

MEETING MINUTES

CITY AND COUNTY OF BROOMFIELD SAFETY COMMITTEE MEETING PINON CONFERENCE ROOM – H.R.

September 26, 2013

ATTENDANCE

Members Present: Craig Hoffman, Michael Stangoni, Jan Graham, Suzanne Smith, Vickie Mauri, Krista Rhode, Caleb Davis, Gayle Yeo, T.J. Hill, Rosemary Novotny, Diane Clark, Steve Gonzales, John Rothrock.

Members Not Present: Mike Rabenstein, 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, Mike King, Kathy Burge.

Divisions not represented: Emergency Management, Facilities, HHS, IT, Police, Streets, Water Meters

CALL TO ORDER

Chairman Hoffman called the meeting to order at 1:33pm. Ms Graham agreed to take minutes.

APPROVAL OF MINUTES

The minutes were reviewed by all members and one correction to the spelling of one name was made. A motion to approve the minutes as amended was made by Mr. Gonzales, and seconded by Mr. Stangoni.

2012 BUSINESS

SAFETY PROGRAM DOCUMENT

Ms. Rhode noted that the document has been forwarded to the Attorney's office for review, with no comments as yet. The website has the draft copy available at this time.

AEDs

13 new AEDs have been acquired; North Metro Fire Rescue District will train on use when they are all installed. Locations will be marked next Monday.

EMERGENCY NOTIFICATION SYSTEM / EVACUATION PLANS

Evacuation plans are still rather hit or miss for buildings: Mr. Stangoni's building is smaller and evacuation is quite simple; Mr. Hoffman is updating the plan for his building; Ms Smith noted that most of the floor plans we have for the George DiCiero Building are out of date. This needs work still.

Ms Smith related that she, Ms. Rhode, and Vickie Mauri had met with Steve Gosselin, Division Chief of Fire Prevention, for advice on lock downs, lock outs, and fire drills,. From this meeting, items noted and/or questioned were:

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- For inside threat, get behind locked doors; if you reach a door that is locked, do not try to get in, keep moving to find another room or hiding spot.
- Make sure the alarm system works
- How is everyone notified if no audible alarm (such as lock out or lock down)?
- Assign Fire Wardens for each area to make sure everyone is notified and gets out or to a safe room (question: roll call?).
- Every employee should be aware of exit locations and where to meet outside.
- Drills are important training, contact Pam Kutchen for help in this area.
- When evacuating a building, shut doors behind you.
- What to do with people refusing to exit? Try to reason, but do not endanger yourself by staying, notify the Fire Dept of non-evacuees.
- Group discussed whether employees are required to obey fire alarms, etc. BMC Personnel regulations essentially require compliance with policies, and safety manual is a written policy. See below.

2-14-160 Causes for corrective or disciplinary action.

Causes for corrective or disciplinary action shall include, but shall not be limited to, the following:

- (A) Failure to adequately perform the duties of the job;
- (B) Failure to demonstrate behavior consistent with the city's mission statement and guiding values;
- (C) Failure to establish or maintain effective, productive working relationships with employees, supervisors, department heads, elected officials, other public agencies, contractors, developers, or the public;
- (D) Insubordination, including failure or refusal to comply with an instruction, order, or direction of a supervisor unless such instruction, order, or direction is illegal or injurious to the employee's or general public's health and welfare;
- (E) Unauthorized absenteeism or unauthorized tardiness;
- (F) Leaving assigned work area without prior authorization by a supervisor;
- (G) Violation of any ordinance, resolution, the Charter, or personnel or departmental policy, procedure, rule, regulation, order, or code of professional ethics;

- Group discussed B-Alert system and other means of notifying employees and the public about emergencies: the library closed due to flooding from roof leak, workforce center closed due to sewer backup, etc. Use Facebook, Twitter, B-Alert, website.

2013 BUSINESS

WELLNESS FAIR

Fair went well: Hooray for Krista! Great job and thank you to all the volunteers. The next employee news letter will include door prize winners and safety tips. Craig said that most employees knew the name of their safety rep - that is good to hear! Craig spoke with Andrea, the CIRSA rep, asking about which other cities have good safety programs: Montrose, Westminster, Woodland Park, and City and County of Broomfield.

ACCIDENT REVIEW

The fueling station incident was reviewed; questions were: do the pumps get inspected - yes, we do in house inspections, and pumps found to be operating correctly; can we put an eye wash station at fuel pumps - no, due to freezing conditions, but there should be other options. Other suggestions were to put anonymous accident reporting in the newsletter to help educate all employees. Suggested also for newsletter to include pie charts, graphs or other means to show all employees the cost to the city for various accidents.

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CIRSA WEBINAR

Craig participated in the CIRSA Safety Management Webinar, and noted that it was a valuable discussion and had good written information. Items of importance for our committee to be aware of:

- We need to track our safety progress
- Safety saves the city money
- Staff should invite supervisors to meetings
- Hands-on training is the best
- Job Hazards Analysis (JHA) should be more of a priority. We have not done much in this area. Pinnacol has good templates and staff to assist. We need buy-in from staff and supervisors, and use staff in position to identify needs and hazards. .

Caleb asked who drives the JHA process. Suzanne stated that the safety committee can propose/suggest to the department head; need dept head interest by noting cost savings, benefit to dept, responsibility, etc. We should probably start with the highest claim area. Craig will bring in examples.

LESSONS LEARNED/NEAR MISSES

- John Rothrock Reported that during the heavy rains, a resident had removed a manhole cover to “keep the streets from flooding” which allowed a large influx of stormwater to enter the sanitary sewer. It was a dangerous and misguided action, and resulted in risk at the treatment plant.
- Suzanne noted that she was getting ready to go out of town, and dug up the buried downspout extension that no longer daylighted in her yard. This was prior to the heavy rains, and the new downspout extension worked very well, minimizing the possibility of water damage to her basement.
- Caleb reported that the moose incident was more hazardous to the public due to residents attempting to get up close and personal photos! He was kept busy clearing people out of the parks as the moose traveled along.

NEW TRAINING REQUIRED

New chemical training is required by December 1st for the transition from MSDS to SDS. The new Safety Data Sheets will be in a common format, have more symbols, and be more concise.

AED TRAINING

AED training will be scheduled for the next few months; check training page.

ADJOURN

Rosemary Novotny moved, Caleb Davis seconded. Meeting adjourned at approx. 3:00 pm.