

## **City and County of Broomfield, Colorado**

### **Safety Committee Meeting**

**George DiCiero/City and County Of Broomfield Building – Piñon Conference Room**

#### **Minutes**

**January 24, 2013**

Attendance: Members Present: Jan Graham, Matthew Glenney, Lisa Watson, Michael Stangoni, Vickie Mauri, Robin Schmalzbauer, Sean James, Diane Clark, Mike King, T.J. Hill, John Rothrock, Amy Elder, and Gayle Yeo. Members Absent: Joleen Reefe, Richard Lozano, Rosemary Novotny, Craig Hoffman. Also in attendance were Joyce Newberry and Suzanne Smith.

Joyce Newberry chaired the meeting due to the absence of both Rosemary and Craig. Introductions were conducted for the benefit of new members present.

#### **Minutes from the December 20, 2012 meeting**

- The minutes were changed to reflect that HR is hiring a Benefits Coordinator whose duties will include coordination of Workers' Compensation insurance claims, in-house training, and wellness. Jan Graham made a motion to accept the minutes as amended. Mike Stangoni seconded the motion. Vickie added that Krista Rhode was selected as the new HR Benefits Coordinator and will start on February 6<sup>th</sup>.

#### **Safety Manual – Jan Graham/Karen Gerrity – Proofreading Status**

- The Committee thanked Jan Graham for all her work on proof reading the manual and assisting Craig. Rosemary submitted the draft copy provided by Karen to Suzanne Smith who will begin review so the Safety Manual update process can continue. Suzanne will obtain the electronic document from Rosemary. Craig had indicated that the Emergency Response section was missing from the draft. Suzanne thinks it is the document on which the ad hoc committee is working. She is a member of that committee so she will include that section in the final draft.

#### **AED (Automated External Defibrillator)**

- Joyce is meeting with the Attorney's office and a representative from North Metro Fire during the first weeks of February to review legal stance on AED's for governmental facilities. She commented that she attended the in-house CPR/AED training and was amazed at the ease of use of AED's. She recommends the training to other staff. More classes will be scheduled – probably in the summer.

## **Emergency Notification System (ENS)**

- No update from Kale Gilmore in IT. It looks like it may be called “B” Alert or something similar. Suzanne indicated this from the update she received at the last ad hoc security committee meeting she attended. She discussed how the system might work for someone who became aware of a threat situation – how alerts would work – how system would be cleared. Any employee will be authorized to report a threatening situation but a person of authority will need to clear the alert. Training on ENS would be incorporated with evacuation training to be scheduled

## **CIRSA – Property Survey**

- Joyce advised that Pat Soderberg will review the survey recommendations and responses with department heads at the next Department Head meeting on January 28. She reminded Safety Committee members that full department head support has been obtained for safety activities. Members should communicate safety information to the members whom they represent. Suzanne asked members if they felt there were barriers to them communicating to the employees they represent. In reviewing CIRSA report, several responses mentioned remedial actions “as budget allows”. HR and Finance will work with Budget to get approval for funds needed to complete recommended repairs. It was also noted that some areas were “repeats” from the survey conducted the prior year. Jan Graham commented on the recommendation regarding the stairs at the FISH building (Number 12 Garden Center). She is concerned because she found that the repair completed is not in compliance with Broomfield’s building code. Joyce will check to see which contractor was used for this job. Suzanne spoke regarding the opportunity for educating departments in regard to the need for compliance with building codes by contractors used. There should be a standard operating procedure around using employee subject matter experts (such as building inspectors/plan examiners) in these matters.

## **Voting Officers – Chairman, Vice Chairman and Secretary**

- Joyce noted that Rosemary and Vickie have served in the capacity of Chairman and Secretary for the Committee for quite some time. Suzanne and Joyce function as advisors – not members. The Employee Review Committee (ERC) has officers elected by their peers within the committee. With the increase in attendance and membership on the Safety Committee, it seems appropriate at this time to elect officers from among the members other than Rosemary and Vickie. These officers would be: a Chairman to run the meeting and prepare the agenda; a Vice Chairman to take over those duties when the Chairman is unavailable; and a Secretary to be responsible for completing the minutes for each meeting. Mike Stangoni nominated Craig Hoffman as Chairman and Jan Graham seconded the nomination. Sean James nominated Mike Stangoni as Chairman but Mike declined the nomination. Jan Graham nominated Joleen Reeve as Chairman but no second was received. Nominations were closed. Craig Hoffman was

elected as Chairman subject to his acceptance of the office. Robin Schmalzbauer nominated Mike Stangoni as Vice Chairman and Lisa Watson seconded the nomination. Nominations were closed. Mike was elected as Vice Chairman. For secretary, Suzanne noted that the ERC rotates these duties among the members each meeting and she suggested this option. Matt Glenney volunteered to serve as Secretary. Mike Stangoni took over the meeting in Craig's absence.

### **Goals for 2013**

- Suggestions for Goals were requested. Ideas included –
  - Identify areas to increase safety awareness and communications for goals as a Committee
  - Challenge members to disseminate safety information
  - Disseminate training to employees
  - Space Heater Compliance – Personal Appliance Policy by end of year – Have Facilities work to complete policy for use of personal appliances/space heaters
  - Develop Standard Operating Procedure (SOP) to include in Safety Manual to involve subject matter experts to ensure compliance with building codes, safety, and ergonomics when contracting for new structures, remodels, or repairs or purchasing equipment
  - Finish 2012 Goals – Use list from 2012 to make assignments with deadlines
  - Safety Training – Use CIRSA training on website and other resources to encourage departments/divisions to develop needs assessments in regard to training which should be completed in their areas rather than waiting to have HR or Risk Management do risk assessments to suggest training needed. Provide list of Safety Training available to Safety Committee members by division/function. Have each member submit list of 5 suggested trainings for their areas. Diane Clark indicated that Recreation has specific training which employees complete and records are kept for CIRSA Loss Control Standards.

### **Questions, concerns? Open Forum**

- Jan Graham thanked Mike Stangoni for stepping up to run meeting and accepting office of Vice Chairman.

Lisa Watson made a motion to adjourn the meeting. Motion seconded by Diane Clark. Meeting adjourned at 2:35 p.m. The next meeting is scheduled for Thursday, February 28, 2013, at Paul Derda Recreation Center (PDRC – Aspen Room behind front counter) at 1:30 p.m.