

City and County of Broomfield, Colorado

Safety Committee Meeting

HHS – Number 6 Garden Center – Broadlands Conference Room

Minutes

October 25, 2012

Attendance: Members Present: Jan Graham, Craig Hoffman, Lisa Watson, Mike Stangoni, Leroy Shook, Rich Lozano, Sean James, Diane Clark, Joleen Reefe, Brad White, Matthew Glenney, John Rothrock, Stacey Stroh, Karen Gerrity, Vickie Mauri, Suzanne Smith, Joyce Newberry and Rosemary Novotny. Members Absent: Joleen Reefe, Robin Schmalzbauer, Mike King, and Ryan Uran.

Introductions were conducted for the benefit of new members present. When the list of Committee Members is updated, Rosemary will send a list to HR to update Safety Webpage.

Minutes from the September 27, 2012, meeting. Mike Stangoni – motion to approve, Craig Hoffman - second. Minutes approved as written.

- Safety Manual
 - Jan Graham – Proofreading Status – Due to current workload, Jan has not had time to make any progress since last meeting.
- Evacuation Plans –
 - Joyce Newberry thanked all those who submitted copies of plans for their area to her since the last meeting. Finance has requested budget approval for a temporary position to assist in Purchasing and Risk Management who will assist Joyce with this project. Joyce indicated that the Paul Derda Recreation Center (PDRC) will be the first building on which she will be working to finalize a plan since no formal plan is in place. She may work on the George DiCiero Administration building at One DesCombes Drive to establish a format for the plans. If anyone hasn't yet submitted an existing plan for their area, please send it to Joyce as soon as possible. Karen Gerrity stated that the Library and the Audi have plans in place but plans are needed for the Veteran's Museum and the Depot buildings. Joyce stated that the plans for all buildings will probably not be completed in 2013 but the Committee and she will keep working until all are complete.
- Safety Assessment
 - Carolyn information from special districts – safety practices
 - Diane reported that Carolyn has not been able to get responses from the districts. It was agreed that this item should be tabled until the January 2013 meeting.
 - Vickie reported no progress on the Job Safety Assessments to establish safety training needs. This also will be tabled to 2013.
- Meeting with David Allen
 - Rosemary, Vickie, and Suzanne met with David Allen regarding questions and concerns expressed at the last Safety Committee meeting. He confirmed that Safety is a priority for him as the Director of the Public Works Department. If anyone doesn't feel concerns about safety are being addressed with division heads, they should talk to David directly or talk to Suzanne or Joyce. Joyce thanked members for participation in the Committee and advised that Suzanne and Pat Soderberg are speaking out on safety at Department Head meetings. With greater participation from departments in the Safety Committee, she feels we are moving forward in focusing on improving our safety culture within City and

County operations.

- AED (Automated External Defibrillator) – Status
 - Rosemary advised that she has scheduled AED training for Monday, November 26th to retrain those employees who completed training in 2010. North Metro Fire will conduct the training. She is trying to contact someone at North Metro to determine if they can conduct training on checking AED's. The maintenance needs to be completed monthly.
 - Locations with AED
 - HHS – no one services
 - CCOB – no one services
 - Water – no AED
 - PDRC & BCC – Carolyn checks monthly
 - Service Center – No AED
 - Wastewater – Checked monthly
 - Detention Center – Checked monthly
 - PD/Courts – no one inspects monthly
 - Rosemary reported that an AED request for Recreation in the 2013 budget is still under discussion. Meanwhile Rosemary has a list of AED's currently in City and County buildings and others needed. There are still some funds available in the Safety account which could be used for AED purchase. During the discussion with David Allen, he was asked about the possibility of adding AED maintenance to Facilities Division responsibilities since Facilities handles fire extinguisher maintenance. Before purchasing an AED from Safety account funds available, Joyce asked if this should be discussed with department heads. It appears there is a need at the Service Center since there is none there and employees based there have physical activities and risks. Suzanne offered to speak with the City and County Manager to ask if it would be okay to purchase an AED for the Service Center. There is also no AED located in the Library/Audi building. The Veterans Museum has requested an AED; however, their location is very close to a Fire Station which would have staff available with AED's in the event of an emergency. There was a suggestion that Safety funds could be split between the Service Center and the Library/Audi and ask for remainder from departments with budget for these locations. Besides needs at Service Center and Library/Audi, needs have been identified at PDRC, the Water Plant, and the Workforce Center. The cost for each AED was \$1700 to \$1800 each and may have increased since last purchase. If units are purchased through North Metro Fire, they will provide training after purchase on how to use. Suzanne asked the Committee to prioritize list of locations for new AED's so that she could propose the list to Charles for purchase. The Committee decided as follows: 1) Library/Audi, 2) Public Works Service Center, 3) Water Plant, 4) Workforce Center, and 5) PDRC (pool level/weight room) – second AED (also requested in 2013 budget). Joyce will give Committee list to Suzanne so she can speak with Charles.
- Next meeting – November 15, 2012 – GDC Administration Building – Number 1 DesCombes Drive – Pinon Conference Room (2nd floor/HR)
 - The next meeting was moved up to November 15th due to Thanksgiving holidays.
 - Please submit agenda topics to Rosemary by the week before meeting.
- Other Business -
 - LeRoy Shook indicated that this would be his last meeting serving on the Safety Committee. Rich Lozano is replacing him. LeRoy spoke regarding the importance of safety and looking beyond what's written on the Accident Reports because the reports don't always show what were the underlying causes and the safety factor may not have been addressed. The Committee members thanked LeRoy for his service.
 - Suzanne addressed an accidental lock in/lock out situation which occurred at the GDC Administration building recently. The CAC staff was concerned because they were locked out of their safe area. Jill Johnson in Facilities is investigating what happened to avoid a recurrence going forward.

- The Broomfield Alert Messaging (BAM) system is moving forward. Any employee will be able to contact 911 so the alert can be sent. No internal phones will be used for the alert because the telephone system does not have the capacity to handle all the phones at the same time. Once the system is up, training will be held. IT is working on the system and procedures will be set up to have the system up shortly.
- Suzanne advised the Committee that Dr. John Nicoletti will be speaking on Workplace Threats/Violence at the **Manager's** Meeting on December 6th. Members can enroll online through the in-house training page. The meeting is being held at the Audi. Everyone is encouraged to attend.
- Joyce Newberry addressed members in regard to purchasing contracts and “prepositioning a contract” for purchases in the event of a catastrophe. An example would be tree replacement after a tornado. If an emergency is declared, a contract may not meet qualifications for FEMA. Prepositioning within a current contract helps to avert more work and potential price gouging after the event happens.
- Jan Graham hasn't had an opportunity to review the GDC building for emergency exits for IT after last month's meeting and Facilities request.
- Karen Gerrity had questions regarding evacuation plans for the Depot Museum. Joyce referred her to the “**Blue Book**” provided to department heads by Emergency Management and offered her assistance. Roberta Depp should have the book and Jan Graham indicated she would check into this also in regard to public exits and entrances.
- Mike Stangoni – motion to adjourn, second – Jan Graham – motion carried