

**City and County of Broomfield**  
**Safety Committee Meeting Minutes**  
**December 19, 2013**

Attendance: Present: Craig Hoffman, Joleen Reefe, Michael Stangoni, Krista Rhode, Gayle Yeo, Caleb Davis, Rosemary Novotny, Joyce Newberry, Diane Clark, Roberts Olds, Chris Olsen, Steve Gonzales

Not present: Jan Graham, Jill Lutz, Brad White, Rick Moltzen, Matthew Glenney, Sven Evelsizer, Stacey Stroh, Suzanne Smith, Vickie Mauri, Robin Schmalzbauer, David McCullough, Karen Gerrity, Amy Edel, Justin Kent, Sean James, Carolyn Johnson, John Rothrock, Kathy Burge

Divisions not represented: Community Development, Facilities, HHS, IT, Police Dept, Wastewater, Water Meters

Call to order: Chairman Hoffman called the meeting to order at 13:35. Gayle Yeo volunteered to take the minutes.

Approval of Minutes: The minutes were reviewed by all members and a correction was made by Krista Rhode to change the responsibility of HR completing the Safety Document manual to the new Risk Management. Mike Stangoni motioned to edit and approve November minutes. Seconded by Steve Gonzales.

**2012 Business**

Safety Document: Krista suggested that a smaller committee be established to oversee review of the document. The subcommittee will consist of the new Risk Manager, someone from Human Resources, the City Attorney, and someone from the Safety committee. Craig Hoffman volunteered to help with the technical part of it. Everyone recognizes that that the document has come a long way, and one of the tasks of the subcommittee will be to make sure that procedures are broad based, and that there is clarity in the distinction between defining policy versus best business practice. To keep the momentum going, there is no need to wait for the new Risk manager and the subcommittee should be developed and continue the work on the document.

AED (Automated External Defibrillator): Eighteen people have been trained. A final training is scheduled in January. This item no longer needs to be added to the agenda.

Emergency Notification System/Evacuation Plans:

The Safety Committee is not in charge of this effort. This will be delegated to the new Risk Manager.

**2013 Business**

CIRSA Core training lists: Most departments have submitted their lists to HR. For those who have not, it is okay to submit a proposed list of 4 to 8 classes.

CIRSA Property Survey: Rosemary will respond to Bob by mid-January with corrective actions.

3<sup>rd</sup> Quarter Accidents: Tabled to the next meeting.

Safety budget status: Rosemary purchased movie tickets to distribute to employees who were caught practicing good safety measures. It was decided by the committee to use the \$300.00 left in the budget to purchase more tickets and to give out in pairs.

Near Miss Incidents: Make sure to warm up vehicles properly before driving in freezing temperature.

Nomination and Election of 2014 Safety Committee Chairman and Vice Chairman:

Mike Stangoni was nominated by Craig Hoffman and seconded By Steve Gonzales to be Chair.

Caleb Davis was nominated by Mike Stangoni to be Vice-Chair. . Caleb asked for some to think about it and will make his decision by the next meeting.

Gayle Yeo volunteered to be Secretary.

Open Forum: Mike briefly acknowledged completion of the committee's goals for 2013 and asked to think of goals to bring for the new year.

Next Safety Meeting: January 23, 2014 in the Piñon Conference room at Human Resources.

Motion to adjourn made by Bob Olds. Seconded by Caleb Davis.