



Safety Committee Minutes

Wednesday January 9, 2019

11:00am at SHC

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

- 1) Approve minutes
 - a) December meeting minutes were not available for review. Will review at February meeting.
- 2) Employee incident reports
 - a) The committee discussed one incident report and reviewed a summary report outlining all 2018 reports brought before the committee.
- 3) Adjustments to agenda
 - a) Review updated incident report form
 - b) AED update
- 4) Budget - Requests, Invoices (10 min)
 - a) Due to a delay in payment processing by the American Red Cross, the invoice for the CPR Manikins was not paid from the 2018 budget. The committee expressed concern that we may not be able to cover other costs during the year if the entire invoice is paid in full. Amy put forth a motion to pay for half of the invoice and Julie Miller seconded the motion. The committee approved paying for half of the total invoice. The remaining balance will come out of Megan's budget. The committee did agree to revisit paying the entire balance toward the end of the year if there is money left in the budget for 2019.
 - b) Expected expenditures for 2019 include: Safe Personnel annual subscription, 2019 Governor's Conference and the all staff hearing test.
- 5) Facility Inspections
 - a) Mike outlined inspections that still need to be completed. Some facilities were reassigned based on member availability.
 - b) For 2019, the committee decided to schedule inspections on a month by month basis based on member availability instead of signing up for inspections at the beginning of the year for the entire year. The committee is hoping this will alleviate the amount of outstanding inspections we had at the end of 2018.
 - c) Mike will speak with Ashley to see if the Special Events department uses an inspection form before the public is allowed entry to any special event hosted by the park district.

- 6) De-escalation training
 - a) Katie will get more detailed information regarding the training ie: cost, how to schedule for multiple groups and bring that information back to the next meeting. The committee will then discuss if/when to set up the training.
- 7) Hearing exam
 - a) The hearing exam will take place at Strawberry Hill Park this year in March from 8am until noon.
- 8) AED Update
 - a) The Rotary AED donations include a few extras including signs, cabinets for AED storage, a lifetime guarantee on the battery and pad replacement at a discounted rate
 - b) The AED units do not come with pediatric pads, so Mike will investigate the cost of purchasing those. The committee is unsure of who will pay for those pads.
- 9) Updated Incident Report Form
 - a) Committee reviewed updated form.
- 10) Next meeting February 13th, 11am to 12:30pm