



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, November 21, 2019
EH&S Training Room at 1808 Albany Drive
10:30 am – 12:00 pm

2019/2020 Committee Members: Heather Adams (Proxy for Tim Bell), Robert Brownlee, EOC Rep (unassigned), Dawn Carter, Joseph Corcoran, Leslie Crane, Cindy Dickinson/Mary Wyman (Acting for Susan Quinn), Jason Escher, Hank Lankford, Kate Jolley, Monica Ohkubo, Scott Lorbeer, Robin McHale, Meea McMath, Susan Muskar, Tina Rosenberg

Committee Members Present: Heather Adams, Dawn Carter, Toni Chase (Proxy for Jason Escher), Joseph Corcoran, Leslie Crane, Cindy Dickinson, Scott Lorbeer, Robin McHale, Susan Muskar, Monica Ohkubo, Tina Rosenberg, Whitney Schultz (Proxy for Petaluma - via Zoom)

Committee Members Absent: Josh Adams, Robert Brownlee, Mary Wyman, Jason Escher, Hank Lankford, Kate Jolley, Meea McMath

Visitors: None

Quorum: Greater than 50% of membership represented in person or by proxy. (Current = 8)

I. CALL TO ORDER

- i. *PROXIES – Toni Chase for Jason Escher, Whitney Schultz for Petaluma Facilities*

II. HOUSEKEEPING

III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR: **SEPTEMBER 19, 2019 MINUTES (Vote Required)** – Minutes approved for September 19th.*

[M: Dawn Carter ; S: Tina Rosenberg ; _____ (Yes), 12 (No), 0 (Abstention)]

IV. OPEN COMMENTS

- i. *[McHale]- Due to the large number of emergency events that occurred in October and early November affecting District Operations, the DSHC Chair proposed using this month's meeting time to discuss the work that occurred to manage the events and answer questions and concerns by DSHC members. A vote to suspend the usual agenda topics was held. Notes below include items of focus from general discussion.*

[M: Toni Chase ; S: Tina Rosenberg ; _____ (Yes), 12 (No), 0 (Abstention)]

[Carter] – There will be after action meetings with EOC and with BSC/ASC for reviewing the events and associated District management.

[McHale] – There is an evaluation of the District Police emergency call boxes in progress. Some call boxes are not working and may need rewiring. District Police is working with a security consultant to assess for required repairs.

[McHale] – Lights are being updated to LED. [Ohkubo] – There is an area from Tauzer to Haehl that is dark at night and needs lighting updates. [McHale] – Capital Projects and Facilities are working on updating lighting, and talking to the city about lighting updates on city streets.

[McHale] – Maggini is the next building that Facilities is addressing for internal door lock upgrades. [Schultz] – Requested update about the buildings that can only be locked from the outside.

[Corcoran] – Brought a request for satellite phone purchase to DSHC.

[McHale] – The purchase of three satellite phones was approved. Six were originally requested.

Corcoran would like this topic to be on the agenda for next meeting and would like the members to vote to recommend phone purchase to Cabinet.

V. OLD BUSINESS

- i. FACILITIES UPDATE- Not discussed outside of the above discussion.*

VII. NEW BUSINESS

- i. None Discussed.*

VII. REPORTS – N/A this month. No time for general reports.

- i. FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)*
- ii. INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS*
- iii. SAFETY REPORTS*
- iv. ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT:*
 - 1. GENERAL EH&S UPDATE*
 - 2. HAZARDOUS MATERIALS/HAZARDOUS WASTE*
 - 3. EMERGENCY MANAGEMENT*
 - 4. ERGONOMICS*
 - 5. TRAININGS*

VIII. ANNOUNCEMENTS- *None*

IX. NEXT AGENDA- *None*

X. ADJOURNMENT- *At Noon*