



**City of Anacortes
Safety Committee Meeting
Date: 1/16/20**

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

Members in Attendance:

Mary Ellen Zell, Finance	Diane Hennebert, Engineering/Storm	Dave Oicles, Planning & Building
Lynn Barber, HR	Ryan Zollars, WDO	Joe Edwards, Admin/IT/Fiber/Court
Joan Pringle, WTP	Steve Phillips, Parks	Karl Wolfswinkel, Police
Ria Kilburn, Library	Ryan Harris, Fleet Services	

Departments Absent: Fire/EMT, Museum, WWTP, Senior Center, Facilities, Operations, Solid Waste, Streets

- A. Mary Ellen Zell called the meeting to order at 1:30 p.m.
- B. Committee members introduced themselves and what department they are with
- C. 2020 Focus “Intention is Everything – Being Present – Keeping Focus”
 - 1. Mary Ellen explained a lot of accidents happen because people are not mindful
 - 2. 2020 focus of committee will be to change this
- D. Calendar Items for the year
 - 1. ME - these will be discussed in the coming months
- E. ME visited with mayor on what safety priority is for 2020
 - 1. Example given of irate resident who was at City Hall recently
 - 2. Training proposed on de-escalating volatile situations for all city staff with 3 to 6 offerings
 - 3. ME asked anyone who finds resources for training to share
- F. ME read Dec. 12 meeting minutes
 - 1. Diane H moved to approve; Steve P seconded
 - 2. All approved with a change from the next meeting on Jan. 9 to Jan. 16
- G. 3 Goals per Department
 - 1. ME asked each department to come up with 3 safety goals to review in February
 - 2. Examples included coming up with an emergency plan for snow days at library (Ria K); updating emergency contact lists; setting barriers to keep public from entering office/off-limits areas
- H. Evacuation Maps & Plans (safety committee will take on)
- I. EAP Speaker – Lunch & Learn Subject

1. Suggestions included de-escalating situations; effective communication; let's talk politics; overcoming your distorted negative thinking; bringing out the best in others; awakening the passion in your life
 2. ME will email the rest of the committee and ask for their input by Friday, Jan. 24
- J. ME asked if third Thursday meetings work from everyone – it does; and if others want to host.
1. Ria K offered the library conference room for Feb. meeting if it's free
- K. Roundtable – Report near misses/injuries
1. Steve P - parks had a muscle strain from lifting a garbage bag full of kitty litter
 2. Dave O suggested panic buttons for the planning department and mayor administrative assistant's area.
 - a. Lynn - it would need to involve facilities and legal
 - b. Ria K - library has two panic buttons
 - c. Dave will follow up
 - d. Lynn – all departments should have them
 3. Dave – flu is going around planning department
 4. Karl W – officer fell and sprained his wrist; went to ER
 5. Lynn – officer tracking suspect, got hit in eye with possible a tree branch
 - a. Karl – some officers wear safety glasses for that reason
- L. Other business
1. ME - if someone notices others staying focused to share at meetings
 2. ME – keep in mind Safety Star program as well
 3. Karl suggested a committee photo be taken at next meeting

Time Adjourned 2:15 p.m.

The next Safety Committee meeting will be on Thursday, February 20, 2020, at 1:30 pm at the library if meeting room is free