CITY OF ANACORTES
SAFETY COMMITTEE MEETING
DATE: November 16, 2022

Location: Microsoft Teams
Chairperson: Tristan Lucas
Secretary: Joan Pringle

Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Reilly Wynn, HR (Acting Chair)</td>
<td>Mia Starner, Library</td>
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<td>Erica Anderson, Museum</td>
<td>Katy Wynn, WWTP</td>
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<td>Carter Page, Fleet</td>
<td>Luke Taylor, Water</td>
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<td>Jennifer Gundersen, HR (Acting Secretary)</td>
<td>John Norris, Engineering</td>
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<tr>
<td>Sylvia Cooper, WWTP</td>
<td>Dustin South, Parks &amp; Rec</td>
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<td>Tanner McLaughlin, Streets</td>
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Departments Absent: Senior Center, Facilities, Solid Waste, Admin/IT/Fiber/Court, Fire, Ops, Finance, Planning, Streets, Police, WTP

Meeting called to order at 1:31pm

- **Members/Appointments**
  - Mayor Miller will appoint the new Safety Chair for 2023 – Reilly Wynn led meeting today and will lead meeting in December until a Chair has been appointed. There are current vacancies in several departments – need to find out who is interested in committee for 2023. Reilly questioned who the designated Hazard Reviewers in the Accident Reports on Laserfiche were. Sylvia mentioned certain members can be designated and that it cannot be someone from the department where the hazard or accident occurred. Usually one of the reviewers is from the Police Department and there are typically two designated reviewers in order to have multiple viewpoints. These members will go to the site and investigate to then review for possible resolutions.

- **Meeting Day/Time**
  - The December meeting day and time was discussed next. Reilly inquired about the availability of the members. In the December meeting, the day and time of the meetings for 2023 will be decided. Sylvia mentioned that if the meetings will be in person, the third Thursday of the month at 1:00pm in Council Chambers would work. Katy stated that there is usually a vote for safety representatives at the January meeting and the day and time would be discussed then.

- **Ongoing Projects/Status of Committee Documents**
  - Reilly inquired whether anyone has been actively working on projects. Sylvia has overseen CPR training. She mentioned that usually the BBP Manual and Accident Prevention switches every year regarding updates. Reilly noted that both are due to review again. Reilly brought up the BBP Manual's most recent update was in 2018 and would need to be the next document to update. Reilly stated that once 2023 representatives are established at the January meeting, BBP updates can get started. Sylvia mentioned that there might be an updated document in the Teams folder. Reilly replied that she will check and also mentioned that the Accident Prevention document was last updated in December of 2020 and will also need to be updated soon but the BBP Manual will take precedence.

- **Any other questions or concerns?**
  - Mia asked about the first aid boxes and the overstocking issue. Reilly replied that the issue should be resolved moving forward and asked Jennifer to speak to this topic. Jennifer stated that she had spoken to the CINTAS representative who didn’t have clear direction on what needed to be stocked and when. Jennifer gave him clear instructions and mentioned that this issue shouldn’t come up again. Tanner mentioned that safety goals by department are typically discussed at the beginning of each year and should be an agenda item for the January committee meeting. Reilly inquired about site visits and whether that would be something the committee would be interested in. Members would take a tour to identify any safety concerns. Reilly then said this could be discussed in January as well. Mia asked about safety checklists and who they should be turned into once completed. No one in the meeting was aware. Reilly suggested the checklist be updated in January by the committee. Sylvia stated that she would send this list to Reilly and Jennifer. She also mentioned that the near miss forms and other safety forms in Laserfiche should be reviewed to make sure they are up to date.

The next Safety Committee meeting will be on Thursday, December 15, 2022, at 1:00pm.

Meeting adjourned at 1:50pm