



District Sites - Safety Committee Meeting

September 11, 2009

Meeting Minutes

Members Present:

Mary Bender	Cheryl Burge	Kelly Goodrich	John Kyle
Steve Kelley	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 2:31 p.m. and each member signed in. John Kyle was welcomed as a replacement for Colleen Leon. Ron Gerhard needs to be replaced with new Business Manager (when hired). July 10th meeting cancelled.

Safety Issues/Other:

Many safety issues have been resolved: ATTC mats have been replaced and fixed, Annex exit signed resolved, District south door lock problem resolved, District key audit completed, District fire alarms and extinguishers inspection completed.

Committee discuss recent visit by CalOSHA Consultative Services.

Current Safety Committee proposals discussed: Check off list every six months, employee self-review of workspace for clutter and possible consolidation, strapping, Mr. Baron has been briefed on HR door – moving forward on quotes

Committee discuss recent evacuation drill – drill was not planned as the air conditioning worker tripped the air conditioning duct sensor (meaning the sensor is working correctly). Drill was timed at 2 minutes and 35 seconds

Mary Bender volunteered to contact Chief McCurry to get information on next drill (hostile person)

Need to revised ICS structure due to Donna Hoffman and the District Marketing position gone.

Next Meeting:

Friday, November 13th 2009, 2:30 pm. Conference Room #2. This committee meeting is set up as a reoccurring meeting – 2nd Friday of every other month.