



**MEETING MINUTES  
(UNAPPROVED)**

**May 11, 2021**

**8:00 AM**

**Roll Call**

Present: David Bally, Amy Johnson, Kevin Lalley, John Nicholson, John Simonton, Greg Saunders, Marilyn Shippert, Staci Stewart, and Wendy Ryerson. Absent: David Anderson and Cathy Ferguson-Allen.

Chair Simonton welcomed new committee members David Bally and Amy Johnson to the Committee, and gave an overview of the Committee's responsibilities, specifically the current review of the Safety Manual.

Wendy Ryerson noted the original implementation of the Safety Committee and the Safety Manual was initiated by the County's participation in the CIRMA Insurance Pool. CIRMA's goal is to reduce liability by encouraging all participating Counties to increase engagement and awareness of safety within the County.

**Approval of prior meeting minutes**

Marilyn Shippert made a motion to approve the minutes of the January 14, 2020 meeting; seconded by Kevin Lalley; motion carried.

**Election of Committee Chair and Secretary**

John Simonton opened the floor for nominations for Committee Chair. Marilyn Shippert nominated John Simonton for Chair; no other nominations were presented. The Committee voted to elect John Simonton for Committee Chair.

John opened the floor for nomination for Committee Secretary. Greg Saunders nominated Wendy Ryerson; no other nominations were presented. The Committee voted to elect Wendy Ryerson as Secretary of the Committee.

**Old Business**

The Committee reviewed the Safety Manual items from the last Committee meeting minutes:

- 1. VI: EMPLOYEE SAFETY AND HEALTH. General Safety Rules, Item vi): Should a reference to cannabis and "being under the influence of" be added?*

The Committee agreed to incorporate the same language that was recently adopted in the Employee Handbook.

2. *VIII: JOB SAFETY ANALYSIS. Remove section altogether? Chair Simonton will follow up with Dave Anderson for his input.*

The Committee deferred this topic until Dave Anderson is presented.

3. *XII: RESPIRATORY PROTECTION. Which departments are impacted by this section? Chair Simonton noted he has someone within the Department that is certified to perform fit testing of face piece respirator equipment.*

The Committee discussed the Departments that would be impacted by this policy, without coming to a final decision on manual language.

4. *XIV: MEDICAL SERVICES AND FIRST AID*
- Item 2 – First aid, CPR training. Should all employees be required to take this training? (Current draft proposes two employees per department.) Could the tort fund be used to fund this training – or any other training? Marilyn Shippert will inquire about this.*
  - Item 8 – Emergency Shower and Eyewash Stations. Do we have stations where needed/required? Does the Highway Department have one? Greg Saunders will review and determine what could be made available in the Old Courthouse.*

After some discussion, the Committee agreed we should proceed forward with scheduling CPR training for any employee that volunteers to take the training. Kevin will research the cost from a provider and get back to us.

Greg will research the locations of the Emergency Shower and Eyewash Stations. The Committee would like the information to be widely disseminated so employees are familiar with them.

5. *XXIII: CONFINED SPACE. What are examples of confined space situations for county employees? Is this section flexible enough to allow for the guidelines to be waived in the case of an emergency?*

The Committee discussed the applicability of the confined space to the various County Departments. It is unclear which (if any) departments would be impacted without further research.

Further discussion on other sections of the manual included the topics of concealed carry (do we need to add some language addressing this), transitional duty (concerns about increasing liability when an employee is not 100% fit), and when it is appropriate for the supervisor to have the final say in safety policies (authority of an elected official verses an appointed one).

## New Business



Chair Simonton informed the Committee he is considering updating the Old Courthouse security with electronic card readers (instead of the physical keys which are currently used). The card reader's offer enhanced security by tracking employees entering the building. It also allows a card to be disabled if it is lost. There is concern that physical keys have not always been accounted for in the past when employees leave employment, and there is no way to mitigate a lost key.

Kevin Lalley also reminded the Committee to be weather aware in this spring storm season. He encouraged everyone to make sure your weather radio is working.

**Next meeting date.** The next meeting has been set for Friday, August 6, 2021.

### **Adjournment**

Kevin Lalley made a motion to adjourn; seconded by Greg Saunders; motion carried and the meeting was adjourned at 8:59 AM.

Wendy Ryerson, Secretary  
Safety Committee