

Humboldt County Safety Committee Minutes
August 14, 2019
2:00 P.M.
County Commissioner Meeting Room, County Courthouse

In Attendance:

Abel del Real-Nava, Betty Lawrence, Carmen Smock, Catherine Bergey, Debbie Lohr, Enoc Gaitan, Gabrielle Carr, Karin Cooney, Liz Sjoblom, Kathi Wolfstellar, Maureen McQuillan, Shauna Tolotti, Tammy Bendell, Trish Baker, Lynette Paulsen.

Abel del Real-Nava called the meeting to order at 2:03 p.m.

1. Review and approval of the minutes of the May 1, 2019 meeting.

Karin made a motion the minutes be accepted with corrections. Gabrielle seconded the motion. The motion carried with Maureen McQuillan, Shane Goodale, Lynette Paulsen, Carmen Smock, Trish Baker, Betty Lawrence and Shauna Tolotti abstaining.

2. Quarterly Claims Activity

Abel reported there were a couple of claims for this quarter (April thru June). He said there are five open claims.

3. Active Shooter Training Discussion

Abel asked for comments regarding the Active Shooter Training. Liz said she thought it was good but next time not commit to an entire day. It was suggested there be hands on demonstrations. Betty provided a hand out from Homeland Security with information regarding what to do in an active shooter situation. Liz said the training is an annual event. Lynette suggested offering more sessions, possibly 3 days or 2 a day. This would allow all employees to attend. Discussion ensued regarding future training. Liz commented we could hire someone for the training. She will research this option.

4. Quarterly self-inspections review

Abel told the committee he found a new form for the quarterly self-inspections. The committee discussed the review process and agreed that a review form will be submitted only if corrective action was taken. Catherine will work on the new form. Abel asked that everyone submit the completed form prior to the November quarterly meeting. The information provided will be the baseline for each department.

Abel reported a sign is in place by the fire extinguisher in the Manager's office.

Karin said they are still working on sighting the exit signs in her office, the fire extinguisher has expired, there is tile that needs replacing and the carpet on the ramp to the DA's office is causing people to trip. Enoc said the ramp (wood) would be replaced with a concrete ramp. He will work on a temporary fix. Enoc said the gutters at the DA's office will be fixed after the sidewalk is repaired. Karin said there is a problem in Child Support with sloping at the end of the building. Enoc said the building inspector will be looking at the problem. There were no reports from other departments.

6. Legislative Updates

Abel reviewed the latest legislative updates affecting employees.

5. Written Workplace Safety Program Review

Abel reviewed suggested updates to the document. The only change will be an amendment to the annual site survey requirement. This item will be amended to the annual site survey will be completed in conjunction with an outside entity inspection (i.e. Pool Pact) whenever possible.

7. Sub-committee Reports

New members to the Safety Committee are Lynette Paulsen representing the Treasurer's Office and Maria Arroyo representing the Library. Abel said he has reached out to Angel Cardenas to have a representative from the Humboldt County Law Enforcement Association.

Active Shooter/Stabber Training – Kathi and Liz had nothing to report.

Evacuation Locations – Karin said she is continuing to work on locations.

Evacuation Maps – There was discussion regarding the type of information to provide in With the evacuation maps. Karin an example from Great Basin College.

Fire Drill/Fire Extinguisher Training – Betty said per the Safety Program a fire drill is to be scheduled for some time in October. She will contact the Fire Chief and get some good dates and times from departments. It was brought up that there are no fire alarms at the DA and Child Support offices, professional building, Building Department, Road Department and Library.

First Aid Kits and AED's – Carmen said she checked several places and Amazon was the least expensive at just over \$100.00.

First Aid Training – Maureen will check with the Ambulance Barn to see if there is a fee for CPR and/or First Aid Training when offered. She will also speak with Pauline Salla regarding training through her office.

Forms – no update

Training– Tammy reported she has no new training information.

Topic of the Quarter – Traffic Safety will be the topic of the quarter. There was discussion, again, regarding not all of the departments receive the e-mails about the topic.

Abel went over questions he received:

-Mass paging or text system. This could be addressed with the new Civic Clerk program or phone system. Liz will speak with the emergency manager. Shane commented the 911 app is what the fire department uses.

-Safe Zones – this will be addressed through the evacuation map process.

-Access to cameras – would bog down network if employees had access. Employee access could also be a security risk. The Sheriff's Office has access to the cameras.

-What law enforcement agency has jurisdiction at the Court? Winnemucca Police Department

-Single point entry. Comment was it would not work and would be an inconvenience to the public. Abel commented the County Commissioners would need to be convinced

that this would be a good thing for security. Liz said she will research courthouse security and single point entry in smaller communities. Abel will send a survey to employees, which will include pros and cons of single point entry. Betty commented the cost is a factor in convincing the Commission. Enoc said there would be problems with doors being open during business hours, other than the point of entry. The example he gave was an employee letting another employee in. It was agreed that the Safety Committee members would advocate for single point entry.

8. Annual Site Survey

Abel said he has been in contact with Marshall Smith, Pool Pact, regarding an annual site survey. He will check dates and will coordinate with team members. He suggested Betty be on the team as an HCEA rep, Kathi for Dispatch, Liz for the Sheriff's Administrative Office and Enoc or Jeff for Buildings and Grounds.

9. Job Hazard Analysis

Abel said he will be working with Tammy, Trish and Don Kalkoske on this.

3. Future Agenda Items

Abel said there will be discussion regarding single point entry, review of proposed evacuation maps and information clipboards, update on first-aid kits and AEDs, a mass paging system and notification process. Everyone will turn in a self-inspection review. All other items will remain on the agenda. There being no further items for discussion, the meeting adjourned at 3:26 PM until the next meeting November 13, 2019.

Abel del Real-Nava

Date