

**Minutes**  
**GENERAL EMPLOYEE SAFETY COMMITTEE**  
**October 15, 2020**  
**Banquet Room**  
**212 SW 9th Street**  
**1:30 P.M.**

The meeting was called to order by Chairman Britt Hubbard at 1:33 p.m.

**1. ROLL CALL**

***MEMBERS PRESENT:***

Keli Alvarado, Community Development  
Jim Bonnarens, P&R  
Candy Brown, Safety & Risk Officer  
Ricky Botts, WD  
David Hampton, Drainage Maint  
Marlon Johnson, SWC  
Ashlie Kilpatrick, Emergency Communications  
Travis Henry, WWTP  
Mardi Repasy, (alternate for McClain)

Wade Lewis, SEWTP  
James Lovinger, Equip Maint  
Jeffery Mowry, Equip Maint  
Britt Hubbard, SSC/SSTD  
Robert Shotts, Landscape Maint  
Lindsay Tate, Tech Svcs Police  
Melissa Zermino, Streets

***MEMBERS ABSENT:***

Allen Chew, WWM/WWC\*  
Shelly French, SWC\*  
Antonio Hopson, Park Maint\*  
Kidd Jorg, Bldg Maint \*\*  
George Kroboth, SEWTP \*  
Gregory McClain, Utility Svcs \*  
James Peck, Electronic Maint \*\*  
Roy Rodrick, Animal Welfare \*

\*excused

\*\* unexcused

**OTHERS PRESENT:**

Cindy Griffin, Admin. Asst III. HR

**2. MINUTES**

A. Approval of minutes of February 20, 2020  
Motion by: Melissa Zermeno Second by: David Hampton  
Ayes: All Nays: None Motion Carried.

### **3. OLD BUSINESS**

None

### **4. NEW BUSINESS**

#### **A. Heat Stress & Related Illnesses**

This was a subject that was supposed to have been discussed during the summer meeting; however, since there was never a quorum until today Hubbard is going to forego this topic and went straight to communication/discussion

### **5. COMMUNICATION/DISCUSSION:**

- Britt Hubbard gave a handout the Video sign in roster and explained to the members how to fill it out and to send to Candy once the videos have been reviewed.
- Hubbard explained that reps should make sure that the policies are reviewed at least once a year. Safety Rep's have different responsibilities and that depends on what their supervisor assigns them.
- Candy Brown stated she will email out the Hazard assessment forms to the group and it is self-explanatory, but they are always welcome to call or email her if they have any questions.
- Hubbard passed out the Training Video Now.Com. The brochure gave some examples of safety videos to show for winter topics. Brown explained that if you are low risk then you are requested to have 1 hour per quarter safety training, high risk is required to have 2 hours per quarter.
- Brown commented that Vo-tech may give price break since they have had a reduction in classes since the pandemic. Hubbard replied that they can also get with the fire dept to do some Fire safety training.
- Hubbard passed out instructions on how to view videos online for those who did not get the email and went over the flyer he handed out on "winter season Hazard Awareness slip-and fall accidents, hypothermia, frostbite.
- Wade Lewis asked if everyone had access to a computer, Hubbard stated if you are a new rep then you need to get with Candy and let her know if you do not have computer access.

- Hubbard went over the injury reports and how to fill them out.
- Wade Lewis recommended to always take pictures of an injury or accident when filing a report, Hubbard also recommended taking a picture showing the damage and step back and show the surrounding area.....Highway, intersection etc.
- Candy Brown explained that due to the pandemic they will not have the Hazcom training in the banquet room this year, instead it they will be sent a link and you will stream through the video, it will be 1 hour long this year.
- Jim Bonnarens asked if Covid exposures have to be documented? Brown replied if they have been confirmed (positive) then it is a 14-day quarantine and must be documented. The CDC guideline states if you are with a person who has tested positive and have been withing 6ft for a total of 15 to 20 minutes then you are potential for exposure.

## **6. *ADJOURNMENT***

A. Motion to adjourn the meeting by: Jim Bonnarens      Second by: James Lovinger  
Ayes: All   Nays: None  
Meeting was adjourned at 2:17 pm