

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
April 18, 2024
City Hall – Banquet Room
212 SW 9th Street
1:30 P.M.

The meeting was called to order at 1:34pm by Vice-Chairperson Andrea Flowers

1. Roll Call

Members Present:

Sir Allen – Wastewater Maintenance
Thilo Cole – Meter Services
Jason Mansel – Solid Waste Collection
Michael Glaze-Lyle – Park Maintenance
Abel Luna – Equipment Maintenance
Roy Rodrick – Animal Welfare
Lindsay Tate – Police Tech Services
Melissa Zermeno – Streets
Ashley Glaze-Lyle – Emergency Communications
Andrea Flowers – Finance
Alfred Alcala – Water Distribution

Members Absent:

Jim Bonnarens – Lakes**
John Breit – Drainage Maintenance **
Carl Gray – SE Water Treatment Plant *
James Peck – Electronic Maintenance **

*excused **unexcused

Others Present:

Candy Brown, Deputy Human Resources Director
Ashley Naudi, Human Resources
Rosie Torries, Human Resources
Cliff Haggemiller, Streets Superintendent

2. Minutes

A. Approval March 21, 2024, Minutes.

Motion to approve minutes by Zermeno with a second by Glaze- Lyle.

AYES: All

No's - None

Motion carried.

NEW BUSINESS:

A. Discussion on Vector Solution Training:

Chew we are limited to computer usage and access; we get a lot of guys that don't remember their passwords or email. what is wrong with the old way were everybody watches it one time then we aren't tying up the computers.

Brown there is a way to do it for a group, Cliff your one of the areas that does that, do you care to share how that is done and he isn't the only one that knows how Santos also knows how to.

Cliff, we do have that issue also it seems to work out fine, just like you we have 38 people and 4 computers. There is two version on Vector, one is Vector Solution and then another one that has an A on it. Craig can create a group one for you and whoever the administrator is will authorize to go in there and confirm or verify that the training has been completed. Melissa or I will be happy to help you.

Brown the profile that Cliff is talking about is through the enterprise there is two profiles City of Lawton and enterprise, most superintendent already set up that way, although we do know that sometimes it is not the superintendent, we can set up to whoever they designate as their administrator.

Cliff there is a recording function, there is a report that can show who has completed their training and HR gets the same report.

Brown sometimes it shows up as a credential, but you have done it as an assignment, so it is going to show on the report that you completed you're going to receive the credit.

Michael How do you get the reports.

Cliff it's at the top, the administrator or designated person will be able to run

a report and see everyone that you are assigned to manage it will tell what training they have and will be able to give credit.

Brown you will be on the division report.

Cliff is it possible to send out reports.

Brown Craig will have to do that, and I will let him know the committee request that the safety rep be email there quarterly training.

B. Open discuss on safety related items.

Cliff if I may Candy I presented safety board several years ago forms for injury and accident it was approved by the board is there a status on that.

Brown no because it wasn't approved, it may have been approved by the board,

Cliff some of the forms where out of date and that's why I brought it to the board and the safety forms where not attached to the policy.

4. Adjournment

Motion by Sir to adjourn, with a second by Jason.

Meeting adjourned at 1:59pm.

Next meeting scheduled for May 16, 2024