

**Humboldt County Safety Committee Minutes**  
**August 1, 2018**  
**2:00 P.M.**  
**County Commissioner Meeting Room, County Courthouse**

In Attendance:

Abel del Real-Nava, Liz Sjoblom, Debbie Lohr, Catherine Bergey, Pauline Salla (2:55), Gabrielle Carr, Enoc Gaitan, Levi Carl, Betty Lawrence, Jessica Anderson, Tammy Bendell, Maureen McQuillan, Maureen Macdonald, Shauna Tolotti

Abel del Real-Nava called the meeting to order at 1:15 p.m.

**1. Review and approval of the minutes of the May 2, 2018 meeting.**

Pauline Sala made a motion the minutes be accepted as presented. Tammy Bendell seconded the motion. The motion carried with Gabrielle Carr, Jessica Anderson and Maureen Macdonald abstaining.

**2. Quarterly Claims Activity**

Abel reported on the claims.

**3. Discussion and possible approval of new written Safety Program**

Abel asked Committee members if they had any questions, corrections or changes to the draft Written Workplace Safety Program document. Most of the questions were regarding verbiage in the document. Abel explained most are OSHA required and he said he would check others. There was a question regarding parking lot descriptions for gathering places in case of evacuation of buildings. Corrections to the draft document were grammatical. Committee members, to clarify and make clearer sections within the document, made suggestions.

Abel told the Committee Pool Pact reviewed the draft document. They suggested corrections to 10 items. Abel reviewed the items. Abel will make the suggested additions and corrections and e-mail them to Committee members for review. Members will be polled via e-mail for approval of the document prior to submission to the Humboldt County Commissioners.

**4. Sub-committee Reports**

Active Shooter/Stabber Training – Liz said she is working with Lt. Wilkin. This would entail classroom training.

Evacuation Maps – Levi showed a current map of the main floor of the Courthouse. There was discussion regarding a map for each building and the information it would provide.

Fire Drill/Fire Extinguisher Training – Betty said she has been in contact with City Fire Chief Olsen he will help with training. Enoch said there are old fire extinguishers in the basement that could be used for practice. There was discussion on timing of the training.

First Aid Kits and AED's – There was no report.

First Aid Training – Pauline reported they had a training at the Juvenile Department. There can be more trainings scheduled. Shauna Tolotti was added to this sub-committee.

Forms – Catherine passed out a list of forms created for review.

Training through LMS – Tammy said she found some good resources for training. Some have costs involved and some are free. She reviewed a few of the training courses.

There will be a sub-committee added for Topic of the Month. Gabrielle said she would be on this sub-committee. Topics related to employees will be the focus.

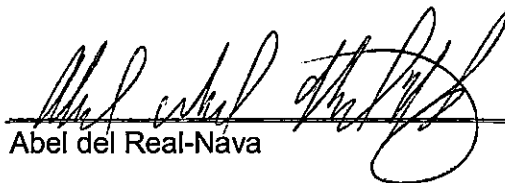
**5. Topic of the Month**

The topic for the next quarter will be Electrical Safety in the Workplace.

**6. Miscellaneous safety related matters**

Liz reported the Sheriff's Deputies do not keep standardized first aid kits in their vehicles. Abel said he would be meeting with the sub-committees.

There being no further items for discussion, the meeting adjourned at 2:50:20 PM

 \_\_\_\_\_ 11/07/2018  
Abel del Real-Nava Date