



**Health and Safety Advisory Committee**

**MEETING NOTES**

**June 15, 2016**

**9:00a.m. – Merlot**

In Attendance: Gaby Baños-Galván (X) Nancy Marquez-Suarez (X) Dean Hurney (X) Francisca Rojas (X) Jesse Dela Cruz (X) Dave Newman (X) Cindy Coelho (X) Jeff Billeci ( )

Other: \_\_\_\_\_

**1. Call to Order**

**2. Unfinished Business**

A. Welcome

B. Update:

1. Annual Facility Inspection (set dates and subcommittee)

Dean, Francisca, and Dave offered to be a part of the core inspection subcommittee. Cindy and Jesse offered to assist as needed as well. Gaby will follow up with inspection schedule and subcommittee members based on availability provided.

2. ADA Transition Plan

Dean has been reviewing several documents and recognizes the need to meet with Finance, CM, and Public Works in order to discuss issues identified, funding, and appropriate timeline to resolve ADA issues found during the inspection. Dean expressed interest in keeping the transition plan simple and short; he also plans to contact nonprofits to obtain feedback and resources.

3. Safety Award Recognitions

- Discussed the nomination of Aaron Prather (supervisor of CSS Program) and the work he's done which certainly meets the criteria described for the Safety Award. The Committee decided that we would get him a gift card and recognize him with a thank you letter (signed by H&S Committee) but refrain from plaque addition.
- Sgt. Steven Perata also nominated for his efforts to research and contributions to the formation of PD safety policies. Committee elected to give him the Award this quarter and recognize him by adding his name to the plaque.

**3. New Business/Reports**

A. Injury Reports –

Three injuries to report

- Twisted ankle- no correction identified besides being more cautious as inspecting vehicles
- Drink driver rear-ended one of our staff; no corrections identified
- One staff member was cut while searching a suspect. No corrections were identified as staff followed search process correctly.

#### B. Incident Reports–

- Near miss – vehicle hydroplaned
- Broken rear view window from a baseball; Staff completing tasks assigned and asked baseball team not to use field until completion of work. All proper safety measures were taken and baseball team did not follow instructions. We have name and contact information for person responsible for baseball league using field without reservation and that caused property damage. Len and Jesse will follow up to resolve this matter.

#### C. Unsafe Conditions–

- None were identified, but Committee recognized the need to update the map in the Fire Prevention Plan and the list of staff trained to use AEDs. Gaby will resolve this matter.

### 4. Training

#### A. Upcoming Trainings

##### 1. Illegal Harassment Training–

Committee elected to remove the training from the IIPP as it is not a required training, but still wants the training to be provided to all staff this year so everyone is knowledgeable on the subject matter. We will proceed with Julio Preciado as facilitator and will have all supervisors fulfill AB1825 to ensure all supervisory staff are on the same schedule.

##### 2. Tailgates—any assistance?

HR will be trained and become knowledgeable on the use of TargetSolutions on 6/23 subsequently pass along training information/opportunities to department heads. This resource could be helpful during tailgates.

#### B. Open Forum/Questions

##### 1. Vehicle Checklist (department updates on use)

No updates; each department will send final versions to Nancy via email and inform her with the frequency the checklist will be used based on the needs of the department. Dean asked that the vehicle checklist be sent his way.

##### 2. Hosting Walk n' Lunch more often

Committee considered the suggestion made by some staff after the last Walk n' Lunch earlier this month. The group suggested trying to reverse the order of the activities (eating followed by the walk) or perhaps trying different physical activities, such as cornhole. The continuation of walk n' lunch program is contingent on participation and

we will do our best to select dates that vary on the day of the week and are mindful of weather forecast.

3. Active Shooter training

What training could we provide staff so that they know how to handle an active shooter situation? Nancy will look for resources to provide and will find an opportunity to share this information with staff.

C. Meeting Adjourned

**Next Meeting: September 7<sup>th</sup>, 2016**