

**CITY AND COUNTY OF BROOMFIELD
SAFETY COMMITTEE MEETING
MINUTES**

June 27, 2013

Broomfield Water Treatment Plant Conference Room

- Attendance: Present: Mike Rabenstein, Craig Hoffman, Michael Stangoni, Suzanne Smith, Vickie Mauri, Krista Rhode, Gayle Yeo, Caleb Davis, Rosemary Novotny, Diane Clark, T.J. Hill, John Rothrock, and Steve Gonzales.
- Not Present: Jan Graham, Joleen Reefe, Jill Lutz, Brad White, Rick Moltzen, Matthew Glenney Sven Evelsizer, Stacey Stroh, Dawn Summers, Robin Schmalzbauer, David McCullough, Karen Gerrity, Amy Edel, Justin Kent, Sean James, Joyce Newberry, Carolyn Johnson, Matt Gulley, and Mike King.
- Divisions not represented: Emergency Management, Facilities, Finance, HHS, IT, Police Department.
- Call to order: a Motion to start the meeting was made by Michael Stangoni and seconded by Rosemary Novotny. Chairman Craig Hoffman called the meeting to order at 1:30pm.
- Approval of Minutes: Vickie Mauri asked for a correction to the May Safety Committee meeting Minutes regarding the Health Assessments section, it should read: The Trotter Health Risk Assessment is open to all eligible benefitted employees regardless of their insurance or if they have opted in or out.
- Membership List: Please check membership list on the Safety Group on Outlook, email changes to Mr. Hoffman.
- Safety Program Document: Krista Rhode sent the Safety Program Document to all Safety Committee members for final review. Jill Lutz noted that formatting was not completely consistent throughout the document. Michael Hayden, the Safety Representative for Pinnacol, has approved the document and it will now be sent to the City attorney's office for their approval. Please note that each department is responsible to make sure their section is correct. If corrections are needed please let Krista know soon.

- AED:** North Metro is thinking of getting out of the AED business, so the AED program might go through a private company. Rosemary Novotny is still communicating with the North Metro Chief and will keep the committee updated on the AED Program.
- ENS:** The Police Department has performed evacuation assessments at the Library and the City Center. The police department is prioritizing assessments in other areas based on need. Safety Committee members can observe a simulated lockout (threat outside) on July 11th at 10am at the City and County Building. The simulated lockout will test door locks, police response and other technical aspects.
- B-alert:** You can now register to get alerts through your mobile phone or email from the B-Alert Emergency Response System. Just click on the “B-alert” button at the top center of the digital dashboard. Log in using your City and County of Broomfield Username and Password.
- MSDS:** MSDS sheets are to become SDS sheets over the next few years. During the May Safety Committee meeting, the idea of purchasing an online resource (\$2,000 plus yearly fees) that could be used to print generic MSDS sheets was discussed. Only one department (Rec) was interested, and they have since decided that they will continue to use the free MSDS sheets provided by the chemical vendors.
- Forum:** The City and County of Broomfield earned the CIRSA Loss Prevention award for 2012 with a citywide score of 106%. Congratulations!
- Parks was made aware of a tripping hazard on a sidewalk near the corner of Community and Lamar (Library area). Soil expansion caused a seam in the sidewalk to buckle upward. The sidewalk section was repaired and is no longer a tripping hazard.
- The Committee discussed the issue of City equipment-damaging repeat offenders. Oversight and tracking of equipment damage is the supervisor’s responsibility. If the supervisor does not address any employee who repeatedly damages equipment, then the issue should travel up the chain of command until the concern is addressed.

Krista Rhode and Vickie Mauri attended the Pinnacol Risk Management symposium. The symposium offered safety training and safety risk assessment ideas. Vickie attended sessions on proper training reinforcement, including behaviors and attitude maintenance. Krista attended sessions on individual job capabilities and preparations for disasters.

Please be sure to send Krista Rhode a list of CIRSA Course curriculum that is specific to your department.

Near misses: Krista noticed that a wheel fell off of an office chair and it was just left there. Luckily no one tried to sit in it. If you see a safety issue like this, please be sure to alert the appropriate people so that it can be fixed or replaced.

There was a pothole in a City parking lot that someone stepped in. Again, if you see an issue like this, please alert the appropriate people to insure that the pothole gets fixed and no one gets hurt.

A seasonal employee in the Fleet Division was changing a mower blade when it dropped and cut his arm.

Adjournment: Motion to adjourn was made by Mike Rabenstein, seconded by T.J. Hill.

Next Meeting: Our next Safety Committee meeting will be held at 1:30 pm on July 25th, 2013 in the Pinon Conference Room-HR area.