



Health and Safety Advisory Committee

August 7, 2018

9:00a.m. – Zinfandel

In Attendance:

Gaby Baños-Galván

Francisca Rojas

Paul Beard

Nancy Marquez-Suarez

Jesse Dela Cruz

Cindy Coelho

Dean Hurney

Dave Newman

Other: _____

1. Call to Order

2. Unfinished Business

A. Welcome

B. Unfinished Business:

1. ACE Building- securing insulation

- We've requested estimates from two contractors. One was too busy, the other found the scope too big for them. They referred us to a third contractor that specializes in dry wall. The suggestion being adding a ceiling of dry wall at a cost of approx. \$25,000. Seeing as the use doesn't require something this nice, we want to chat to the internal staff to see if they may have other ideas and if they'd be willing to do the work.

2. Ordered our Emergency Responder Campaign

- Kits & booklets have been ordered (Nancy brought booklets sample)
- If anyone has any ideas of tasks for our Emergency Preparedness Awareness month (January) email Nancy or Gaby
- Beard suggested to we purchase some emergency shut off wrenches for staff or to be raffled

3. New Business/Reports—staff reviewed the handout provided

A. Injury Reports – 3

- 6/15/2018—A staff member was injured taking down a suspect attempting trying to escape. The employee fell on his elbow. The laceration required seven stitches.
- 6/15/2018—A suspect was transported to jail and upon arrival, the suspect attempted to escape from the sally port. Our Officer was able to stop him as he reached the doorway and a struggle ensued. During the struggle our officer was bit.
- 7/12/2018—Employee tried assisting a member of the public by opening the glass window at the P.D. front desk. Window would not open, while applying

pressure to open the employee felt a “pop” in the elbow. Window was identified as malfunctioning and will be repaired soon, currently left open to avoid having staff open/close it. Beard suggested drilling holes in the window to avoid having to keep the door open. Dean suggested that the issue may be the wheels which allow the window to roll and if so, we would just need that part of the window to be fixed rather than replace it.

B. Incident Reports– 4

- a. 5/4/2018—Motor Officer in pursuit of stolen vehicle had a collision with another vehicle. No serious injuries, minor damage to truck and motorcycle.
- b. 6/16/2018—Officer was injured in the struggle the ensued while arresting a combative suspect. The officer experienced swelling, bruising, and soreness in the knee.
- c. 7/16/2018—Officer received a puncture wound to the right hand after searching a suspect with drug paraphilia hidden in the subject’s pocket. No exposure occurred from this incident, but staff was reminded of proper search techniques. Committee discussed the possible use of pockets and Beard explained that officers could pat down suspects before searching pockets. Beard will research possible PPE and identify gloves that can be carried in each vehicle.
- d. 7/30/2018—Police staff was notified that an officer was diagnosed with bronchial pneumonia, which is listed as a presumptive disease for Police Officers. Officer was provided an injury packet, but has no intent to file a worker’s compensation claim. Beard and Marquez explained a “presumptive disease” as a disease that has been identified to have been exposed to an employee in the extent of their work. Officer has since returned to work and is well.

C. Unsafe Conditions—1

- a. Carpet is bubbling all over City Hall (specifically near the printer by the HR office & in finance). Nancy asked if staff can inform her of any other carpet bubble prior to the scheduled repair on 8/16.

4. Training

a. Matrices Finalized & New IIPP on Employee only page

Committee reviewed new matrices that now identify the training source for each classification. Gaby will email matrices to all staff with the meeting notes for all to review. Nancy also made minor updates in the text in policy. The updated IIPP is accessible on the employee online page of the website.

b. Target Solutions

Amy is currently updating each employee profile to include both IIPP and professional trainings. This system will allow us to track training and pull reports more easily.

c. **Tailgate Trainings Offered July 31st**

Trainings below were provided to staff. Those that were not able to attend trainings will be assigned training through Target Solutions. Dean mentioned he would need the assigned online training as he was unable to attend in person.

- i. Defensive Driving
- ii. Ladder Safety

d. **Next Up- Violence Prevention (P.D.) & Emergency Evacuation Fire Prevention (Mel)**

We will proceed with the Emergency Evacuation & Fire Prevention training first. This training will include providing staff with a site map to identify evacuation routes & pull the alarm to simulate an emergency evacuation.

Captain Eric is already looking into the violence prevention training & PD will be providing said training to staff.

5. Safety Award Select Recipient

Cmte reviewed nominations received and selected the next award recipient.

Cmte decided to present the award at the next birthday celebration scheduled for 8/16. HR will have plaque & certificate ready to go. Beard will find out Eric's favorite Oakley business.

6. Scheduling of Annual Safety Inspections

Cmte divvied up the locations based on availability. Gaby will send meeting requests to everyone.

a. ACE Building

Jesse, Dean & Nancy – Monday, 8/13 at 9am

b. City Hall

Sgt. Beard, Francisca & Gaby – Thursday, 8/16 at 9am

c. Corp Yard

Jesse, Dean & Nancy – Monday, 8/13 at 8:30am (followed by the ACE Building)

d. White House

Cindy & Nancy – Wednesday, 8/22 at 9am

7. Open Forum/Questions

Jesse brought up an unsafe condition at Creekside Park involving a homeless man by the name of "Pablo" that frequents the park and prevents staff from doing their work. Pablo has used derogatory terms and is hostile toward City staff and contractors. Jesse reported a meeting between P.D. and Parks staff is in the works to determine best course of action for all involved. Jesse and Sgt Beard will update the Cmte during the next meeting

8. Meeting Adjourned

Next Meeting: October 2018 - TBD via email