

**CITY AND COUNTY OF BROOMFIELD  
SAFETY COMMITTEE MEETING  
MINUTES  
November 21, 2013  
WTP**

Attendance: Present: Craig Hoffman, Jill Lutz, Matthew Glenney, Michael Stangoni, Vickie Mauri, Krista Rhode, Gayle Yeo, Caleb Davis, Rosemary Novotny, John Rothrock, Steve Gonzales

Not Present: Jan Graham, Brad White, Rick Moltzen, Sven Evelsizer, Stacey Stroh, Dawn Summers, Suzanne Smith, David McCullough, Karen Gerrity, Amy Edel, Sean James, Diane Clark, Matt Gulley, Kathy Burge.

Divisions not represented: Community Development, Emergency Management, HHS, IT, Police, Recreation, Streets, Water Meters

Call to order: Chairman Hoffman called the meeting to order at 1330. 2nd by Rosemary Novotny, Matthew Glenney will take minutes.

Approval of Minutes: Motion to edit and approve October minutes as amended made by Craig Hoffman, seconded by Michael Stangoni.

Membership List: Please check membership list on the Safety Group on Outlook, email changes to Mr. Hoffman.

Safety Document: Legal department had comments on our draft safety manual. Questions are over the length of the document. They asked if it should be one large document or an index of smaller length with specific procedures listed in other places? But the Safety Committee has already discussed and dealt with this question. The draft manual includes general text with hotlinks to more details and specific procedures. Our goal is to have a new document available, as the existing one is from 1995. Everyone must realize that the document will change with updates to policy, with the goal to have this completed by the end of 2013.

AED: All new units have been installed. The training process is ongoing. The program that is in place allows trained

employees to train others in their buildings. Contact Rosemary to obtain the training manual and the "practice model" AED unit.

#### Emergency Evacuation Plans:

There is a template for the plans. The newly hired risk manager will be involved in this process starting 2014.

**2013 Business:** A few departments have submitted a list of required CIRSA core training, but other departments have not complied with this request. When training occurs, records should be kept as proof that training was provided.

**Safety Data Sheets:** Training has been given to all affected employees.

**Back Safety:** Brochures and training classes are coming to specific buildings. These can be booked a month in advance. Send previous offenders first!

#### CIRSA Property Survey:

Preliminary findings indicate no reoccurrence of 2012 violations. Fire extinguishers need to be inspected and kept in a ready state. Auditorium emergency lights are not in place. Playgrounds overall were good. Wastewater was good. There are some issues with public art works regarding potential theft (brass sculpture) and potential dangerous designs (sharp ears on steel aardvark sculpture) to the public. These will be completed within the week.

#### 3rd Quarter Accidents:

Waiting for discussion from the people involved in the specific accidents.

#### Remaining Safety Funds:

There is some money left in the safety committee's budget. These funds can't be carried over into 2014. Six additional ANSI hi-visibility vests for BRC event volunteers were requested by Craig Hoffman and have been approved in the amount of \$100. Fleet requested a CO2 fire extinguisher in the amount of \$120 and has been approved through

Rosemary. Supplies must be ordered and delivered before the end of the year.

Near Miss/Open Forum:

Minor snow issues may occur due to the weather, not necessarily due to negligence. Be vigilant of changing conditions. Parking policies (employees not allowed to park in first rows) should be relaxed for employees entering the building and to make room for proper snow removal. Harnesses do exist for scissor lifts and proper safety is being observed. The Library will have a lock down/ lock out exercise in the future. If there are employees that are diabetic and use needles, a sharps box will be provided for them to dispose of used needles.

Next Safety Meeting: December 19, 2013 at Detention Center conference room (West on Highway 128, then south to 11600 Ridge Parkway).

Motion to adjourn made by Michael Stangoni, 2nd by Caleb Davis.