



City of Anacortes
Safety Committee Meeting
Date: 6/18/20

Location: WebEx
Chairperson: Mary Ellen Zell
Secretary: Joan Pringle

Members in Attendance:

Mary Ellen Zell, Finance	Ryan Zollars, Water distribution	Sylvia Cooper, WWTP
Joan Pringle, WTP	Steve Phillips, Parks	Lynn Barber, HR
Shelly Jensen, Operations	Diane Hennebert, Engineering/Storm	JJ Small, Library
Lou Zurcher, WWTP		

Departments Absent: Fire/EMT, Admin/IT/Fiber/Court, Senior Center, Facilities, Solid Waste, Police, Fleet, Museum, Streets, Planning

- A. Meeting called to order at 1:30 p.m. (Mary Ellen)
- B. Feb. 20 meeting minutes (Mary Ellen)
 - 1. Diane moved to approve; Shelly seconded
 - 2. All approved
 - 3. Lynn said the safety meeting minutes are on the intranet under the Safety Committee
- C. De-escalation classes (Mary Ellen)
 - 1. WCIA *Verbal De-Escalation* Training
 - 2. Will possibly be webinar training
- D. Lunch & Learn (Lynn)
 - 1. *Bringing out the Best in Others*
 - 2. Rescheduled to August or September
 - 3. Waiting to hear more about it
 - 4. Will get on calendar as soon as possible
- E. Accidents in city vehicles (Mary Ellen)
 - 1. A lot of accidents have been reported
 - 2. Nicole in Parks wanted training for all staff – did a 1-hour driver refresher course
 - 3. Lynn said new hires will have defensive driving training and will have to provide their driving abstracts
 - 4. Lynn added that there were not many injuries, except a police officer who is on light duty now
- F. Covid-19 (Lynn)
 - 1. First responders who go into quarantine can get 14 days of time off paid for through L&I
 - i. Those checks are then turned into the city to help pay for Covid-19 response
 - 2. Executive Team is working on a plan for re-opening
 - i. Currently in Phase 2 which is essentially the same as Phase 1

- ii. Each department is in essence its own business so will develop plans specific to them. Our role as safety committee is to support them. Things they are working on:
 - a. Physical distancing / shared space guidelines
 - b. PPE policies
 - c. Signage - taping paths, etc.
 - d. Limiting touching of shared surfaces
 - e. Hygiene and cleaning
 - f. Communication / education – for staff and public
 - g. Employee self-screenings for symptoms before coming to work – example filling out a questionnaire
 - h. Disinfection of contaminated areas

G. Roundtable Near Misses/Injuries

- 1. Many have been working at home and have not heard of any accidents

H. Other business

- 1. First Aid / CPR / BBP training (Sylvia)
 - i. Online classes are more expensive but won't be able to have in-person classes until Stage 4
 - ii. Will be contacting those due in each department
 - iii. When in-person classes start again, may have two or three a week to get caught up
- 2. Annual First Aid kit restocking (Shelly)
 - i. Shelly will get a list of kits from the departments and will gather the supplies for each
 - ii. If any need more, they can go through the supplies at the shop and get what they need
- 3. Next safety committee meeting (Mary Ellen)
 - i. Possibility of meeting outside, potluck

Time Adjourned ~ 2:15 p.m.

The next Safety Committee meeting will be Thursday, July 16, 2020, at 1:30 pm