MINUTES - SAFETY COMMITTEE

MARCH 25, 2010 11:00 A.M.

(CM)	Elaine Werlinger	(EW)
(DB)	Pat Wiggens	(PW)
(NF)	John Tomasco	(JT)
(GD)	Vince Pirozzi	(VP)
(BN)		
	(DB) (NF) (GD)	(NF) John Tomasco (GD) Vince Pirozzi

Meeting called to order by Chairperson Duane Bottoms.

Sign-in sheet passed around.

Minutes from March 3 were not available for review.

Duane Bottoms (DB) stated that Larry Werner, City Manager has approved the adoption of the By-laws as a document separate from the Safety Manual at this time. Adoption will allow the Safety Committee to function, with respect to the Chairperson position, while the Safety Manual is revised.

DB indicates that he has been in the position of Chair for a year or more and with the busy season starting for his department, combined with the decrease in his staff due to lay-offs, he will not have time for the committee until October (2010).

DB asked the present committee members if anyone is interested in taking the Chairperson position. Vince Pirozzi (VP) stated he would do it but he is retiring in early July 2010. Gary Dunn (GD) indicted he is not sure he will be with the City much longer. Neil fox stated he cannot take the position.

GD suggested the replacement be a person with corporate experience.

The group agrees to nominate Curtis Horton from Public Works. Curtis is not in attendance today. The group feels he has been a long-term City employee and is knowledgeable in all aspects of safety. Cecilia Meyer (CM) will contact Curtis to discuss the nomination with him.

DB also indicates that the position of Recorder is now vacant as Amanda King has been transferred to another department.

DB states his frustration that every time there is a change in HR/RM any work done with the Safety Manual seems to get lost. He would like to see the By-laws and Safety Manual posted where it can be accessed by all employees. There is a suggestion that the By-laws be posted on the Carson City website. The committee agrees that this is a good idea. CM will find out about getting the By-laws posted. Once the Safety manual is completed and adopted, it can be posted on the web-site as well. Can IT create a link to Safety on the City website?

Discussion about the progress of the Safety manual update/revision. The committee has been provided with copies of the email from Rick Hudson (Willis Pooling) to CM dated 3/19/10 regarding the creation of a "general" Safety Manual. Rick suggests six required elements in the general manual. Each department will be responsible to have their own Department specific manual which will also be provided to Risk Management.

All departments are shorthanded now or will be shorthanded soon due to layoffs. Many will not have time to work on the manual. GD suggests that the Safety committee create sub-committees" to work on the manual. These sub-committees will be made up by people in various departments who will work on the department specific sections of the manual. DB states that the manual must line up with OSHA requirements which are difficult. He has been working on his department.

Elaine Werlinger (EW) stated that the Library does not have a Safety Manual. VP stated that the Fire Department has their own "Standard Operating Procedures" (SOP). Becky Neep has already provided the manual from the Sheriff's Office.

GD asks if Risk Management has or can get copies of Reno or Sparks Safety Manuals as that may help us. CM indicates that Rick Hudson did email a copy of Lyon County's which she will email out to everyone. CM will also locate other Safety Manuals for the committee's review.

CM provided handouts of WC claims currently open. She discussed cost of claims, total incurred and reserving. The committee agreed they would like to have the handouts at each meeting.

VP advised that Fire Chief Giomi had requested grant money to pay for the on-line MSDS program that the committee has been considering. Giomi recently told VP that the request was denied due to cutbacks. Pat Wiggens (PW) stated he has a contact that may be able to assist and will look into it wit that person.

CM made available the SCATS Training Schedule and class descriptions for April – June 2010. She notes that there are no fees for these classes.

Meeting adjourned at noon. The next committee meeting will be April 22, 2010 at 11:00 in the Capital Conference Room.

Minutes by Cecilia Meyer