

MEETING MINUTES

CITY AND COUNTY OF BROOMFIELD SAFETY COMMITTEE MEETING SERVICE CENTER CONFERENCE ROOM

October 24, 2013

ATTENDANCE

Members Present: Jill Lutz, Michael Stangoni, Stacey Stroh, Suzanne Smith, Vickie Mauri, Krista Rhode, Robin Schmalzbauer, Karen Gerrity, Gayle Yeo, Caleb Davis, Sean James, Rosemary Novotny, John Rothrock, and Steve Gonzales.

Members Not Present: Jan Graham, Joleen Reefe, Craig Hoffman, Brad White, Rick Moltzen, Matthew Glenney, Sven Evelsizer, David McCullough, Amy Edel, Justin Kent, Carolyn Johnson, Diane Clark, Matt Gulley, Mike King, T.J. Hill, and Kathy Burge.

Divisions not represented: Community Development, Emergency Management, Facilities, Recreation Services, Streets, Utilities, Water Meter

CALL TO ORDER

Vice Chairman Stangoni called the meeting to order at 1:51pm. Caleb agreed to take minutes.

APPROVAL OF MINUTES

The September minutes were reviewed by all members and no corrections were made. A motion to approve was made by Rosemary Novotny, and seconded by Sean James.

2012 BUSINESS

SAFETY PROGRAM DOCUMENT

Krista Rhode noted that she met with a representative from the Attorney's office, and the document is still under review. Some initial concerns are liability issues relating to the enforcing of newly initiated policies. The committee will wait to proceed with corrections until the document is fully reviewed and all advice from the Attorney's office has been received.

AEDs

AED's have been installed, and training from North Metro Fire Rescue for individual buildings has begun.

EMERGENCY NOTIFICATION SYSTEM/ EVACUATION PLANS

This will be an ongoing agenda item. Templates are being sought, as well as any current evacuation plans for review. Plans need to be created for each building and practiced regularly. Mike Stangoni asked if the Ad-Hoc committee would take on this responsibility. Suzanne Smith recommended that the safety committee continue to work on the plans as time becomes available. The item was curbed for future discussion.

2013 BUSINESS

MEETING MINUTES

CIRSA PROPERTY SURVEYS

Rosemary Novotny provided packets to each department present containing past violations and status of repair. CIRSA representatives will be on site November 20th and 21st. The only major item still open is the exterior concrete stair replacement at the Veterans Museum, 12 Garden Center. This repair is currently underway.

THIRD QUARTER CLAIMS/ ACCIDENT REVIEW

Krista Rhode stated that Human Resources is having some difficulty getting consistent review and follow-up from supervisors on workers' compensation reports. Suzanne Smith suggested that each report be reviewed by a higher level of supervision before being submitted. She also suggested that the safety committee provide their input or advice in regards to the thoroughness of forms submitted.

Third Quarter claims were reviewed, and Rosemary Novotny gave details on incidents in question. The committee recognized reports that were filed correctly, and some claims that needed more information. Krista Rhode will pass the information along to the individual supervisors.

OTHER BUSINESS

Mike Stangoni inquired about departments that had not yet submitted to Krista Rhode their list of CIRSA core training classes. Several departments were identified: Facilities, HHS, Human Resources, IT, Purchasing/Risk/Finance, Streets, and Water Meters.

LESSONS LEARNED/NEAR MISSES

Rosemary Novotny shared that personal driver insurance claims can affect driving records, even for something as simple as calling the company to have a locked vehicle opened. Check your driving history and insurance information regularly to avoid complications in the future.

Caleb Davis stated that the parks department will be undergoing staffing changes in regards to snow control. He asked that everyone be patient during the transition, but to notify Parks immediately if they notice any deficiencies in the snow control operations.

Steve Gonzales asked if there was a resource available to provide safety posters and brochures to place around the workplace. Krista Rhode stated that the Pinnacol Assurance website has various items to order, most free of charge to the City, for anyone interested.

AED TRAINING

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

ADJOURN

Karen Gerrity made the motion to adjourn, and Rosemary Novotny seconded. Meeting adjourned at approx. 3:00pm.