

Oregon Military Department Safety Review Board Committee 2024 Q1 Meeting Minutes

Meeting Date: April 10, 2024	Time: 2:00 pm	Place: Virtual Via Microsoft Teams
Division/Department: Statewide	Chairperson: Sara Wassam	Secretary: Cherie R. Cline
<p>Members in Attendance: Sean McCormick, CSA; Adam Giblin, AGC-CFO; Micah Norene, AGIT; Tracy Garcia, AGP-D; Dan Radabaugh, OYCP-D; *John LeCarno, PANG; Tod Hyland, PANG; Mike Jones, KFANG; and Sara Wassam, AGP.</p> <p>Guests/Non-Voting Members: MAJ Nathan Christensen, ORNG; Cherie Cline, CSA/GLAD-EA; Jaclynn Moore, CAE; and Andy Rohner, SAIF.</p> <p>Committee Safety Chairs denoted by*</p>		<p>Members absent: Todd Farmer, AGI-D; *Frank Tallman, OYCP-DD; *Glenn Russell, CRO; *Erin Forney, KFANG; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; and *Kash Wrightson, RTC.</p> <p>Guests/Non-Voting Members absent: Jim Arnold, AGI-DD; Martie McQuain, RTC; Janet Johnson, AGI; and Aimee Sides, PANG.</p>
<p>Sara Wassam stated that she made a couple updates to the slide deck for today's meeting; she also asked if changes are needed to staff members' names or titles noted, to please let her know.</p> <p>Sara provided an introduction and details regarding her background and prior work experiences where safety played a major role:</p> <ul style="list-style-type: none"> • Serving almost 21 years in the Air Force/Oregon Air National Guard <ul style="list-style-type: none"> ◦ Currently Superintendent, Religious Affairs ◦ 15 years in Security Forces/Law Enforcement • Intel Corporation <ul style="list-style-type: none"> ◦ Life Safety Specialist • Federal Law Enforcement <ul style="list-style-type: none"> ◦ U.S. Forest Service ◦ U.S. Bureau of Prisons <p>Sara stated that because of her prior work experiences, she can relate to staff working out in the field. She further stated that she is thrilled to be a part of the agency's safety team.</p> <p>2023 Q3 Minutes – Sara mentioned an administrative housekeeping detail needed relating to approval of the minutes from the 2023 Q3 SRB meeting; who seconded the motion to adopt those meeting minutes? John LeCarno confirmed that he had.</p> <p>2023 Q4 Minutes – Sara moved to adopt the SRB 2023 Q4 minutes, as corrected, from the meeting that took place on January 9, 2024; Sean McCormick seconded the motion. The minutes were approved.</p> <p>Old business</p> <p>Hearing Tests: Sara reported that OMD staff are caught up with hearing tests.</p> <p>AED: Sara commented on being happy to report that PANG received a ZOLL AED PLUS, purchased with Federal funds.</p> <p>OS Chair: Sara stated that we're still looking for a nomination to fill the Chair position for the Owen Summers Safety Committee and that training will be provided.</p>		

See the current status of policies in table below as well as list of remaining topics to be addressed:

Policy Number	Policy Title	Date	Status
AGP-99.200.01	Personal Protective Equipment (PPE) Policy	Effective: Upon Approval	Approved 10/13/2020
AGP-99.200.02	Safety Committees	January 1, 2020	Approved 1/1/2020
AGP-99.200.03	Exposure Control Plan/Bloodborne Pathogen Policy	Effective: Upon Approval	Approved 6/15/2021
AGP-99.200.04	Confined Space Entry Plan	Revised: January 1, 2020	Approved 2/1/2020
AGP-99.200.05	Hazard Communication Policy	Effective: July 1, 2020	Approved w/ Rev 6/2020
AGP-99.200.07	Hearing Conservation Program	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.08	Portable Fire Extinguisher Inspection and Maintenance	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.10	Ladder Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.11	Aerial Lifts Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.12	Fall Protection Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.13	Automatic External Defibrillation (AED) Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.14	Hot Work Policy	Effective: December 16, 2020	Approved 12/16/2020
AGP-99.200.15	Respiratory Protection Policy	Effective: December 15, 2021	Approved 12/15/2021
AGP-99.200.16	Trenching and Digging Policy	Effective: July 1, 2020	Approved 12/16/2020
AGP-99.200.17	Lock Out/Tag Out	Effective: December 14, 2021	Approved 12/16/2020
AGP-99.200.18	Emergency Action Plan	Effective: March 31, 2022	Approved 6/29/2022
AGP 99.200.19	Powered Industrial Trucks Policy	Effective: June 29, 2022	Approved 6/29/2022
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

New Business

Policy Review – Sara reminded of the need for a review of the safety policies as well as website information; she will be working with Andy Rohner to determine if any updates are needed.

Site Visits – Future site visits were discussed with the first stop identified as Klamath Falls in mid-May. Sara will reach out to staff at Kingsley Field to coordinate details and confirm scheduling.

Training Schedule - The Heat And Illness as well as the Wildfire Smoke Training courses are expected to populate in the Workday program in May, with notices to employees informing of the mandatory completion date of July 31, 2024.

Tentative Schedule for Future Quarterly SRB Meetings in 2024 – Sara reminded about the dates/times currently on hold for future SRB Quarterly Meetings for this year:

- 12 to 1 pm, Thursday, June 20, 2024;
- 2 to 3 pm, Wednesday, September 18, 2024; and
- 1 to 2 pm, Wednesday, December 4, 2024.

Committee remarks/callouts (Roundtable):

John LeCarno: Asked questions about Workman's Comp Injury Guidelines.

Sara Wassam: Explained that each case is different, but there are time constraints to reporting.

Andy Rohner: Further explained and reminded that when an employee is injured, he should notify the supervisor immediately. A supervisor needs to submit a claim to SAIF within 5 days of the reported injury. Andy commented that SAIF claims are managed differently depending on union contracts and union bargaining in place. For example: AFSCME collective bargaining is asking for 3-Days Pay as well as a bona fide job offer within scope of a modified duty assignment.

Dan Radabaugh: Shared that the clock starts when employee notifies of intent to file claim.

Mike Jones: Commented on looking forward to the future site visit.

John LeCarno: Shared status of mandatory trainings completed. Civil Engineering is Done. With 2 new staff members, Security Staff are still in the process of finishing. John also inquired about first aid kits in state cars.

Tracy Garcia: Confirmed that each state vehicle/car needs to have a first aid kit; she further stated that AGP has extra kits available.

John LeCarno: Mentioned other safety topics that PANG is focusing on, to include:

- Fire Extinguisher Training (Coordinating timing and validation in-process),
- Concerns RE: shortage of PPE, especially during summer season,
- Safety training is alive and well
 - Commander plans for a program on CPR this summer.

John further commented on being encouraged about a future site visit to PANG-B, especially regarding expectations with contractors.

Andy Rohner: Confirmed that he's very interested in a future site visit to PANG.

Sara Wassam: Mentioned that except for the 2 new staff members, PANG's Security Forces have completed their hearing tests; she thanked John LeCarno for his efforts.

John LeCarno: Commented on 3 locations identified for the hearing tests.

Sara Wassam: Discussed the importance of maintaining emergency contact information for staff. She also reminded that Oregon's DAS Risk Management has signage available for Basic Safety; they're all free, she just needs to order them and coordinate distribution.

Dan Radabaugh: Stated that OYCP is always focused on safety, because of working with other peoples' kids. He shared current safety highlights of this quarter included:

- 3 fire evacuations – within 5 minutes;
- Reviewed Inclement Weather Policy – no incidents; and
- Completed all OSHA Safety Hazard Training.

John LeCarno: Inquired about the Owen Summers Building remodeling projects.

Tracy Garcia: Explained that the OS Building remodel efforts involved seismic retrofits. She recommended that John plan to travel down for a site tour of OS in the near future. Tracy explained the history of SRB and also emphasized the importance of staff attending SRB meetings.

Sean McCormick: Welcomed Sara to her new role, recognizing her prior work experiences, knowledge and skills she brings into the SRB forum.

Sara Wassam: Recognized and praised the safety chairs for their continuing efforts. Thanked everyone for their inputs in building the SRB meeting agendas, participation in the SRB meetings and contributing to a strong safety culture within the agency. Sara also commented on looking forward to participating in future meetings together.

Meeting was adjourned at 2:43 pm.

Next meeting date: Thursday, June 20, 2024	Time: 12 to 1 pm	Place: TBD, more than likely Virtual (via Microsoft Teams)
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Prepared by: Cherie R. Cline, Executive Assistant, CSA/GLAD	Date: April 10, 2024
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