



**City of Anacortes
Safety Committee Meeting
Date: 2/20/20**

Location: Library meeting room

Chairperson: Mary Ellen Zell

Secretary: Joan Pringle

Members in Attendance:

Mary Ellen Zell, Finance	Ryan Zollars, Water distribution	John Norris, Streets
Joan Pringle, WTP	Steve Phillips, Parks	Dave Oicles, Planning
Karl Wolfswinkel, Police	Dave Margeson, Museum	JJ Small, Library
Shelly Jensen, Operations	Allen Lindbo, Wastewater	
Ryan Harris, Fleet	Diane Hennebert, Engineering/Storm	

Departments Absent: Fire/EMT, Admin/IT/Fiber/Court, Senior Center, Facilities, HR, Solid Waste

- A. Meeting called to order at 1:30 p.m. (Mary Ellen)
- B. Jan. 16 meeting minutes (Mary Ellen)
 1. Karl moved to approve; Diane seconded
 2. All approved
- C. Update on Building Security (Mary Ellen)
 1. Mac Jackson of facilities will be securing all buildings
 2. Off safety committee's table
- D. Departments' 3 safety goals
 1. Operations (Shelly)
 - a. Zero accidents
 - b. Use right tools and PPE
 - c. Ask for help
 2. Library (JJ)
 - a. Safe egress from building
 - b. Get staff more training in safety in general
 3. WWTP (Allen)
 - a. Arc Flash Electrical training
 - b. Implementation of a respiratory policy
 - c. Confined spaces, upgrade procedures
 4. Museum (Dave)
 - a. Ladder safety training
 - b. Increase use of elevator instead of steep stairs
 - c. Make sure visitors have a safe path
 5. Parks (Steve)
 - a. Team approach to PPE, watch each other's backs
 - b. Review JHAs
 - c. Continue tailgate safety meetings

- 6. Water distribution (Ryan Z)
 - a. Avoid accidents
 - b. Maintain PPE in vehicles
 - c. Encourage safe work environments
- 7. WTP (Joan)
 - a. Drive Safely
 - b. Get plenty of rest
 - c. Update emergency contact list with HR

- E. Update on de-escalation classes (Karl)
 - 1. Handouts of two possible trainings
 - a. WCIA *Verbal De-Escalation*, Trainer Robert Graham
 - b. *Librarian's Guide to Homelessness*, Presented by Ryan Dowd
 - 2. Third option: officers being taught to be trainers, could train rest of city staff
 - 3. Tabled to April meeting for time to get more feedback – Karl attending March 25 *Have a Heart for Community* training presented by Dowd at casino

- F. Lunch & Learn Data (Mary Ellen)
 - a. Tabled de-escalating training since that topic will be covered with city-wide training
 - b. Top vote getters were *Bringing Out the Best in Others*, 4, and *Effective Communication*, 3; most others got 2
 - c. Show-of-hands vote resulted in most for *Bringing Out the Best in Others*
 - d. Lynn will schedule it

- G. Blankets – Safety Kits (Joan)
 - a. Will has ordered 200 Emergency Mylar Blankets
 - b. Safety committee will add them to first-aid kits probably at June meeting

- H. Vehicle accidents (Mary Ellen)
 - a. Handout – Driver skills course from NW Safety
 - b. Officers take course every year (Karl)

- I. Roundtable Near Misses/Injuries
 - a. Police - Officer got kicked during a fight, officer bit by a pit bull – owner at fault, officer hit by a barrel
 - b. Parks – thumb injury when cranking open drop box
 - c. Museum – near miss issue with a ladder
 - d. Mary Ellen will email injury form

- J. Other business
 - a. De-escalation event happened at front counter. Person told to leave and they did. Later sent verbally abusive email. (Dave O)
 - b. Zero water disconnects this month; Unprecedented; Procedures done to make happen: set parameters, let people know what they can do, provided options, better communication; Helps those in field as well. (Mary Ellen)

Time Adjourned ~ 2:15 p.m.

The next Safety Committee meeting will be Thursday, March 20, 2020, at 1:30 pm at ops if meeting room is free