Safety Committee Meeting: 02/26/2009

In Attendance:		
	Michele Cruz	Finance
	Becky Neep	Sheriff
	Chris McQueary	Finance
	Dan Nevin	Fire
	Duane Bottoms	Parks
	Elaine Werlinger	Library
	Heidi Eskew-Herrmann	Development Services
	Jerad Reid	PW - Water
	Neil Fox	Health
	William Thomas	Human Resources

Handouts: none

Training Video Viewed: none

Discussions:

OSHA Safety Reps:
MC: Working with the Directors to appoint an OSHA Safety Rep from each department. Their primary responsibilities will be to develop and post an emergency plan and to maintain the MSDS list for that department. These reps need not be the same person from the Safety Committee.

EW: Did the MSDS book for the Library & will be the rep for the Library

BN: John Suarez will probably be the rep for the Sheriff's Dept.

DN: Gary Dunn, the new Emergency Preparedness Coordinator will represent the Fire Dept on both the Safety Committee & the OSHA Safety Rep

MC: *Important note* – please pass this on to everyone – **Refer all OSHA Inspector's to Risk Management**, Risk Management will then escort the inspectors on their inspection, do **not** give them carte' blanche' to your facility.

New Safety Committee Chairman:
MC: Will continue to be a part of & support the Safety Committee but would like a new Board assigned.

NF: Nominated Duane Bottoms as the new Chairman (many seconded the nomination)

DB: Accepted nomination as Chairman

CM: Will be Recorder (taking minutes, distributing information & assisting Chairman)

DB: Would like to implement a 2 year term. (Terms & other board members to be discussed when Charter is created.)

MC: Will need to stagger the terms.

Charter & Safety Manual
MC: Need to streamline the Safety Manual. Suggested leaving the Policy & Procedures to the Director's as they are already revising the current ones. Can make suggestions for revisions to the Director's. What is the focus of the Safety Committee going to be?

NF: Doesn't believe the Safety Manual we have now has been ratified.

DB: Need to create Charter. Would like to see more members representing the higher risk departments. Would like to see Director's have more involvement. Need to figure out - what's our purpose, how will we accomplish it, length of service from members & what the duties & responsibilities of the members are. Will need to decide when & how often meetings will be held.

DN: POOL/PACT should be able to give us samples & ideas how to put the Charter together.

MC: Will request sample of Charter from Craig @ POOL/PACT before next months meeting.

DB: Will contact Larry Werner & Jennifer Schultz to set up a meeting to discuss the proper function, roll & authority of the Safety Committee from a City Management perspective.

Training:
DB: Why is training optional? Would like to have all agencies pool their training resources – develop a training library.

EW: If needed could try to find space to house the training library @ the Carson City Library. That would give access to employees on Saturdays.

MC: Will create library & should have room in Risk Management. Would like to implement the "Tailgate Talks" as part of the safety program.

"Homework" to be done before next meeting:

Obtain & review Charter samples

Read & note changes that need to be made to the current Safety Manual

Next Meeting to be held @ City Hall in the Capital Conference Room on **March 26th @ 11:00 am**