

MEETING MINUTES

CITY AND COUNTY OF BROOMFIELD SAFETY COMMITTEE MEETING PAUL DERDA RECREATION CENTER – CONFERENCE ROOM

FEBRUARY 28TH 2013

ATTENDANCE

Members Present:

Jan Graham, Craig Hoffman, Brad White, Michael Stangoni, Stacey Stroh, Dawn Summers, Vickie Mauri, Suzanne Smith, Krista Rhode, Robin Schmalzbauer, Karen Gerrity, Gayle Yeo, Amy Edel, Rosemary Novotny, Matt Gullet, TJ Hill.

Members Not Present:

Joleen Reefe, Lisa Watson, Richard Lozano, Sean James, Joyce Newberry, Mike King, John Rothrock.

CALL TO ORDER

Chairman Hoffman called the meeting to order at 1:34pm. Introductions were conducted for the benefit of new members. Mr. Stangoni agreed to take minutes.

APPROVAL OF MINUTES

The minutes were changed to reflect the proper spelling of Ms. Edel's last name. They were also changed to clarify one of the goals for 2013, and eliminate redundant wording. A motion to approve the minutes as amended was made by Ms. Graham, and seconded by Ms. Novotny.

OLD BUSINESS: 2012 GOALS

SAFETY MANUAL

A draft of the revised Safety Manual has been sent out to all members, however not all members have had a chance to review it. Ms. Smith suggested that several sections that held specific procedures and standards be replaced with references to already established City policies. This would enable the manual to stay up to date as procedures change. For example; instead of quoting the current state statute on drinking and driving, the reader would be directed to reference the City's Substance Abuse Policy. She also suggested that the manual use hyperlinks, linking the user to the original sourced document, instead of quoting the document.

Ms. Smith also expressed concern about who will keep the manual up to date, and what the City's liability will be if the manual is not up to date. Mr. Hoffman mentioned that one of the goals when the manual was being rewritten was to have a brief description and quick reference for each section/item, and for more detail to follow a link to the sourced document (i.e. OSHA's website).

MEETING MINUTES

SAFETY MANUAL (CONT.)

More discussion was had regarding the replacement of text with links to existing documents, with the effort of making the manual sustainable with the least amount of maintenance. Discussion was also had clarifying some of the responsibilities of the Safety Committee.

Ms. Smith mentioned that there is a section in the manual that already addresses the use of small appliances in the workplace (i.e. coffee pots, space heaters, fans).

Ms. Novotny mentioned that there were several “Repeats” on the CIRSA property survey regarding these items, and that the employees will stop the use, but start using the appliances again after a period of time. Ms. Smith stated that as members, when we see situations like that, we should explore what other options there are (contacting facilities).

The members were directed to review the manual, and identify which section(s) apply most to them and email that information to Mr. Hoffman before the next safety meeting. At the next meeting, each section will be assigned to specific members for closer review.

A.E.D. – AUTOMATED ELECTRONIC DEFIBRILLATOR

Ms. Novotny spoke with Joyce Newberry’s and brought her comments to the meeting. She mentioned that we are still waiting for a letter from the Fire Chief at North Metro Fire Department. The letter is to recommend that AED’s are essential and should be in all public buildings. This letter will be presented to Charles Ozaki.

EMERGENCY NOTIFICATION SYSTEM

Ms. Smith mentioned that the system is still being worked on through I.T., and it is almost done.

OTHER BUSINESS:

QUARTERLY ACCIDENT REVIEWS

The committee reviewed the 4th Quarter WC claims with the goal of identifying any incidents that could have been prevented. Ms. Graham mentioned there still seems to be a lack of supervisor comments. Ms. Gerrity mentioned that she is now aware that she must provide her comments on future incident reports. Ms. Mauri spoke about Ms. Rhode’s new responsibilities, and one of them being to follow up with supervisors regarding their comments, or lack thereof.

Mr. Stangoni asked about “Claims NOT Filed with CIRSA”, and what they are. Ms. Novotny stated that because the City has a \$150,000 deductible per claim and that for incidents with a relatively small cost, they choose not to file a claim with CIRSA. She also stated that when an expense is incurred by fault of a citizen, the City

MEETING MINUTES

pursues reimbursement
from that citizen.

QUARTERLY ACCIDENT REVIEWS (CONT.)

A question was raised regarding the incident with an off duty officer being injured while working out. Ms. Mauri clarified that the supervisor was mistaken when he filed a claim, and this incident is not covered under WC. She went on to say that even if there is a physical fitness standard in the job description, and even if they are in the facility, if they are doing personal recreation it is not covered under WC.

Mr. Hoffman mentioned that there were several claims that appear to be PPE related. He suggested that in the incident with the Russian Olive tree, the employee should wear chaps or some thicker article of clothing when dealing with these trees. He also suggested that in the incident with the saw dust in the eye, that the employee wear goggles instead of glasses. Ms. Mauri mentioned that Ms. Rhode will be returning to the supervisors of these incidents with the committee's comments.

Mr. Stangoni asked about the incident where an officer hopped over a fence and injured their chest. He asked if this was a standard course of action for this situation. Ms. Rhode said that she will follow up on this incident and find out if that action was necessary, or if there was an alternative route the officer could have taken.

CIRSA SURVEY STATUS

Mr. Hoffman inquired about "Repeat" incidents on the 2012 Property Survey. He asked if the offenders are being reminded that whatever they are doing isn't working. Ms. Novotny stated that Pat Soderberg (Finance Director) will be meeting with the Director of every department with a "Repeat", with the goal of eliminating the issues. Ms. Novotny will follow up with her and bring an update to the next meeting.

ELECTION OF SAFETY COMMITTEE OFFICERS

Mr. Hoffman asked how often the committee wanted to elect its officers. Ms. Smith mentioned that several of the other committees in the city elect the officers during the first meeting of every year. She also mentioned that there are no term limits for officers. Mr. Hoffman agreed that is an acceptable practice.

CIRSA LOSS CONTROL AWARDS (NOMINATIONS?)

Mr. Hoffman stated that there are several categories for which an award is available, and instructed the members to nominate any deserving candidates before the April due date.

MEETING MINUTES

NEW BUSINESS:

GOALS FOR 2013

Mr. Hoffman reviewed the Goals for 2013, and suggested that there is room for additional goals:

1. Finish 2012 Goals
 - a. Safety Manual
 - b. AED's
 - c. Emergency Notification System / Evacuation Plan
2. Identify areas to increase safety awareness and communication.
3. Challenge members to disseminate safety information and training to other employees.
4. Facility small appliance use Policy and compliance.
5. SOP for using subject matter experts on remodels, repairs, or new building.
6. CIRSA training core curriculum. Each division creates their own set of classes and a plan to annually complete them.

Mr. Stangoni handed out lists of classes available on CIRSA's website so members could study and select which classes would be most applicable to them. He mentioned that CIRSA does categorize their classes by occupation for ease of selection (i.e. Public Works vs. Administration/Office). He also mentioned that Fleet will be watching the videos every other month, as a group so everyone will get credit for it, and that they will sign an attendance log which will be submitted to Ms. Novotny.

Mr. Stangoni suggested that all members take these lists of classes and choose 4 or 5 that most apply to them, and bring them to the next safety meeting along with a plan on how they intend on completing the classes in the next year.

Mr. Hill mentioned that at his previous job, during their monthly staff meetings, employees would share "near accidents" and other incidents that applied to their job. They would also have one employee each meeting bring in an article related to safety and they would talk about how it relates to them (how they would handle the situation, or what they would have done different). The new subjects each month would keep the topics fresh in their minds. The committee liked the ideas Mr. Hill shared, and thanked him.

Ms. Mauri mentioned that the Safety web page is being redesigned, and that they will try to incorporate some instructions on how to utilize the CIRSA Online University. Ms. Gerrity stated that it would also be beneficial to mention that the completion of these classes can impact our insurance premiums.

MEETING MINUTES

QUESTIONS, CONCERNS, OPEN FORUM

MEETING MINUTES

MEETING MINUTES

ADJOURN

MEETING MINUTES

MEETING MINUTES

Mr. Hoffman mentioned that there are several lists of

Safety Committee members, and not one of them is accurate. Ms. Novotny mentioned that the two of them can work together to compile one accurate list.

MEETING MINUTES

Ms. Smith mentioned she had sent to all members the results of the recent H.R. survey - specifically the excerpts that ask for the employees' feelings towards the

MEETING MINUTES

Safety Committee and WC.
She suggested that

reviewing these results and comments might help us with setting goals for 2013.

MEETING MINUTES

Ms. Smith inquired if there were any suggestions for

agenda items for the next meeting. She suggested that the committee review the Workplace Safety and Security Program. There were no other suggestions.

MEETING MINUTES

A motion to adjourn was made by Ms. Gerrity and seconded by Mr. Schmalzbauer. The meeting was adjourned at 2:47pm. Several members went on a tour of the

MEETING MINUTES

facility.

The next Safety Meeting will be held on March 28th, 2013 at the Field Ops. Conference room, @ 1:30pm