



## **Safety Committee Minutes**

Wednesday June 11, 2018

11:00am at SHC

Members present: Katie Rochon, Mike Pratt, Megan Pleli, Amy Swenson, Lisa Claesson-Gordon, Rachel Radtke, Julie Miller, Anders Lunde

Members absent: none

- 1) Approve minutes
  - a) Approved
- 2) Adjustments to agenda
  - a) No adjustments
- 3) Employee incident reports
  - a) Reviewed (4 total)
  - b) Incident with trailer receiving a scratch and not being noticed for a few months prompted the committee to recommend that no employee or volunteer should be allowed to tow a trailer without receiving training specific to towing a trailer. Committee also suggested that pre and post trip inspections be required so any damage will be noticed immediately.
- 4) Budget - Requests, Invoices, Govs Conference (10 min)
  - a) Amy passed around a copy of the current budget (~\$2841)
  - b) Doorbell/alarms for facility back doors will cost ~\$222 which will be used to notify staff when someone enters/exits the building (ie: Transmitter building)
  - c) Mike suggested we look at different models, so the alarm doesn't go off every time someone walks by. Julie suggested a model that can be turned on/off.
  - d) The committee approved funding for the doorbell/alarms.
  - e) Julie Miller may be able to attend the Governor's Conference.
- 5) Facility Inspections – review calendar
  - a) Mike reminded the committee of the importance of completing the facility inspections on time.
- 6) Review APP
  - a) Not reviewed
- 7) AEDs Update –

- a) Megan explained that the Safety committee had created an AED subcommittee because leadership wanted to have a priority list for locations. The district is unable to place AED's in every park, so the leadership team would like the committee to examine where the most participants are and those furthest from help. Megan spoke with program managers about priorities.
  - b) Committee discussed whether to place AED's outside for easier access. Mike Pratt is hesitant to do so due to the recent increased vandalism in the parks.
  - c) Bainbridge Island Little League has purchased AED's, yet Dan is concerned with who is maintaining them.
  - d) Katie asked if the district is liable for the AED's if they are on park district property.
  - e) Julie suggested contacting a professional organization for advice on where to place the AED's.
- 8) SDS Sheets (MSDS)
- a) Mike asked committee for approval to pay for the SDS sheets for one more year. Cost is \$400. Discussion followed regarding what the SDS sheets are used for, who can access them and how to access them.
  - b) Megan explained that it is an OSHA requirement.
  - c) Megan suggested we renew for one more year and research a new company for next year.
  - d) The committee approved the renewal of the SDS sheets.
- 9) Future Meetings Business Items
- a) Finish discussion on APP section 3 and heat stress
  - b) Active shooter/emergency incident procedures/drill
  - c) Safe Personnel
  - d) SDS Sheets
- 10) Next meeting August 8<sup>th</sup> at 11am