Safety Committee Meeting: 07/30/2009 @ 11:00 am in City Hall Capital Conference Room

In Attendance:

Michele Cruz

Finance – Risk Management

Beckie Neep

Sheriff's Office

Amanda king

Finance-Risk Management

Duane Bottoms

Parks

William Thomas

**Human Resources** 

Kim Christiansen Elaine Werlinger Jon Kephart DA Office Library Wastewater

Rea Thompson

**Development Services** 

Gary Dunn

Fire Deptartment

Handouts: Health and Safety Committee Revised Charter.

Training Video Viewed: none

Safety Committee Minutes from 06/25/2009: Reviewed

#### Discussions:

#### 1. Duties of a Chair:

- The chair should serve for 12 months.
- The chair should be voluntarily be nominated with a majority vote from all committee members.
- The Chair should have the authority to determine eligibility of committee members.

#### 2. Structure of the Committee:

- Recording officer should serve for 12 months and should be voluntarily be nominated with a majority vote from all members.
- Safety Committee should consist of 8-12 members with 8 members serving from different departments.
- The Committee should meet on the last Thursday of each month for one hour.
- 75% of attendance for eligibility of committee membership.

#### 3. Scope of Authority:

• Risk Manager, Chair, Recording officer, Safety Committee consisting of 8-12 members ranging from 8 different departments within the City of Carson.

## 4. Health and Safety Committee Charter

- Once charter is completed, we will have SCATS review it before presenting it to the City Manager.
- Locate all Training material within Carson City's departments and create a log which will be open to all city employees.

# "Homework" to be done before next meeting:

Kim Christiansen will check into Michele Cruz statement for legal accuracy and any additional NRS that would be significant to the Charter.

All Committee members will make any recommendations to the last revised Charter.

Duane, William and Amanda will start a log with all training material.

Elaine Werlinger will try to locate a place to store all training material that city employees would have access too.

Amanda and William will rewrite the Charter with the new recommendations from Committee Members for a final completed Charter.

Amanda king will find out how much funds are allocated for the safety committee.

Next Meeting to be held @ City Hall in the Capital Conference Room on Aug 27th @ 11:00 am

### Aug 27th Meeting Agenda:

Finalize the Charter