## City and County of Broomfield, Colorado

### Safety Committee Meeting

### GDCCOB - Piñon Conference Room

#### Minutes

### November 15, 2012

Attendance: Members Present: Joleen Reefe, Rick Moltzen, Matthew Glenney, Lisa Watson, Richard Lozano, Rosemary Novotny Jill Lutz, Vickie Mauri, Karen Gerrity, and Gayle Yeo. Members Absent: Jan Graham, Stacy Stroh, Suzanne Smith, Robin Schmalzbauer, Sean James, Joyce Newberry, Carolyn Johnson, Mike King, Ryan Uran, John Rothrock.

Introductions were conducted for the benefit of new members present.

Minutes from the October 25, 2012. Karen Gerrity accepted with changes made to the AED regarding training. Jill Lutz seconded. Corrected minutes were mailed via e-mail.

## Safety Manual

O Jan Graham was not present. No updates. Karen asked what was in the safety manual and if any assistance was needed to proofread. Rosemary will check with Jan and get back to Karen if there is a need.

### **Evacuation Plans**

- O Project has been tabled until 2013. Rick asked if there is a plan for when there is a lock-down/lock-out. These are all things that will be addressed in the Evacuation plans in 2013. The incident in the CRO area has been discussed and Suzanne is working with Jim Becklenberg, Kent Davies and Kale Gilmore. They are discussing the security measures and how to handle these situations. A question was raised as to whether employees should be staying at their desks. Should they move away to a secure area? What is the secure area? Rick Moltzen noted that Facilities staff's responsibility is to make sure everyone is out of the building if the fire alarm sounds. Hopefully information provided at the December 6th Manager's meeting will address some of these questions. Vickie has attended other of these sessions and indicated that they recommend looking for signs when dealing with individuals to try to stop things from escalating. Experts say "put a tree in front of the person", which means put up something to stop them from escalating. Report people to authorities if unsure about anyone's behavior.
- The Library has evacuation procedures in place. Also the Service Center has a PA system but it has not been used for some time. Rosemary will speak with Jill regarding a practice fire drill.

# Safety Assessment

C Tabled until 2013

### **AED Status**

- 3 classes are being held with North Metro Fire District (NMFD)
- Should we be ordering an AED for the Library? Rosemary is waiting for Suzanne to give her direction on how to proceed on this matter. Brad White will be testing and maintaining the AED in the City and County's Buildings that do not have someone doing this. Looking for someone to train Brad and what to look for regarding pads and batteries. Joleen gave Rosemary some contacts at NMFD. Rich from Heartsmart contacted Rosemary and will do the training for \$100. However, the group feels the NMFD should be contacted first.

## CIRSA - Property Survey

o Scheduled for November 28 and November 29<sup>th</sup>. Each Safety member will walk around with CIRSA and Jill Johnson. Jill Johnson will coordinate the walk through.

## **December Meeting**

- O Update on the Emergency Message System (BAM)
- O 3rd Quarter Accidents
- Update on Minute items
- Meeting is at the Water Plant

#### Other business

O The group will put together a basket for the ERC luncheon as a charitable gift to bring more awareness to our Safety Committee group among employees

# Motion to Adjourn

Mike Stangoni first and Karen Gerrity seconded.