

COUNTY SAFETY COMMITTEE

MINUTES

March 31, 2015 MEETING

MEMBERS: Present – Kathryn Hansen; Tom Kearney; Bryan Posenjak; Greg Sawyer, Kandy Seldin; and Brenda Thompson;

Absent – no one

- [1] Welcome. Meeting started with Kandy sharing cookies for the group in celebration of life and all things good.
- [2] Reviewed March 11, 2015 meeting minutes – approved by all.
- [3] No new Worker’s Compensation Claims to review.
- [4] Safety Committee Elections – Handout provided regarding WAC 296-800-13020 which deals with the establishment and conduct of safety committees.

Two Proposals submitted for consideration:

- a) To establish an annual election period for the three employee-elected positions to occur each year during the month of July or as vacancies occur;
- b) Vacancies for any of the three non-represented employer-selected positions will be filled by County Council appointment as vacancies occur.

Both **proposals passed** by committee.

Daryl Farnsworth [ER&R] was proposed by Greg Sawyer as a replacement for Tom Kearney. Kandy also suggested that a member from the Sheriff’s Office would be a good addition to the Safety Committee.

- [5] Emergency Action Plan – Draft Review.

Kandy provided the committee with her draft of an Emergency Action Plan. Plan was reviewed with suggestions. Group was complementary on the excellent work done by Kandy.

Next Steps:

- a) Kandy will incorporate suggestions of change into the plan and forward a copy to the committee;

b) Tom will provide a copy of the second draft to the Courthouse Safety Committee for review and feedback.

[6] Fire Drill – discussed when to have one and consensus was to wait to plan it until we have our evacuation plan and process completed and distributed. Thought was given to having an initial drill with notice so as to have a dress rehearsal with a follow-up drill without warning. Also discussed having the County Council and Leg Building be the first drill site because of the message of support for this activity by CC. Discussion on this planning to continue.

[7] First Aid Kits

Handout – committee reviewed Kandy’s draft memo regarding Replenishing first Aid Kits and the handout regarding Kit Contents. Suggestion was for Kandy to create a check list to accompany Memo so departments can communicate back to her in a clear and consistent way about what needs replenishing now and for departments to identify the location of the kits for Greg’s use when he does his annual replenishing in the future.

[8] Next Meeting set for:

[a] April’s date will be established via survey to committee by Kandy. Having an early meeting was viewed necessary in order to maintain momentum for evacuation planning and fire drill this summer; AND

[b] May 20,2015 130 to 230

TASK for next meeting

- 1) Kandy will send out to committee the perfected proposed fire evacuation plans.
- 2) Tom will forward perfected fire evacuation plan to Courthouse Safety Committee for review and feedback.
- 3) Kandy to prepare a First Aid Kit Checklist for departments to communicate to her items needing to be replenished. Check list to go with Memo and both to be sent out to departments

NEXT MEETING TO BE DETERMINED BY EMAIL SURVEY

LEGISLATIVE BUILDING LARGE CONFERENCE MEETING ROOM