

Oregon Military Department Safety Review Board Committee 2024 Q2 Meeting Minutes

Meeting Date: June 20, 2024	Time: 12:00 pm	Place: Virtual Via Microsoft Teams
Division/Department: Statewide	Chairperson: Sara Wassam	Secretary: Cherie R. Cline
<p>Members in Attendance: Todd Farmer, AGI-D; Brad Melendy, AGIT-CIO; Tracy Garcia, AGP-D; Dan Radabaugh, OYCP-D; Tod Hyland, PANG; *Glenn Russell, CRO; *Erin Forney, KFANG; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; and Sara Wassam, AGP.</p> <p>Guests/Non-Voting Members: Cherie Cline, CSA/GLAD-EA; Andy Rohner, SAIF; Jim Arnold, AGI-DD; Jaclynn Moore, CAE/CRO; Henry Idica, CRO-FSM; Dominic (Nic) Kotz, RTC-FSM; Martie McQuain, RTC- CFMS; MAJ Nathan Christensen, ORARNG Safety; and Chris Deckert, FOM, Fed T5.</p> <p>Committee Safety Chairs denoted by*</p>		<p>Members absent: Sean McCormick, CSA; Adam Giblin, AGC-CFO; Mike Jones, KFANG; *Frank Tallman, OYCP-DD; *John LeCarno, PANG; and *Kash Wrightson, RTC.</p> <p>Guests/Non-Voting Members absent: Aimee Sides, PANG-NRS; Janet Johnson, AGI-NRS; and CMSgt John Peterson, ORANG Safety.</p>

2024 Q1 Minutes –Erin Forney moved to adopt the SRB 2024 Q1 minutes, from the meeting that took place on April 10, 2024; Tracy Garcia seconded the motion. The minutes were approved.

Old business

Heat/Smoke Training: Sara Wassam reminded about the mandatory Heat Illness & Wildfire Smoke trainings due to be completed no later than June 30, 2024. Todd Farmer asked if a summary can be received of which staff members have already completed the training. Tracy Garcia confirmed that by Wednesday, June 26, they can generate a report to list staff members still outstanding and needing to complete the training.

Klamath Falls Site Visit: Sara Wassam shared that the first site visit was a successful event; she and Andy Rohner participated in the site visit and provided training to approximately 30 personnel in attendance.

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 (Emergency Action Plans) – Sara discussed the minor changes, grammatical and point-of-contact information changes made to the Emergency Action Plan (EAP) policy then moved to approve the revised policy; Erin Forney seconded the motion. Erin inquired about supplementing the EAP with installation plans that are already in place for fire and security. Andy Rohner agreed that any opportunities to align with federal partners should be utilized and prioritized. Sara concurred that fire and security plans could be attached to the EAP as Appendixes. Erin further inquired who should be designated as EAP Coordinator at each site? Sara explained that the EAP Coordinator should be a state employee and Tracy also explained that it should be the Safety Chair. Andy stressed the importance of identifying a state point-of-contact that will be on-site, on location, consistently, well versed in Emergency Evacuation Plans and responsible to ensure safety and that all staff, including state staff are accounted for. Todd Farmer commented on Man of the Agency work centers, which are integrated with state employees, AGRs, Title 5, and Title 32 Federal Technicians; having a designated representative to count personnel in an emergency would satisfy the requirement without needing 2-3 people. Jaclynn Moore suggested developing a culture of exit buddies, to check-in with when arriving on-site, especially if staff are usually working remotely. Nate Ripp agreed that it's a great idea to have a "Battle Buddy." Nic Kotz suggested that Training Coordinators need to be responsible for their group attendance. Tracy suggested designating someone to clear buildings and Sara suggested designating a POC for each building. Jaclynn Moore commented on completing a recent physical security audit for Camp Withycombe and Anderson Readiness Center and discovering that fire maps were not posted or readily available to identify the exit plan procedure; she reminded about the importance of keeping a visitor perspective in mind. Both Sara and Tracy expressed appreciation for the suggestions to improve EAP processes.

Distro of Weather Info to Employees – Sara reminded about the importance of communicating weather patterns to staff members. Sara also commented on the heat index app loaded onto state cell phones; the heat index app is simple to download onto personal cell phones as well (optional). Tracy reminded about the importance of managers watching out for their employees, especially staff members that deal with tasks out in the field or outdoors. Tracy commented on notations shared within the Teams chats. Jaclynn Moore noted that it's good for managers who have employees at multiple locations to be aware of all employees' weather and the need for water/breaks and fresh air breaks, if conditions impact air quality.

Site Visits: Rilea, Rees, YCP, PANG, Salem – Sara commented on recognizing that June and July are busy seasons and not the best timing for site visits; she recommended resuming the site visit schedule in August or September.

Training – Andy Rohner shared details about the successful training conducted during the site visit to Kingsley Field and the importance of providing a forum where staff have space to talk and room to interact with the style of presentation. Erin Forney commented on the fantastic training on CPR/AED provided by their Fire Department at Kingsley Field. Tod Hyland noted using an AF Form 55 for tracking and documenting training at PANG. Dan Radabaugh mentioned that it is required training at OYCP.

Schedule -

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 (noted below), she also suggested that the meetings could potentially be held in-person. Members also commenting and in favor of future in-person meetings included Erin Forney and Nate Ripp.

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

Committee Chairs Reports for Regions/Facilities (Roundtable Remarks):

Nate Ripp: Noted this is his first attendance to an SRB meeting. He’s conducting safety committees for OMD/AGI, successful with his first virtual meeting via Teams, currently waiting on getting a webcam. Current work is focusing on fire maps, fire extinguishers, setting up cones, as well as trying to organize and assess concerns related to practices that may have a potential of causing injuries.

Erin Forney: Explained that they’re trying to make the Kingsley Field safety committee meetings more efficient, capturing minutes and due-outs in real-time. Security Team members have been added to the Safety Committee. They’re cultivating an atmosphere of trust to emphasize that the Safety Committee is a “safe space.” Received very positive feedback from the Safety Committee regarding trainings. Working on a training matrix to combine Workday and federal requirements. She asked what are the requirements to be on the Safety Review Board?

Andy Rohner: Stated that CE Supervisors, Senior Leaders and Facility Leadership are appropriate additions to the SRB membership.

Tracy Garcia: Explained the history of the agency executive team being added to SRB.

Andy Rohner: Reminded that safety issues can and should be addressed at the local level before escalating to SRB.

Tod Hyland: Mentioned work on fire extinguisher training and CPR/AED/First Aid Training for all staff at PANG.

Sara Wassam: Commented on exploring voluntary training options and still actively recruiting to fill the Safety Committee Chair position for Owen Summers.

Andy Rohner: Reminded that administering CPR/AED/First Aid is also voluntary.

Tod Hyland: Looking at STARBASE safety issues (is it a school?); gathering facts.

Glenn Russell: Commented on completing second quarter safety inspection at Camp Rilea. Working with two new employees: a plumber and custodian, to complete mandatory training. A couple minor injuries reported, but no lost time.

Nic Kotz: Working to reconstitute and bolster the Safety Committee Meetings at Rees Training Center. State employees are 1 of 9 groups at RTC. We’re including everyone in monthly safety meetings with a wholistic approach; safety meetings occurring instead of and in place of tenant meetings. Emphasizing

awareness of safety breaks and cooling breaks as well as the importance of scheduling outside work in the mornings. Encouraging awareness of allergies, especially to bees. One self-reported safety violation due to a lack of hard hat and safety vest in construction zone.

Dan Radabaugh: Reported on OYCP's robust safety committee meetings and trainings, to include:

- Meeting regularly between classes,
- More training conducted after 4th of July,
- Bend Fire Department conducted classroom training and fire extinguisher training, and
- Scheduled maintenance on fire suppression equipment.

Jaclynn Moore: Mentioned her non-voting role on the Safety Review Board which involves listening and then looking at risk assessment and trainings to combat those risks.

Tracy Garcia: reminded that all safety inspection checklists are due at the end of each quarter, current suspense being June 30, 2024.

Recognition – Special Shoutouts:

Kingsley Field: Sara commented on the pre-coordination needed for the site visit and successful training with a special thanks to Erin Forney, Mike Jones and Scott Stuart.

Nathaniel Ripp: Sara expressed appreciation for his 7 months with the Safety Committee and his passion and drive to get the armories in a good position with improved safety standards.

Sara thanked everyone for participating in today's SRB.

Meeting was adjourned at 1:07 pm.

Next meeting date: Wednesday, September 18, 2024	Time: 2 to 3 pm	Place: TBD, more than likely Virtual (via Microsoft Teams)
Prepared by: Cherie R. Cline, Executive Assistant, CSA/GLAD		Date: June 20, 2024