



District Sites - Safety Committee Meeting

November 21, 2008

Meeting Minutes

Members Present:

| | | | |
|----------------|--------------|-------------|---------------|
| Steve Kelley | Tommi Lee | Ben Gamboa | Cheryl Burge |
| Kelly Goodrich | Colleen Leon | Ron Gerhard | Steve Sutorus |

Committee Membership:

| | | | |
|----------------|--------------|-------------|--------------|
| Mary Bender | Tommi Lee | Ben Gamboa | Cheryl Burge |
| Kelly Goodrich | Colleen Leon | Ron Gerhard | Steve Kelley |
| Steve Sutorus | | | |

Welcome and Sign-in:

The meeting was called to order at 2:36 p.m. and each member signed in. The group welcomed Steve Kelley to the committee.

Emergency Preparedness:

The committee discussed the recent earthquake drill and reviewed surveys from staff. Steve S. will prepare a follow-up e-mail, providing a summary of responses and answering questions raised in surveys and also resend earthquake guide. Need to review furniture "strapping" with facilities department.

With the change in committee membership, Steve S. will update District Office evacuation responsibilities and maps. We will discuss at an upcoming meeting.

The group discussed the difference between the Evacuation Roles and the ICS Organizational Structure Roles. Basically, the ICS roles are only assumed if the Incident Command System is activated.

The committee reviewed the draft ICS Organizational Structure. Need to replace Steve Lohr with Steve Kelley, as Mr. Lohr is a consultant. Need to look at assigning back-ups on matrix (most individuals will have multiple roles).

Regarding ICS training, we need to continue encouraging all staff to take IS 100, 700 and the SEMS intro course. Those who have responsibilities on the ICS Organizational Structure will need to take IS 200 and 300. A suggestion was made to have supervisors accountable for getting their subordinates trained. Look for mid-December training sessions being offered.

Safety Issues/Other:

None noted.

Next Meeting:

Friday, January 9th, 2009, 2:30 pm. Conference Room #2. This committee meeting is set up as a reoccurring meeting – 2nd Friday of every other month.