2018

Revised 3.14.18

      i. Committee discussed the "Swiss Cheese Theory" of risk management. Further discussion will be held in future meetings.

8. Facility inspections
9. Discussion / other topics
    a. Megan discussed Aquatic Center AED needs, outlining that the AED at the Aquatic Center is older technogoly and would like to upgrade. Her recommendation is to replace it with two Zoll AEDs as well as a Zoll AED trainer.
    b. Jeff mentioned that the Bainbridge Community Foundation grant might be an alternative funding source through their Community Grant Cycle.
    c. Amy will upload the APP to SafePersonnel
10. Set next meeting date and time