



# District Sites - Safety Committee Meeting

## May 14, 2010

### Meeting Minutes

#### Members Present:

Mary Bender  
Steve Kelley

Tommi Ng  
Kelly Goodrich

Ben Gamboa  
Steve Sutorus

Colleen Leon  
Jon Kyle

#### Committee Membership:

Mary Bender  
Colleen Leon  
Jon Kyle

Tommi Ng  
Kelly Goodrich

Ben Gamboa  
Steve Kelley

Cheryl Burge  
Steve Sutorus

#### Welcome, Sign-in, and Minutes:

The meeting was called to order at 3:30 p.m. and each member signed in. S. Sutorus gave an overview of the reinstated District-Wide Safety Committee and described its purpose, current objectives, and its relationship to our committee.

Sutorus thanked the committee and others who were involved in the AED presentations and evaluation. All feedback regarding usage and quality clearly pointed toward Phillips as the preferred vendor, which also had the lowest price. AEDs will be installed over the next month and training for 15 employees is June 8 in PDC 104.

The committee reviewed the Safety Flip Charts and did not have any other changes at this time. The committee recommended having the flip chart on the District website also.

Sutorus updated the group about the next safety drill – hostile intruder. He had met with Wildan (Russ Suter) and Mr. Suter conducted a walk-thru of the District Office, PDC, and ATTC. Mr. Suter will prepare information for staff, develop implementation plan, conduct tabletop exercises and prepare training/drill.

Sutorus sent written program plans templates to committee members for review. Committee will work towards developing draft and final versions of programs required by District Sites.

The committee discussed the transition of District Sites facilities needs after Steve Kelley's retirement on 6/30/10. Receiving dock at warehouse has been replaced. Nine video cameras with DVR capability have been installed and are active at the District Office. The committee discussed the options to provide for a more secured District Office lobby.

The group fixed the Safety Inspections Matrix that was presented at the District-Wide Safety Committee meeting.

#### Next Meeting:

Thursday, July 8<sup>th</sup> 2010, 2:30 pm. Conference Room #2.