

City and County of Broomfield, Colorado

Safety Committee Meeting

George Di Ciero Administration Building – IT Conference Room

Minutes

August 23, 2012

Attendance: Members Present: Craig Hoffman, Jan Graham, Mike Stangoni, Leroy Shook, Mike King, Diane Clark, Carolyn Johnson, Sean James, Joleen Reefe, Stacey Stroh, Robin Schmalzbauer, Vickie Mauri, Joyce Newberry, and Rosemary Novotny. Members Absent: Brad White, Scott Thoreson, John Rothrock, and Ryan Uran.

Roy Stillwell and Kale Gilmore attended the meeting to present information on the City and County of Broomfield Emergency Messaging System. The Committee listened to Roy's presentation prior to addressing agenda items.

The Emergency Messaging System will initiate emergency notifications to all employees registered on the system. Roy provided background on the system indicating that Jim Becklenberg came to IT with concerns regarding threat issues and the need to communicate with employees instantly regarding emergencies and threats. It was recommended that IT come to the Safety Committee to demonstrate the system and obtain feedback regarding implementation. Employees can register and log into system providing email addresses including personal emails, cellphones, home phones, etc. This would provide contact information for the system to reach all employees in an emergency. A "Blast" of information would be sent out to help avoid employees returning to office when threat exists in building. A problem exists as far as using the current City and County phone system for such a notification in that it has limitations so only 95 can be on phone system at one time. Roy provided a demonstration of the system for the Committee members and asked for thoughts and concerns. Human Resources has voiced concerns about the privacy of the personal information provided for system so access would be limited to City and County **Manager's** office and others clearly defined as needed. The system initiates a mass call with two different options – text versus voice. The question was raised as to who would be the person to send out messages from different areas? There was discussion regarding different threats and the layers of contact for different situations. The system includes permissions for different access actions. Public Works has concerns in regard to the switch from Nextel to Verizon service. Employees lost the ability to do mobile to mobile "FLASH". There was a suggestion to have different contact groups – such as in Public Works- where worker in field needs to let his co-workers know of a situation but the situation doesn't concern someone in HHS. Functional groups could be identified. The first layer for emergency action is always "911" – the messaging system will be secondary to 911. The system can be used to notify employees regarding snow closures, etc. Per Kale Gilmore, the scope of uses for the system has not yet been defined. Kale also noted that Public Works has functionality to notify all Public Works' employees no matter what phone service is being used. Kale and IT will work with Public Works to get this resolved before snow begins and Public Works needs to begin snow removal operations. The system can send messages to multiple contact numbers for one person; such as work phone, cell phone, email (work and personal). Each person can set up contacts for themselves and this could also include spouses if the person wanted. A database will track if users have completed or verified information on the system – the onus is on the employee to keep contacts updated. Joleen indicated that employee needs to have "All Clear" to resolve alert-a secondary alert that situation has been resolved. Per Roy, the system can have other uses such as sending shut off messages for utility bills rather than employees having to deliver tags or sending out notices that testing is scheduled for the next day, etc. Kale used the example of paging SWAT team members so members can respond to page and Commander can determine which members are responding. This could also be used for snow plow callouts. The system can take phone calls and be used

for responses. Roy needs volunteers for testing the system before implementing. The Safety Committee members agreed that Rosemary can provide Roy with the Safety Committee roster so they can be used for the test.

This ended the messaging system presentation and the meeting resumed with the regular agenda as follows:

- Minutes from July 26, 2012, meeting were approved with two corrections– Jan Graham – motion to approve as amended, Craig Hoffman - second.
- Safety Manual
 - Jan Graham – Proofreading Status – tabled to the next meeting.
- Safety Committee Members - Who is your alternate? Names?
 - List is in process – Some additions have been made. The Committee agreed both the Safety Committee member and his/her alternate have the option to both attend meetings if they can.
- Evacuation Plans – The next steps
 - The Business All-Hazard Preparedness Guide from Broomfield Emergency Management has been distributed to department heads. Next steps throughout coming year will coordinate actions between Safety Committee members and department heads to complete evacuation plans building by building. Joyce Newberry is coordinating efforts. Joyce will collect floor plans to begin process. Members will need to be part of process. There was a recommendation to use Police Department and North Metro Fire staff to validate suggested plans when they are ready.
 - Joyce will address the **Manager's** Meeting on September 6th to tell the group about the Committee's objective for evacuation plans. She will introduce Safety Committee members in attendance.
- SAFETY/WELLNESS FAIR
 - Volunteers are being recruited to staff the Safety Committee table at the Wellness/Safety Fair on September 19th, from 10 a.m. to 2 p.m. Rosemary has a sign-up sheet. It was requested that members sign up for a ½ or 1 hour Slot.
- Accident Review – 2nd Quarter 2012 – Moved to agenda for next meeting
- Future Topics/Agenda items for next meeting – September 27, 2012 – 1:30 p.m. – Field Ops Conference Room
 - Please submit agenda topics to Rosemary by the week before meeting.
- Jan Graham – motion to adjourn, second - Mike Stangoni – motion carried